



ARCHIVE OFFICE OF THE CATHOLIC ARCHDIOCESE OF SYDNEY (SYDNEY ARCHDIOCESAN ARCHIVES) POLICY

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1. Mission Statement

1.1 The Archive Office of the Catholic Archdiocese of Sydney (Sydney Archdiocesan Archives) aims to ensure that archdiocesan archives are preserved as authentic evidence of its administrative, cultural, spiritual and intellectual activities.

1.2 The role of the Sydney Archdiocesan Archives is consistent with the provisions of the Code of Canon Law canons 486-491 relating to the keeping and use of Diocesan Archives. This includes collecting and preserving the official records of the archdiocese and those ancillary records which reflect the work of the church within the archdiocese.

2. Authorisation

2.1 This policy is issued under the authority of the Chancellor of the Catholic Archdiocese of Sydney. Prevailing regulations for The Sydney Archdiocese Archives include Code of Canon Law canons 482, 486-491, The National Privacy Principles (extracted from the Privacy Amendment (Private Sector) Act 2000), the Copyright Act 1968 and the Copyright Amendment Act 2006.

2.2 Effective date of this policy is November 2011.

3. Glossary

3.1 *Archdiocesan archives* are those archdiocesan records which are non-current to the Curial administration and which because of their administrative, legal, financial and research value, are considered worthy of permanent retention and preservation within the Sydney Archdiocese Archives.

3.2 *Archdiocesan records* are all of the documents and other records of any form or medium (including photographic images, maps, plans microform reproductions, electronic records, cinematographic films, sound records, or other electronic records) created, received and maintained by the Curial administration of the Catholic Archdiocese of Sydney in pursuance of its legal obligations or in the transactions of business.

3.3 *Records* are defined by the Australian Standard AS ISO 15489-2002 as "information created, received and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business".

3.4 *Sydney Archdiocesan Archives* is the physical repository for the Catholic Archdiocese of Sydney archives.

4. Duties and Responsibilities of the Sydney Archdiocesan Archives Staff

4.1 The Director of Archives, accountable to the Chancellor of the Catholic Archdiocese of Sydney, has the responsibility for the management of the Archive Office.

4.2 The Office and Services Manager, accountable to the Director of Archives, shall make provisions for the collection, selection and retention of archdiocesan archives of the Catholic Archdiocese of Sydney and the processes these entail. The Office and Services Manager is the liaison for all research and access to the Sydney Archdiocesan Archives.

4.3 The Records Manager, accountable to the Director of Archives, shall have the responsibility for the arrangement, description and permanent conservation of archdiocesan archives for the Catholic Archdiocese of Sydney.

4.4 Sydney Archdiocesan Archives apply industry standards of best practice, and follow the International Standard for Records Management AS ISO15489 -2002.

5. Scope of Archdiocesan Records

5.1 The chief context of archdiocesan records is the function of the administration of the Archdiocese and therefore Sydney Archdiocesan Archives plays an integral part in the information system of the Archdiocese.

5.2 The records of the Sydney Archdiocesan Archives consist of the following:

- a) The inactive records of the Office of the Archbishop of Sydney and his administrative units
- b) Personal records of the Archbishop of Sydney
- c) Parishes correspondence with the Archbishop of Sydney
- d) Religious order correspondence with the Archbishop of Sydney
- e) Correspondence of the agencies of the Catholic Archdiocese of Sydney with the Archbishop of Sydney and
- f) Ancillary records of the Catholic Archdiocese of Sydney

6. Management of Records

6.1 Archdiocesan Records:

- a) Records are seen as part of a system with the function and activity they perform within the Archdiocese as determining their control, retention and management. This purpose of a record is therefore one primarily of accountability to enable business activities, to meet legal requirements, to protect interests of all involved and to maintain an organisational memory.
- b) Duration of retention of archdiocesan records shall be determined by the relevant records retention schedules.
- c) The condition under which archdiocesan records may be transferred to the archives shall be determined by the Office and Services Manager in accordance with policy using archival standards and industry best practice.

6.2 Parish and Agency Records:

- a) Parishes and agency records are to be deposited in the Sydney Archdiocesan Archives according to guidelines and directions of retention schedules and under particular instruction of the Archbishop of Sydney.

7. Collection and Acquisition

7.1 The Sydney Archdiocesan Archives is not a collecting archive. That is, the Archives do not proactively seek items to add to their holdings except in particular circumstances for items that may add cultural and historical value to existing archival records. All materials deposited or acquired for the Archives must have a direct connection to the archdiocesan function, presence, and history. Any items that may be acquired are through the discretion of the Director of Archives.

7.2 Artefacts are generally not acquired by the Sydney Archdiocesan Archives from sources outside the Archdiocese unless there are special or compelling reasons otherwise. In the main artefacts are referred on to an appropriate museum authority. Artefacts held by parishes are to be deposited in the Archives under the guidance of Sydney Archdiocesan Archives.

