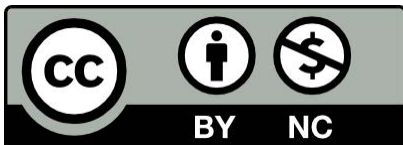**NEW ZEALAND
FOREIGN AFFAIRS & TRADE
Manatū Aorere**

The Historical Records of the Ministry of Foreign Affairs and Trade –Manatū Aorere

A Reference Guide and Glossary for Authors, Historians and Researchers

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Introduction

The Ministry of Foreign Affairs and Trade's (the Ministry's) historical records at Archives New Zealand are estimated to take up around two kilometres of linear shelf storage. The purpose of this Reference Guide and Glossary (the Reference Guide) is to assist authors, historians and researchers to find their way around these historical records. It is intended to enable more confident and accurate searches. The Reference Guide contains three parts:

Part 1: Guide to Finding, Understanding, and Using Ministry Historical Records

Part 1 explains how to use the Ministry's historical records, how to recognise the many types of documents and communications in order to find what is wanted, and Ministry recommendations around citing them in research and writing.

Part 2: About Ministry Historical Records

Part 2 explains factors that have shaped the Ministry's historical records – institutional history and change, information that is important in determining the character of records and where different records may be held. It also gives information about the different record keeping systems that have been used over time and in various locations.

Part 3: Glossary

Part 3 is a glossary, with alphabetical entries providing answers to common questions about various aspects of the Ministry's historical records.

If you have questions about the Reference Guide, please contact:
KIAServices@mfat.govt.nz

Part 1: Guide to Finding and Using Ministry Historical Records

1.1 Access

PUBLIC ACCESS TO MINISTRY HISTORICAL RECORDS, RESTRICTIONS.

Ministry historical records consist of physical files, aged 25 years or older, which have been transferred to Archives New Zealand.

Some of these records remain restricted. People can ask for the status of restricted files held at Archives New Zealand to be reviewed to determine whether they can be declassified and released for public access.

(See 2.2: History)

Questions about access to other Ministry records should be directed to KIAServices@mfat.govt.nz.

1.2 Ministry Historical Records Held at Archives New Zealand

Ministry historical records can be searched for using **Archives New Zealand's** online Collections search, in which Ministry historical records are listed. In many instances this will be a listing only, and the record itself will need to be examined at Archives New Zealand's Wellington premises. However, Archives New Zealand is progressively digitising its holdings, and as copies of non-restricted records are made, these are linked to the relevant listings in Collections. Over time, this may include more files from the MFAT collection.

https://collections.archives.govt.nz/

Searching Ministry historical records using Archives New Zealand's Collections search

Collections search is accessible via Archives New Zealand's website https://collections.archives.govt.nz/.

The website includes guidelines on how Collections search works, and on the ways to search – simple or advanced, using keywords and other search criteria, how to refine a search, and more: How to search Collections | Me pēhea te rapu - Collections search (archives.govt.nz)

For assistance in using Collections search for Ministry historical records, please contact Archives New Zealand:

- Via email – research.archives@dia.govt.nz
- Complete the 'Ask an archivist' form on the Archives New Zealand website - Ask an archivist – Archives New Zealand
- Phone their central telephone – (04) 499-5595 – and ask for Research Services.

Ministry historical records have been transferred to Archives New Zealand at intervals over the years, including several large transfers (accessions). They comprise both Ministry Head Office and overseas posts historical records. Each accession is assigned a unique accession number by Archives New Zealand, then linked in Collections search to contextual documents explaining the government department/s which created, controlled and transferred the records (known as agencies) and the record-keeping systems which they were part of (known as series).

AGENCY

Agency codes linked to some of the larger series of Ministry historical records held by Archives New Zealand are as follows:

AGENCY CODE	AGENCY TITLE AT ACCESSION
AAAK	Department of External Affairs, 1919–1943
AAEG	Ministry of Foreign Affairs, 1943–1988
AALA	Prime Minister's Department, 1853–1959 *(Note: The Ministry's series linked to this agency is Series 950 (Ministry's central filing system, c. 1920). Other series are more specific to the Prime Minister's Department.)*
ABHS	Ministry of Foreign Affairs & Trade, 1988–1999
ABPZ	Prime Minister's Department, Imperial Affairs, 1926–1943
ACGA	Island Territories Department, 1885–1976
ACIE	Department of External Affairs, 1907–1920 *(previously agency code EA)*

NOTE:

- Some series were controlled by several different agencies over time, and so may be linked to all of them, e.g., Series 950 is linked to AALA (for the period 1920–1926), AAAK (1920–1943), ABPZ (1926–1943), AAEG (1943–1988), ABHS (1988–current).

- In many instances, the Ministry Head Office in New Zealand collected and transferred the records of New Zealand posts overseas (embassies, high commissions, consulates) to Archives New Zealand. Consequently, overseas post records are generally linked to series such as ABHS. However, you may also find overseas post records by the name of the post.

- If you are interested in Ministry historical records which would have been held by agencies other than those listed above, such as an overseas post, you may find them by agency name, e.g., a search on 'Tokyo' brings up ABDX (New Zealand Embassy, Tokyo).

- You may also be able to search directly for a specific record/s if you have reference information, e.g., title keywords or a file number.

- If your keyword search does not produce the result you expect, you may need to think of alternative terms which the agency could have used when naming their files. Alternatively, try refining your search terms, e.g., reduce your title from the more specific 'Office Administration Supplies and Accounts' in order to pick up variations. If your research return is too large, you may need to add a further refiner.

1.3 Recognising and Understanding Document Types, Sources

See also 2.4.4: FILING SYSTEMS ... Posts' file systems

Research using Ministry historical records requires an ability to recognise the type and source of the documents found. Notes on the individual types and various sources of documents, and guidance on recognising them, are contained in the Glossary.

- The main types of documents are memoranda, telegrams (cables), letters, submissions, briefs, ministerials, file notes (or Notes for file). More specialised and less used forms of communication, some peculiar to diplomatic usage (Third Person Notes, Aides-Memoire, etc.), may also be encountered.
- The main sources of documents are the Ministry itself (including its overseas posts), other government agencies, other governments (Foreign Source documents), international organisations, business and the public sector, civil society.
- Some documents carry no outward identification of origin. In most cases the origin will be apparent from the document's contents. But some other governments' telegraphic communications that have been copied to the Ministry for its information are identifiable only by the paper used and the network of addressees shown. Special conditions may apply to the use of these documents. See Glossary Foreign Source Material (FS).

Care is needed in identifying the origin of files, as:

- Wellington file covers sometimes were distributed to and used by posts (tip: check the papers on file).
- A prefix to a file number may be the main clue to its origin. Most post prefixes are self-evident, and all are listed in the file-prefix column in the table of overseas posts in the Glossary. A variety of other (non-post) prefixes for file series are listed – alphabetically, by prefix – in the Glossary.

1.4   Using Ministry Historical Records

CITATION:

When citing sources of information obtained from the Ministry historical records, the following minimum reference details should be given:

• Description of document (e.g., memorandum, telegram, letter, briefing note, file note, etc.), including, if applicable, telegram number and/or other identification marking of foreign source documents and name of the foreign source (e.g., DFAT [Australia], FCO [UK], etc.).

• Date of the specific document from which information has been sourced

• Agency code

• Series number or accession number

• Record and Part numbers (in the case of post files, specify the name of the post)

• Archives New Zealand R number

• Full name and location of the archive that holds the record – for example, "Archives New Zealand Te Rua Mahara o te Kāwanatanga, Wellington".

Further information on copying and citing Archives can be found on Archives New Zealand's website: Copying and citing archives – Archives New Zealand

Part 2: About Ministry Historical Records

2.1   The Ministry, Changes of Name and Function

Summary dates of changes in names and functions of the Ministry and the main departments/agencies associated with or working closely with it.

(For agency codes, see 1.2: Ministry historical records held at Archives New Zealand)

Year	Changes of name	Function
1919–43	External Affairs, Department of (EA)	
1943	External Affairs, Department of (EA)	Pursuant to External Affairs Act
1945	Prime Minister and Cabinet, includes External Affairs under one Permanent Head,	*Department of (DPMC)*
1970	Foreign Affairs, Ministry of (a renaming) (MFA)	
1975		*Absorbed functions of Department of Island Territories.* *MFA separated from DPMC*
1988	External Relations & Trade, Ministry of (MERT)	Merger of Trade Policy Division (Department of Trade & Industry) with Ministry to form MERT
1993	Foreign Affairs & Trade, Ministry of (MFAT), *a renaming*	

Year	Changes of name	Function
1949	Joint Intelligence Organisation (JIO) *established*	
1953	Joint Intelligence Bureau (JIB)*a renaming*	
1975	External Intelligence Bureau (EIB) *a renaming*	
1988	External Assessments Bureau (EAB) *a renaming*	
1988	National Assessment Bureau (NAB)	
1990		*renamed and incorporated into Department of Prime Minister & Cabinet*
1943	Island Territories, Department of *established*	
1968		*Merged with Department of Maori Affairs and renamed Department of Māori and Island Affairs*
1975		*Island Terr. functions transferred to Min. Foreign Affairs*
		NB: Papers relating to the administration of Pacific islands, dating back to the late 19th century, may be found under Archives New Zealand agency code ACGA (Island Territories Department, central agency), ACFZ (Island Territories Department, Tokelau), ACFX (Island Territories Department, Apia) and ACFY (Island Territories Department, Niue).

Year	Changes of name	Function
1988	Trade & Industry, Department of	Trade Policy Division merged with the Ministry. (Export Services Division became a separate agency TradeNZ, subsequently Trade & Enterprise or NZTE)
	Defence, Department of, and New Zealand Defence Force	

2.2 History

Ministry historical records take a number of forms. By far the largest component comprises papers. There are also photographs and oral histories.

EARLY DAYS

The Ministry's historical records contain a few papers from the late 19th century and early 20th century: despatches from the Colonial Office in London to the colony of New Zealand in the 1880s and 1890s, and later from the Dominions Office after New Zealand attained that status in 1907.

There are also papers relating to New Zealand's association with and, later, colonial administration of, some Pacific Islands, which dated from the 1880s and was refined under the External Affairs Act (1919). Those Pacific Island responsibilities were placed under a Department of Island Territories in 1943 but reverted – with their records – to the Ministry in 1975.

