

RECORD MANAGEMENT AND ARCHIVES POLICY

Purpose

This 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 and its foundation schools. The College will maintain the archives in accordance with the standards set by the Australian Association of Archivists (ASA), the Public Records Office of Victoria (PROV) and with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

Scope

This policy applies to College records which need to be retained for statutory purposes and 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 its three former Colleges: St Paul's, Sacred Heart and St Martin's (Note: The Sacred Heart College archives are maintained offsite by ISMAPNG). The 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 engaged 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records beyond their immediate administrative purpose for future business needs, accountability, evidence, research or historical reference.

Depositor: the person who donates or loans historical material.

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

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

Record Retention Schedule: a document that defines how long data items must be kept and provides disposal guidelines for how data items should be discarded.

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

Access:

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.

Preservation:

Damascus College will:

- provide resources to maintain the College archives;
- 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.

Retention and Disposal:

Damascus College will:

- develop, maintain and administer a Record Retention Schedule with reference to the Records Retention Schedule for Non-Government Schools, the General Retention and Disposal Authority for School Records, as well as the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse; and
- adhere to the disposal guidelines developed and a Disposal Register will be maintained by the Archivist.



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 2nd Edition (ASA)

General Retention and Disposal Authority for School Records (PROV)

Damascus College Retention Schedule

Damascus College Vision and Mission Statement

Damascus College Privacy Policy

Royal Commission into Institutional Responses to Child Sexual Abuse: Final Report - Recommendations (2017)