

## ARCHIVES AND ARCHIVAL RECORDS POLICY

*Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.*

### **Purpose:**

The purpose of this policy is to provide a framework to facilitate the management of Murdoch University's Archives.

The Murdoch University Archives was established in 1992 to collect, maintain and make available those records of continuing value. The University is responsible for the Archives by arrangement with the State Records Office of Western Australia in accordance with the requirements of the *State Records Act 2000*. Archival records may be a paper-based, electronic or other format/media.

The records collected and maintained as part of the University Archives also form part of the cultural and historical resources of the State.

### **Audience:**

Staff, Authorised Contractors, consultants, organisations and volunteers performing work on behalf of Murdoch University, public

### **Objectives:**

- To ensure that records of continuing value are identified and maintained as archival records and stored according to archival principles, practice and standards;
- To ensure that Murdoch University and the general public have appropriate access to archival records; and
- To ensure that Murdoch University Archives is maintained in accordance with both the requirements of the *State Records Act 2000* and the Agreement between the University and the State Records Office of Western Australia.

### **Definitions:**

*Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.*

There are no terms.

### **Policy Statement:**

1. As part of the recordkeeping program, arrangements will be in place to facilitate the identification, storage, preservation and access to archival records.

2. Murdoch University will establish and maintain an appropriate facility in which to store archival records.
3. A program to promote awareness and use of the University Archives will be developed, implemented and reviewed.

#### **Performance Indicators:**

- An appropriate facility is established and maintained to store, maintain and provide access to archival records;
- A program to identify, collect, store and ensure access to archival records is developed and implemented; and
- The agreement with the State Records Office of Western Australia is maintained.

#### **Related Documents:**

[State Records Act 2000 \(WA\)](#)

[State Records Commission Principles and Standards](#)

Archives Agreement

[Archives and Archival Records Guideline](#)

[Recordkeeping Plan 2012](#)

[Recordkeeping Policy](#)

[Records Management and Archives Procedures Manual](#)

#### **References:**

Australian/International Standard AS ISO 15489 2002 Records Management Parts 1 and 2

Australian/International Standard AS ISO 23081.1-2006 Information

#### **Approval and Implementation:**

<b>Approval Authority:</b>	University Secretary
<b>Responsible Officer(s):</b>	Manager Records Management and Archives
<b>Approval Authority for supporting procedures:</b>	There are no supporting procedures
<b>Approval Authority for supporting guidelines:</b>	University Secretary
<b>Approval Authority for supporting standards:</b>	There are no supporting standards
<b>Contact Officer:</b>	Manager Records Management and Archives

**Revision History:**

<b>Approved/ Amended/ Rescinded</b>	<b>Date Approved</b>	<b>Effective Date</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Approved	02/03/2018	02/03/2018	02/03/2021	
Approved	28/07/2014	28/07/2014	28/07/2017	
Amended	February 2009	February 2009	February 2013	
Approved	01/10/1999	01/10/1999	01/10/2002	