The 1919 Act also determined that a member of the public service should be designated the Secretary of External Affairs and that 'such other clerks and officers' as were needed to assist him should also be designated. The Clerk of the Executive Council performed that function, along with all his other responsibilities. There was no dedicated executive for external affairs, notwithstanding the appearance in the 1920s of a grandly-named 'Imperial Affairs' title under the Prime Minister's Department.

The External Affairs Act (1943) marked the next step forward, with the establishment of the Department of External Affairs, with dedicated staff and storage.

TRUE BEGINNINGS, IN 1943

At its formal establishment under the External Affairs Act (1943) the Department of External Affairs acquired dedicated office space, including dedicated archival storage, in Parliament Buildings (now Parliament House) in Wellington.

Parliament House was opened in 1922. The original structure was three stories tall (as viewed from the front – there is a lower level at the rear). In 1943 single-story wooden penthouse structures were built on the original rooftop. These additions connected with fourth-floor masonry turrets on the original 1922 building. The new front penthouse accommodated the Prime Minister's Office and the Cabinet Room. The new penthouse structures on the north, west and some connecting central areas were the first home of the new Department of External Affairs. They joined directly to the Prime Minister's office and Cabinet room, placing successive Secretaries of Foreign Affairs and their staff just a few paces from their Minister. A fourth-floor masonry turret at the rear of the building was incorporated in the External Affairs office and converted to a solid strongroom. This was the first permanent home for the Ministry's records. Because of space limitations, however, closed files and papers soon had to be stacked in Parliament Buildings' dusty basement, alongside boilers and heaps of coal.

As early as the 1950s, staff spillover from the growing Department forced the acquisition of additional office space in the vicinity of Parliament Buildings and, later, further afield in Wellington's CBD. This expansion continued piecemeal for decades. Initially the External Aid Division and its files relocated to Hobson Street and the Administration Division, with its files, to Bolton Street. Several other properties were occupied by various Ministry Divisions in Thorndon and along The Terrace until 1975, when the State Services Commission's Accommodation Board allocated a commercial property, Stafford House, at 40 The Terrace, to the Ministry in the hope it could be reunified. It couldn't. Fragmentation continued until 2001/02, when the Ministry relocated to the HSBC building on Lambton Quay, where it largely came together again under one roof. Throughout this period, closed files were stored in remote secure warehouses of varying suitability.

HISTORICAL LOCATION, IMPLICATIONS FOR RECORDS

Because of the movement of files from one location to another over the years, and the varying quality of their storage, some files have been misplaced or lost. The ongoing need for physical movement of paper files to and from remote storage also has an impact on their condition.

Ministry historical records at Archives New Zealand: Under the Archives Act (1957) and the Public Records Act (2005), government records which are no longer in current administrative use, and which are appraised as being of long-term value, must be transferred to Archives New Zealand under an approved disposal authority. This includes many Ministry historical records. Under current Ministry record disposal schedules, physical files (see Glossary FILE) have generally been transferred to Archives New Zealand 25 years after their date of closure.

RESTRICTION

While some Ministry historical records are restricted under provisions in the Official Information Act (1982), a large number have been declassified and made openly accessible to the public, and there is an active programme of ongoing declassification and public release.

See 1.1: Access and Glossary Declassification and Vetting.

SIZE OF THE MINISTRY'S HISTORICAL RECORDS

The Ministry's historical records have been estimated to take up around two kilometres of linear shelf storage.

2.3   The Ministry's Organisational Structure and Its Records; Divisions

In the Ministry's earliest days, as External Affairs, in wartime, formal structural division was neither necessary nor practical – work was apportioned around the mere handful of hard-pressed officers more or less according to who was suited and prepared to take it on. By war's end, however, a structure had emerged. Six sections covered political, international economic affairs, a General Affairs section for what wasn't covered by those first two, plus legal, information and administration sections. In 1948 there was a further expansion and regrouping, as staff numbers and workload grew and in 1958 Divisions, along lines that are familiar today, were established. Soon there were more than fifteen Divisions correlating to the Department's geographic (Americas, Asia,

Europe and British Commonwealth, South Pacific and Antarctic, etc.), functional (Aid/Development Assistance, Economic, Defence, Legal, Information and Cultural etc), multilateral (International Organisations, etc.) and administrative areas of responsibility.

Those Divisions have increased in number over time, a reflection of the expansion in scope, volume and complexity of the Ministry's activities (Environment and Climate Change, for example, were unheard of concepts in the Ministry's early days); the number of Divisions and Sections is now well over fifty and evolving constantly *(see Glossary Divisions)*. Some knowledge of Divisions, their nomenclature and derivation can assist in locating particular papers. Awareness that some topics are cross-cutting, i.e., are not restricted to a single geographic, functional or other categorisation, is helpful. (Lateral thinking can pay off).

Until the 1990s the Divisional structure had little bearing on the character of the Ministry's historical records: there was one centralised Registry (for the most part), one filing system *(see 2.4.3: Alpha-Numeric (ANS) system)*, and records management was in the hands of dedicated staff. This produced consistency and uniformity – it mattered little in which Division a subject was being dealt with, as papers would end up on their designated file regardless *(see 2.6: Record keeping: How it was structured and maintained)*.

As the Ministry became decentralised in location, with sub-Registries established, Divisions became a factor in records management and, in consequence, for today's researchers. This process took a significant step forward when the Alpha-Numeric filing system, ANS, was introduced in 1996 *(see 2.4.3: Alpha-Numeric (ANS) system)*. Further variability according to Division came about as responsibility for filing papers was devolved to actioning officers *(see 2.6: Record keeping: How it was structured and maintained)*.

The Aid area has a complex history of organisational change that is reflected in its records system. Because of its extent, this history (and changes in the aid records system) is given its own section in this Reference Guide *(see 2.5: Aid Programme files)*.

The National Assessments Bureau (as it is currently named) has also had a succession of names and varying formal (and close) relationships with the Ministry since 1949 *(see 2.1: the Ministry's organisational structure and its records; Divisions)*. Many Ministry historical records contain NAB (and predecessor) papers which the Ministry has only limited authority to release publicly without approval from NAB.

2.4 Filing Systems

2.4.1   SUMMARY

1943*–1996:

The Ministry had a **centralised Registry system** and a unitary file system organised under a **Multiple Number Subject (MNS) system with the prefix PM** (Prime Minister's Department). This centralised system remained through years when the Ministry spilled over from its main office in Parliament Buildings to occupy various commercial premises and sub-registries came and went. See below for more about the MNS

* formally, although files contain earlier papers

1997/98 onwards (i.e., until electronic systems were introduced (c. 2000):

Sub-registries with their own files were created for each Division and an Alpha-Numeric System (ANS) was introduced for head office and for posts over the period 1997–2000. Most ANS files have not yet been transferred to Archives New Zealand or publicly released (most are not yet classed as historic). Enquiries about ANS files should be directed to KIAServices@mfat.govt.nz

Posts' files vary as to system and in extent *(see 2.4.4: FILING SYSTEMS … Posts' file systems)*. Topic coverage is usually more condensed than on Head Office (Wellington) files. They may also contain material that is not on HO files, which can reward the diligent researcher.

Aid filing systems evolved with the organisational and name changes of the aid Division (see 2.5: Aid programme files).

2.4.2   MULTIPLE NUMBER SUBJECT (MNS) SYSTEM (1943–1996

The following information supplements that on Archives New Zealand's Collection search by offering an overview of and context for Ministry MNS files held by Archives New Zealand.

The Multiple Number Subject (MNS) system generally consists of three groups of numbers, thus: xx / xx / xx. The first numbers indicate a top-level group of files, the second relate to sub-groups in that group, and the third to a sub-sub-group. (Some MNS file numbers have a fourth and, rarely, a fifth sub-sub-sub-sub-group).

There are some 500 top-level groups (i.e., different first numbers) of files under the AAEG and ABHS agencies. The full list of top-level groups is included in this Reference Guide as Annex II. (Note: This classification system was in use from 1943 until 1996. There are later iterations, but this list is shown to indicate the general structure and detail of the overall filing system in this period.)

The following is an outline guide/summary list of those most commonly used:

GUIDE	SUMMARY
1/ to 10/	Administration, Information and Communications
23/	Overseas Information & Publicity
24-75/	New Zealand affairs
56/	Foreign Policy
57/	Protocol
58/	External Relations (with a large number of files at the subclass level, one for each country with which New Zealand has a bilateral relationship).
59/	Visits (subclass divisions for Visits To and Visits From and category of visitor, e.g., Vice-Regal, Prime Minister, Ministers, officials, etc.)
63-67/	Information & Publicity
80-95/	War Affairs
101/	International Organisations
111/	International Affairs, Security, Disarmament
115/	United Nations
120/	International Organisations
151-159/	Commonwealth
200-500s/	Country Series

In the country series, a group number is allocated to each individual country or territory, e.g.:

GUIDE	COUNTRY OR TERRITORY
201/	United Kingdom
202/	Canada
203/	Australia, consecutively to
527	Tanzania

Each country series file has subgroups (the second group of numbers) that follow a broadly similar system of numbering (though inconsistency is common), with as many as is appropriate to the size of the country/ territory and New Zealand's interest in it. Usually:

GUIDE	SUBJECT
country/1	General
xx/2	External Relations
xx/3	Foreign Affairs
xx/4	Political Affairs
xx/5	Economic Affairs
etc., etc.	

There may be additional subgroups for, e.g., Defence, Transport, Social Affairs, Law & Justice, etc., depending on the size/importance of the country and New Zealand's interest in it.

Subgroup files may be general (e.g., xx/4/1, Country/Political/General) or divided further where needed, e.g., External Relations into individual countries, Economic Affairs into Agriculture, Industry, etc.

2.4.3   ALPHA-NUMERIC (ANS) SYSTEM

ANS files were introduced in 1997/98 at Head Office and posts and were used until electronic systems were introduced c. 2000. By this time Ministry filing systems had devolved to Divisional level and ANS files were used in Divisional sub-registries.

Most ANS files are not yet classed as historic and have not been transferred to Archives New Zealand.

