Historical Archives Collection Procedure

1 Purpose

To establish the processes for managing the operations of the University's Historical Archives Collection (Historical Archives).

2 Scope

This procedure applies to University Members, Researchers and Students.

3 Procedure Overview

This procedure outlines the responsibilities of University Members, Researchers and Students, providing guidelines to assist in the implementation of the Historical Archives Collection Policy.

4 Procedures

4.1 Roles and responsibilities

The University and all its Employees, contractors and consultants are required to comply with the provisions of the relevant Regulatory Compliance Instruments and Policy. Unique responsibilities of these roles are listed in the following table:

Role	Responsible for
Senior Manager (Enterprise Information Management)	The University's compliance with the requirements of the *Public Records Act 2023* and relevant policy, standards and guidelines. Management oversight of the Historical Archives.
University Archivist	The operational management of the Historical Archives including the identification, collection, exhibition and preservation of historical records and Artefacts. Facilitation of access to archival holdings. Contribution to the management of the University's Records and Artefacts.
Enterprise Information Management Services	Appropriate housing and management of historical University Records and Artefacts at the discretion of

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	the Senior Manager (Enterprise Information Management).
Managers/Supervisors (Organisational units)	Taking all reasonable care in the housing and management of historical University Records and Artefacts held in organisational units due to compelling business needs or space constraints within the Historical Archives. Advising the Senior Manager (Enterprise Information Management) of the existence of historical University Records and Artefacts held in the organisational unit.
Employees, Students, Contractors and Consultants	Donation of University Records and Artefacts of Archival or Enduring value.

4.2 Assessment criteria

The Historical Archives will only accept donations that have Archival or Enduring value and relate directly to the development and growth of the University.

4.3 Donations

Details of donated items such as Donor name, description and history of items, if available, will be recorded in the University's records management system.

The University will maintain documentation to a standard that ensures it can consistently record the nature and scope of its Collections. Documentation underpins every aspect of Collection activity and is essential for the accountability of items, their accessibility, security and use. It also preserves valuable Information about donated items and provides background and meaning for management decisions.

Enterprise Information Management Services will be responsible for processing and cataloguing donated items, as per local procedures, with the exclusion of selected donations and/or Collections, as determined by the Senior Manager (Enterprise Information Management), which will be managed by organisational units using existing systems.

Through the UniSQ Cultural Gifts Program, the University receives a broad range of donated items of cultural significance. These may be dispersed to relevant specialist Collections, such as the UniSQ Art Collection.

Items of potential interest to the Historical Archives will be accepted at the discretion of the Senior Manager (Enterprise Information Management) and in accordance with the Historical Archives Collection charter (refer to Section 5 Historical Archives Collection Policy).

Further information concerning donations of cultural gifts is available from the University's website (refer to Section 7 Procedure Information).

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4.4 Deaccessioning and disposal

The Historical Archives reserves the right to Deaccession and dispose of items in its Collection and may Deaccession an item for the following reasons:

- it does not fit the Collection Charter (refer to Section 5 of the Historical Archives Collection Policy)
- it is damaged or decayed beyond repair
- it is a lesser quality duplicate of another item held by the Historical Archives
- it cannot be adequately stored, maintained or displayed by the Historical Archives
- there is insufficient supporting information to enable the Historical Archives to identify the item to establish its relevance to the Collection.

The steps involved in disposing of a Deaccessioned item from the Historical Archives are listed in preferred order of priority:

1. return to Donor or immediate family of Donor (subject to proof of identity)
2. donate to another appropriate organisation or repository
3. destroy (last resort).

Decisions and actions relating to Deaccessioning or disposal of items must be approved by the Senior Manager (Enterprise Information Management) and recorded in the University's records management system.

4.5 Loans

4.5.1 Loans to the Historical Archives

All loans to the Historical Archives will be restricted to internal sources only; i.e. from a University Employee or organisational unit. Such loans will normally be for themed exhibition purposes. The conditions of any loan will be specified in writing, and may include the proposed term, conservation, housing and security considerations.

Prior to entering into any loan agreement, Enterprise Information Management Services must contact the University's Insurance team to ensure the item can be adequately covered whilst in the University's possession and that its value can be determined and does not exceed policy limits.

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4.5.2 Loans to external organisations

Loans from the Historical Archives may be made available for exhibition purposes to external organisations but not to individuals. This type of loan will be at the discretion of the Senior Manager (Enterprise Information Management) and must meet essential criteria (assurances) including, but not limited to:

- confirmation organisation is reputable
- evidence of appropriate Insurance cover
- appropriate environmental conditions for housing and exhibition
- venue security
- exhibition plan.

Due diligence checks conducted by Enterprise Information Management Services prior to an authorised loan should include valuation and Insurance checks with Finance and Business Solutions.

The conditions of any loan typically will be specified and agreed in writing, and will include the proposed term and responsibility for transportation, conservation, housing, security and Insurance.

Loan documentation must be prepared and processed in accordance with University Policy Instruments.

