

MAAS Archives Policy

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1. Policy Statement

The Museum of Applied Arts and Sciences (MAAS) operates under the authority of the *Museum of Applied Arts and Sciences Act 1945* (NSW) and its management is guided by the *Museum of Applied Arts and Sciences Regulation 2012*.

Under section 10 of the *State Records Act 1998* (NSW) the Director has a duty to ensure MAAS “complies with the requirements of this Act and the regulations”. MAAS is committed to meeting its obligations under the *State Records Act 1998* (NSW) and to implementing best Record keeping practice including archival management for those Records generated during the normal course of business that have continuing value for the organisation as Archives. The MAAS institutional Archives consists of key Records such as Trust minutes, stockbooks, correspondence files and reports and date from 1880 when MAAS was first established.

2. Application

This Policy relates to the management of the MAAS institutional Archives. The management of the MAAS collected Archives, as part of the MAAS Collection, is covered by other policies comprising the Strategic Collections Policy Framework. The purpose of the Archives Policy is to establish a framework for the retention, documentation, access, preservation and storage of the MAAS institutional Archives.

3. Retention and Disposal

- 3.1 The appraisal of MAAS Records and the development of new Disposal and retention schedules is a joint responsibility of the Records Manager and the Archivist.
- 3.2 Disposal of MAAS Records must be approved by the Records Manager or Archivist when they wish to dispose of MAAS Records.
- 3.3 MAAS retains and disposes of its Records in accordance with its Functional Records Disposal Schedule and the General Records Retention and Disposal Schedules issued by State Records NSW.
- 3.4 Once transferred to Archives, Records are used for reference purposes only and material is not to be removed from them or added to them.
- 3.5 The Archives may also acquire ‘non-official’ Records, that is, the Records of individuals or organisations closely associated with MAAS, as negotiated with their creators on a case by case basis.

4. Documentation

- 4.1 MAAS Archives are arranged and described according to accepted Australian archival principles and practices to facilitate their management and use.

5. Preservation and Storage

- 5.1 MAAS Archives are stored in conditions which meet accepted environmental and security standards.

6. Access

- 6.1 MAAS institutional Archives are available for access by staff and members of the public, subject to legislation and to restrictions and conditions that may be imposed by MAAS in consultation with State Records.
- 6.2 External researchers wishing to consult the institutional Archives must complete an access form providing contact details and information about the nature of their research. They also must abide by the conditions of access as stipulated on the access form. Access to the Archives is by appointment only.
- 6.3 All Records in the ‘Open Public Access’ period (more than 30 years old) are covered by Access Directions, as required by the *State Records Act 1998* (NSW). Public access is available to those Records and to some series of Records such as publications that have been granted ‘Early Access Authorisation’.

- 6.4 Some Records fall into a 'Closed Public Access' category for a number of reasons, including Records that contain sensitive personal information; information that was provided in confidence; or for security and safety reasons. Records may also be withheld because of preservation concerns or to ensure safe custody.
- 6.5 Requests for public access to other archival materials less than 30 years old are referred to the Director for approval, with a recommendation by the Archivist.
- 6.6 Requests for access made under the *Government Information (Public Access) Act 2009* (NSW) are dealt with by the MAAS GIPA Officer.
- 6.7 Access to the papers of individuals or to the Records of organisations donated to the MAAS Archives shall be in accordance with the conditions agreed to with the donors.

7. Roles and Responsibilities

Director: Has overall responsibility for ensuring that MAAS complies with the requirements of the *State Records Act 1998* (NSW).

Head of Strategic Collections: Has overall responsibility for ensuring that management and use of MAAS Archives is undertaken in accordance with this policy and related plans, policies and procedures.

Registration Manager: Oversight of the operation of the Archives to ensure that it harmonises with the work of the Registration Unit and more broadly with the policies, plans and activities of the Strategic Collections team and related departments within MAAS.

Archivist: Manages the Archives section and takes custody of, documents and provides access to institutional Archives; collaborates with the Records Manager in the appraisal and Disposal of inactive Records, and in the review and development of MAAS Functional Records Retention and Disposal Authority; approves destruction of inactive Records once destruction authorities are approved by delegated staff members.

Records Manager: Develops and maintains the Records management program, procedures, standards and guidelines and monitors compliance across MAAS.

8. Definitions

Archives: Those Records appraised as having continuing value.

Disposal: A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of Records in or from Record keeping systems. They may also include the migration or transmission of Records between Record keeping systems, and the transfer of custody or ownership of Records.

MAAS Collection or Collection: The acquired Collection of material and objects owned by MAAS.

Record: Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (*State Records Act, 1998* (NSW) s.3 (1)).

Record keeping: Making and maintaining complete, accurate and reliable evidence of business transactions.

State Record: Any Record, made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office (*State Records Act, 1998* (NSW) s.3 (1)).

9. Related Museum plans, policies and/or procedures

- Acquisition and Accession Policy
- Collection Information Management and Access Policy
- Collection Management Policy
- Conservation Policy
- Security Policy
- Third Party Copyright Policy

The latest version of any Policy or legislation referred to will apply.

10. Relevant legislation and external context

This Policy should be read in conjunction with the following:

- *Government Information (Public Access) Act 2009* (NSW)
- *Museum of Applied Arts and Sciences Act 1945* (NSW)
- *Museum of Applied Arts and Sciences Regulation 2012* (NSW)
- *Privacy and Personal Information Protection Act 1998* (NSW)
- *State Records Act 1998* (NSW)

The latest version of any Policy or legislation referred to will apply.

11. Responsible Officer

Archivist

12. Responsible Department and Unit

Curatorial, Collections & Exhibitions department, Strategic Collections team

13. Amendment history

| Version | Date issued | Notes | By |
|---------|-------------|-------|-----------|
| 1 | 31/10/2012 | | Executive |
| 2 | 21/07/2016 | | Executive |