2.4.4   POSTS' FILE SYSTEMS

Background:

Posts' file systems were developed by each post to suit their individual needs. Some were modelled on Wellington's list. They were nominally under Wellington's overall control, but in practice they developed under post management.

Archives New Zealand's holdings of posts' former MNS files and details of posts' central filing systems can be found through its Collections search *(see 1.2: Ministry historical records held at Archives New Zealand).*

The Ministry head office and posts operate on a hub-and-spoke basis. Much of the Ministry's mainstream business is to be found in communications between head office and posts. **Those communications – predominantly memoranda and telegrams during the 20th century – are at the core of Ministry business and are key Ministry records.**

Identification:

Posts' files are identifiable by **two-to-four letter prefixes** in front of the numerals (e.g., PAR = Paris), though the physical files themselves do not always bear the prefix. *See Glossary, table under POSTS for a list of post file prefixes.*

Usage:

Most memoranda and telegrams from a post were addressed to the Ministry, reporting on matters within the post's mandate, responding to requests from head office, or jointly planning and preparing diplomatic activity. These were substantive communications.

While at least two copies exist of any particular memorandum or telegram – the original that was sent to the addressee and the file copy retained by the sender – **BOTH can be of interest to the researcher** because of the different contextual information they contain. All Ministry communications between head office and posts conform to this model.

Posts' files and Wellington files will necessarily contain duplicate papers (e.g., the despatched and the retained file copies) but, generally speaking, the post file will provide a more condensed narrative and will also contain related papers that Wellington files will not have. Until around 1993 file copies **of memoranda** usually bore (at the top) the initials of the drafting officer and stenographer. Upon receipt by the addressee, despatched copies would have the name of an actioning officer handwritten on them, together with the names of other interested persons. These details, plus *marginalia* and internal office notes, can be instructive for the researcher.

Extent

The extent of historical records from posts listed on Archives New Zealand's Collections search varies greatly. For some posts there are none, and for many the number is small. On the other hand, in respect of certain posts the number of records is substantial: London (prefix LON.A, LON.B*), New York Permanent Mission (NYP), Washington (WSH), Tokyo (TKY) and Canberra (CBA) listings reflect both the longer existence of those posts and the fact that they became involved in dialogue on a wide range of topics (Washington, London and Canberra because of close consultation between New Zealand and the host government across a wide spectrum of international affairs, and New York because of the span of UN activity). Depending on the topic, researchers are advised to check both head office and posts' files. In some instances, posts' files can provide a more concentrated picture of a phase of diplomatic activity than the larger head office files.

* London's files were held in two separate collections, one unclassified and used mostly by agencies like trade and tourism, the other classified and containing mostly Ministry records. Files are prefixed LON.A and LON.B respectively.

2.4.5   TRADE FILES

In 1988 the Trade Policy Division of the Department of Trade & Industry (DTI) merged with the Ministry of Foreign Affairs, which was renamed the Ministry of External Relations & Trade (MERT). Its files were transferred to MERT and subsequently to Archives New Zealand. These files have a D prefix and are primarily in Series 6972.

D files range over trade policy subjects that:

- in some cases were solely under the purview of the Trade Policy Division of DTI, such as commodity exports, trade exhibitions, etc. (these D files are the only records on the subject)
- in other cases were trade policy subjects that had been addressed jointly by the Trade Policy Division and the Ministry of Foreign Affairs. Major subjects in this category *include but are not limited to*
    - GATT (General Agreement on Tariffs & Trade) rounds up to the 1980s
    - CER (Closer Economic Relations with Australia)
    - PIIDS (Pacific Islands Industrial Development Scheme)
    - New Zealand's access negotiations with the European Economic Community
    - Economic relationships with, e.g., ASEAN

Researchers working on significant New Zealand trade and economic relations subjects up to 1988 will need to consult both Ministry MNS files and D series files transferred by the Ministry to Archives New Zealand.

2.5 Aid Programme Files

2.5.1   OVERVIEW

New Zealand's aid programme began in 1950 following a conference in Colombo (Sri Lanka, then Ceylon) and the launch of the Colombo Plan. Over the next decades New Zealand built an aid programme largely under the aegis of the Colombo Plan. From the 1970s references to the Colombo Plan diminished as the aid programme focused increasingly on the Pacific and South East Asia under the label Bilateral Aid. It was managed by the Ministry's External Aid Division, known to all as EAD.

In the years that followed the programme evolved greatly, with changes to the Divisional name and the Division's filing system. The main changes were as follows:

- External Aid Division (EAD)
- Development Assistance Division (DAD)
- Development Cooperation Division (DCD until its acronym was changed to DEV)
- New Zealand Agency for International Development (NZAID)
- International Development Group (IDG).

Along the way the Bilateral Aid Programme (BAP) became Official Development Assistance (ODA).

For many years there were four sections in EAD:

- Asian Projects
- Pacific Projects
- EAD Training
- Planning and Evaluation.

Those sections evolved:

- Pacific Projects became CP1 and CP2
- Asian Projects became CP3
- EAD Training became Scholarships Management Unit
- Planning and Evaluation (P&E) became Planning and Evaluation and Support Services (PESS) and then Planning, Policy and International Programme (PPIP)

Aid files from c. 1999 onwards have not yet been transferred to Archives New Zealand as they are not yet classed as historic.

AID FILING SYSTEMS

The External Aid Division (*EAD*) was one of the first two Divisions to be separated from the Ministry's offices in Parliament Buildings when it moved to Hobson Street Flats in the 1950s. EAD's files went with it, to a sub-registry. These files remained within the main Ministry MNS system (for numbering and nomenclature purposes), however, and under dedicated Registry staff management.

2.5.2   THE 118 FILE SERIES

The 118/- file series was used from the 1950s until 1999. There are an estimated 20,000+ 118/- files primarily found in Series 8798 and Series 950.

118/- series file numbers were **wholly numeric** and were usually developed as follows:

NUMBER	DENOTES
The first number (118)	Denotes: EAD (External Aid Division)
The second number (13)	Denotes: Country Programme
The third number (115)	Denotes: Country
The fourth number (19)	Denotes: Subject

For example, the file dealing with the Tuvalu Trust Fund was:

118/13/115/19; or –

NUMBERS			
118	EAD	File Number	
13	Country Programme	Series	Economic and Technical Assistance
115	Tuvalu	Sub Series	Assistance to Individual Countries
19	Tuvalue Trust Fund	Subject	

Other 118/ second number groups were for **activity or programme**, for example:

NUMBER	ACTIVITY OR PROGRAMME
118/14/......	Multilateral (including UN Agencies)
118/14/4/......	International Financial Institutions (IFIs)
118/14/9	Food Agencies
118/34/......	Student Policy
118/61/......	Student Personal
118/62/......	Experts and Advisers (now more commonly known as Consultants and Contractors)

Sector files were developed using second number groups. For example, the Agriculture files were labelled as 118/3/3.

NUMBER	SECTOR FILES
118/3/5	Forestry
118/3/6	Education and Social Services
118/3/6/1	Health Sector Initiatives
118/3/22	Gender

Gender in Development used to be called Women in Development (WID). Whereas most Pacific countries have separate Gender files, this is not the case for Asian countries. Some of the smaller programmes, such as Niue and Tokelau, combine Gender with Youth Affairs.

Sector files are held in SAEG, but most Country Programmes have their own sector files.

Some files, such as those for Bougainville and Timor Leste, didn't exist in the 118/ series. As events unfolded they were established as extensions of the Papua New Guinea and Indonesia programmes respectively, and subsequently got their own file series.

As projects closed, so too did the relevant files.

As well as these multilateral and sector/theme file series, there were also **Aid Administration files** that mainly consisted of 118/1/ files; for example:

NUMBER	AID ADMINISTRATION FILES
118/1/......	Policy (or Guiding Principles)
118/1/2A	Ministerials
118/1/2/6	Allocations and Expenditure
118/1/2/11	Head of Mission Fund (HOMF)

Organisational Establishment & Planning files were in another series consisting of:

NUMBER	ORGANISATIONAL ESTABLISHMENT & PLANNING FILES
118/128/1	AID Organisation and Establishment & Planning
118/128/2	AID Operational Plan Reporting

The large number of files for **Non Government Organisations** (NGOs) were structured as follows:

NUMBER	NON GOVERNMENT ORGANISATIONS
118/6/......	The name (normally the acronym of the NGO)
118/6/4	Volunteer Service Abroad (VSA)
118/6/24	Save the Children Fund
118/6/27	World Vision

The Voluntary Agency Support Scheme (VASS) series was a major part of the NGO file series.

118/13/18 series were the Asia Development Assistance Facility (ADAF) and Latin American Development Assistance Facility (LADAF). These series were structured under the Programme Management files, which included General, Financial Information, Funding, External Consultants, Programme Development and Reviews. It also included the Training and Assessment Forms Rounds. Where countries were listed, the files were structured as:
• Countries,
• Consultants,

- Rounds; and
- Name of the Project

The Pacific Islands Industrial Development Scheme (PIIDS) was the Pacific equivalent of Development Assistance Facility (DAF). The main number was 118/13/95/11/2, but, like DAF, countries had their own PIIDS files. There was a separate file list for the DAF series, but the PIIDS files were incorporated into the country list. Some PIIDS files were combined with Private Sector Development. *(See 2.4.5: Trade files)*

PIIDS was later renamed Pacific Islands Investment Development Scheme.

Throughout the 118 series, **Ministerials and Submissions** and Financial Applications were kept on top of the file – *PKOTOF*. This became unwieldy (top papers often greatly outnumbered those below on the file proper, and the practice involved additional work transferring PKOTOF papers when a file was closed and a new one was opened). To help overcome this problem, an 'A' part was often created for top of file papers. These files were listed in the file list. This problem was further addressed, later, by filing *Ministerials*, Submissions and Financial Applications in the body of the file and retaining only the front page as a PKOTOF item. Later again, *Ministerials* were filed on a separate Ministerial file, sometimes with a copy on the subject file.

2.6 Record keeping: How it was structured and maintained

Researchers can benefit from some understanding of how records were created and maintained, as approaches varied over time and according to situation, and those variations bore upon the character and quality of the kept record and can hold clues to what the researcher is seeking.

For the External Affairs Department's first thirty years the Registry sat centrally, physically, in the department, as the repository of files, the hub of paper circulation throughout the Department, and the point from which all postal and diplomatic mails and *cables* came in and out (and were registered as they did so).

