



Policy Name:	Synod Policy and Procedures for Using Archival Material
Policy Number:	[tbc]
Approval Date:	Approved by Synod Standing Committee on 18/4/2015.
Responsible Officer:	Graham Hawtin (Synod Records Manager) / Jenny Bars (Synod Archivist)

1. Purpose

This document outlines the policy and related procedures for accessing, retrieving and depositing archival material to and from the Synod of Victoria and Tasmania's Archives and Research Centre ('the Archives'). It also covers depositing new material. It is based on the Archives By-Laws, as approved by Standing Committee.

2. Scope

2.1 Scope of Service

The scope of the Synod Archive and Research Centre's services covers the needs of the Synod office, Presbyteries and Congregations throughout the area covered by the Synod of Victoria and Tasmania. The scope encompasses archival materials generated by Congregations, Presbyteries, the Synod office, for the Uniting Church in Australia – Synod of Victoria and Tasmania.

2.2 Charges for Services

2.2.1 Retrieval and return of items

Costs will not normally be levied to Internal Users to access/retrieve, return archival items. Internal users include all Synod office departments, presbyteries and congregations. Cost will normally be levied to all external users and for extraordinary retrieval/return requests. External users include researchers and family/other historians. Extraordinary retrieval/returns may include, for example, requests from a Royal Commission. All costs for External Users will be charged in accordance with a standard schedule of rates – Refer Appendix 6.

2.2 Origination of Policy material

This policy is largely based on an original document created by the Rev. Dr Ian Breward (former Synod Archivist) and the late Michael Symons (former Synod Records Manager).

3. Background

Under normal circumstances archival material is only accessed for research purposes at the Archives and does not leave the premises. However, material may leave the premises of the Archives as long as the following conditions are met:

- The material is requested by the Synod's Legal Consultant, OR
- The material is requested by the body responsible for its creation, OR
- The material is requested by the Synod Office, AND
- The material is in a suitable condition to be removed from the Archives premises, AND
- The request is approved by the Synod Archivist in consultation with the Synod Records Manager.

The borrower will make a formal request by completing the *Request for Access Form* (Refer: Appendix 1 – Form 1), and sending or emailing it to the Synod Archivist (refer: section 4, contact details, below). This form states the conditions for accessing material, all of which must be formally agreed to by each borrower.

Once the request has been approved, the person collecting/ accessing the material (the 'Collector') for delivery will fill in a *Receipt for Material Accessed or Removed (Loaned) from Synod Archives Form* (Refer: Appendix 2 – Form 2) when visiting the Archives.

When the material is subsequently returned the Archivist will check that all material is properly accounted for and fill in the Register as applicable. The standard access period is six weeks, and any extension of time must be approved by the Synod Archivist, or Synod Records Manager.

The Synod Archivist will be responsible for the following:

- Keeping a record of all: Requests (refer: Appendix 1 – Form 1), Receipts for Archival Material Accessed or Removed [Loaned] (ref: Appendix 2 – Form 2); and Receipts for Archival Material Deposited (ref: Appendix 3 – Form 3).
- Keeping an Archival Material Access Register (Appendix 4);
- Making contact with the borrower if material is not returned within the agreed access period.

4. Contacts

Main contact

Synod Archives & Research Centre

Synod Archivist: Jenny Bars

64-66 Orrong Road, Elsternwick, VIC 3185

Phone (for Centre): (03) 9523 1056

Email (for Centre): archives@victas.uca.org.au

Website: Link to Archives pages: [www.victas.uca.org.au/Synod Archives Home](http://www.victas.uca.org.au/Synod%20Archives%20Home)

Alternative contact

Synod Records Management

Synod Records Manager: Graham Hawtin

130 Little Collins Street, Melbourne, VIC 300

Phone: (03) 9251 5923

Email: graham.hawtin@victas.uca.org.au

5. 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.

6. Policy Owner

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

7. Document Control

Version No.	Issue Date	Summary status	Specific Nature of Amendment
1.0	18/07/12	First version	Original document created by the Rev Dr Ian Breward (former Synod Archivist) and Michael Symons (former Synod Records Manager).
1.1	15/11/14	Minor amendments to formatting and content	Amended and updated by Graham Hawtin (Synod Records Manager) on 29/20/2014.
1.2	25/11/14	Minor amendments – mainly to formatting and tweaks to forms	Amended and updated by Graham Hawtin (Synod Records Manager) on 25/11/2014.
1.3	18/4/2015	Approved/Final	Approved by Synod Standing Committee at its meeting on 18/4/2015.

Appendix 1 – FORM 1**Request for Access Form**

Borrower (Full name)				Form ref no:	
Address				From	
Phone contacts	Work or main		Mobile		
Email					
Reason for request				General or Restricted Approval	
Material to be accessed					
Conditions of Access	<p>I acknowledge that:</p> <p>Once material for loan has been granted, a receipt form [<i>Refer: Appendix 2 – Form 2</i>] will be completed upon collection with the undertaking that;</p> <ul style="list-style-type: none"> ▪ I will not use the material for any improper purpose or to the detriment of the Church or any of its members. ▪ I shall be responsible for the safe-keeping in good condition of such material while it is in my possession, and I shall in no way knowingly rearrange, mark, mutilate, deface, damage or injure any such material. ▪ I shall not make copies of records without specific permission of the Archivist. Any copying will be subject to the physical condition of the records and to copyright legislation. ▪ If any documents are produced that are based on the material, a copy of these documents must be sent to the Archives. ▪ I shall be obliged to return the material within 6 weeks, and any extension of time must be approved by the Archivist. ▪ I will return the material in its original order and condition. ▪ I shall bear any expenses connected with the borrowing of any material from the Archives, and be responsible for the safe return of the material to the Archives. 				
Signature					
Date					

Approved (Y/N)	Approved By	Signature	Date
<i>By Unit Manager or above if Archivist not able to authorise</i>	<i>Clearly state Name and Role/Job Title of Unit Manager authorising approval if Archivist not able to authorise</i>		

Appendix 2 – FORM 2**Receipt for Archival Material Accessed or Removed (Loaned) from Synod Archives Form**

Collector Details	Name			Form ref no.:	
	Phone	Work or main		Mobile tel. no.	
Borrower <i>'As above' if Collector</i>					
Details of Material <i>Include as much identifying information as possible</i>					
Details of Material					
Details of Material					
Date Accessed/ Delivered / Loaned					
Destination Address					
Due Date					
Signature					

Approved (Y/N) <i>By Unit Manager or above if Archivist not able to authorise</i>	Approved By <i>Clearly state Name and Role/Job Title of Unit Manager authorising approval if Archivist not able to authorise</i>	Signature	Date

Appendix 3 – FORM 3

Receipt for Deposits to Synod Archives & Research Centre

Depositor Details	Name		Form ref no.:	
	Contact phone numbers	Work or main	Mobile	
Depositor <i>Note: 'As above' if Collector</i>				
Details of Material being deposited <i>Include as much identifying information as possible</i>		Years of Retention <i>(If <u>not</u> permanent)</i> <i>Note: Core Archival Material will normally be permanently retained.</i>		Confidentiality & Accessibility <i>Use 'General' (where no restrictions) or 'Restricted' (requires prior approval by Archivist or Synod Senior Manager)</i> <i>Note: Clearly detail reasons for any proposed restrictions</i>
Details of Material being deposited <i>Include as much identifying information as possible</i>		Years of Retention <i>(if <u>not</u> permanent)</i>		Confidentiality & Accessibility <i>Use 'General' (where no restrictions) or 'Restricted' (requires prior approval by Archivist or Synod Senior Manager)</i> <i>Note: Clearly detail reasons for any proposed restrictions</i>
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Date Deposited				
Signature of Depositor				
Approved (Y/N) By Archivist	Approval By Archivist	Signature		Date

