



<b>Archives Policy</b>			
<b>Body adopting policy:</b>	Diocesan Council	<b>Date of adoption or last review:</b>	12 October 2016
<b>Related Documents:</b>		<b>Review schedule:</b>	October 2017

## 1 Purpose

The Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated is responsible for ensuring preservation of records of Diocesan entities and activities. The Synod is committed to preserving, organising and protecting the records of the Diocese.

The Diocesan Archive held at the Archives Office is the central repository for archival records of the Anglican Church in the Diocese of Adelaide.

The purpose of this policy is to outline the functions of the Archives Office and to provide a framework of principles and practice.

## 2 Objectives

The principle objective of the Archives Policy is to promote good record keeping for the benefit of the Diocese of Adelaide as a whole.

The Archives Policy seeks to ensure that:

- Records of permanent value are identified and preserved as archives and housed according to archival standards and principles;
- Records not of permanent value can be disposed of in keeping with an approved Disposal Schedule; and
- Information within the Diocesan Archive is adequately described and indexed to facilitate effective and timely retrieval of information.

## 3 Scope

This policy applies to all employees and officers at the Diocesan Office and to all committees and sub-committees of the Synod and covers all records of permanent archival value which are created, received, used and/or stored as a result of the Synod's operations and activities.

## 4 Definitions

**Diocesan Office** refers to the operations of the Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated, and includes the operations of the following:

- a. The Office of the Archbishop;
- b. Anglican Diocese of Adelaide Registry and Office;
- c. Anglican Funds South Australia;
- d. St Barnabas College;
- e. Archives Office;
- f. North Road Cemetery;
- g. Bishop's Court.

## 5 Principles

- a. The Synod is committed to best practice record keeping standards, and will develop systems consistent with the most recent Australian Standard for Records Management – currently AS ISO 15489 – and international best practice archival standards.
- b. The Archives Office operates within the legislative framework of the following laws pertaining to records and information;
  - *Privacy Act 1988*
  - *Copyright Act 1968*.
- c. The Archives Office operates within the framework of all relevant ordinances of the Synod.

## 6 Responsibilities

### 6.1 Diocesan Council

Diocesan Council is responsible for

- a. Ensuring appropriate practices, procedures and systems relating to the Diocesan functions or activities are in place to facilitate best practice record keeping :
- b. Reviewing this policy every 2 years, and
- c. Approving this policy.

### 6.2 The Registrar

The Registrar is responsible for

- a. Reporting to Diocesan Council concerning issues relating to this Policy,
- b. Performing a review of this policy every 2 years and submitting it to Diocesan Council for consideration,
- c. Managing appropriate practices, procedures and systems of the Diocese that ensure compliance with this Policy,
- d. Communicating this policy to employees, officers, committees and sub committees of the Synod.

### 6.3 The Archivist

The Archivist is responsible for the day to day running of the Archives Office. The Archivist will be a trained professional archivist and will report to the Registrar.

## **7 Collections Policy**

### **7.1 Diocesan Office**

In keeping with the Synod's stated responsibility for the records of its entities and activities, the Archives Office will collect records associated with the operations and activities of Diocesan Office.

### **7.2 Other Diocesan Records**

The Archives Office may, by mutual agreement, collect records associated with a range of agencies and groups affiliated to the Diocese, including but not limited to:

1. The Province of South Australia (in limited circumstances);
2. Agencies run by or affiliated with the Diocese of Adelaide; and
3. Parishes of the Diocese of Adelaide.

## **8 Management of collections**

Records designated for permanent retention will be housed either in the Archives Office repository or may, in certain circumstances, be transferred to the State Library of South Australia for permanent preservation.

## **9 Access**

### **9.1 Internal**

The Archives Office is created to serve the purposes of the Diocese of Adelaide and of the Anglican Church in general. Information held in the Archives Office will be made available to officers and members of the Diocese on an appropriate as-needs basis. The Archives Office will adhere to the standard of AS ISO 15489.1, which states "Records may contain personal, commercial or operationally sensitive information. In some cases, access to the records, or information about them, should not be permitted."

### **9.2 External**

In limited circumstances and where resources permit, records may be made available to members of the public, including to former residents of children's homes which were previously managed by entities related to the Synod.

## **10 Policy review**

The Archives Policy will be reviewed after an initial period of 1 year, and thereafter at intervals of 2 years.

## **11 Further Information**

Anglican Diocese of Adelaide Registrar	8305 9350
Adelaide Diocesan Archivist	8305 9316