The Registry was presided over by the Registrar and managed by experienced Registry persons – which necessitated a double check on the assigned file number to ensure it was accurate, and an accounting for any previous correspondence referred to in any paper to be filed. Policy officers who interfered with papers on file or, worse, dared to themselves

place a paper on *file*, were severely scolded; seniority afforded no protection. Officers seeking missing papers might, with great trepidation, approach Registry for assistance, but since this was likely to bring the supplicant under the critical attention of the whole of Registry it was a brave and rare step – especially as the invariable initial advice to 'go and look in your In Box' so often proved correct. Consistency and continuity of practice with paper management were assured.

The Ministry Registry for this earlier period was a classic operation with everything accounted for and in its place. By the 1970s and 1980s, however, as the Ministry spread to multiple locations and sub-registries appeared, records practices evolved to fit circumstances. Inevitably, standards varied. Better records management was seen in registries and posts that were better endowed with staff (in terms of numbers and/or experience), and the fortunes of individual registries/posts fluctuated over time. Responsibility for placing papers on file was now given over to the actioning policy officers.

The Ministry's record-keeping approach should be seen as an organic creation, as good as people have been able to make it and not without the occasional instance of human fallibility.

Part 3: Glossary

A

Aid programme files/aid missions/aid talk

Aid programme FILES *see 2.5: Aid programme files*

Aid Missions/Talks: Regular (annual or biennial) high-level meetings between senior New Zealand and partner government officials on the disposition of aid funds allocated by New Zealand for the forthcoming period, for which there was documentation before and after – usually a brief followed by a report to Minister. These developed into Annual Programme Discussions and the Forward Aid Programme (FAP).

Airmail Bulletin
see also Confidential Airmail Bulletin

A compilation of the latest New Zealand news media articles prepared in-house in the Ministry and distributed to overseas posts expressly for the information of staff (i.e., not to be made publicly available because of copyright). 1970s–1990s. Some have been retained on 63/-/- series files.

Not to be confused with the *CONFIDENTIAL AIRMAIL BULLETIN*

Alpha-Numeric System of files
see 2.4.3: Alpha-Numeric (ANS) system

Annual plans, Ministry, Divisions and Posts

In the public service reforms of the 1980s a new system of corporate planning was introduced in government departments, with high-level Ministry plans linked to budgets devolving to Divisions and Posts in the form of Operational Plans linked to their budgets. For the researcher, these plans at Ministry, Divisional and Post levels represent snapshots of departmental priorities and planned forward activity in carefully weighed detail. Not to be confused with *ANNUAL REPORTS*.

Annual Reports

Until the 1980s, posts were required to submit an annual report on their **activity over the previous year**. Some posts kept a dedicated file for the purpose. These reports are sometimes useful for establishing dates of diplomatic activity. They were not vehicles for analysis or policy development.

The Ministry also published the annual reports it submitted to Parliament.

B

Bag *see Diplomatic Bag*

Briefs

A brief is a document prepared with background information and instructions for a particular event – typically for a Minister or senior official attending a conference, undertaking travel for meetings, etc. Some briefs may be found on subject files, but **generally briefs were individually bound and so are kept separately** in envelopes and will need to be stipulated by a researcher wanting them. Usually they are shown, identified as briefs, in lists and indices of files alongside non-brief material on the same subject.

Briefs can be useful for the researcher, as they contain summary accounts of diplomatic campaigns and situations, statements of New Zealand government policy, instructions for negotiations, etc. They sometimes include biographical information on important personalities who will be met (sensitive biographical information in a brief or on a file can be a reason for that document being restricted).

Briefs may be given files numbers for issues (e.g., trade access to Europe), or for New Zealand/Country bilateral relations, or *VISITS* (Visits by … (Prime Minister, Minister, Officials, etc.)/ to … (country)/ general

Archives New Zealand's Collections search uses the term 'brief' loosely to include booklets and publications that are neither files (*see FILE*) nor briefs as defined above.

Bulletins

Over the years various bulletins were produced within the Ministry and distributed to posts for internal use and staff information. These are generally found in the 63/- series files. The *CONFIDENTIAL BULLETIN* and the *DIGEST OF DESPATCHES* were intended for circulation to Ministry staff as good examples of policy analysis, policy development, reporting from and instructions to posts. Bulletins with dates around the period of diplomatic activity under study could contain items of interest to the researcher.

AIRMAIL BULLETIN: A fortnightly digest of news media articles prepared in the Ministry and despatched to all posts. c. 1960s–1980s

CONFIDENTIAL BULLETIN: A fortnightly compilation of the more important recent classified communications to or from posts and *Ministerial submissions*, *valedictories* etc. c. 1960s–1980s

DIGEST OF DESPATCHES: An irregular compilation, similar to *CONFIDENTIAL BULLETIN,* with significant despatches (memoranda, telegrams) between Wellington and posts. c. 1977–1980

C

Cabinet Papers

The Ministry's historical records contain some Cabinet papers on external affairs subjects, generally from earlier years. They are filed by subject.

Cables *see Telegrams*

Classification & Caveats

The level of protection given to a document. Classification nomenclature and criteria varied slightly from time to time, but over the period of physical records (20th century, approximately) the levels most in use by the Ministry were Restricted, Confidential, Secret and Top Secret.

Classifications are not to be confused with CAVEATS, which determine the range of use authorised, such as OFFICIAL USE ONLY, NZEO (New Zealand Eyes only), ANZEO (Australia & New Zealand), CANZEO (Canada +), and GUARD (not for American eyes, now defunct).

More information on New Zealand's classification system can be found on the Protective Security Requirements website: Classification system | Protective Security Requirements

Coloured Paper - Yellow, blue and pink telegrams *see Telegrams*

Confidential Airmail Bulletin

Keeping staff at posts up to date with the range of issues under attention by the Ministry at any time (as distinct from dialogue with particular posts around policy development and implementation on specific subjects), both in regard to process and policy outcomes, has always been an essential component of Ministry activity. In the pre-electronic era this was very much an exercise in itself.

The Confidential Airmail Bulletin became the principal vehicle for keeping

staff informed of the Ministry's current main work. It comprised copies of Ministry papers, submissions to the Minister, etc., carefully selected to represent both the most important and the most carefully written/prepared work of the day.

The CONFIDENTIAL AIRMAIL BULLETIN / DIGEST OF DESPATCHES is a very useful resource for the researcher/writer.

From thin beginnings the Confidential Bulletin was refined over time. Nomenclature and the numbering of bulletins also changed over time (and, occasionally, was inconsistent). A brief outline of the stages of development of the CB follows.Initially (pre-1967) the CB was issued as an occasional Confidential Annexe to the unclassified fortnightly *Airmail Bulletin.* A security breach underscored the risk in this approach (leading Prime Minister Keith Holyoake to write, 'this publication should go to no-one other than our own Government people.' (Internal Memo 'Confidential Bulletin' 63/1/14/2 of 10 May 1967). Some classified material was then circulated to posts under the title *Guidance Survey* but this practice was short-lived.

1. On 25 May 1967 the first Confidential Airmail Bulletin, designated 1967/1, was issued, with instructions that circulation was to be limited to internal use within a post, as authorised by the Head of Post. Frequency was (notionally) fortnightly. Sequential numbering of bulletins fluctuated (unintentionally, it would appear) between year/no. and no./year. In the early years each bulletin contained just a few items, but by the 1970s each CB could contain a dozen or more items.

2. In 1977 a further refinement was made: the Confidential Bulletin (by now issued monthly, and with 'Airmail' dropped from the title) was supplemented by a Digest of Despatches, intended as 'A fresh approach … to incorporate reporting and other material chosen to provide a broad overview of the activities of the Ministry and posts overseas. By the nature of this division material produced in Wellington will tend to appear in the Bulletin, and that from overseas in the Digest'. The aim was still to issue monthly bulletins of 'topical rather than merely historical interest' as a background to the process of policy-making in the Ministry and the Government.

The DIGEST OF DESPATCHES was a compilation of communications from posts. Its contents ranged from seminal analyses of international issues or the scene in another country to heads of missions' periodic overviews of a bilateral relationship, valedictories, and the occasional witty despatch. And much more. (Memoranda 63/1/14/4 of 31 January and 23 March 1977)

In the 1980s the Confidential Bulletin was issued approximately fortnightly, with its contents divided into two sections, General and Economic. It appears to have overtaken intentions expressed in those 1977 memoranda by becoming a vehicle for communications from both Wellington and posts. By the 1990s the CB had become a substantial volume containing 20 to 30 items.

CONFIDENTIAL BULLETINS from 1967 to 1985 are on files held by Archives New Zealand with the record numbers 63/1/2, 63/1/3/2, 63/1/14/4.

DIGEST OF DESPATCHES (1977–1980) 63/1/4/1

D

D prefix to file number

Files from the former Trade Policy Division of the Department of Trade & Industry

See 2.4.5: Trade files

Declassification and Release

The removal of restrictive classifications from a document enabling its public release.

The Ministry has an active programme reviewing classified historical records to determine whether they may be declassified and released for public access.

Declassification Panel

A team of experienced former senior Ministry employees who carry out the review of classified historical records to determine whether they can be declassified.

DFAT, Australian Department of Foreign Affairs and Trade

see Historical Documents

Digest of Despatches

see also Confidential Airmail Bulletin

The DIGEST OF DESPATCHES was a compilation of communications from posts. Its contents ranged from seminal analyses to heads of missions' periodic overviews of a bilateral relationship, valedictories, the occasional witty despatch, and more. Commenced in 1977 as a companion bulletin to the *Confidential Airmail Bulletin* and explained more fully under that heading.

Diplomatic Bag

Ministry documents typically constitute diplomatic mail that is carried under internationally-agreed provisions set out in the Vienna Conventions on Diplomatic Relations (1961) and Consular Relations (1963). These provisions confer the protection of diplomatic immunity on diplomatic mails. Bags may be graded according to the sensitivity of the contents: classified documents usually will be carried by means of safe-hand mails (i.e., couriers) and other items, still under diplomatic protection, by unaccompanied freight arrangements.

