



RECORD MANAGEMENT AND ARCHIVES POLICY

Purpose

The following policy aims to ensure the systematic collection, management and/or disposal of College records enabling the correct organisation and preservation of administrative documents and other historical items as part of the record of Damascus College.

Scope

This policy applies to College records which need to be retained for statutory purposes as well as records that are retained for their continuing historical value.

The maintenance of Archives enables Damascus College to centralise, organise, preserve, protect and make available the records and material that pertain to the origin, history, spirit and growth of an educational tradition at Damascus College and two of its three former Colleges, St Paul's and St Martin's. (Note that Sacred Heart College archives are maintained at the Mercy Centre in Ballarat East.) Damascus College Archives shall encompass administrative records as well as items of historical interest, reflecting the many facets of educational life of the students and their teachers throughout the history of the school.

This policy applies to records in all formats whether registered files, working papers, electronic documents, email, online transactions, data held in databases or on tape or disks, maps, plans, photographs, sound and video recordings, or microforms.

Definitions

Archivist: the person nominated by the Principal to maintain the College Archives.

Archives: records, objects or materials required or selected for long-term retention for their continuing value or for reasons of corporate governance.

Continuing value: the value of records beyond their immediate administrative purpose for future business needs, accountability, evidence, research or historical reference.

Disposal: authorised removal of records from a record-keeping system by destruction, deletion or by transfer (eg to other Archives).

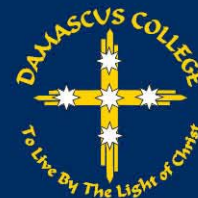
Disposal guidelines: a set of formal guidelines that define the retention periods and consequent disposal actions authorised for classes of records.

Researcher: the person requesting information from the College Archives.

Policy Statement

Damascus College will, through the design and management of both electronic and paper-based record-keeping systems, ensure records maintain their integrity and authenticity through control mechanisms to prevent unauthorised access, alteration or removal. This means that records held in Damascus College's record-keeping systems meet the requirements of the *Evidence Act 1995* and the *Electronic Transactions Act 1999*.

Damascus College will adhere to statutory requirements in regard to records retention and will also retain other non-statutory items for their historical value.



Through Principal delegation, the Archivist controls and administers access to the Archives, ensuring that material will be available for research under conditions for the purpose of preservation and respect for confidentiality, privacy and agreements with depositors.

Access may be restricted, at the Archivist's discretion, in the case of documents that are physically fragile.

The use of any archival material must be in accordance with Damascus College's Privacy Policy.

The Researcher must assume full responsibility for conforming to the laws of libel and copyright which may be involved in the use of manuscript or other archival material.

Consequences

Damascus College will:

- provide resources to maintain the College Archives;
- develop, maintain and administer a Records Retention Schedule with reference to the Records Retention Schedule for Non-Government Schools as well as the General Retention and Disposal Authority for School Records;
- adhere to any legal requirements for the preservation of documents; and
- ensure all staff members are informed of, and adhere to, the Records Retention Schedule.

With regards to the disposal of records, Damascus College will develop Disposal Guidelines as part of the Records Retention Schedule and adhere to the disposal guidelines developed.

Damascus College will provide access to;

- its archival records to staff who require these to perform their delegated duties;
- personal information, subject to the privacy principles in the Privacy Act 1988; and
- its archives upon request by application to the Archivist, where the application is approved.

Responsibilities

The Principal and Leadership Team are responsible for the implementation of the policy.

Legislative Context

Privacy Act 1988

Archives Act 1983

Freedom of Information Act 1982

Australian Information Commissioner Act 2012

Evidence Act 1995

Electronic Transactions Act 1999

Financial Management and Accountability Act 1997

Associated Documents

Records Retention Schedule for Non-Government Schools

General Retention and Disposal Authority for School Records

Damascus College Vision and Mission Statement

Damascus College Privacy Policy