

Geelong Heritage Centre Collection and Acquisition Policy

2020-2024

The Geelong Heritage Centre acknowledges Wadawurrung and Eastern Maar Original Owners of the lands on which our heritage services operate.

We pay respect to Wadawurrung and Eastern Maar Elders past, present and emerging.

We acknowledge and celebrate First Nations Peoples of this land as the custodians of learning, literacy, knowledge and story.

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1. Introduction

1.1. Purpose

This policy provides a series of guiding principles and a framework to inform consistent and forward-thinking decisions and actions relating to the Geelong Heritage Centre (GHC) archive collection in its acquisition of records, objects, historical materials and published works for permanent retention within its archive collection.

1.2. GHC Mission

The GHC's mission is to:

- Preserve our community's recorded history and heritage in their place of origin
- Provide access to our community's recorded history and heritage and encourage their use
- Strengthen our work through partnerships and relationships
- Be an advocate for and provide guidance to community-based groups and history/heritage groups located in Geelong Regional Library Corporation member council geographical areas.

1.3 Background

The Geelong Heritage Centre was established as the Geelong Historical Records Centre under direction of a Supreme Court Order and commenced operations in 1979. The GHC was established with the aim of collecting, preserving and making accessible for research and display purposes primary and secondary source material pertaining to the history and cultural heritage of Geelong and the broader South Barwon region.

The GHC archive collection values and cares for records, objects, historical materials and published works of Australia's First Nation's People together with state and local government records, objects, historical materials and published works and those of private industry, community groups and individuals.

Collectively these items provide insights into the story of the Geelong and the broader South Barwon region's historical, cultural, economic, social and political development.

A formal Significance Assessment of the GHC archive collection was undertaken by external consultants in 2014. The final report included the following statement;

"There are very few other national regional collections exist in such a complete, comprehensive and accessible format as those of the GHC. These archival records are to be valued and acknowledged as truly significant".

GHC formally transitioned its operation from the City of Greater Geelong Council in October 2015 to fully integrate with the Geelong Regional Library Corporation. The Heritage Centre Reading Room and Repository is a key feature in the Geelong Library & Heritage Centre that opened in November 2015. In order to facilitate the legal transfer of the GHC function and its collection, an Alteration to the original

Supreme Court Order was made in the Practice Court of the Supreme Court of Victoria in April 2012.

The GHC is an accredited 'Class A' Place of Deposit (POD) appointed by the Minister responsible for Public Record Office Victoria under section 14(1) of the Public Records Act 1973 (hereafter referred to as the Act). The Keeper of Public Records' has the authority to determine records that can be transferred to PODs under section 14(2) of the Act. Records lodged with PODs are deemed to be in the custody and control of the Keeper of Public Records under section 14(3) of the Act.

This policy acts in accordance with the relevant recordkeeping standards and retention and disposal authorities issued by the Keeper of Public Records under section 12 of the Act.

1.4 Legislation

With the assistance of the Public Record Office Victoria, GHC observes its obligations in relation to the *Public Records Act 1973* and the relevant standards in relation to the identification and disposal of public records.

GHC also observes and/or applies its operations and obligations in relation to the following Acts:

- *Aboriginal Heritage Act 2006*
- *Heritage Act 2017*
- *Information Privacy Act 2000*
- *Health Records Act 2001*
- *Local Government Act 1989*
- *Copyright Act 1968*

1.5 Scope

GHC brings together part of the recorded history and heritage of Geelong and the Barwon South West region of Victoria.

It includes items of the Wadawurrung and Eastern Maar Traditional Owners, together with public and private records (both permanent and temporary), published works, objects and historical materials that document the history and cultural heritage of the current local government geographical areas of the City of Greater Geelong, Borough of Queenscliffe, Golden Plains Shire and Surf Coast Shire).

This policy applies to both moveable and intangible heritage.

This policy includes public records identified by PROV as having permanent or ongoing value with open access arrangements.

This policy excludes those public records that are identified as being closed for public access under the Sections s9, s10, s10AA of the Act or having access restrictions. Closed records will be held with PROV until such a time as they are open for public access.

This policy excludes the collection of the Geelong Regional Library Corporation.

This policy applies to all GRLC employees (permanent, part-time, casual, fixed term or temporary staff, consultants, those undertaking work experience and

volunteers), contractors, GRLC board members and GHC Collection Advisory Committee members, all of whom are required to meet the expectations outlined in this policy and any related procedures.