Before the advent of electronic communications, the Ministry communicated with posts via *telegrams* and *memoranda*. Where cost was a factor – as it usually was with telegrams – communications between Wellington and posts depended heavily on diplomatic bags. Transit times for bags between Wellington and posts varied from two to three days to a week or more. (Thus, turnaround time was usually at least a fortnight).

Division Heads Notes

see also 2.3: The Ministry's organisational structure and its records; Divisions

Records of the weekly meetings of the heads of the Ministry *Divisions* (chaired by senior officers) that were distributed for the information of the wider Ministry, including posts. They were despatched weekly to posts, sometimes being sent to the Head of Post for circulation among staff as appropriate. They came to bear a notice warning that DH Notes were a record of internal Ministry discussion but did not represent official policy and should not be used as a basis for discussion outside the Ministry, and especially not with representatives of other governments.

DH Notes are thus very different to the *Confidential Bulletin* (which circulated 'finished product' in terms of Ministerial submissions and policy). They may be useful, nevertheless, to the researcher who wishes to trace the passage of policy development or the state of play on subjects discussed by Division Heads.

Discussion at DH meetings ranged over the full spectrum of topics under attention by the Ministry at the time, including both administrative matters and foreign policy. This reflected the prime purpose of the meetings, which was to ensure internal coordination through full awareness across the Ministry – participants in DH meetings learned about activities elsewhere in the Ministry of relevance to their Divisions.

DH meetings served too as a forum for presentations to Division Heads and (through the DH Notes) to staff more widely and at posts. For example:

- By returning Heads of Mission
- On progress in major negotiations, e.g., Law of the Sea, Antarctica, trade rounds
- By officers returning from conferences, e.g., UN General Assembly, South Pacific Forum, Ministerial attendance at conferences
- By officers returning from post liaison visits
- On Aid/Development assistance policy and projects
- On significant management and administrative matters, e.g., messages from Ministers' offices, State Services issues, post openings/closures, communications, office accommodation

Discussion ranged widely and often many topics were covered – in later years, twenty or more topics were shown on the DH Notes' contents list.

DH Notes evolved through successive stages.

YEAR	DH NOTES CONTENTS LIST
1950s	**Section** Heads Meetings, File 1/2/27 (each record consecutively numbered, e.g., 1956/7; contents not itemised/listed)
1959	**Division** Heads Notes, File 1/2/27 (numbered; contents not itemised/listed)
1975–76	file 1/2/27 (unnumbered, no contents list)
1978	file 63/1/2/2 (unnumbered, contents listed on cover page)
1981–	file 63/1/2/2 (DH Notes numbered and contents listed) There are also files containing policy and correspondence about DH Notes (63/1/2/1).

Divisions of the Ministry

see also 2.3: The Ministry's organisational structure and its records; Divisions

After the first few years in the 1940s, when they were referred to as Sections, the Ministry's main operating units were named Divisions. This terminology has persisted. The number of Divisions has grown over the years but their broad groupings remain largely unchanged, namely geographic (Australia, Europe, etc.), functional (economic, defence, consular, etc.), multilateral and international organisations (United Nations, etc,), and corporate or support services. Units or Sections exist within some Divisions.

Abbreviations for Divisions' names came into use for *telegrams* and the practice became general in the Ministry. These (mostly) 3-letter designators appeared in telegram headers to indicate distribution within the Ministry. **The action Division was always listed first.**

These designators were used on telegrams, and elsewhere in Ministry papers, up to the mid-1990s:

DIVISION ACRONYM	DIVISION NAME
ADM	Administration
AMER	Americas
APU	Antarctic Policy Unit
AUD	Audit
AUS	Australia
COMS	Communications
CON	Consular
DIS	Disarmament and International Security → ISAC International Security & Arms Control
DLO	Defence Liaison Officer
EAD*	External Aid
ECO	Economic

DIVISION ACRONYM	DIVISION NAME
ENV	Environment
EUR	Europe
FIN	Finance
INF	Information → IPD Information and Public Affairs
ITD	Information Technology
KPM	Kaupapa Maori
LGL	Legal
MEA	Middle East & Africa
MSD	Management Services
NAD	North Asia
PCM	Property & Capital Management
PER	Personnel
PRD	Protocol and Conference
SEA	South-east Asia/SSEA South & South-east Asia
SEC	Security
SPA	South Pacific
TND	Trade Negotiations
TOK	Office of the Administrator of Tokelau
UNC	United Nations & Commonwealth

* External Aid Division became Development Assistance Division (DAD), then Development Cooperation Division (DCD then DEV), then NZAID, and then International Development Group (IDG), with, over time, many sub-units.
See INTERNATIONAL DEVELOPMENT GROUP

E

EAD: External Aid Division

See 2.5: Aid Programme Files

F

File

A physical Ministry file is a collection of papers fastened between lightweight cardboard covers. Ministry practice is for papers to be held by a single pin at the top left corner. The cardboard cover and backing sheet are sometimes separate, sometimes a manila folder.

Wellington file covers mostly bear fairly uniform markings (subject, file number and part number, date range, etc.). Posts' file covers were obtained locally and vary (in a few cases, Wellington covers were used by posts without alteration).

See BRIEFS and 2.4: Filing systems

File Contents

The contents of files vary considerably, according to subject. At the broadest level, papers on Ministry files comprise:

- **Internal Ministry and NZG communications:**
  Memoranda and *telegrams* to and from Head Office/Posts. Internal policy papers, particularly dialogue with government. *Ministerials* and submissions. Meeting records and reports. File Notes.

Communications with other New Zealand government departments and agencies. Administrative matters.

- **Communications to and from other governments and international** organisations.
- Communications between the Ministry and **business and civil society.**

There are identifiable types of papers which, in varying proportions, are common to most files. For even the most casual perusal of files, the researcher will find that familiarity with the different types of papers is advantageous.

See also Memoranda and Telegrams

File Note

Or **Note for file**: This and various other paper items intended for internal circulation only within an office range from the trivial to items of major policy development. The nature and purpose of each is self-evident. Some are material
to matters likely to be subjects of research.

Foreign and Commonwealth Office (FCO) United Kingdom

The United Kingdom's foreign office, the product of the 1968 merger of the Foreign Office and Commonwealth Office, the latter the product of the 1966 merger of the Colonial Office and the Commonwealth Relations Office, which had been formed in 1947 by the merger of the India Office and the Dominions Office, the latter having been split from the Colonial Office in 1925.

Papers from all successive offices can be found on our Ministry files. In most cases they are readily identifiable from the letterhead. Formal and political reports are often on pale green paper. Exceptions are unattributed background papers from the FCO Research Department on topics such as developments in the communist bloc (mostly between the 1960s and the 1980s).

Political reporting from the FCO's diplomatic missions abroad was received regularly in Wellington until the 1980s, when the expansion of New Zealand's diplomatic network reduced our need for these British reports. British *valedictory reports* were a tradition for many years.

Foreign Source (FS) Material

Foreign Source (FS) material comprises (mainly) telegrams/cables that other governments have shared with New Zealand.

Most FS documents on Ministry files are from New Zealand's five-nation partners – in practice Australia (predominantly), the United Kingdom and Canada. In earlier days when New Zealand had fewer posts, large volumes of FS material were received in Wellington. Most is readily identifiable but some telegraphic FS material may be identifiable only from paper characteristics and addresses.

The presence of classified FS material on a file may result in restriction of access
to the file.

See 1.1: Access

G

Guidence Surveys

see Confidential Bulletin

A short-lived form of advice to posts on the course and outcome of key foreign policy issues in the early 1970s. Subsumed into the *CONFIDENTIAL AIRMAIL BULLETIN* and the *DIGEST OF DESPATCHES*

H

Historic Documents

Generally speaking, Multiple-Number Subject System (MNS) files that were closed at least 25 years ago are categorised as historic by the Ministry. A few early (Alpha-Numeric System) ANS files are also classed as historic.

See 2.4.2: Multiple Number Subject (MNS) system (1943–1996) and 2.4.3: Alpha-Numeric (ANS) system

See also TREATIES

Some historic New Zealand documents have been identified on files in Australia's Department of Foreign Affairs and Trade. They can be accessed at:

https://www.dfat.gov.au/about-us/publications/historical-documents/Pages/historical-documents

I

International Development Group/NZAID

See 2.5 Aid Programme files

Island Territories, Department of

The External Affairs Act (1919) brought together scattered functions relating to New Zealand's administration of island territories under the new department. These functions were placed under a Department of Island Territories in 1943. In 1968 its functions were merged with the Department of Māori Affairs to form the Department of Māori and Island Affairs, and in 1975 the Pacific island territories functions of the Department were transferred, with records, to the Department of External Affairs. (The Māori Affairs functions went to newly-created Te Puni Kokiri/

Ministry of Māori Development.)

See also IT prefixes to file numbers; M prefixes to file numbers; PACIFIC

IT prefix to file numbers

The IT prefix is used on Island Territories files, some predating the establishment of the Island Territories Department in 1943.

See also ISLAND TERRITORIES, Department of; PACIFIC

L

Letter

In official (and Ministry) circles, a written communication from one (named) individual to another, usually at a mid- to senior level and usually with the respective parties located at Wellington and Post, to communicate in a more personal way on official or semi-official matters. (On personal matters too, of course, though these were not generally filed). In the 1940s and 1950s, letters between senior Ministry personalities were the principle means of discussing high policy (and high-level grouches). See Unofficial Channels (McGibbon) and An Eye, An Ear, and a Voice (edited by M.J.C.Templeton).

Also commonplace for communication within business and civil society and between these sectors and the Ministry. Files contain a multiplicity of such letters, all self-explanatory.

Letter of Instruction and Letter of Policy Guidance

Letters of Instruction from the Minister were given to newly-appointed Heads of Mission (Ambassadors, High Commissioners). Copies will usually be found on the Country file in the Bilateral relations series (58/-/-). They can be useful to a researcher for their statements of the policies and priorities of the government of the day though it should be noted that it was not until around the 1980s that they were formally instituted.

Letters of Policy Guidance usually emanated from the Ministry (Chief Executive) and were issued to heads of mission and posts.

Library *see Publications*

LON.A and LON.B prefixes to file numbers

London post files were held in two separate collections, one unclassified and used mostly by agencies like trade and tourism, the other classified and in which Ministry records were generally kept. These files are prefixed LON.A and LON.B respectively.

