



Diocesan Offices

Archives Policy

Approved by:

A handwritten signature in blue ink that reads "Philip Marshall".

Moderator of the Curia

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ARCHIVES

Policy Vision Statement

The Archdiocese of Adelaide is a community of believers drawing on our rich tradition and celebrating our diversity, striving for fullness of life in God. We seek to build a family-centred Church, strengthening community and spreading the good news of Jesus Christ, with a particular concern for those who are poor and disadvantaged.

The Archdiocese is a child safe organisation, which reflects Gospel values in providing children, families and individuals with a welcoming, nurturing, child-friendly environment, free from risk of harm. The Archdiocese aims to provide safe environments for all.

1. Role

The Archives and Records Services office manages the archive collection and operates a records management service. For policy regarding the administration of business records, refer to the *Records Management Policy*.

The role of the Adelaide Catholic Archdiocesan Archives (ACAA) is to collect, preserve and make available for research the official records of the Archdiocese, and those ancillary records which reflect the work of the church within the Archdiocese.

2. Definitions

2.1 Archive records

Records are 'information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or the transaction of business.'¹

Archival records are one particular section of these records, namely those records which have passed out of active use and selected for permanent retention and preservation. They are selected for their intrinsic historical value, evidentiary quality, for legal and business requirements, and their possible future use to the Archdiocese and to researchers. Archdiocesan records no longer in active use are assessed for temporary or permanent retention against the *Records Retention Schedule*.

The archive also accepts records from external donors if they fall within the archive collection scope (5) and criteria outlined in the *Donations Policy*.

¹ Australian Standard ISO 15489 – 2016

2.2 Types of records

Archives are defined by the type of records they keep, and are distinct from libraries and museums in that the main focus of their collections are original records and not publications or artefacts. Because of this, the archive does not generally include books, artefacts or textile items.

The collection holds a few exceptions to this general rule, and items may be accepted if they fall within the archive collection scope (5.) and the *Donations Policy* criteria.

The archive office maintains a reference section of publications in its search room for the use of staff and external researchers.

3. Management

By virtue of his office, the Archbishop of Adelaide is the owner/proprietor of the archives and is the person responsible for:

- providing adequate storage space for the archives
- appointing an archivist to administer them

The day-to-day management of the archives is the responsibility of the Archivist / Records Manager.

4. Administration of Archival Records

4.1 Arrangement and description

The archive develops and implements storage and retrieval systems, registers and describes all archival records, and researches and documents details about the origin (provenance) and context of the records' creation. Archive staff undertake research about the records' context including how, by whom, where and why the records were created; and their relationship with other records in the collection. This work provides context to the collections, aids understanding, and enables effective identification, retrieval and access to the records.

This information is documented in the HDMS (*Heritage Document Management System*) collection management database. A search only version of the database (*Guide to the Archives Historical Collection*) is available as a staff information resource on the Archdiocese intranet or Portal.

Archive staff also maintain other finding aids to sets of records in support of general archive administration and research services.

4.2 Preservation and conservation

The archive office implements key preservation strategies to preserve and promote the physical condition of the records for as long as possible.

This work includes the routine protection of archival material in appropriate preservation standard enclosures, and the production and use of duplicates for research purposes in order to protect the original records from wear and tear through handling. Records are handled with care and respect and researchers are required to do the same.

The archival records are also assessed by the Archivist for professional conservation intervention to repair, stabilize and preserve individual documents when required.

5. Collection Scope

5.1 Core collection

The records of the Archbishop and his administrative units constitute the core focus of the archive collection.

5.1 Ancillary Records

The records of individuals and organisations reflective of the work of the church in the Archdiocese constitute the ancillary collections of the archives.

Ancillary records include, but are not limited to:

- records and personal papers of individual clergy, members of institutes of consecrated life and non-consecrated societies of apostolic life, laity who have played an active role in the life of the Archdiocese
- records of church related institutions and agencies engaged in educational, charitable and social service work in the Archdiocese
- records of religious institute men and women supervised by the Archdiocese

5.2 Additional records

Catholic Education South Australia (CESA) and Centacare records can also constitute the *additional collections* of the Archives; however, as significant official agencies of the church they are responsible for the day to day custody and preservation of their own archival materials.

