Archives

Approved by: Diocesan Council
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Also refer to Records and Archives Statute 1996

Contents

1 Purpose .......................................................................................................................... 2
2 Mission Statement ......................................................................................................... 2
3 Scope .............................................................................................................................. 2
4 Governing Body ............................................................................................................ 2
5 Objectives ..................................................................................................................... 2
6 Standards and legislative framework ............................................................................ 2
7 Access .......................................................................................................................... 3
8 Acquisition of Material .................................................................................................. 3
9 Archive related responsibilities for Staff ....................................................................... 3
9.1 Individuals .................................................................................................................. 3
9.2 Archivist ...................................................................................................................... 3
10 Terms and definitions ..................................................................................................... 3
11 Review Period .............................................................................................................. 4
12 Authorisation ............................................................................................................... 4
References ....................................................................................................................... 4
POLICY GUIDELINES – No. 43

1. PURPOSE

The Diocese Archives is the central repository for the Anglican Church in the Diocese of Perth and serves the various communities and organisations. The purpose of this policy is to outline the function of the Archive Program and provide a framework of principles and practice.

2. MISSION STATEMENT

The Diocese of Perth is committed to preserving, organising and protecting the records which pertain to the origin, growth and history of the Diocese. The Archive Program is the function through which this is achieved and in doing so serves the Anglican Community by “keeping historic memory alive, accessible and accurate.”

(Adapted from Summons to Synod 2005, p. 74)

3. SCOPE

The policy applies to all records of permanent archival value which are created, received, used and stored during the conduct of business in all departments and offices of the Diocese of Perth. These records include hand or machine generated correspondence, financial papers, private papers, lectures, sermons, minutes, reports, publications, plans, pictures, photographs, video tapes, sound recordings and memorabilia and all other items as identified by the Archivist as relative to the Diocese of Perth.

4. GOVERNING BODY

The Archbishop and the Diocesan Council are ultimately responsible for all records of lasting value to the diocese. The Archivist is responsible for the day to day running of the archive under the guidance of the Archives Committee appointed by Synod under the Records and Archives Statute 1996.

5. OBJECTIVES

The objective and existence of the Archive Program Policy is to promote good record keeping within the Archive for the benefit of the organisation as a whole.

The Archive program seeks to ensure:

- Records of permanent value are identified and preserved as archives and housed according to archival standards, principles and practice.
- Other records are confidently destroyed in keeping with the authorized Disposal Schedule when no longer required.
- Information within the archive is adequately described and indexed to facilitate effective and timely retrieval of information for research and other purposes.

(Adapted from Shepard and Yeo, Managing Records, 2003, p. 156)

6. STANDARDS AND LEGISLATIVE FRAMEWORK

This organisation is committed to best practice record keeping standards, and will develop systems consistent with the Australian Standard for Records Management - AS ISO 15489 and international best practice archival standards.

This Archive recognises the value and need to acknowledge the following laws that relate to records and information:

- Freedom of information Act 1982
- Privacy Act 1988
- Copyright Act 1968
- Canons of the Diocese of Perth
7. **ACCESS**

Records are subject to legislation that pertains to privacy, security, freedom of information and archives. “Records may contain personal, commercial or operationally sensitive information. In some cases, access to the records, or information about them, should not be permitted.” AS ISO 15489.1

8. **ACQUISITION OF MATERIAL**

The Archives collects the records of:

1. Archbishops of Perth
2. Assistant Bishops of Perth
3. The Anglican Diocese of Perth
4. The Anglican Province of Western Australia where these documents are held at the offices of the Diocese of Perth.
5. Agencies and allied agencies run by or affiliated with the Diocese of Perth;
6. Parishes of the Diocese of Perth

In the case of 4 and 5 transfer to the Archives is by negotiation.

9. **ARCHIVE RELATED RESPONSIBILITIES FOR STAFF**

All staff of the Diocese of Perth has a responsibility to be familiar with the archive policy of this organisation and to follow the transfer guidelines as established by the Archivist.

9.1 **INDIVIDUALS**

A copy of the archive policy shall be made available to current staff and all new staff at their induction where appropriate. It is the responsibility of all staff once inducted into the Archive Program to understand their accountability for record keeping standards within the organisation as it pertains to the Archives.

9.2 **ARCHIVIST**

The Archivist is responsible for the implementation of policies and procedures consistent with this document that pertain to all records, their maintenance, integrity and authenticity within the archive.

10. **TERMS AND DEFINITIONS**

The terms appearing in italics throughout this document are defined as follows:

**Access:** Right, opportunity, means of finding, using or retrieving information.

**Accountability:** The principle that, individuals, organisations, and the community are responsible for their actions and may be required to explain them to others.

**Archives:** Records that have been appraised as being of continuing value to the organisation and or wider community.

**Records:** Information in any format that is kept as evidence of business activity by individuals or organisations.

**Retention and Disposal Schedule:** A highly structured table of record types and descriptions, which provide information on the appropriate period of time in which those records should be retained by the organisation in accordance with legal and/or organisational requirements.

11. REVIEW PERIOD

This policy is scheduled for review annually by the resident archivist in consultation with the Archive Committee and will be amended as necessary.

12. AUTHORISATION

The Archives recommends this policy is authorised by Diocesan Council, consistent with the Australian Standard for Records Management. Please see covering page.

This policy has been endorsed by the Archives Committee in consultation with the Archivist and should be distributed or available to all employees of the Diocese of Perth. To be effective this policy should be “communicated and implemented at all levels in the organisation” (AS ISO 15489 Standards Australia, 2002)

Contact:

Please direct all enquiries on any aspect of this policy to the Diocese of Perth Archivist:

Telephone (08) 9374 5600
Direct line (08) 9374 5627
Address Diocesan Archivist
Swanleigh
58 Yule Avenue
MIDDLE SWAN WA 6056

The Archives section of the Diocesan Website is available at the following address –

www.perth.anglican.org/archives

References


National Archives of Australia, Retrieved 22nd November 2005 from


Records and Archives Canon, Regulations under the Records and Archives Canon 1992. Anglican Church of Australia- Diocese of Brisbane