M

M prefix to file numbers

Files from the former Department of Māori Affairs, relating to its Pacific Island responsibilities.

See also ISLAND TERRITORIES; Department of; IT prefixes to file numbers;

PACIFIC

Marginalia

Comments and annotations handwritten in the margins of documents by those through whose hands they passed. In turn pertinent, instructive, inspired, amusing, sarcastic, facetious, insightful, and revealing of the author's mindset, marginalia **can be of particular interest to the researcher**. Ranging from a disbelieving reader's 'Round objects' penned in the margin, and the retort, 'Who the hell is Round?', to the (Prime) Ministerial question – a relic from an era not long past – in his characteristic 2B pencil on a Ministry recommendation for a senior head of mission appointment, 'What is the wife like?', to thoughtful ruminations presaging serious policy formulation, marginalia are grist for the researcher's mill.

Memorandum, Memoranda

The impersonal standard official communication between government offices and business units for ongoing conduct of business. Sending and receiving office are readily identifiable (the former from the letterhead, the latter as addressee). Practice was for memoranda to be signed out at a comparatively senior level both in Wellington and at posts. Junior officers would sign only the most routine and mundane memoranda. However, file (carbon) copies of memoranda, invariably on pink paper whether from Post or Wellington, bore the initials of drafting officer and stenographer (in that order) at the top. Armed with this knowledge, the discerning researcher may detect points of interest in this practice (which stopped around 1993), such as the budding career of a junior officer who showed promise in thinking and drafting.

Ministerial

A letter addressed to the Minister on issues within the Ministry's areas of responsibility sent to the Ministry for a draft reply for the Minister's signature. Ministerials were usually filed on the appropriate subject file along with other relevant papers.

Ministerial Submission

Ministry submission to the Minister (usually) signifying that the subject was one with policy implications that needed Ministerial consideration and approval, or where Ministerial approval was mandated (financial approvals, for example). Ministerial submissions can be fundamental to policy formulation, and thus essential for research purposes.

Multiple Number System of files

see 2.4.2: Multiple Number Subject (MNS) system (1943–1996)

N

NZAID (International Development Group/IDG)

see 2.5: Aid Programme files

NZTE (NZ Trade & Enterprise).

New Zealand's trade promotion agency. Established under the Trade Development Board Act (1988). Prior to that the Export Services Division of the Department of Trade & Industry.

see section 2.4.5: Trade files

O

Operational Plans, Divisions and Posts

see Annual Plans

Oral Histories

The Ministry has deposited oral history interviews it commissioned with key alumni in the Alexander Turnbull Library's Oral History and Sound Collection (an approved repository). Details of these projects can be found in these record listings on the Library's website:

- NZOHA Ministry of Foreign Affairs Oral History Project 1987
- Ministry of External Relations and Trade 50th Anniversary Oral History Project 1992 – 1994
- 2016 MFAT@75 Oral History Project

Access to and use of these interviews is generally restricted. People who wish to access them should contact KIAServices@mfat.govt.nz

Overseas Services, Unified Overseas Services

The Report of the Plimmer Committee (1978, chaired by Sir Clifford Plimmer) recommended a unified foreign service, and in the subsequent years departments operating overseas services moved towards closer coordination. Formal unification was not accomplished until the passage of the State Sector Act (1988) which resulted in, *inter alia*:

- The Ministry assumed control of overseas conditions of service from OSAC (the Overseas Staff and Accommodation Committee, an office of the State Services Commission). Files relating to overseas conditions of service were transferred from the SSC to the Ministry. *See S prefix to file numbers*
- Posts administered by the former Department of Trade & Industry were brought under Ministry control, as consulates (some staffed by NZTE) under the jurisdiction of an accredited Embassy/High Commission *See TRADE and INDUSTRY*

P

Pacific

Historically New Zealand's responsibilities in the Pacific have rested in various agencies whose records were transferred by the Ministry to Archives New Zealand. The main transfer was of former Department of Island Territories files generated between 1885 and 1976 (agency code ACGA, ACFZ, ACFX, ACFY). The Department of Island Territories was absorbed by the Department of Māori Affairs in 1968, and in 1975 the Pacific Islands component was transferred to the Ministry. Accordingly there are file series respectively prefixed IT and M which cover the period 1885–1975. In later years there is some overlap between these M files and some files in the Ministry's *MNS* series that the researcher may wish to take into account.

Until the 1990s Pacific posts submitted monthly reports on the main events in their areas of responsibility. These reports can be found on post files and on country files in the 118/- series. The files also show periodic instructions from Wellington
to Pacific posts setting out requirements for reporting.

See 2.2: History

See also ISLAND TERRITORIES; Department of; IT prefixes to file numbers; M prefixes to file numbers

Photographs

MFAT collections of historic photographs transferred to Archives New Zealand can be found using its Collections search.

PKOTOF

Please Keep on Top of File': an instruction (not always observed) to file users in respect of certain papers that were to be kept immediately under the file cover sheet and not incorporated in the date-ordered papers in the body of the file. When a file was closed (because it was full) and a new file opened, PKOTOF papers were usually transferred to the new file.

PM prefix to file numbers

Prime Minister and Cabinet. For the period 1945–1975, when the Department of External Affairs came under PMC

Posts

NEW ZEALAND OVERSEAS POSTS: AN HISTORICAL LISTING UP TO C.1999

NB. Table does not show honorary representation.

POST	STATUS	DATES	TELEGRAPHIC ADDRESS listings possibly incomplete	FILES PREFIX**
Adelaide	Consulate-General	1986-90		
Ankara	Embassy	1993		ANK
Apia	High Commission	1962	Tawa	API
Athens	Embassy	1964-91	Raupo	ATH
Baghdad	Embassy	1975-83	Makomako	
Bahrain	Consulate-General	1977-92	Teroto	BAH
Bangkok	Embassy	1956	Manuka	BKK
Beijing (Peking)	Embassy	1973	Rata	BEI
Bonn	Embassy	1966-99	Matanga	BON
Brisbane	Consulate-General*	1966-97	Karamu*	
Brussels	Embassy	1967	Kamahi	BRU
	NZ Mission to EEC	1967	Kamahi	BRU
Buenos Aires	Embassy	1998		

POST	STATUS	DATES	TELEGRAPHIC ADDRESS	FILES PREFIX**
			listings possibly incomplete	
Canberra	High Commission	1943	Kauri	CBA
Dar-es-Salaam	NZ Aid Office	1975-81		DAR
Geneva	Consulate-General	1961	Konini	GVA
Ha Noi	Embassy	1995		
Harare	High Commission	1986-98		
Hong Kong	NZ Commission	1960	Karaka	HKG
	Consulate-General		Karaka	
Honiara	High Commission	1978	Kokako	
Jakarta (Djakarta)	Consulate-General	1961		
	Legation	1963		JAK
	Embassy	1968	Tui	JAK
Kuala Lumpur	High Commission	1959	Arawa	KL
Lima	Embassy	1990	Koromiko	
London	Agent General	1871		LDN
	High Commission	1905	Deputy	
Los Angeles	Consulate-General	1935	Taraire	LA
Madrid	Embassy	1992		
Manila	Embassy	1975	Mamaku	MAN
Melbourne	Consulate-General*	1997	Aotearoa*	
Mexico City	Embassy	1983		

POST	STATUS	DATES	TELEGRAPHIC ADDRESS listings possibly incomplete	FILES PREFIX**
Montreal	Trade Commission*		Maoriland*	
Moscow	Legation	1944-50		
	Embassy	1973	Rimu	MOS
New Delhi	High Commission	1957-82		NDI
	High Commission	1985	Pukatea	NDI
New York	Consulate-General		Whanaki	
Niue	NZ Representative	1974	Kahika	
Noumea	Consulate-General	1972	Kereru	NOU
Nuku'alofa	High Commission	1977	Kotuku	
Osaka	Consulate-General	1985-89		
	Consulate-General	1996-99		
Ottawa	High Commission	1942	Matai	OTT
Paris	Legation	1949	Kowhai	
	Embassy		Kowhai	PAR
Perth	Consulate-General*	1969-90	Kotare*	
Port Moresby	High Commission	1974	Maire	
Port of Spain	Trade Commission*		Puriri*	
Port Vila	High Commission	1987		
Pretoria	High Commission	1996		

POST	STATUS	DATES	TELEGRAPHIC ADDRESS listings possibly incomplete	FILES PREFIX**
Rarotonga	NZ Representative	1965	Kakaho	RRO
	High Commission		Kakaho	
Riyadh	Embassy	1985		
Rome	Embassy	1966	Rangiora	ROM
Saigon	Embassy	1963-75	Mahoe	SAI
San Francisco	Consulate-General		Hinau	
Santiago	Embassy	1972	Kahikatea	
Seoul	Embassy	1971	Takapu	SEL
Shanghai	Consulate-General	1992		
Singapore	NZ Commission	1955		SIN
	High Commission		Tainui	
Suva	High Commission	1970	Nikau	SUV
Sydney	Consulate-General		Matuku	
	Trade Commission*		Zealandia	
Taipei	Commerce & Industry office	1989		
Tarawa	High Commission	1989		
Tehran	Embassy	1975	Rahui	TEH.
The Hague	NZ Migration Office	1950-51		
	Consulate	1951-65	Taupata	

POST	STATUS	DATES	TELEGRAPHIC ADDRESS listings possibly incomplete	FILES PREFIX**
	Embassy	1965	Taupata	
Tokelau	Office of the Administrator		Tokalani	TOK
Tokyo	Trade Representative	1947		
	Embassy		Titoki	TKY
Toronto	Consulate-General*	1976-82		TOR
UN Geneva	Permanent Mission to UN	1961	Konini	GVA
UN New York	Permanent Mission to UN	1947	Tanekaha	NYP
Vancouver	Consulate-General*		Pohutukawa*	
Vienna	Embassy	1973	Weka	VNA
Washington	Legation	1941	Totara	WSH
	Embassy		Totara	WSH
	Trade Commission		Rangi	

* Former Trade Representative's office

** Blank indicates no post files currently held at Archives New Zealand

Posts, Files

Records relating to the establishment, administration and administrative history (e.g., building projects) of posts may be held both on files from the post and on Head Office files.