6. Ownership

The ownership and administration of all materials acquired by the archive is to transfer to the Archdiocese; this includes the right to dispose of materials. Also see *Donations Policy*.

7. Access

Access refers to the terms and conditions of availability of archive material for evaluation or consultation by archive users.

7.1 Access to storerooms

Generally, only the Archivist and designated archive staff may enter the archive storage areas and open or remove boxes or other items from the shelves.

It is the Archbishop's and/or Vicar General's prerogative to make the final decision on who may have access to the archive collection and to authorise the conditions under which material may be made available to researchers. This is done on the advice of and in consultation with the Archivist.

7.2 Access to the collection

The archive collections primary purpose is to support the work of the Archdiocese and those active in the work of the Church. External researchers are also given access to the archive collection under the following conditions.

7.2.1 External researchers

Bona fide students and other researchers may be given access to the archives on the condition that they:

- a) Apply in writing for permission to view the documents they require, using Appendix 3 to this policy *Application for Access to the Archives*.
- b) State clearly the nature and purpose of their research and abide by the decision.
- c) Abide by the rules relating to conduct in the search room, as stated in Appendix 2 to this Policy *Rules for the Use of the Archives*, and co-operate with the Archivist at all times.

7.2.2 Genealogical researchers

Family historians may be given access to the archives on the condition that they:

- a) Submit their initial enquiry in writing whenever possible (email or letter)
- b) Complete the family history *Research Enquiry Form*.
- c) Provide all relevant information as requested by archive staff

- d) Abide by the rules relating to conduct in the search room, as stated in Appendix 2 to this Policy '*Rules for the Use of the Archives*' and co-operate with the archivist at all times.

7.3. Records closure periods

Documents stored in the archives are classified under the following categories, as stated in Appendix 1 to this Policy '*Access Conditions*'.

- Open: freely available to all approved researchers
- Closed: sets of records are closed to access for designated periods of time and become open access when they reach the end of their closure period.
 - o Access to records that are still within their assigned closure period, may be allowed in special cases, but only with the knowledge and written consent of the Archbishop
- Sealed: not available to researchers under any circumstances.

8. Related Documents

- 1) Records Management Policy
- 2) Records Retention Schedule
- 3) Transfer of Inactive Records Policy
- 4) Donations Policy

Attachments

APPENDIX I: Access Conditions

APPENDIX 2: Rules for Use of the Archives

APPENDIX 3: Application for Access to the Archives



Appendix 1 - Access Conditions

All records are classified as follows unless otherwise directed by the Archbishop or his delegate.

1. OPEN ACCESS

The following records are open access:

Records already in the public domain such as books, newspapers, directories, press releases, circulars and reports.

2. CLOSURE PERIODS

2.1 Parochial registers:

- baptisms: 100 year closure period
- marriages and confirmations: 75 year closure period
- burials: 30 year closure period

2.2 Closed for 65 years

The following records are closed for 65 years and can only be made available on written application to the Archbishop or his delegate:

- parish files
- files relating to various church groups and agencies

2.3 Closed for 100 years

The following records are closed for 100 years and can only be made available on written application to the Archbishop or his delegate

- records relating to any members of the diocesan clergy, seminarians and members of religious orders of men and women.
- personal papers, diaries, etc. of former Archbishops, Bishops, clergy or laity

24 Sealed

The following records are not available under any circumstances

- Any highly confidential or sensitive documents as designated by the Archbishop

25 Closed for preservation

Certain records are designated closed to researchers because of their fragile condition. Facsimiles may be available for some sets of records.



Appendix 2: Rules for Use of the Archives

1. ACCESS

1.1 Academic and other researchers requesting access to records held in the Adelaide Catholic Archdiocesan Archives (ACAA) must first apply in writing by completing the *Application for Access to the Archives* form, Appendix 3. This form can be obtained from the Archivist or from the Archdiocese website.

1.2 Genealogical researchers must first apply in writing and provide all relevant information as requested by archive staff. Genealogists are also required to complete the family history *Research Enquiry Form*.

