



Rockhampton Catholic Diocesan Archives (RCDA)

CONDUCT OF THE ROCKHAMPTON CATHOLIC DIOCESAN ARCHIVES

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1. Mission Statement

- 1.1 The Rockhampton Catholic Diocesan Archives (RCDA) aims to ensure that diocesan archives are preserved as authentic evidence of its administrative, cultural, spiritual and intellectual activities.

2. Purpose of the Catholic Diocese of Rockhampton Archives

- 2.1 The Diocese is required by Canon Law (canons 482, 486-491) and church teaching to maintain a diocesan archive. In line with these directives, the Diocese has a responsibility to preserve both historic archives and current records.
- 2.2 In February 1997 the Pontifical Commission for the Cultural Heritage of the Church produced a circular entitled *The Pastoral Function of Church Archives* which elaborates on the value of archives as places of memory and storehouses of culture, celebrates their prophetic evaluative role and outlines a concrete plan of action for their preservation and use. The Church has a duty to protect and maintain these records so as to pass them on to future generations.
- 2.3 The Diocesan Archives ensures that records which have value as authentic evidence of the administrative, corporate, cultural and intellectual activity of the Diocese of Rockhampton are collected, kept, preserved and made available for use.

3. Authorisation

- 3.1 This policy is issued under the authority of the Vicar General of the Catholic Diocese of Rockhampton. Prevailing regulations for The Catholic Diocese of Rockhampton archives include Code of Canon Law canons 482, 486-491, The National Privacy Principles (*extracted from Schedule 3 of the Privacy Act 1988 as amended to 14 September 2006*), the Copyright Act 1988 and the Copyright Amendment Act 2006.
- 3.2 Effective date of this policy is 1st January 2014.

4. Glossary

- 4.1 *Diocesan archives* are those diocesan records which are non-current to the Curial administration and which because of their administrative, legal, financial and research value, are considered worthy of permanent retention and preservation within the RCDA.
- 4.2 *Diocesan records* are all of the documents and other records of any form or medium (including photographic images, maps, plans microform reproductions, electronic records, cinematographic films, sound records, or other electronic records) created, received and maintained by the Curial administration of the Catholic Diocese of Rockhampton in pursuance of its legal obligations or in the transactions of business.
- 4.3 *Records* are defined by the Australian Standard AS ISO 15489-2002 as "information created, received and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business".
- 4.4 *Rockhampton Catholic Diocesan Archives (RCDA)* is the physical repository for the Catholic Diocese of Rockhampton archives.

5. Role, Responsibilities and Duties of the RCDA Staff

- 5.1 The role of the RCDA is to collect, preserve and make available for use the official records of the diocese, and those ancillary records which reflect the work of the church within the Diocese.
- 5.2 Records are any papers or any other media-recorded information created/drawn up during the normal course of operations of a business or other continuing organisation and of use for the conduct of that business or organisation.
- 5.3 Archives are one particular section of these records, namely, those which have passed out of currency. They are preserved because of their own intrinsic value as well as for their possible future use to the Diocese and to researchers.
- 5.4 The Archives facilitates use of this material for reference and educational purposes. The Archives instigates and participates in programs and publications designed to increase awareness of our specific heritage, using archival material.
- 5.5 In recognition of the value of the 'records continuum' approach to records and

archives, the Archivist may also provide advice and guidance on the management of current records within the whole diocesan environment.

- 5.6 By virtue of his office, the Bishop of Rockhampton is the owner/proprietor of the archives and is the person responsible for:
- (a) Providing adequate storage space for the archives; and
 - (b) Appointing an archivist to administer them.
- 5.7 The Diocesan Archivist, accountable to the Vicar General of the Catholic Diocese of Rockhampton, has the responsibility for the day to day management of the Archive Office.
- 5.8 RCDA applies industry standards of best practice, and follows the International Standard for Records Management AS ISO 15489 -2002.

6. Scope of Diocesan Records

- 6.1 The records of the bishop and his administrative units constitute the *core collection* of the Archives. The ancillary records of individuals and organisations which are reflective of the work of the church in the diocese constitute the *additional collections* of the Archives.
- 6.2 This may include, but is not limited to:
- (a) records of church related institutions and agencies engaged in educational, charitable and social service work, e.g. St Vincent de Paul Society; YCW
 - (b) records and personal papers of individual clergy, religious and laity who have played an active role in the life of the Diocese
 - (c) records of religious orders of men and women supervised by the Diocese
- 6.3 The Catholic Education Office (including Diocesan schools) and Centacare are considered to be an official agency of the church. While their records also constitute the *additional collections* of the Archives, as official Agencies they are responsible for the day to day custody and preservation of their archival materials.

7. Management of Records

- 7.1 The Diocesan Record Management Policy and Diocesan Records Retention Policy outlines how records will be managed and when records will be retained and disposed. Both Management and Retention Policies aim to deliver non-current records to RCDA in good condition and in a timely manner.
- 7.2 The condition under which Diocesan records may be transferred to the archives shall be determined by the Diocesan Archivist in accordance with policy using archival standards and industry best practice (see RCDA Document Transfer Procedures).

