



DIOCESAN ARCHIVES

Approved by Diocesan Council

12 July 2019

Contents

1. Preamble	1
2. Scope	1
3. Definitions	2
4. Policy	3
4.1 Standards and Legislative Framework	3
4.2 Transfer Process	4
4.3 When to Transfer Records	4
4.4 Access to Records	4
4.5 Disposal of Archives	5
5. Procedures	5
Forms:	6

1. Preamble

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

2. Scope

The Diocesan Archives are the responsibility of the Diocesan Archives Committee as expressed in the *Records and Archives Statute 1996*. Collections are accepted, processed, arranged and described by the 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 seek to acquire records created by or connected to:

- Archbishops, Bishops and Assistant Bishops of the Diocese.

DIOCESAN COUNCIL POLICY 43A

Anglican
Church
Diocese of Perth



- The Diocesan Office.
- The Province of Western Australia where these documents are held at the offices of the Diocese.
- Church entities such as parishes and agencies connected to the Diocese.
- Church organisations that do not have their own archives.

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.

3. Definitions

Access	The right, opportunity and means of retrieving information.
Accountability	Understanding that all individuals and organisations are responsible for their actions and may be required to explain and prove themselves to others.
Acquisition	Archival material that has been collected or acquired through donation or transfer.
Archbishop	The Archbishop of Perth appointed pursuant to the Archbishop's Statute 2016 and any Administrator of the Diocese within the meaning of the Statute.
Archives Committee	The body constituted by the <i>Records and Archives Statute 1996</i> .
Church	Anglican Church of Australia
Church entity	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.
Church organisation	An organisation that is connection to the Church through a shared history. This could include schools and care providers.
Collection	An accumulation of materials devoted to a single theme, person, event of type of document.
Deaccession	The process of permanently removing archives.
Deed of Gift	Official donation form which is signed by the donor and confirmed by the Diocesan Archivist. The deed covers the items being donated and lists any conditions attached to their use.
Archives	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.
Archivist	A person appointed pursuant to section 8.2 of the <i>Records and Archives Statute 1996</i> .
Diocesan Council	The body constituted by the <i>Diocesan Council Statute 2016</i> .

DIOCESAN COUNCIL POLICY 43A

Anglican
Church
Diocese of Perth



Disposal	A range of processes associated with implementing appraisal decisions. These include retention, deletion or destruction of records.
Inactive records	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	Unpublished materials or those that have one copy or version.
Orphan works	Work where the copyright owner can either not be identified or located and permission to digitise or publish the work cannot be obtained.
Parish	A body of members of the Church gathered together and established in accordance with the Parish Governance Statute 2016.
Records	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 Schedule	A structured document detailing record types and descriptions which informs on the minimum period a record should be retained by the Church in accordance with legal requirements.
Sentenced	Appraising records to determine the minimum period 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. A list of what is for disposal needs to be made and signed off by the Parish Priest before any destruction.

4. Policy

4.1 Standards and Legislative Framework

The Diocesan Council is committed to best practice record keeping standards and will develop systems consistent with the Australian Standard for Records Management (*AS ISO 15482*) and international best practice archival standards.

The Diocesan Council 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
- PDT Policy 42 - Privacy

The Diocesan Council acknowledges the value in legislation governing federal and state records, that do not directly impact on the Diocesan Archives:

- *Freedom of Information Act 1992*
- *Financial Management and Accountability Act 1997*



- *Limitation Act 1935 and Limitation Act 2005*

4.2 Transfer Process

Items are accepted into the Diocesan Archives either through transfer or donation. Acquisitions must be accompanied by either an approved Deed of Gift Form (**Form 1**) or Internal Transfer Form (**Form 2**). All transfers need to be discussed first with the Archivist. Each box is to be accompanied by a Box Description Form (**Form 3**). Any transfers that fail to be identified as archives will be sentenced using our Retention and Disposal Schedule (**Appendix 1**) and managed as an inactive record. Once accepted into the Diocesan Archives responsibility for the collection passes to the Archive Committee. The Diocesan Archives seek to acquire records in all formats.

The Diocesan Archivist should be contacted before commencing this process.

