

# SCHOOL ARCHIVES

**Scope:** This policy applies to all staff employed in Catholic kindergartens, schools, colleges and outside school hours care centres conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education in the document).

## 1. POLICY STATEMENT

Each Catholic school and college (hereafter referred to as Catholic schools) in the Diocese of Rockhampton will establish its own Archive to preserve their educational and faith heritage in the diocese.

## 2. DESCRIPTION

Catholic schools in the Diocese of Rockhampton have a rich educational, cultural and spiritual history which needs to be acknowledged, recorded and preserved.

The policy recognizes the need to give guidance and assistance to Principals and staff regarding the records that need to be retained and the retention period.

It is recommended that a safe and adequate space/repository, IT provision specific to each institution, be allocated for the safe storage of non-current and current historical material that may be either paper-based, electronic or an artifact.

## 3. IMPLEMENTATION ISSUES

1. Principals should communicate to the Catholic school community the importance of establishing a Catholic school archive to preserve the educational and faith heritage of the institution.
2. Catholic schools will determine the nature of the archive, whether it is to be an historical archive only, an administrative archive, or an historical and administrative archive. Ideally, a school archive should be a combination of both elements.
3. Catholic schools will determine the nature of the holdings, eg paper-based, electronic or artifacts. (Artifacts should be in a museum, or if there is space, be retained only if they are specific to the institution).
4. Accommodation of paper based collections is vital to the preservation of historical documents. Ideally, the archive should be housed in an inner room with no external windows (a 'room within a room' concept) and where plumbing is non-existent or secure. Temperature and humidity control are also ideal elements. Where an archive space has external windows, it is highly recommended that thick internal curtaining be installed. Treated windows and outside shades would be a bonus. Consideration should be given to

planning for an allocated area for proper archival storage in future capital works applications. For very small archives, a metal office cabinet and a drawer in a metal filing cabinet may suit the purpose.

5. Catholic schools must refer to the following documents to determine retention and disposal of records:
  - Filing Structure and Disposal of Records (Sept 2015)
  - Authority to dispose of school records

These documents are available on the Catholic Education Staff Portal.

6. There is a legal requirement to establish provenance (ie where an article or document originated, who created it, and who owns it) and document this. Copyright provisions will need to be addressed if, for example, copies of documents are to be made or circulated.
7. The Principal will establish a financial allocation within the Catholic school's budget to support the development of the Catholic school's archive. This may be from recurrent expenditure in a separate account, or attached to the Library or Administration budget, or from a P&F grant, or a special fundraising effort.
8. The Principal will determine who is going to organise and administer the archive, whether it be attached to the Library Assistant's role, or to the Office Administrator's role, or interested staff member/s or an outside adviser. It is important that consideration be given to determining what additional training and support may be required for the staff member who is assuming the role of school archivist.
9. The Principal will use Catholic Education's Acquisition Guidelines for accepting/rejecting archival material and Catholic Education's Access Guidelines for administration of the archives.

#### 4. REFLECTION MATERIAL

##### CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- *Filing Structure and Disposal of Records 2017*
- *Authority to dispose of school records 2017*

##### RESOURCES

- Helen Price *Stopping the rot: A handbook of preventive conservation for local studies collections 2<sup>nd</sup> Ed.* Sydney 1989
- Judith Ellis – Editor *Keeping Archives 2<sup>nd</sup> Ed.* The Australian Society of Archivists Inc 1987
- Australian Society of Archivists *Retention Schedule for Non-Government Schools* Canberra 2007