



ARCHIVES

Approved by: Diocesan Council

13 July 2017

1 PURPOSE

The Diocesan Archives is the central records repository for the Anglican Church in the Diocese of Perth, and serves the various Church Organisations of the Diocese. The purpose of this policy is to direct the management of archival collections and shall not be inconsistent with other policies of the Diocese.

2 MISSION STATEMENT

The Diocese of Perth is committed to preserving, organising and protecting records (as defined in the *Records and Archives Statute 1996*) which pertain to the origin, growth and history of the Diocese. The Diocesan Archives 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, p74).

3 THEOLOGY

St Paul tells us that in the life of the Church *all things shall be done decently and in order* (1 Corinthians 14:40). It is against this background that this policy aims to achieve the orderly storage and preservation of the records of the Diocese of Perth.

4 STANDARDS AND LEGISLATIVE FRAMEWORK

The Diocese 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.

The Diocese recognises the value and need to acknowledge the following laws that relate directly to records and information held by the Diocesan Archives:

- Privacy Act 1988
- Copyright Act 1968
- Federal and State Evidence Acts
- Statutes of the Diocese of Perth

Or as any are amended.

The Diocese acknowledges the value in legislation governing federal and state records that do not directly impact on the archives:



- Freedom of Information Act 1992
- Financial Management and Accountability Act 1997
- Limitation Act 1935 and Limitation Act 2005

Or as any are amended.

5 RELATED POLICIES

These policies were created to guide the function of the Diocesan Archives and can be obtained from the Diocesan Archivist or from the [policy](#) page on the Diocesan Website

- 43.1 Diocesan Archives
- 43.2 Access, Acquisition and Disposal of Materials
- 43.3 Parish Archives

6 TERMS AND DEFINITIONS

Terms appearing throughout the Diocesan Archives policies, procedures and advices are defined as follows:

Access – means the right, opportunity and means of retrieving information.

Accountability - means the understanding that all individuals and organisations are responsible for their actions and may be required to explain and prove them to others.

Acquisition – means archival material that has been collected or acquired

Archbishop – means the Archbishop of Perth appointed pursuant to the Archbishopric Statute 1978 and any Administrator of the Diocese within the meaning of the Statute.

Archives Committee – means the body constituted by the Records and Archives Statute 1996.

Church – means the Anglican Church of Australia.

Church entity means an unincorporated entity including a committee, commission, a parish or a parish council in the Diocese, the Cathedral or Chapter of the Cathedral, that exercises ministry within, or on behalf of, the Church with the actual or apparent authority of the Church;

Collection – means an accumulation of materials devoted to a single theme, person, event of type of document.

Deed of Gift – mean the official donation form which is signed by the donor and confirmed by the Diocesan Archivist. The deed covers the items or items being donated and lists any conditions attached to their use.

Diocesan Archives – means the records that have been appraised as having permanent value to the community or the Church. This term is also used to describe the facility that houses the records.

Diocesan Archivist – means a person appointed pursuant to section 8.2 of the Records and Archives Statute 1996.

Diocesan Council – means the body constituted by the Diocesan Council Statute 2016.

Diocese – means the Diocese of Perth.

Disposal – means “A range of processes associated with implementing appraisal decisions. These include retention, deletion or destruction of records” *Records Management*.

Inactive Records – means records that are no longer accessed or used at regular intervals and are retained for a temporary period for legal or cultural reasons.



Original Materials – means the unpublished materials or those that have one copy or version, created for a limited circulation, examples include letters, business records, photographs and negatives, not intended for mass distribution.

Orphan Works – means a work where the copyright owner can either not be identified or located and permission to digitise or publish the work cannot be obtained.

Parish – means a body of Members of the Church gathered together and established in accordance with the Parish Governance Statute 2016.

Records – means information kept in any format that is kept as evidence of activity by individuals or organisations including but not limited to financial papers, plans, pictures, minutes and reports.

Retention and Disposal Authority – means a structured document detailing record types and descriptions which informs on the appropriate minimum period of time a record should be retained by the Church in accordance with legal requirements.

Sentenced – means appraising records to determine the minimum period of time they need to be retained, in accordance with the Diocesan Records Disposal Authority and only disposed of in a secure manner after that minimum period has lapsed.

7 REVIEW PERIOD

The Diocesan Archives policies are to be reviewed and updated every three years by the Diocesan Archivist in consultation with the Archives Committee; any amendments are to be approved by Diocesan Council.