Historical Archives Collection Policy

1 Purpose

To provide guidance on the management of the University's Historical Archives Collection (Historical Archives) to assist and enable the University to meet its Regulatory Compliance Obligations and its business needs.

The Historical Archives preserves the memory of the University of Southern Queensland and ensures the University is able to build on its significant achievements.

2 Scope

This policy applies to University Members, Researchers and Students.

3 Policy Statement

The University recognises the Historical Archives as a valuable corporate and community asset and is committed to achieving appropriate and ongoing management of this asset to support University business activities.

The Historical Archives collects, maintains and publicly exhibits records and Artefacts relevant to the University's development and growth, over time. This policy provides guidance on the donations which will be accepted into the Historical Archives and how these items will be managed.

4 Principles

In the management of the Historical Archives the University is committed to:

- documenting and maintaining a secure Collection recording as many aspects as possible of the University's history;

- preserving the University memory for research and public access purposes;

- responsible collection, cataloguing and housing of historical materials of a wide variety of formats underpinned by best practice standards and maintained under quality managed conditions;

- implementing and maintaining a secure and robust Information system to support

Collection management processes, including access and retrieval of items;

- providing a strategic approach to the collection and maintenance of historically significant materials relating to all campuses of the University and to the University's engagement with its communities;

- supporting University business activities through provision of research facilities, exhibitions and rotational themed displays.

The Historical Archives will be:

- reflective of the history of the University, its diverse activities and community linkages;

- managed and housed responsibly in accordance with the provisions of the Historical Archives Collection Procedure;

- accessible to the University and broader communities;

- appropriately insured in accordance with the provisions of the Insurance Policy and Insurance Procedure.

5 Collection Charter

The Historical Archives collects and preserves the University's corporate and social history and covers a variety of themes including, but not limited to:

- institutional history and memory

- the role of distance education in the institution's development

- research and innovation

- material about significant cultural facilities such as the Japanese Garden

- early Student and Employee publications as these reflect the social history of the institution

- the way technology use has changed since establishment

- the association between this institution and its communities.

6 References

[Cobb & Co Museum. (2018). Cultures and Histories Collections](#) [Accessed 25 Mar. 2018].

[Griffith University. (2015). Griffith Archive Collection Policy](#) [Accessed 25 Mar. 2018].

[National Archives of Australia - Archival policy and planning](#) [Accessed 18 Jun 2021].

[Queensland Museum. (2016). QMN Collection Policy](#) [Accessed 25 Mar. 2018].

[Queensland University of Technology. (2018). F/6.1 Records management](#) [Accessed 25 Mar. 2018].

[University of Queensland. (2017). 1.60.05 Archives](#) [Accessed 25 Mar. 2018].

7 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

8 Policy Information

Accountable Officer	Chief Information Officer
Responsible Officer	Manager (Enterprise Information Management)
Policy Type	Executive Policy
Policy Suite	[Historical Archives Collection Procedure](#)
Subordinate Schedules	
Approved Date	25/11/2019
Effective Date	25/11/2019
Review Date	17/10/2028
Relevant Legislation	[AS ISO 15489.1:2017](#) *[Evidence Act 1977](#)* [General Retention and Disposal Schedule (GRDS)](#) [Higher Education Standards Framework (Threshold Standards) 2021](#) *[Information Privacy Act 2009](#)* [Information Standard 18: Information Security](#)

	Metadata Management Principles
	Public Records Act 2023
	Records Governance Policy
	Right to Information Act 2009
	University Sector Retention and Disposal Schedule
Policy Exceptions	Policy Exceptions Register
Related Policies	Administrative Access Scheme Policy
	Art Collection Policy
	ICT Information Management and Security Policy
	Insurance Policy
	Privacy Policy
	Records and Information Management Policy
	Right to Information Policy
Related Procedures	Administrative Access Scheme Procedure
	Information Asset and Security Classification Procedure
	Insurance Procedure
	Privacy Procedure
	Records and Information Management Procedure
	Research Data and Primary Materials Management Procedure
	Right to Information Procedure
Related forms, publications and websites	Enterprise Information Management Framework (EIM Framework)
	Enterprise Information Management Services
	National Archives of Australia
	Queensland State Archives
	UniSQ Historical Archives

Definitions	Terms defined in the Definitions Dictionary
	[Information](#)

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

[Regulatory Compliance Obligation](#)

An external obligation provided in Regulatory Compliance Instruments.

[Researcher](#)

Any person/s involved in Research Activities at, or on behalf of the University. This includes, but is not limited to Employees, Students, visiting scholars, research partners, research affiliates, holders of Honorary or Adjunct positions.

[Student](#)

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

[University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

[University Members](#)

Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or |

	consultants, where applicable.
	Definitions that relate to this policy only
	Artefact Objects, not being records, retained because of their informational value or because of their relationship with the records or archives. Source: The Australian Society of Archivists **Collection** Documents or material of any kind that have accumulated as part of the normal activity of an organisation, business or individual and been kept as a unit in an archival repository.
Keywords	
Record No	13/283PL