2. USE OF THE SEARCH ROOM

2.1 General

- All persons admitted into the search room are required to sign the visitors' book and state their full names, addresses and the subject of their research.
- Only pencils are allowed in the search room. Researchers are asked not to use No fountain pens or ballpoint pens.
- Food or drink is not permitted in the search room
- Use of mobile phones is prohibited in the search room

2.2 Use and care of documents

- Users can only have access to one box of files at any one time.
- No mark of any kind may be made on any document, paper or book
- Care must be taken to ensure that the original order of records which are loose in folders, bundles or boxes, are maintained at all times.
 - Where papers are fastened together, the fastening must not be removed or altered.
- All records must always be handled with the greatest care and respect.
- Users must be careful to avoid placing their hands, arms or writing materials on the records

2.3. Copying

The Archivist may copy or scan a small amount of material on request, for private research purposes *only*. Researchers may also request to photograph a small number of records.

Each request is considered on a case by case basis and may be refused due to the following reasons:

- documents are fragile and might suffer damage as a result of the copying process
- the material is restricted by copyright
- copies are to be used for a purpose other than private research purposes.
- copies are intended for online publication

2.3.1 Photographs

The Archivist may copy or scan a small quantity of photographs on request, for private research purposes *only*.

Permission may be refused on the same grounds as listed above

Researchers are asked to complete the copyright form before the photographs can be copied.

3. FEES

Visiting researchers: \$40 per visit

Research conducted by archives staff: \$40/hour (capped at two hours)

Reprographics

Photocopying / Scanning / Printing -

A4 - \$1 per page

A3 - \$2 per page

Payment Method

Payments are accepted by credit card only; card details are taken at the time of the appointment.

When research has been undertaken by archive staff on behalf of the researcher, an invoice will be sent out with any results of the research.

Payment is expected within 4 weeks of the invoice being issued.



Catholic Archdiocese of Adelaide

Appendix 3 - Application for Access to the Adelaide Catholic Archdiocesan Archives

I hereby apply for access to archival documents and information held in the Adelaide Catholic Archdiocesan Archives (ACAA).

I understand that access to ACAA may be granted only by the Archbishop of Adelaide or his delegate. I also understand that before permission can be granted I must present a statement in writing of:

- the scope of my research including its purpose and with reference to those aspects for which I consider it necessary to consult documents held in the ACAA
- the name of my referee
- if applicable, the university or other institution associated with my research and the name of my study supervisor

I understand that research is carried out under the direct control and supervision of the Archivist and that I must abide by all decisions regarding access to and use of the archives.

I understand that photographic or other copies of records may be made only with the approval of the Archbishop or his delegate, and that he reserves the right to refuse this permission where copying is likely to cause damage, or for any other reason. I undertake not to sell or give away, without the written permission of the Archbishop or his delegate, any photographic or other copies of records obtained by me from the Archives.

I understand that any subsequent publication of material from the Archives, either in whole or in part, may be undertaken only with the written permission of the Archbishop or his delegate, and that another application for this purpose should be made in writing.

I also understand that it is my responsibility to observe the appropriate copyright laws. Any approved publication or display of loaned original or copied materials must acknowledge the ACAA as the source of such material.

I understand that documents or information which are still classified as *Restricted* may be made available only on written application to the Archbishop or his delegate, stating clearly why I believe access to such documents or information is necessary for my research. If I am granted access to such documents or information I agree:

- to regard all documents and information contained in the said records as having been entrusted to me in confidence, and to acknowledge that it is my duty to treat such documents and information as strictly confidential until I am authorised by the Archbishop or his delegate to communicate, divulge or release such information to any other person
- to seek authority in order to communicate, divulge or release such documents and information to another person by making written application to the Archbishop; and by submitting to him any manuscript, thesis, article or other publication based on the said documents and information
- to indicate clearly that the ACAA was used as a source for the information presented in the said manuscript, thesis, article or publication, and to identify the specific items, documents or information used

I acknowledge that the Archbishop neither authorises nor accepts responsibility for the publication by me of any defamatory matter which may be contained in any of the documents seen by me. I hereby agree to indemnify and save harmless the Archbishop and his staff against all claims, actions and proceedings which may be made or brought in respect of any publication, or use made by me of any document or information contained in the said documents, and against all costs of resisting or defending such claims, actions and proceedings.

Signature:

Date

Personal Particulars (please print clearly):

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(Surname)

.....
(Christian name)

.....
(Address)

.....
(Telephone)

.....
(Referee)

Name of University or other institution under whose auspice research is being done and name of study supervisor (if applicable):

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Brief outline of scope of research: (add extra sheets as required)

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Approved - by Archivist.....Date:

