

## Archives and Archival Records Guideline

*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.*

### Policy Supported:

[Archives and Archival Records Policy](#)

[Recordkeeping Policy](#)

### Audience:

Staff, Authorised Contractors, Consultants, Organisations and Volunteers performing work on behalf of the University.

### Guidelines:

#### 1. University Archives Facility:

- 1.1. The Archives facility is constructed to the archival standards required by State Records Commission Standard 7 *State Archives Retained by Government Organisations*.
- 1.2. The Records Management and Archives Office is responsible for monitoring and maintaining the condition and environment of the facility.
- 1.3. Access to the facility is limited strictly to the Records Management and Archives Office staff. It is locked when unattended.

#### 2. Acquisition and Collection:

The Murdoch University Archives collects and maintains records that have continuing administrative, legal or financial value or reflect the historical development and functions of the University.

The Records Management and Archives Office is responsible for

- 2.1. Identifying, acquiring/collecting and maintaining the archival records of:
  - 2.1.1. All organisational units, namely:
    - (i) Administrative Offices;
    - (ii) Colleges;
    - (iii) Murdoch, Rockingham and Mandurah Campuses;
    - (iv) Research Centres and Institutes of the University.
  - 2.1.2. Individuals and Organisations associated with the University, within applicable collection Guidelines and storage space permitting; and

- 2.1.3. Individuals and Organisations for use in current and future research and teaching programs of the University.
  - 2.2. Consulting with staff to identify and collect records that are administratively and historically significant to the University and the community.
  - 2.3. Research, acquire, collect and maintain source documents relating to the history of the University, within applicable collection Guidelines and storage space permitting.
  - 2.4. Documenting and maintaining the collection.
3. **Access and Reference Services:**
- 3.1. University staff and the community may have access to the Archives for the purpose of teaching, learning and academic or personal research. Access is subject to Legislative requirements and obligations to or restrictions imposed by donors.
  - 3.2. The collection is organised, classified and indexed to assist access and use.
  - 3.3. Confidential records, or records transferred with restricted access provisions shall only be released with written permission of the donor, originating body or nominee, unless access is granted under the *Freedom of Information Act 1992*.
  - 3.4. All records transferred to the University Archives are to be used in the Archives facility or in the Records Management and Archives Office under the supervision of the Records Manager/Archivist. The exception being College records which can be loaned for a limited, specified period to the originating College.
4. **Promotion and Education:**
- The Records Management and Archives Office is responsible for:
- 4.1. Promoting awareness and use of the Archives by the University and the community.
  - 4.2. Promoting academic and research use of the Collection.
  - 4.3. Raising awareness of the need to collect and maintain archival records:
    - 4.3.1. For use in the research and teaching programs of the University; and
    - 4.3.2. To document the growth, development and history of the University.

**References:**

[Recordkeeping Guideline](#)

[WA State Records Commission Recordkeeping Principles and Standards](#)

**Approval:**

<b>Approval Authority:</b>	University Secretary
<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>
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