4.6 Storage

4.6.1 Physical environment

The Historical Archives is responsible for the physical security of historical records and Artefacts held in custody to ensure their authenticity, reliability, integrity and proper use.

All incoming records and Artefacts received by the Historical Archives should be inspected for signs of mould, pests, and other forms of contamination to protect the integrity of the preservations areas.

Enterprise Information Management Services will collaborate with specialists to monitor and implement projects relating to format shifting assessment of media such as videos, cassettes and discs, as required, for future reference and use.

Where possible, these valuable items will be managed in a secure and climate controlled environment.

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For other discrete historical Collections dispersed across the organisation the relevant organisational unit will endeavour to provide, in collaboration with the Senior Manager (Enterprise Information Management), appropriate housing and security for the Collection under its control. Organisational units will advise the Senior Manager (Enterprise Information Management) of the existence of historical records and Artefacts held by, or under their control.

4.6.2 Electronic environment

To the extent that available resources permit, Enterprise Information Management Services will undertake selected digitisation projects to facilitate the capture and accessibility of significant historical electronic records, of various formats.

This approach will take into consideration the development of a digital archive to showcase the University's diverse and rich history using various media types such as, but not limited to, photographs, videos, audio and digitised documents.

Such projects will enable electronic access, minimising the need for handling of physical records and reducing the risk of potential damage to fragile items.

4.7 Access to Collections

The University encourages access to the Historical Archives by the wider community, including Researchers, University Members, Students and the public. The Historical Archives will continue to engage with various community groups and historical and museum bodies through hosting visits to Enterprise Information Management Services, as well as sponsoring regular 'Open House' tours for the University community.

Rotational themed exhibitions for public viewing will be regularly mounted in selected locations on all campuses. In addition, development opportunities such as a publicly accessible digital archive will be actively explored.

All requests for Information (internal and external), held in the Historical Archives, will be processed and approved in accordance with University Policy Instruments (refer to Section 7).

Further information concerning access to the Historical Archives is available from the University's website (refer to Section 7 Procedure Information).

4.8 Exhibitions

Exhibitions mounted or supported by the Historical Archives enable sharing of the University's memories with the wider community through:

- rotational themed exhibitions for public viewing in selected locations on all campuses
- University events and exhibitions, co-ordinated by organisational units, such as

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anniversary celebrations and special occasions

- exhibitions for special visits to Enterprise Information Management Services (O4 Block), including internal 'Open House' tours, community groups and distinguished visitors
- future online exhibitions such as virtual tours.

4.9 Insurance and valuation

All necessary Insurance cover deemed relevant and appropriate for the Historical Archives Collections will be undertaken by the university insurance team.

Valuation of the Collection for Insurance purposes will be arranged through Finance and Business Solutions using the services of a qualified and approved valuer.

5 References

Nil.

6 Schedules

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

7 Procedure Information

Accountable Officer	Chief Digital Information Officer
Responsible Officer	Senior Manager (Enterprise Information Management)
Policy Type	University Procedure
Policy Suite	Historical Archives Collection Policy
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*

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	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,	Enterprise Information Management Framework (EIM Framework)

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publications and websites	Enterprise Information Management Services National Archives of Australia Queensland State Archives UniSQ Historical Archives
Definitions	**Terms defined in the Definitions Dictionary**
	Donor An individual or other entity that makes a contribution of value to an Organisation to further the organisation objectives. A Donor includes prospective donors and an individual or entity that has previously made a contribution with the exclusion of government funding for core business purposes. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. 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. Insurance The equitable transfer of the Risk of a loss from one entity to another in exchange for payment. It is a form of Risk Management primarily used to hedge against the Risk of a contingent, uncertain loss. An Insurer, or Insurance carrier, is a company selling the Insurance. The insured, or policyholder, is the person or entity buying the Insurance policy for a premium. The insured receives a contract (called the Insurance policy), which details the conditions and circumstances under which the insured will be financially compensated. Policy

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A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Policy Instrument

A Policy Instrument refers to an instrument that is governed by the Policy framework. These include Policies, Procedures and Schedules.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

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.

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	University Record Any recorded information created or received that provides evidence of the decisions and activities of the University while undertaking its business. This is irrespective of the technology or medium used to generate, capture, manage, preserve and access those records.
	Definitions that relate to this procedure only
	Accession To take legal and physical custody of a group of records or other materials, regardless of format, and to formally document their receipt. To document the transfer of records or materials in a register, database, or other log of the archive's holdings. Source: Queensland State Archives **Archival/Enduring** The ongoing usefulness or significance of records or artefacts, based on the evidential, administrative, financial, legal informational and historical values that justify their permanent retention. These records or artefacts have enduring value to the agency, and therefore need to be kept indefinitely. Source: Queensland State Archives **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. **Deaccession** The process of removing material from the care and custody of an archival repository, either because the material has been reappraised and found to be unsuitable for the archives' holdings, or because the legal owner has requested its return, or because it has been agreed to transfer it to another archives. Deaccessioning is a serious matter which requires careful consideration and documentation.

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Keywords	
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