1.6 Related Documents

- Geelong Regional Library Corporation Cultural Protocols 2020
- Geelong Regional Library Agreement (2009) Supplemental Agreement (2016) and the Further Supplemental Agreement (2019)
- Geelong Regional Library Corporation Library Plan
- Supreme Court Order no. 1067 of 1957 made on 29 September 1970 (Original Scheme)
- The Altered Scheme in the Supreme Court Order made on 16 April 2012
- Agreement between the Geelong Heritage Centre and the Geelong Historical Society
- Annex A - Geelong Historical Society Collection in the GHC Collection
- GHC Deed of Gift - Donation Form
- Exhibitions Loan Policy, Public Records Office Victoria
- Regional Repositories Loan Procedure, Public Record Office Victoria
- Public Record Office Standard PROS 11/01 Storage Standard Specification 2 Storing and Managing State Archives.

2. Policy Statement

To acquire by transfer, deposit, purchase or gift;

- Records
- Objects
- Artefacts
- Moveable heritage
- Published works
- Historical materials

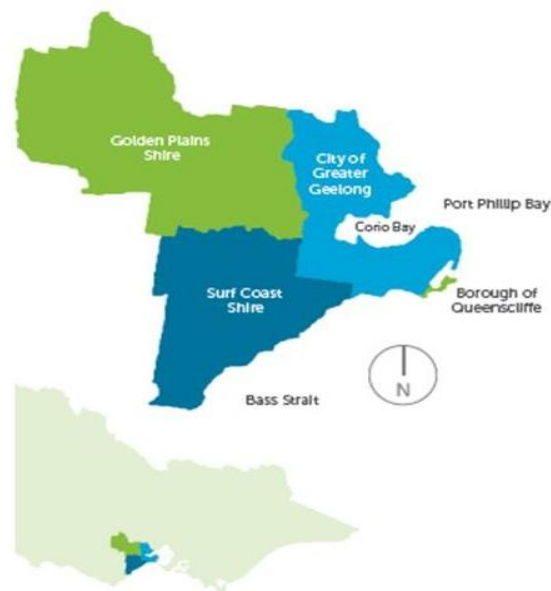
*Please note that for the purposes of this policy, the term 'items' may be used to describe the collective grouping of the above list.

1. To provide the framework to ensure consistency in determining the selection of appropriate records, objects, artefacts, moveable heritage and other historical materials for the GHC Archive.
2. To provide guidance on the conditions and processes for acquiring appropriate records, objects, artefacts, moveable heritage and other historical materials.
3. To comply with relevant retention and disposal authorities and recordkeeping standards in relation to public records as issued by the Keeper of Public Records under Section 12 of the Public Records Act 1973.
4. To comply with any legal or other provisions relating to appropriate non-government records, objects, artefacts, moveable heritage and other historical materials proposed for acquisition and provide a framework for their inclusion in the GHC Archive.

2.1 GHC Collection

2.1.1 Geographical area

The GHC seeks to acquire and make available records and/or other historical material and/or items worthy of permanent or ongoing preservation, specific to the local government areas of the City of Greater Geelong, Borough of Queenscliffe, Golden Plains Shire and Surf Coast Shire (and their predecessor Councils/Shires/Boroughs) and will also consider acquiring records and/or historical material from the broader Barwon region of South West Victoria if they have a relationship that is considered in keeping with the overall aims of the Collection Policy, to the specific areas listed above.



GHC aims to acquire item(s) that represent the cultural, social and historical record of our region. These may include records which best illustrate the purpose, activities, membership, events and policies of an organisation (or an individual's life), or another entity or institution that has long-term historical value to the community. These records and/or historical materials broadly encompass the following:

2.1.2 Government records

Public Records are defined by the *Public Records Act 1973* and include records created by local government authorities, courts and state government agencies. The disposal status of the records described as permanent value for retention as state archives, or as temporary value, is determined through retention and disposal authorities issued by the Keeper of Public Records under section 12 of the Act. Government records held in the GLHC Collection include:

- Permanent records of the Greater Geelong City Council, Borough of Queenscliffe, Golden Plains Shire, Surf Coast Shire and their predecessor councils/shires and boroughs

- Permanent records of neighbouring local government authorities as negotiated with relevant parties
- Permanent records created by other government agencies as defined by the *Public Records Act 1973*; such as Courts, Hospitals and Water Authorities
- Permanent records that fall within the GHC Collection catchment area
- Temporary records that are appraised and determined by the GHC Collection Advisory Committee as having local or community value and which add value to the Collection
- Historical objects/items/memorabilia/resources and related ephemera of the Greater Geelong City Council, Borough of Queenscliffe, Golden Plains Shire, Surf Coast Shire and their predecessor councils/shires and boroughs.

