

# SCHOOL ARCHIVES

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**Scope:** This policy applies to all Catholic kindergartens, schools and colleges conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

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## 1. POLICY STATEMENT

Each Catholic kindergarten, school and college (Catholic Schools) will establish its own Archive to preserve their educational and faith heritage information.

## 2. DESCRIPTION

Catholic Schools have a rich educational, cultural and spiritual history which needs to be acknowledged, recorded and preserved.

The policy recognises the need to give guidance and assistance to Principals/Kindergarten Directors and staff regarding the records that need to be retained and the retention period.

It is recommended that a safe and adequate space/repository and/or IT provision specific to each Catholic school, be allocated for the safe storage of non-current and current historical material that may be either paper-based, electronic or an artifact.

## 3. IMPLEMENTATION ISSUES

1. The Principal/Kindergarten Director, together with the individual community, will recognise the importance of preserving the historical, educational, cultural and faith heritage of the Catholic school.
2. The Principal/Kindergarten Director will establish an archive by allocating finances within their budget to support the development of the archive. These funds may be from recurrent expenditure in a separate account, or attached to the Library or Administration budget, or from a P&F grant, or a special fundraising effort.
3. Catholic Schools will determine the nature of the archive, whether it is to be an historical archive only, an administrative archive, or an historical and administrative archive. Ideally, an archive should be a combination of all aspects of the Catholic School's activities.
4. The Principal/Kindergarten Director will determine the nature of the holdings, e.g. paper-based, electronic or artifacts. (Artifacts are retained only if they are specific to the Catholic School).
5. Suitable storage of paper-based collections is vital to the preservation of historical documents. Ideally, the archive should be housed in an inner room with no external windows

(a 'room within a room' concept) and where plumbing is non-existent or secure. Temperature and humidity control are also ideal elements. Where an archive space has external windows, it is highly recommended that thick internal curtaining be installed. Treated windows and outside shades would be a bonus. Consideration should be given to planning for an allocated area for proper archival storage in future capital works applications. For very small archives, a secure office cabinet and a drawer in a filing cabinet may suit the purpose.

6. The Principal/Kindergarten Director must refer to the following documents to determine retention, timeframes and disposal of records requirements:
  - [\*Kindergarten, Schools and College Records Management\*](#)
  - [\*Authority to dispose of school records\*](#)

These documents are available on the Catholic Education Staff Portal for the latest version.

7. There is a legal requirement to establish provenance (i.e. where an article or document originated, who created it, and who owns it) and document this information. Copyright provisions will need to be addressed if, for example, copies of documents are to be made or circulated.
8. The Principal/Kindergarten Director will determine who is going to organise and administer the archive, whether it be attached to the Library Assistant's role, or to the Office Administrator's role, or interested staff member/s or an outside adviser. It is important that consideration be given to determining what additional training and support may be required for the staff member who is assuming the role of archivist.

#### 4. REFLECTION MATERIAL

##### CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [\*Kindergarten, Schools and College Records Management Version 4 March 2021\*](#)
- *Authority to dispose of school records v3*

##### RESOURCES

- Helen Price *Stopping the rot: A handbook of preventive conservation for local studies collections 2<sup>nd</sup> Ed.* Sydney 1989
- Judith Ellis – Editor *Keeping Archives 2<sup>nd</sup> Ed.* The Australian Society of Archivists Inc 1987
- Australian Society of Archivists [\*Records Retention and Disposal Schedule for Non-Government Schools\*](#) Canberra 2018
- [\*Queensland Government Identify records with permanent archival, enduring or intrinsic value\*](#)
- National Library of Australia [\*Preserving Australia's Documentary Heritage – A Starter Kit for Community Groups\*](#)
- National Archives of Australia [\*How we select national archives\*](#)