



Policy Name:	Synod Core Archival Material Policy
Policy Number:	[tbc]
Approval Date:	18/04/2015 by Synod Standing Committee
Responsible Officer:	Graham Hawtin (Synod Records Manager) / Jenny Bars (Synod Archivist)

1. Purpose/Definition

This Synod Core Archival Material Policy is intended to provide guidance on the definition of 'core archival material', including Archival Records and other historically significant material held in other media formats including, but not restricted to, photos, film/DVDs and audiotapes/CDs.

All material defined as *Core Archival Material* (i.e. both archival records and other media formats) will be permanently retained by the Synod except where specifically stated.

2. Scope

2.1 Scope of application

This Policy applies to the Synod office, Presbyteries and Congregations throughout the area covered by the Synod of Victoria and Tasmania. It encompasses archival materials generated by Congregations, Presbyteries, the Synod office, for the Uniting Church in Australia – Synod of Victoria and Tasmania.

Note that within Tasmania only, archival records and other core archival material will continue to be managed by the Tasmanian State Archives [refer: <http://www.linc.tas.gov.au/>].

2.2 Origination of Policy material

This policy is largely based on existing advice issued by the Uniting Church in Australia's Australia Assembly – Historical Reference Committee & Archives – on the definition and management of archival records and other historically significant materials.

2.3 Related Policy documentation

For material originating from the main Synod Office (non-agency main office departments) please refer to existing advice contained within the **Archiving / Disposition of Records Policy**, available on the Synod intranet site.

Policy guidance is also contained within the following inter-related documents;

- **Synod Archives By-Laws**
- **Synod Artefacts Collections Policy**
- **Synod Policy and Procedures for Using Archival Material**

3. Definition of Core Archival Materials

3.1 Material defined as Core Material (or 'Archival')

Note: SA = Synod Archives

Record Title or Nature and format of Material	Significant Examples for Congregations	Action Required	Significant Examples for Presbyteries	Action Required
All Birth, Baptism, Death and Marriage Registers	<ul style="list-style-type: none"> ▪ As stated 	Send to Synod Archives ('SA') to be held permanently.	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
Minutes	<ul style="list-style-type: none"> ▪ Church Council Minutes ▪ Elders Council Minutes ▪ Congregational Meeting Minutes ▪ Property & Finance Committee Minutes 	Send signed, dated, original records to SA two years after last action. Include with the minutes any attachments, significant correspondence and documents	<ul style="list-style-type: none"> ▪ Presbytery Meeting minutes ▪ Presbytery Standing Committee minutes ▪ Presbytery Committee minutes ▪ Board minutes ▪ Trust minutes ▪ Executive minutes 	<p>Official original, signed and confirmed records to be permanently retained and sent to SA.</p> <p>Send all non-current records, those older than 5 years, and/or after the last action, or on termination of a Presbytery.</p>
Photographs, films / DVDs, audio / CDs and videotapes	<ul style="list-style-type: none"> ▪ Photos (or other media types as stated) of buildings that are about to be altered or destroyed ▪ Photos of buildings that have just been built ▪ Photos of ministers ▪ Photos of special events within the life of the congregation 	<p>Send to SA when use is finalised.</p> <p>Note: Label the back of all photographs with location, date, names of persons and a description of what the photo depicts</p>	<p>Records to be permanently retained and sent to SA when use is finalised.</p> <p>Send to SA when use is finalised, for permanent retention.</p>	<ul style="list-style-type: none"> ▪ Photos (or other media types as stated) of special events within the life of the Presbytery ▪ Photos of Presbytery buildings that are being built, altered or destroyed <p>Note: Label the back of all photos with location, date and a brief description of what or who the photo depicts.</p>
Reports about Special Events including audio and videotapes CDs and DVDs	<ul style="list-style-type: none"> ▪ Reports on special celebrations held by the congregation 	Send to SA when use is finalised.	Reports on special celebrations held by the Presbytery	Send to SA when use is finalised.
Newsletters and other published material	<ul style="list-style-type: none"> ▪ Weekly/Monthly newsletters ▪ Annual Newsletters ▪ Annual reports 	<p>Send a copy of all published material to SA annually in date sequence.</p> <p>Material is considered to have been published if reproductions of the material have been supplied (whether by sale or otherwise) to the general public</p>	Send a copy of all published material to SA periodically (e.g. every two years) in date sequence.	<ul style="list-style-type: none"> ▪ Monthly newsletters ▪ Annual newsletters ▪ Annual reports ▪ Orders of services