See 2.4.4: FILING SYSTEMS … Posts' file systems

See Administration; Office Administration; Property, under MNS file listings at Annex II

Precedence

The marking on a telegram indicating the level of importance assigned to it by the sender, which is to be observed by its handlers and addressee. The order of levels of precedence from lowest to highest was Savings (to be telegraphed but as low priority or, in some cases, to be sent by *diplomatic bag*), Routine, Priority, Immediate and NITAC (i.e., night action, which meant, 'get out of bed and into the office this instant'. Many officers were fortunate enough to never see a NITAC cable.

Not to be confused with ORDER OF PRECEDENCE*, which usually is (1) the ranking of senior representatives of the Crown, the Judiciary, the Executive, the Diplomatic Corps and the Military; and (2) the protocol order of countries' diplomatic representatives in a city (usually determined by their length of service in that city, the longest-serving usually being Dean of the Corps).*

Publications, by the Ministry

Holdings of historic material published by the Ministry, such as books, yearbooks, reports and journals, can be found using Te Puna search, the combined catalogue of New Zealand libraries.

S

S prefix to file numbers

Files of the Overseas Staff and Accommodation Committee of the State Services Commission that were transferred to the Ministry when it assumed control of overseas conditions of service from OSAC.

T

Telegrams

Telegraphic messages between Wellington and posts.

In early days (1940s–1950s), telegrams came through the post and telegraph system and were on Post Office telegram forms.

From the 1950s, until the advent of electronic communications, telegrams were despatched and received through a dedicated Ministry communications unit called Cables (later Comms).

Telegrams were usually called **cables**. They were coloured for ready identification:

- **Outward telegrams; pink or blue** (the difference related only to the colour of the paper available)
- **Inward telegrams; yellow**

Note:
The above applies equally to Wellington and post files (out = pink or blue; in = yellow), although there are instances of paper of the wrong colour or non-coloured being used by posts.

Cables were numbered consecutively in a separate series for each post, beginning anew each calendar year. There was also an All Posts series and latterly, other sub-groups. Registers were kept of each numerical series. These registers had subject listings which made them useful aids to locating cables.

Every post had a **telegraphic address**, named after New Zealand native trees, native birds, Māori canoes/tribes, and a single non-Māori name,* 'Deputy' for London. In the mid-1980s, as the Ministry updated its communications systems, the telegraphic names associated with teleprinters and telexes started to disappear. By 1991, when the communications network was totally computerised, the names had disappeared. They remain part of the Ministry's history, as in their day they could be – and for the researcher they may still be – the only indication on a telegram of the sender/recipient.

* Not counting a couple of Trade & Industry and Tourist & Publicity Department post oddities.

see *POSTS* table, *TELEGRAPHIC ADDRESS* column

Telegram headers show sender/recipient, *precedence, classification*, date, time and distribution. In addition to Ministry *Divisions*, with the action Division listed first by acronym, distribution in Wellington covered, as necessary, government departments and agencies and their specific sections involved in the dialogue. Several or many posts could be included. Action parties were distinguished from 'copy for information' addressees.

Large posts like Canberra, Washington, Tokyo, London, Brussels and (communications centre) Singapore leased telegraphic lines, allowing a large volume of cable traffic to be sent at fixed cost. The next level down of posts had pay-per-use telegraphic lines, which imposed a severe cost discipline. A few posts had no telegraphic facilities and were reliant on the local public post office. Busy diplomatic dialogues between Wellington and posts – such as the 24/7 dialogue of the 1960s to 1980s on access for New Zealand products to the European Economic Community – were conducted largely by cable, whereas less urgent subjects were discussed with other posts mainly by memoranda.

Certain files contain mainly telegrams. Many have none.

Third Person Note

Formal communication written in the third person from a foreign mission to a foreign ministry, or vice versa. A standard note would begin, 'The Ministry of Foreign Affairs and Trade (or the Embassy of New Zealand) has the honour to present its compliments to … ', and end, 'The Ministry/ Embassy of New Zealand avails itself of this opportunity to renew … assurances of its highest consideration'. Circular TPNs were addressed to all foreign missions resident in or accredited to New Zealand.

Trade and Industry, Department of

Trade Policy Division *see 2.4.5: Trade files*

Treaties

See Treaty series 60/-

U

Unified Overseas Service

See Overseas Service

V

Valedictory

A head of post/mission's final despatch, addressed to the Minister and copied more widely with discretion, often useful to the researcher as they summarised
the bilateral relationship. Sometimes irreverent or humorous, and always thoughtful. Copies of British FCO valedictories were once received regularly and read with interest, but they fell out of favour and usage in the FCO and the Ministry.

A head of mission's presentation of credentials, or an anniversary thereof, was sometimes the occasion for a reflective despatch.

Valedictories are filed with other papers on general bilateral relationship files (58/xxx/x) or country political files (xxx/4/1).

Vetting *see Declassification*

Vetting Panel *see Declassification Panel*

Visits

Papers on Visits files (59/xxx/xxx primarily in Series 8798 and Series 950) can give the researcher quick insights into a bilateral relationship or New Zealand's position on a diplomatic issue. Many 58/- **External Relations** and 59/- **Visits to** (and sometimes **Visits from)** files contain summaries, *briefs* in particular, of the bilateral relationship and other topical matters for face-to-face discussion during a visit.

Annex I: Author's Note

I hope that this guide has illuminated for readers the rich resource that is the Ministry of Foreign Affairs and Trade's historical records. They offer the historian and researcher insight into New Zealand's interaction with the wider world, interaction that began under colonial administration and has grown in size and complexity ever since – and will continue to do so. This interaction determines how we New Zealanders fare in and are seen by the wider world.

An era in the Ministry's record keeping has come to an end. The century during which paper ruled is over. The memoranda and telegrams, the grandly if obscurely named Third Person Notes and the many other papers that were the lifeblood of our diplomacy, coursing through our diplomatic arteries, carriers of the missives and analysis that so critically underpinned our diplomacy, pumping from Wellington and flowing through our global diplomatic network in hard copy form for more than a hundred years have stopped. As the 21st century began, so too did a new, digital era. The lifeblood now is electronic.

There is a vital need for the diplomatic effort of that past century to be brought to light. The historical importance of the paper record is the reason it has been kept.

I hope this Reference Guide will encourage authors, historians, researchers, and the public at large to investigate the stories of New Zealand in the world. For these are New Zealand stories, stories of a proud organisation, stories of our country acting in the world, stories of campaigns to protect and promote our country, stories New Zealanders can be proud of. They need telling.

Jim Howell

2023

BIOGRAPHY

With more than 60 years service in the Ministry of Foreign Affairs and Trade Jim Howell has deep experience and institutional knowledge of the organisation.

Jim Howell was educated at Napier Boys' High School and Victoria University of Wellington where he completed a BA Hons in political science and Asian studies.

He joined the then Department of External Affairs in 1962, working mainly in the centralised records Registry. In 1966 he was appointed a diplomatic trainee and in 1967 as Third Secretary to the NZ Embassy in Saigon. That wartime experience was bookended, in career terms, by his last diplomatic appointment, in 2003, as Ambassador to Saudi Arabia (with concurrent accreditations to Egypt and the five Gulf states), a country then in a nasty declared war across its territory with Al Qaeda.

Between those two distinctive assignments Jim Howell had other diplomatic postings to Thailand, Peru, Malaysia, The Netherlands and as Consul-General in Los Angeles, interspersed with assignments to Ministry Divisions in Wellington, several as Head of Division. In 1973 he was the Ministry's first officer seconded as a Private Secretary to a Minister.

Jim Howell retired in 2009 but was reappointed shortly after to the Ministry's records declassification panel. In that capacity he has advocated and worked for promotion of the Ministry's historical records, a process given recognition with the formalisation of the Ministry's Historical Information and Research Team. This reference guide is a contribution to that process and objective.

Annex II: Multiple Number Subject Filing System

Multiple Number Subject (1943–1996) filing system

TOP GROUP FILE NUMBERS

(each of which was followed by two to four subgroups e.g., 1 / xx / xx /xx/ xx)

TOP GROUP FILE NUMBERS
1/ - Office Administration: Constitution and Administration
3/ - Finance
4/ - Office Administration
5/ - Overseas Information Division
6/ - Overseas Information Division
6/ - Office Administration
7/ - Staff Administration
8/ - Staff and Salaries
8/ - Overseas Information Division
9/ - Overseas Information Division
10/ - Office Administration: Property
12/ - Communications
23/ - Overseas Information and Publicity
24/ - New Zealand Affairs: General
25/ - New Zealand Affairs: Government
26/ - New Zealand Affairs: Political Affairs
27/ - New Zealand Affairs: Governors-General
27/ - Consular Affairs
28/ - New Zealand Affairs: Honours and Awards
29/ - New Zealand Affairs: Ceremonial Affairs
30/ - New Zealand Affairs: Maori Affairs
31/ - New Zealand Affairs: Law and Justice

