



ARCHIVES POLICY

Introduction:

Penola Catholic College began as a College in its own right in 1995. It came into being as a result of the amalgamation of three Catholic Colleges, Sancta Sophia College (1967 – 1994), Therry College (1969 – 1994) and Geoghegan College (1973 – 1994).

These archives were established by Mr Thomas J Smyth, Founding Principal (1995 – 2001). An archivist was appointed in 1996 with the brief to gather and organize the materials of the three amalgamated Colleges and those of Penola Catholic College.

Penola Catholic College acknowledges the importance of maintaining accurate records and so fully supports the implementation of an Archives Policy.

The purpose for maintenance of these Archives is to centralise, organise, preserve, protect and make available the records and material which pertain to the origin, history, spirit and growth of an educational tradition at Penola Catholic College.

College archives shall also encompass items of historical interest reflecting the many facets of educational life of the students and their staff throughout the history of the College. The Archives will serve as a reminder of fruitful service given to students of the past and as an assurance of the continuation of that service.

The Archives will provide staff and students of the College with a knowledge of their heritage; an opportunity of appreciating the dedication of those who preceded them; an incentive to keep alive and viable the motivating spirit, which, hopefully, marks each one as a member of Penola Catholic College Community.

The Archives shall be available, subject to the Archivist's discretion, for educational research and as a staff resource (see Access Policy for further details). The wider Penola Catholic College Community shall be aware that the records of the life of the College are being kept systematically so that the past can inform present and future policy decisions.

All practices and procedures of the Penola Catholic College Archives Program must be in accordance with this officially accepted Archives Policy and any amendments to the policy must be made with the authority of the College Board. Because of the importance to Penola Catholic College, as an organisation, of proper records management and the related area of archives formation, the management of the College must give consideration not only to the content of the Archives, but also to space, budget, and the provision of Staff Inservice in the preparation and use of archival matter.

Aim:

- Systematic collection and/or disposal of administrative records,

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- The correct organization and preservation of these documents and other historical items as part of the record of Penola Catholic College.

Definition and Scope:

The Archives are the official repository for documents and materials of any form, physical or online, made or received by Penola Catholic College in the pursuit of its educational and legal obligations and in the transaction of its business. Accounts of the functions, policies, decisions, procedures, operations, development of curricula and other activities, which provide information about Penola Catholic College should be deposited in the Archives.

Definition:

These Archives will consist of selected administrative records relating to:

1. The Principal's Office
2. Staff appointments and service
3. Students' cumulative assessment and achievement reports
4. Representative curriculum materials
5. General administrative records
6. Photographs, plans, memorabilia, College publications

The Archivist:

The chief function of the archivist is to develop and manage various activities related to the Penola Catholic College Archives. The basic qualifications, additional to archival training, are commitment to the task of preserving the historical heritage of Penola Catholic College, historical perspective, willingness to work with others, and administrative ability. The continuing professional growth of the Archivist will help provide better service in the work. Therefore, the Archivist shall hold membership in those organizations which will benefit the work. The Archivist shall maintain Penola Catholic College Archives according to the requirements of the Catholic Education Melbourne and the Victorian Public Records Office schedule.

Responsibilities Of The Archivist:

To create an awareness of how the Archives can be of service to all members of the Penola Catholic College Community.

The Archivist shall perform the following services:

1. Develop means of access to material held.
2. Prepare an archive-related column for the College magazine as required.
3. Assist researchers, and staff in their use of archival materials
4. Increase historical holdings by correspondence, visits with past students and other sources.
5. Maintain a records retention service according to legislation.

6. Mount displays pertaining to the history of the College.

Access Procedures

Under the auspices / direction of the Principal, the Archivist controls and administers access to the archives, making sure that material will be available for research under those conditions set down for the purpose of preservation and respect for confidentiality, privacy and agreements with depositors.

All users should complete the "Request to consult archival material" form, before any material is given out. Apart from reasons of confidentiality, documents may be physically fragile and access must be restricted. There is no open access or browsing allowed, in the Archives.

As a general rule, no letter, memorandum or document, written by a person still living, may be quoted, paraphrased, or used in any way without the consent of the author.

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.

Records must be treated with care. They shall not be traced over or marked in any way. No book, document, manuscript or item may be removed from the Archives.

If permission is given for reproduction of any material, the process is carried out by the Archivist, at a cost per page.

Former student Reports:

Provision exists for former students to have copies of their College Reports reproduced. This provision occurs in the case of misplaced or lost original copies. The original copies would have been passed on to the owners at the time of production of Reports. These original copies are the responsibility of the owner.