4.3 When to Transfer Records

Parishes are encouraged to transfer their archival items, once no longer actively in use. There is however no obligation for parishes to transfer their archival items if they are being properly cared for in the parish.

Parishes should consider transferring material when:

- Records are over 25 years' old.
- Records are too bulky to store at your parish.
- Records are in danger from how they are stored.
- The parish is to be merged or closed.

4.4 Access to Records

The Diocesan Archives operates under the principle of providing access, wherever possible, for both the public and staff. Researchers must complete the Researcher Application Form (**Form 4**) and submit to the Diocesan Archivist who will search the collection for the required information. Any collection that has not been arranged will not be searched, i.e. donated or transferred items not yet arranged and described.

The Diocesan Archives will 'encourage and facilitate academic and scholarly research' (*Records and Archives Statute 1996*).

Where Records are closed, the Diocesan Archivist may grant full or limited access to academic researchers and scholars involved in private research, subject to such terms and conditions recommended by the Archive Committee.

The Diocesan Archives may impose restrictions on specific materials in accordance with:

- Ethical practice concerning access to intrusive personal information.
- Legal restrictions under the *Censorship Act 1996*, the *Copyright Act 1968*, the *Privacy Act 1988* and libel laws.

Where unique or rare materials are too fragile for general handling, access may be restricted. In such instances, the items may be prioritised for copying to other media.

Any copying of materials requires the approval of the Archivist and is considered on an individual basis.

Where Orphan Works are concerned, access will be allowed where possible, with the stipulation that the work cannot be used in either published or unpublished form without permission from the Archivist.

When permission to publish is sought for non-commercial use:

- The Diocesan Archives will conduct a search to locate the copyright owner.



- The item must be clearly attributed to the copyright owner in the published work.

If the copyright owner cannot be located, permission will be granted for use on the understanding that if the copyright owner comes forward all reasonable restitution will be made for the use of the item.

When permission to publish is sought for commercial use the copyright owner must be located and permission gained before approval to use can be given by the Archivist.

Charges for research may be applied at the discretion of the Archivist and with the approval of the Diocesan Operations Manager.

4.5 Disposal of Archives

Materials may be de-accessioned with the approval of the Diocesan Secretary (**Form 5**) under the following circumstances:

- When multiple copies of the same document have been located within the collection.
- When a document or groups of documents clearly don't belong in the Diocesan Archives.
- Obsolescence of file format.

Materials which are surplus to requirements, will be removed from the collection and disposed of either by:

- Transfer to another collecting agency.
- Return to donor if indicated on the donor's deed of gift.
- Secure Destruction.

5. Procedures

The Archivist will work with the Archive Committee to develop procedures in accordance with this Policy. Procedures will be developed as needed and any changes will be reviewed by the Archive Committee.

5.1 Completion of Forms

- Form 1 - Deed of Gift Form
 - This form is for the deposit of historical items to the Perth Diocese Anglican archives. The deposit of items to the collection needs to be discussed first with the Archivist.
- Form 2 - Internal Transfer Form
 - This form is for the transfer and deposit of records to the Anglican Perth Diocese Archive within the Anglican Diocese of Perth. This includes organisations affiliated with the Perth Anglican Diocese.
- Form 3 - Box Description Form
 - This form lists the contents of boxes deposited with the archives and needs to be completed by the depositor.
- Form 4 - Researcher Application Form
 - This form is for a researcher to request access to the Diocesan Archives; it informs the Diocesan Archivist of the purpose of the research as well as details of the researcher themselves. This information will give the Diocesan Archivist a record of who is accessing the Diocesan Archives and for what purpose. In the case of confidential items this will aid the Diocesan Archivist to gain clearance for the researcher.
- Form 5 - De-Accessioning Form
 - This form is a control record to inform archives staff that an accession has been removed from the archives permanently and for what reason.

DIOCESAN COUNCIL POLICY 43A

**Anglican
Church**
Diocese of Perth



Forms:

[Form 1 - Deed of Gift Form](#)

[Form 2 - Internal Transfer Form](#)

[Form 3 - Box Description Form](#)

[Form 4 - Researcher Application Form](#)

Form 5 - De-Accessioning Form