Record Title or Nature and format of Material	Significant Examples for Congregations	Action Required	Significant Examples for Presbyteries	Action Required
Publicity Material	N/A	N/A	Send to SA (every two years)	<ul style="list-style-type: none"> ▪ Fund raising/ donation requests ▪ Master copies of flyers, brochures, posters etc. for any major event within the life of the Presbytery
Rolls	<ul style="list-style-type: none"> ▪ Membership Rolls 	Send to SA when administrative use is finalised	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
Church Histories	<ul style="list-style-type: none"> ▪ Histories of the local church or histories that mention the church in a significant way 	Send a copy of history to SA	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
Architectural Plans and Blueprints, Building Specifications	<ul style="list-style-type: none"> ▪ All plans of church buildings, manses, halls, toilet blocks, pathways etc. 	<p>Send records to SA when they are no longer required by the congregation.</p> <p>Note: Send any plans or specifications older than 15 years</p> <p>Fully identify records with location, name and date</p>	<ul style="list-style-type: none"> ▪ All plans of Presbytery buildings, manses, halls, toilet blocks, pathways etc. 	<ul style="list-style-type: none"> ▪ Records to be sent to SA when they are no longer required by the Presbytery. ▪ Note: Any old/unused plans or specifications can be sent directly to SA. <p>Fully identify records with location, name and date.</p>
Policy and Procedural Documents	N/A	N/A	<ul style="list-style-type: none"> ▪ Statements of purpose ▪ Aims and objectives 	<ul style="list-style-type: none"> ▪ Send to SA when use is finalised, for permanent retention.
Correspondence (Significant)	N/A	N/A	<p>Send to SA when use is finalised, for permanent retention.</p> <p>(Non-current records, correspondence older than 5 years or at the conclusion of staff appointment / Presbytery)</p>	<p>Correspondence pertaining to:</p> <ul style="list-style-type: none"> ▪ Pastoral issues ▪ Financial or property transactions ▪ Letters that raise issues of policy
Financial Records – Summary statements only	N/A	N/A	Send Summary Statement to SA annually	<ul style="list-style-type: none"> • Annual Statements only

3.2 Material defined as Non-Core Material (or 'Non-Archival')

3.2.1 Non-Archival Historical Records: Congregations

Non-Archival historical records may be retained for administrative purposes, or for sentimental value, but will usually be destroyed after a defined period of time. Examples are in the table below.

Record Title	Action Required	Disposal Date	Examples
General Correspondence	Retain in Congregational records, where information is easily accessible for administrative purposes	After administrative use is finalised.	<ul style="list-style-type: none"> ▪ Correspondence may include invoices and quotes, letters to various tradespersons etc. ▪ Any general correspondence of a day to day nature with no lasting effect, info/ consequence
Financial Records	Retain 7 years in Congregational records	Destroy as per Accounting standards after 7 years.	<ul style="list-style-type: none"> ▪ General financial records ▪ Tax documents ▪ Invoices ▪ Supporting correspondence

3.2.2 Non-Archival Historical Records: Presbyteries

Non-archival historical records may be retained for legal, administrative purposes, or for sentimental value, but will usually be destroyed after a defined period of time. Examples are in the table below.

Record Title	Action Required	Disposal Date	Examples
Correspondence (Insignificant)	Destroy after 3 years	For insignificant records, destroy 3 years after creation of record.	<p>Insignificant correspondence may include:</p> <p>Courtesy correspondence, including:</p> <ul style="list-style-type: none"> ▪ Christmas cards ▪ Invitations ▪ Appointment confirmations ▪ Other routine letters ▪ General correspondence of a day to day nature with no lasting effect, information or consequence <p>Transactional correspondence, including:</p> <ul style="list-style-type: none"> ▪ Regarding payments etc.
Interim Records	Retain as desired for informational purposes	Destroy after 5 years or when administrative use is finalised.	<ul style="list-style-type: none"> ▪ Monthly reports to committees ▪ Draft financial statements
Financial Records	Retain 7 years in records	Destroy as per accounting standards after 7 years.	<ul style="list-style-type: none"> ▪ General financial records ▪ Tax documents ▪ Invoices ▪ Supporting correspondence

4.0 Review and Governance

To ensure this Policy remains up to date, comprehensive and reflects both archival best practice and the needs of the Synod, it should be formally reviewed at least once every three years.

5.0 Policy Owner

Policy Owner(s):	Synod Property Board
Contact Person (Name and role)	Graham Hawtin (Synod Records Manager) / Jenny Bars (Synod Archivist)

6.0 Document Control

Version No.	Issue Date	Summary status	Specific Nature of Document or Amendment
0.1D	17/11/2014	Draft 1 – For review and further refinement.	Policy largely based on existing advice issued by the Uniting Church in Australia's Australia Assembly – Historical Reference Committee & Archives – on the definition and management of archival records and other historically significant materials.
0.2D	25/11/2014	Draft 2	<i>Interim / Draft Reports removed</i> from list of Core Archival Material. Also, other (separate) minor tweaks to wording.
1.0	18/4/2015	Approved/Final	Approved by Synod Standing Committee at its meeting on 18/4/2015.

Extract from: By-Laws for the Synod Archives and Research Centre

Source: Minute reference – as approved by Synod Standing Committee on 13th July 1990. Minute 90/11.5(a).

Appendix A

V. Use of Materials:

6. Normally, archival material shall be used only within the Archives. The Centre shall have the power to determine which material deposited in the Archives shall not, under any circumstances be removed from the Archives. In the case of other material, if there are special circumstances, the Archivist may grant a loan of such material under the following conditions:

- (a) The person desiring a loan from archival material shall clearly state the purpose for which he/she requires the material;
- (b) The person shall give a receipt for the material lent with the undertaking that he/she will not use the material for any improper purpose or to the detriment of the Church or any of its members;
- (c) The person shall be responsible for the safe-keeping in good condition of such material while it is in his/her possession, and he/she shall in no way knowingly mutilate, deface, damage or injure any such material;
- (d) The person shall be obliged to return the material lent to him/her within the time stipulated by the Archivist (in any case within six weeks, unless an extension of time is asked for and granted), or upon the request of the Archivist;
- (e) The person shall bear any expenses connected with the borrowing of any material from the Archives, including the cost of registered mail for forwarding or returning such material, if so directed by the Archivist.

7. The Archivist shall make a record of any loan material from the Archives in the Loans Book kept for that purpose and shall also record the return of the material.