There is a minimum \$20 fee for search and reproduction of student reports. It must be noted that there can be no guarantee that these records are still within the records of the College or archives.

The archives remain the first avenue of former student records. Other departments are required to consult with the archivist for provision of former student reports. The reproduction may not be further reproduced, examined or transferred elsewhere without prior written permission.

Permission to reproduce material does not constitute permission to publish.

If permission is given for material to be used for publication, one copy of the publication is to be sent to Penola Catholic College Archives. A thesis or dissertation is considered a publication. No book, page, document, manuscript or item may be removed from the Archives.

Classifications of Restriction:

The following CLASSIFICATIONS OF RESTRICTION will be used for the holdings:

Closed A: Access only with Principal's authorisation.

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- Closed B: Access only to Principal, Deputy Principal and Business Manager.
 Closed C: Access only to Principal and/or Head of Student Services.
- Open A: Access only to staff.
 Open B: Available for research but no copies or photographs permitted.
 Open C: Available without special restriction.

Acquisition and Disposal Procedures:

Any legal requirements for preservation of important documents shall be the first considerations. The material acquired by the archives becomes its property to administer as the Archivist sees fit, which includes the right of the Archivist to dispose of material not deemed archival.

No staff member shall relinquish control over, destroy or dispose of records of the College without proper authorisation from the Archivist.

When a decision is taken for the disposal of archival documentation, the archivist is to organize the shredding of the material. The material will normally be shredded unless other special arrangements are deemed to be necessary.

1. (C B) Minutes of Board meetings at end of the year.
 (O C) Newsletters at end of each year.
 (C. B) Inactive correspondence files after two years, or at the discretion of the Principal.
2. (C B) Staff appointments – at end of their appointment.
3. (C B) Student records – class students leave (some C A & some CC)
4. (O A) Curriculum materials – determined by Head of Teaching and Learning.
5. (O C) College publications and ephemera, photos – copiers to archives.
6. (O C) Information:
 - Newspaper cuttings about past, present students and staff – send to archives when finished with.
7. (C B) Administration and financial records – end of financial year.

Retention of Archival Material

College archival material forms a specialty area therefore it is necessary to carefully outline the nature and type of material, which is to be kept over time.

1. Minutes of Board meetings and Newsletters – never dispose of, keep for historical purposes.

Correspondence – reviewed every 5 years.
2. Staff Files – indefinitely.
3. Student Records – indefinitely.

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4. Curriculum material – reviewed every 5 years
5. College publications etc – never dispose of, keep for historical purposes.
6. Information – reviewed by archivist, generally kept always.
7. Administration and financial records reviewed by Business Manager generally kept for 7 years.

Disposal of Archival Material

Material deemed to fall into this category must be disposed of in a safe and secure manner by the Archivist.

Reference:

- *Catholic Education Melbourne schedule*
- *Victorian Public Records Office schedule*

Instructions For Use Of Archival Materials.

1. Each researcher shall fill out a form stating the purpose of the research and the records to be completed
2. No one may enter the stack area except authorized persons:
3. NO ORIGINAL MATERIALS (books, manuscripts, or other items) may be removed from the research area.
4. If photocopies are required, please ask the archivist.
Permission may be given to use photocopied materials away from the research area for extended periods. Further photocopies must not be made without the permission of the archivist.
5. Records are to be handled with care:
 - Remove the papers from boxes by holding the protective file, not the papers themselves.
 - Do not use pens of any kind near the documents.
 - Do not make any mark or erasure on the documents.
 - Do not trace over documents – handle as little as possible.
6. The researcher will maintain the documents in the order in which they are received.
7. As a general rule, no letter, memorandum, or document written by a person still living may be quoted, paraphrased, or used in any way without the consent of the author.
8. The researcher assumes full responsibility for conforming to the laws of literary property rights, which may be involved in the use of manuscripts and other archival material.
9. The use of certain documents may be restricted by statute, office, origin or by request of the donor. The researcher may quote from these documents only with permission of the archivist and with due reference to the source.
10. If permission is given for the use of material for publication, a copy of the publication should be sent to the Penola Catholic College Archives. A thesis or dissertation is considered a publication.



Penola
CATHOLIC COLLEGE
1964-1966

REQUEST TO CONSULT ARCHIVAL MATERIALS

Form available in the Staff Handbook

Name: _____

Address: _____

_____ **Phone:** _____

Institution or Affiliation: _____

Position: _____

Material Required: _____

Purpose: _____

Approved by: _____

Principal's Signature: _____

Files Accessed: _____

Comments: _____

Date Materials Used: _____

Archivist's Signature: _____

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