



**DIGITAL ARCHIVE FOR FAMILY HISTORY
SUBMISSION AGREEMENT**

THIS SUBMISSION AGREEMENT made between myself, the Submitter, and the New Zealand Society of Genealogists (NZSG), dated as of _____ requires that, as the submitter, I acknowledge and agree to the following:
(DATE)

1. The Digital Archive will act as a secure repository for my unpublished family history narrative and will hold all material in computer storage (in PDF digital format).
2. The Digital Archive will hold, within a secure database, an index of individuals referred to in my submitted narrative family history. This index will contain the following information as submitted:
Name, Year of Birth and/or Year of Death, Place of Birth, Place of Death, Father's Name, Mother's Name, NZSG Number

This index will also hold the following pieces of information (added by the Digital Archivist):
Original Submission Date, Last Submission Date, PDF reference, Current Member (Yes/No)
Archivist (Yes/No) – indicates who will deal with enquiries.
3. A searchable Index of Names submitted in my GedCom file or spreadsheet will be created and (unless I select otherwise, see Responding to Enquiries below) be available via the NZSG website (www.genealogy.org.nz) to all financial members of the NZSG subject to the constraints as outlined in clause 4 herein.
4. The searchable Index of Names available via the NZSG website will only display details of those individuals who meet the following criteria:
 - Born/Baptised more than 110 years ago **or**
 - Deceased with the date of death given.
5. All enquiries relating to this searchable index, while I continue to be a financial member of the NZSG, will either:
 - (a) Be automatically sent to me via email. It is then my responsibility, and upon my authority, whether I choose to release any further information **or**
 - (b) Be automatically sent to the Digital Archivist by email (I authorise the NZSG via the Digital Archivist to respond to the enquirer).
6. Upon my death, or if I cease to be a financial member of the NZSG, all enquiries related to the information I have provided will pass to the NZSG. I further agree that the Digital Archivist will then make my submitted information 'Read Only' and no changes can or will be made to the information by any other member.
7. The release of any individual's information from the Digital Archive by the NZSG (via the Digital Archivist) will be based on criteria outlined in clause 4 herein.
8. The Digital Archivist is under no obligation to review the material submitted for accuracy and is not responsible for any errors and omissions in my Family History Narrative. The Digital Archivist will not, under any circumstances, amend the narrative submitted.
9. The NZSG (via the Digital Archivist) will return the original material submitted, on the media submitted, once the material has been copied into the Archive, provided that I supply a stamped, self-addressed envelope with sufficient prefixed postage for the return of the material—otherwise the media will be destroyed.
10. Provided I remain a financial member of the NZSG, I am entitled to resubmit updated material on an annual basis, from the date recorded on this agreement form. This will overwrite the previous submission.

11. I understand and agree that the Digital Archivist is bound by the Privacy Act of NZ (1993) and all future additions, amendments and revisions.
12. I understand and agree that any material submitted becomes a permanent part of the NZSG Digital Archive and cannot be removed, deleted or uplifted by anyone, other than by the provisions of clause 10 herein.
13. In the event of the personal loss of my submitted data, on application to the Digital Archivist, a copy of my submission will be provided to me in a format determined by the Digital Archivist.

Responding to Enquiries

Please indicate your preference for handling of enquiries generated by your submission (refer to clause 5 herein for details)

(TICK ONE BOX ONLY)

I direct that all enquiries regarding my submission be forwarded to me by email.

or

I direct that the Digital Archivist replies to all enquiries regarding my submission.

or

I direct that my submission be privately stored for Archival Preservation and the Index of Names submitted in my GedCom file or spreadsheet (as per clause 3 herein), not be available via the NZSG website for a period of _____ years.

The NZSG and the Digital Archivist will not enter into any correspondence or disputes about access to information beyond the terms within this Agreement.

Submitter Details

Full Name: _____ NZSG No. _____
(BLOCK LETTERS PLEASE)

Signature: _____ Date: _____

Email Address: _____

For the NZSG/TGLT:

Full Name: _____ NZSG No. _____
(BLOCK LETTERS PLEASE)

Signature: _____ Date: _____

Email Address: _____

List of files enclosed

No.	File Name	File type	Date of file
1			
2			