8. Collection and Acquisition

- 8.1 The RCDA is not a collecting archive. That is, the Archives do not proactively seek items to add to their holdings except in particular circumstances for items that may add cultural and historical value to existing archival records. All materials deposited or acquired for the Archives must have a direct connection to the Diocesan function, presence, and history. Any items that may be acquired are through the discretion of the Diocesan Archivist.
- 8.2 Artefacts are generally not acquired by the RCDA from sources outside the Diocese unless there are special or compelling reasons to do so. In the main, artefacts are referred on to an appropriate museum authority. Artefacts held by parishes are to be deposited in the Archives under the guidance of the Diocesan Archivist.
- 8.3 RCDA may acquire items for its collection by gift or bequest, regardless of physical form or characteristic, which have any bearing on the history of the Catholic Diocese of Rockhampton. This may take place through negotiation with the persons giving or bequeathing. Acquisitions from these sources will be approved by the Diocesan Archivist (see RCDA Donation Policy and Deed of Gift).
- 8.4 Books or published materials are generally not acquired by the RCDA unless there are special or compelling reasons for them to accompany previously acquired archival records.
- 8.5 Non Current records are to be deposited in the RCDA according to guidelines and directions of retention schedules and under particular instruction of the Bishop of Rockhampton.
- 8.6 In accordance with the Bishops instructions issued on 29 March 2006 all parishes are to forward to RCDA
- i. Completed Marriage registers, both church and civil;
 - ii. Completed Baptismal registers whose final entry is more than 50 years ago; and
 - iii. Any register which is fragile or in poor condition, after beginning a new register.

9. Ownership of Materials Archived

- 9.1 The ownership of all materials acquired by the Archives is to transfer to the Diocese. The right to dispose of materials stored will be determined by the Diocesan Records Management Policy. Items appraised at a later date to be no longer of value may be disposed of without reference to the donor or benefactor.

10. Formats

- 10.1 Records held and acquired by the RCDA are predominately in a paper based format. Other formats considered for holdings are photographic images, maps, plans, microform reproductions, electronic records, magnetic media or other electronic records. Textiles may take the form of church vestments, religious society vestments, and regalia or insignia items.

10.2 Cinematographic films and video are not generally held by the RCDA. A limited number of sound recordings are held within the collection.

11. Access

11.1 RCDA as a Church Archives is not a public resource but a restricted and limited collection with use by authorised persons only.

11.2 Permission to access the RCDA is gained through the Vicar General of the Diocese on application to the Diocesan Archivist.

11.3 Conditions of access and fees for use of the RCDA are set out in "Rules for Use of RCDA".

12. Restrictions

12.1 Restrictions to the RCDA may be revised by direction or advice of the Bishop or the Vicar General.

12.2 Restrictions to the following records shall be observed:

- a) Access to personal papers of each former Bishop will be restricted to 30 years after their creation date unless written permission of the current Bishop of Rockhampton or the Vicar General is granted.
- b) Access to administration records of the Diocese will be limited to 30 years after their creation date.
- c) Access to personal information pertaining to priests or seminarians not in the public domain is only available with prior written permission from the Vicar General.
- d) Access to records pertaining to correspondence between religious orders and the Bishops of Rockhampton will be limited to 30 years after their creation date.
- (e) Diocesan archives relating to any organisation may be consulted at the discretion of the Vicar General while respecting current legislation and information content.

12.3 In addition to the above, Diocesan records stored in the Archives may also be classified under the following categories

- (a) Open, that is, available to all approved bona fide students and researchers
- (b) Partial, that is, available only with the written permission of the Bishop and/or his delegate
- (c) Closed, that is, unavailable to bona fide students and researchers. Exceptions may be made in special cases, but only with the knowledge and written consent of the Bishop and/or his delegate.
- (d) Sealed, that is, not to be available to bona fide students and researchers under any circumstances. Such highly confidential or sensitive documents will be stored in clearly marked, sealed, packets or boxes in a locked receptacle.

12.4 The National Privacy Principles (extracted from the Privacy Amendment (Private Sector) Act 2000) shall be adhered to at all times.

13. Policy Review/Renewal

- 13.1 This policy shall be assessed in 2 years from its effective date to determine its effectiveness and suitability. The policy may be assessed before that time as necessary to reflect organisational or physical changes or any change required by law.
- 13.2 Certification of process: reviewed by the Archivist for the Vicar General of the Diocese.

14. Related Policies and Documents

- a) RCDA Donation Policy and Deed of Gift
- b) Application for Access to the RCDA
- c) Rules for Use of RCDA
- d) RCDA Inquiry Request Form
- e) RCDA Fee Schedule
- f) Archiving Advice for Parishes

15. Resources

Archive Office of the Catholic Archdiocese of Sydney Policy November 2011 is acknowledged as a source document for the development of this policy and associated procedure documents.

Catholic Archdiocese of Adelaide Archives Policy, Archives Donations Policy, Application for Access to the Archives, Rules for Use of the Archives is acknowledged as a source document for the development of this policy and associated procedure documents.

Beal, J P, Coriden J A, Green T J (eds), 2000, *New Commentary on the Code of Canon Law*, Paulist Press, New York.

The Canon Law Society of Great Britain and Ireland in association with The Canon Law Society of Australia and New Zealand and The Canadian Canon Law Society, 1984, *The Code of Canon Law in English translation*, Harper Collins Religious, London.

Standards Australia, 2002, AS /SO 15489.1 – 2002 *Records Management*, Sydney, Standards Australia.

Officer of the *Privacy Commissioner, National Privacy Principles (extracted from Schedule 3 of the Privacy Act 1988 as amended to 14 September 2006 (online) available at <http://www.privacy.gov.au/publications/npps01.html>*