



ARCHIVES AND RECORDS POLICY

Rationale

St Patrick's College is a Catholic boys school established by the Christian Brothers in 1893, for boys from Ballarat and environs. The College also offers boarding facilities for students. St Patrick's College is justifiably proud of its academic, religious, sporting and cultural traditions, and recognises the importance of maintaining archival records linked to its proud history.

The St Patrick's College Archives and Records (The Archives) were formally established in 1982 by Mr Brian Broadribb at the request of Br William Wilding, Headmaster of the College at the time. Prior to 1982, and since the establishment of the College in 1893, the material had been stored in the Brothers' Residence.

The Archives collections includes College publications, awards, trophies, photographic material, and other artefacts and records pertaining to the functions of the institution.

The College will enable access to the collection to researchers, via the Archivist, for the purposes of promoting an understanding and appreciation of the College and its history.

St Patrick's College will maintain the Archives according to industry best practice and in accordance with relevant legislation.

This Archives Policy seeks to establish the framework within which the College Archives operates. The policy is supported by a range of guidelines and procedures relating to specific activities consistent with maintaining archival records, artefacts and other collections of school material.

Spiritual Context

God called you to this through the Good News we preached to you; He called you to possess your share of the glory of our Lord Jesus Christ. So then, our brothers, stand firm and hold fast to the traditions which we taught you, both in our preaching and our writing. (2 Thessalonians 2: 14-15).

Policy

St Patrick's College Archives will identify, select, preserve, promote and maintain the archival records of the College and its associated bodies.

Archival Guidelines

Authority for the St Patrick's College Archives

The Archivist is appointed by the College Headmaster, who will maintain with the Archivist an overall watching brief of the direction of the Archives program, and the interpretation of this policy.

By this document the Headmaster provides the legal and authoritative basis for the Archivist to exercise all the powers and perform all the duties, responsibilities and functions with which they are endowed in the administration of the Archives.

Statement of Ownership & Custody

All records created by St Patrick's College Administration Offices, any Faculty or Department of the College, or any associated body of the College, are the property of St Patrick's College. Associated bodies include, but are not necessarily limited to, associations, clubs, all functional educational and other committees operating within the College, Foundations, and the College Board.

Custody of active (and some inactive) records will reside with the above Faculties, Departments and associated bodies, until such time as the General Retention and Disposal Authorities (GRDAs) require them to be lodged with the Archives.

Material acquired by the Archives becomes its property, to be administered as the Archives see fit, including the right of the Archives to remove or otherwise dispose of material deemed non-archival.

Preservation

Every effort will be made to provide the most appropriate facilities, environments and resources to prolong the life of the records and other material in the custody of the Archives. Consideration will be given to specific concerns for such items including, but not necessarily limited to, carbon copies of correspondence, deterioration of thermal paper, unstable photographic material, rapid changes in technology platforms.

Management and Administration of the Archives

In addition to managing the records transferred into its custody, the Archives will commit to managing its own resources effectively and to document its work carefully.

The Archivist will provide timely reports of its activities and use of resources to the College Headmaster and Director of Development.

Access

The Archivist will make available archival records for the purposes of research, display or publication. Access to material is at the discretion of the Archivist and the Headmaster. If access is denied, the person requesting access has the right of appeal of this decision to the Headmaster.

Appraisal

Records must be appraised by the Archivist to determine their ongoing value. This appraisal is carried out with reference to the General Retention and Disposal Authorities (GRDAs) published by the National Archives of Australia (NAA), the Public Records Office Victoria (PROV), and other authorising professional bodies. These GRDA documents assist in determining how long certain records need to be retained. Many records are of temporary value and can be destroyed after a certain period. Some records are determined to be of permanent value and must be transferred into archival storage.

Disposal of Records

The Archivist will ensure that records are disposed of in accordance with the relevant GRDAs. The Archivist will also ensure that approval is obtained from the manager of the department, as well as ultimate sign-off by the Headmaster. Documentation of the records destroyed will be kept and maintained by the Archivist.

Related Documents

2007 Archives Policy

General Retention and Disposal Authorities

Archives Access Procedure

Disposal of Records Procedure

Electronic Records (Archives) Policy

Status of Policy: Ratified by the College Board May 8, 2012

Review Date: 2017