7.3 Sydney Archdiocesan Archives may acquire items for its collection by gift or bequest, regardless of physical form or characteristic, which has any bearing on the history of the Catholic Archdiocese of Sydney. This may take place through negotiation with the persons giving or bequeathing. Acquisitions from these sources will be approved by the Director of Archives.

7.4 Books or published materials are generally not acquired by the Sydney Archdiocesan Archives unless there are special or compelling reasons for them to accompany acquired archival record.

7.5 Items that have been acquired in any manner by the Sydney Archdiocesan Archives may be appraised at a later date to be no longer of value. In this situation the Archive Office staff may apply disposition activities in an accommodating manner without reference to the donor or bequestor.

8. Formats

8.1 Records held and acquired by the Sydney Archdiocesan Archives are predominately in a paper based format. Other formats considered for holdings are photographic images, maps, plans microform reproductions, electronic records, magnetic media or other electronic records. Textiles may take the form of church vestments, religious society vestments, and regalia or insignia items.

8.2 Cinematographic films and sound recordings are not held by the Sydney Archdiocesan Archives.

9. Access

9.1 Sydney Archdiocesan Archives as a Church Archives is not a public resource but a restricted and limited collection with use by authorised persons only. As a pre-eminent Church Archives in Australia with records dating back to the beginnings of the Catholic Church in Australia there is heavy demand for research.

9.2 Permission to access the Sydney Archdiocesan Archives is gained through the Chancellor of the Archdiocese on application to the Director of Archives or the Office and Services Manager.

9.3 Conditions of access have been imposed according to prevailing regulations for the protection of confidentiality of the records. Access may also be refused to items in poor or fragile condition or due to sensitivity of content and without a proven requirement.

9.4 Bona fide students and other researchers may apply for access under the following conditions:

- a) Use of the Archives is available only by appointment and prior arrangement
- b) Application is to be in writing stating clearly the nature and purpose of their research, supplying a reference from an academic supervisor or other appropriate person stating the same, and must abide by the decision.
- c) That they abide by the rules relating to the conditions of access and sign the agreement of terms for access and use.
- d) All information is supplied only in response to a written request.
- e) Any approved copying is compliant with the Copyright Act 1968 and the Copyright Amendment Act 2006.

9.5 At no time shall physical access be granted to the Archives storage area.

9.6 Fees for the use of the Sydney Archdiocesan Archives and research undertaken are published on the Archdiocesan website for promulgation.

10. Restrictions

10.1 Restrictions to the Sydney Archdiocesan Archives may be revised by direction or advice of the Archbishop or the Chancellor.

10.2 Restrictions to the following records shall be observed:

- a) Access to personal papers of each former Archbishop will be restricted to 30 years after their creation date unless written permission of the current Archbishop of Sydney or the Chancellor is granted.
- b) The records of the former Coadjutor or Auxiliary Bishops are restricted to 30 years after their creation date, or according to their wishes made known by

the executors of their Wills or by decision of the Director after consultation with the Chancellor.

- c) Access to administration records of the Archdiocese will be limited to 30 years after their creation date.
- d) Access to personal information pertaining to priests or seminarians not in the public domain is only available with prior written permission from the Chancellor.
- e) Access to records pertaining to correspondence between religious orders and the Archbishops of Sydney will be limited to 30 years after their creation date.
- f) Archdiocesan archives relating to any lay organisation may be consulted at the discretion of the Chancellor while respecting current legislation and information content.

10.3 The National Privacy Principles (extracted from the Privacy Amendment (Private Sector) Act 2000) shall be adhered to at all times.

11. Policy Review / Renewal

11.1 This policy shall be assessed in 5 years from its effective date to determine its effectiveness and suitability. The policy may be assessed before that time as necessary to reflect organisational or physical changes or any change required by law.

11.2 Certification of process: reviewed by the Director of Archives for the Chancellor of the Archdiocese.

12. Related Policies and Documents

1. Sydney Archdiocesan Archives Acquisition Policy
2. Sydney Archdiocesan Archives Document Transfer Procedure
3. Agreement of Researchers When Accessing the SAA Collection

13. Resources

Beal, J P, Coriden J A, Green T J (eds), 2000, *New Commentary on the Code of Canon Law*, Paulist Press, New York.

The Canon Law Society of Great Britain and Ireland in association with The Canon Law Society of Australia and New Zealand and The Canadian Canon Law Society, 1984, *The Code of Canon Law in English translation*, Harper Collins Religious, London.

Standards Australia, 2002, *AS ISO 15489.1 - 2002 Records Management*, Sydney, Standards Australia.

Officer of the Privacy Commissioner, *National Privacy Principles (extracted from the Privacy Amendment (Private Sector) Act 2000)* (online) available at <http://www.privacy.gov.au/publications/npps01.html>