



DIOCESAN ARCHIVES

Approved by: Diocesan Council

13 July 2017

1 DIOCESAN ARCHIVES

The Diocesan Archives is the responsibility of the Archives Committee that is charged with ensuring that the archival records of the Diocese are protected and accessible to the diocesan office, clergy and general public, subject to access rules and guidelines.

Archival collections are accepted, processed, arranged and described by the Diocesan Archivist. Archival records are those records that have been recognised to have continuing value to the Diocese and will therefore be retained permanently.

The Diocesan Archives contain records created by or connected to:

- Archbishops, Bishops and Assistant Bishops of the Diocese
- The Diocese.
- The Province of Western Australia where these documents are held at the offices of the Diocese.
- Church Organisations such as parishes and agencies connected to the Diocese.

The Diocesan Archives seek to acquire:

- Inactive records of enduring value, created, received and used directly by the Diocese and its members during the conduct of their business activities.
- Any records of enduring value which over time may have been lost or removed from official custody of the Diocese.
- Diocesan memorabilia.

The Diocesan Archives seek to acquire these records in all formats including but not limited to:

- Unpublished and published records
- Maps, plans and architectural drawings
- Audio and visual materials (Cassettes, Videos, photographs, graphics, posters etc...)
- Computer generated material (CD-ROM, CD-RW, floppy disks etc.).

The Diocesan Archives acquire materials by:

- Routine transfer from Church Entities
- Gift or Donation



All records “are and shall at all times remain the property of the trustees” (Records and Archives Statute 1996) and can only be disposed of in accordance with policies and procedures laid down by the Records and Archives Statute 1996. While not all Diocesan records will be retained as archives, all records will need to be retained for a specific period of time as laid out in the Diocesan Records Disposal Authority.

All members of the Church have a responsibility to ensure that records of the Church are retained and kept to accurately reflect the life of the Church.

2 STAFF & VOLUNTEER RESPONSIBILITIES

A copy of the Diocesan Archives policies shall be made available to current staff and to all new staff at their induction. It is the responsibility of all staff to understand their accountability for record keeping standards within the Church.