TOP GROUP FILE NUMBERS

32/ - New Zealand Affairs: Population

33/ - New Zealand Affairs: Social Affairs

35/ - New Zealand Affairs: Economic Affairs

36/ - New Zealand Affairs: Transport

37/ - New Zealand Affairs: Communications

38/ - New Zealand Affairs: Cabinet

40/ - New Zealand Affairs: Economic Relations

45/ - Cook Islands

54/ - Cook Islands

55/ - New Zealand Affairs: Information Services

56/ - New Zealand Affairs: Foreign Policy

57/ - New Zealand Affairs: Protocol

58/ - New Zealand Affairs: External Relations

59/ - New Zealand Affairs: Visits

60/ - New Zealand Affairs: Treaties

61/ - Overseas Representation in New Zealand

62/ - New Zealand Representation Overseas

63/ - New Zealand Affairs: Exchange of Information with Overseas Posts

64/ - New Zealand Affairs: Publicity

65/ - New Zealand Affairs: Information and Publicity

66/ - New Zealand Affairs: Educational and Cultural Relations

67/ - New Zealand Affairs: Presentation Items

71/ - New Zealand Affairs: Mapping and Surveying

71/ - Exhibitions

75/ - New Zealand Affairs: Forces for Korea

80/ - New Zealand Affairs - War Affairs: Civil Defence

81/ - War Affairs: Constitution and Administration

82/ - War Affairs: Legislation

83/ - War Affairs: Manpower

84/ - War Affairs: Security

85/ - War Affairs: Defence of New Zealand

86/ - War Affairs: Defence of the Pacific

87/ - War Affairs: New Zealand Forces

89/ - War Affairs: Enemy Prisoners of War, Aliens and Internees

90/ - War Affairs: Allied Nations Cooperation

91/ - War Affairs: Economic Aspects

92/ - War Affairs: Communications

TOP GROUP FILE NUMBERS

93/ - War Affairs: Supplies

94/ - War Affairs: Detection of Attack

95/ - War Affairs: Transport

101/ - International Organisations

101/ - International Affairs

102/ - International Affairs: Post-War Settlement

103/ - International Affairs: Relief and Rehabilitation

104/ - International Affairs: Economic Affairs

105/ - International Affairs: Transport

106/ - International Affairs: Law and Justice

107/ - International Affairs: Communications

108/ - International Affairs: Social Affairs

109/ - International Affairs: Political Affairs

110/ - International Affairs: Civil Aviation

111/ - International Affairs: Security

112/ - International Affairs: International Labour

113/ - International Affairs: Colonies and Mandates

115/ - International Affairs: United Nations

117/ - International Affairs: Council of Europe

118/ - Economic and Technical Assistance

119/ - International Affairs: Relations Between International Organisations

120/ - South East Asia Treaty Organisation

121/ - International Affairs: Atomic Energy

122/ - International Affairs: Outer Space

123/ - International Affairs: European Economic Community

124/ - Economic and Social Commission for Asia and the Pacific (ESCAP)

125/ - International Affairs: Specialised Agencies

126/ - International Affairs: OECD [Organisation for Economic Co-operation and Development]

151/ - Commonwealth Affairs: Organisation

152/ - Commonwealth Affairs: External Relations of the British Empire

153/ - Commonwealth Affairs: Conferences

154/ - Commonwealth Affairs: Economic Affairs

TOP GROUP FILE NUMBERS

155/ - Commonwealth Affairs: Communications

157/ - Commonwealth Affairs: Transport

158/ - Commonwealth Affairs: Social Affairs

159/ - Commonwealth Affairs: Legislation and Constitutional Affairs

160/ - New Zealand Affairs: Conferences

166/ - International Affairs: South Pacific Commission

201/ - United Kingdom

202/ - Canada

203/ - Australia

204/ - Republic of South Africa

205/ - India

206/ - United States of America

207/ - Eire

208/ - Antarctica

209/ - Sri Lanka

209/ - Ceylon

210/ - Christmas Island

211/ - Egypt

212/ - Malta

213/ - Cyprus

214/ - Gibraltar

215/ - Newfoundland

215/ - Christmas Island

216/ - Falkland Islands

217/ - Suez Canal

218/ - South Yemen

219/ - Bahamas

220/ - South West Africa

220/ - Namibia

222/ - Burma

223/ - Seychelles

224/ - British Somaliland

225/ - Transjordan

225/ - Jordan

226/ - Guyana

227/ - Togo

227/ - Togoland

228/ - Trinidad and Tobago

229/ - British East Africa

230/ - Tanganyika

231/ - Kenya

232/ - Zanzibar

234/ - Jamaica

236/ - Ghana

237/ - Mozambique

TOP GROUP FILE NUMBERS

240/ - Nepal

241/ - Cameroon

242/ - Middle East

243/ - Algeria

244/ - Nigeria

245/ - Zimbabwe

245/ - Central African Federation

246/ - Rwanda-Urundi

247/ - Tunisia

248/ - Republic of Zaire

251/ - Uganda

252/ - Mauritius

253/ - Malaya

253/ - Federated Malay States

253/ - Malaysia

254/ - Morocco

255/ - Sudan

255/ - Anglo-Egyptian Sudan

256/ - Africa

257/ - Manchuria

258/ - Yemen

259/ - Anglo-Egyptian Sudan

259/ - Afghanistan

260/ - Ethiopia

260/ - Abyssinia

262/ - Arab States

263/ - Saudi Arabia

264/ - China

265/ - Macau

266/ - Taiwan

266/ - Formosa

267/ - Iraq

268/ - Japan

269/ - Paracel Islands

271/ - Iran

272/ - Portuguese Guinea and Guinea-Bissau

273/ - Spratley and Amboina Island

274/ - Turkey

275/ - Yugoslavia

276/ - Danzig

277/ - Palestine

277/ - Israel

279/ - Upper Silesia

280/ - Union of Soviet Socialist Republics (USSR)

281/ - Syria

282/ - Lebanon

283/ - Libya

285/ - Eritrea

286/ - Dodecanese

TOP GROUP FILE NUMBERS

288/ - North Africa

289/ - Angola

291/ - Alexandretta and Antioch

294/ - French Guyana

295/ - Surinam

296/ - Niue

297/ - The Arctic

298/ - Nauru

299/ - Minerva

300/ - Hong Kong

301/ - Pacific Islands

302/ - Western Pacific High Commission

303/ - Tonga

304/ - Fiji

305/ - French Polynesia

305/ - French Oceania

306/ - Cook Islands

307/ - Vanuatu

307/ - Norfolk Island

308/ - New Caledonia

309/ - Papua New Guinea

309/ - New Guinea

310/ - New Zealand Outlying Islands

311/ - Western Samoa

312/ - American Samoa

313/ - Micronesia - Sarawak

314/ - Kiribati

314/ - British North Borneo

315/ - Vanuatu

315/ - Thailand

316/ - Micronesia

316/ - Indo-China

317/ - Tuvalu

317/ - Hawaiian Islands

318/ - Indonesia

318/ - Netherlands East Indies

319/ - The Philippines

319/ - Philippines

320/ - Far East

321/ - East Timor

322/ - Bonin Islands

322/ - Albania

323/ - Ryukyu Islands

324/ - South Korea

324/ - Korea

325/ - Western Europe

327/ - Europe

328/ - Eastern Europe

TOP GROUP FILE NUMBERS

330/ - Scandinavia

331/ - Central Europe

332/ - Albania

333/ - Austria

334/ - Liechtenstein

335/ - Bulgaria

336/ - Faroe Islands

337/ - Czechoslovakia

338/ - The Netherlands

338/ - Netherlands

339/ - Denmark

340/ - The Balkans

340/ - Balkans

341/ - Norway

342/ - Latvia

343/ - Hungary

344/ - Finland

345/ - Greece

346/ - Montenegro

347/ - Switzerland

348/ - Baltic States

349/ - Portugal

350/ - Germany

350/ - Federal Republic of Germany

351/ - Estonia

353/ - Roumania

355/ - Spain

356/ - Sweden

359/ - Belgium

360/ - France

361/ - Luxembourg

362/ - Monaco

363/ - Alsace and Lorraine

364/ - Eupen and Malmedy

365/ - Memel

366/ - Saar

368/ - Mongolia

369/ - The Vatican

370/ - Italy

371/ - Sicily

374/ - Mediterranean

376/ - Sardinia

377/ - Puerto Rico

378/ - Armenia

379/ - Poland

380/ - Lithuania

388/ - South Orkney and South Shetland Islands

389/ - Kuriles

TOP GROUP FILE NUMBERS

390/ - Sakhalin Island

391/ - Tibet

392/ - Surinam

393/ - Windward Islands

394/ - Paraguay

395/ - Panama

396/ - Organisation of American States

396/ - America

397/ - Tibet

397/ - El Salvador

398/ - Guatemala

399/ - Guatemala

399/ - Cuba

400/ - Haiti

401/ - Dominica

403/ - Nicaragua

404/ - Netherlands Antilles

405/ - Belize (formerly British Honduras)

406/ - Costa Rica

407/ - Mexico

408/ - Central America

409/ - South America

410/ - Latin America

411/ - Argentina

412/ - Bolivia

413/ - Brazil

414/ - Venezuela

415/ - Ecuador

416/ - Colombia

417/ - Peru

418/ - Chile

419/ - Uruguay

420/ - Malaysia

425/ - Senegal

427/ - Madagascar

434/ - South East Asia

437/ - Tripolitania

440/ - Asia

442/ - St Helena

443/ - Caribbean

445/ - Free Territories of Trieste

448/ - Pakistan

449/ - Tokelau

451/ - Bangladesh

452/ - French Somaliland

453/ - Prince Edward Island Group

454/ - Tristan Da Cunha

455/ - Singapore

TOP GROUP FILE NUMBERS

456/ - Benelux

459/ - Chad

460/ - Lesotho

461/ - Easter Island

462/ - Bermuda

463/ - Swaziland

464/ - Gabon

465/ - Turks and Caicos Islands

467/ - Alaska

468/ - Guam

469/ - Brunei

470/ - Botswana

471/ - Israel

472/ - Honduras

473/ - Antigua and Barbuda

474/ - Fezzan

475/ - New Zealand Island Territories

476/ - West New Guinea

476/ - Dutch New Guinea

478/ - Vietnam

478/ - South Vietnam

479/ - Laos

480/ - Cambodia or Kampuchea or Khmer Republic

481/ - Trust Territories of the Pacific Islands

482/ - Mauritania

483/ - Deception Island

484/ - Ivory Coast

485/ - Somalia

485/ - Italian Somaliland

486/ - Rambi Island

487/ - Maldives Island

488/ - Hainan Island

489/ - Turtle and Mangsee Islands

490/ - People's Republic of the Congo (Zaire)

491/ - Celebes

493/ - South Asia

494/ - Grenada

495/ - Lord Howe Island

496/ - Ubangi-Shari (Republic of Central Africa)

497/ - Kerguelen Island

499/ - Panama Canal Zone

501/ - Pacific Basin

502/ - Sikkim

503/ - Egypt

505/ - Guinea

506/ - Mali

TOP GROUP FILE NUMBERS

507/ - Arab Gulf States

508/ - Kuwait

509/ - Bahrain

510/ - Qatar

511/ - Muscat and Oman

513/ - Niger

514/ - Greater Somalia

515/ - Communist Bloc

516/ - Dahomey

518/ - Central African Republic

519/ - North Korea

520/ -German Democratic Republic (East Germany)

521/ - North Vietnam

522/ - Rwanda

523/ - Burundi

524/ - French West Indies

525/ - Zambia

526/ - Malawi

527/ - Tanzania

701/ - Public International Law and Practice

800/ - Administration: Computers and Information