2.1.3 Community records, objects, artefacts, moveable heritage and other historical materials

Items which originates from, or relate to, the history and cultural heritage of Wadawurrung and Eastern Maar Original Owners.

Items that are from local community-based organisations, individuals, businesses, community groups, clubs, societies or other entities and which meet the following appraisal criteria:

- Created by companies and other businesses, community groups, societies, incorporated bodies and other organisations relevant to the history of Geelong and the broader Barwon region of South West Victoria
- Collected by individuals relevant to the history or connected to Geelong and the broader Barwon region of South West Victoria
- Collected by religious denominations in Geelong and the broader Barwon region of South West Victoria as approved by their governing bodies
- Collected by social and sporting clubs, local affiliate associations, arts & cultural groups/organisations, community -based organisations and local affiliate associations in Geelong and the broader Barwon region of South West Victoria.

2.1.4 GHC Reference Collection

The GHC collects and manages items in a non-lending reference library collection. Items in the reference library collection include:

- Formal published works
- Informal/unpublished works including guides/source materials/student theses and private unpublished research works.

2.1.5 The Geelong Historical Society Collection

Since its establishment, the Geelong Historical Society (GHS) has enjoyed a close working relationship with the GHC and part of the GHS collection is stored at (and made accessible from) the GHC.

An agreement was signed by both parties in 1996 to clarify the extent of the GHS collection stored and managed by the GHC. It provides clarity around respective

operational responsibilities and the nature of the formal relationship between the parties.

Annex A to the Agreement documents the GHS collection entrusted to GHC which forms part of the overall GHC archive collection. Included in the Agreement are a number of specific guidelines including:

- Storage and access of GHS items in the GHC collection
- The contribution of new GHS item(s) into the existing GHS documented collection entrusted to GHC
- The temporary withdrawal of GHS item(s) from the GHC collection
- The permanent removal of GHS item(s) from the GHC collection.

2.2 Acquisition

2.2.1 GHC Collection Appraisal Criteria

Records, objects, artefacts, moveable heritage and other historical materials must:

- Meet the objectives of the Collection and Acquisition Policy
- Provide the best examples or evidence of the creator, decision making processes, implementation of decisions, influence or significant contribution to the community, individual's lives, society, culture, events and the region's history
- Be unique or the only existing copy
- Be accompanied by documentation of their authenticity / integrity
- Demonstrate historical or archival value
- Be in reasonable physical condition - a special exemption may be applied to items of special significance that normally don't meet the accepted standards of this condition
- Only be considered where the GHC has the facilities to be able to care for them appropriately
- Not be subject to legal encumbrances or excessive access restrictions.

2.2.2 Exceptions to Appraisal Criteria

Approval for acquisition is considered to be ongoing where records and/or other historical material are:

- Included in current PROV retention and disposal authorities and they have received authority of the Keeper of Public Records for GHC storage and access (permanent public records only).
- Included in GHC retention and disposal schedules
- Nominated for transfer are a continuation of series already in GHC custody
- At immediate threat or considered high risk – in this situation, transfer documentation should be submitted to the GHC Collection Advisory Committee for consideration after which the Manager GHC Collection & Heritage Centre Services may authorise transfer

GHC actively encourages the 'return through donation' of government records which have found their way into public hands or other collections. These records will be accepted through GHC in consultation with Public Record Office Victoria. Individuals or organisations

returning estray public records may be eligible to apply for tax deductibility for the value of the record donated.

Records, objects, artefacts, moveable heritage and other historical materials will only be accepted through GHC following consultation with/and in accordance with relevant collection-related policies of the City of Greater Geelong, Borough of Queenscliffe, Golden Plains Shire and Surf Coast Shire Councils.

2.2.3 Conditions of acceptance

Records, objects, artefacts, moveable heritage and other historical materials will not be accepted without clear and authoritative right to ownership. This does not include estray public records that have left the custody of the government agency.

Items may not be accepted by the GHC if:

- They do not meet GHC's appraisal criteria
- They are deemed to be more appropriately held elsewhere, particularly in the case of items relating to the First Nations People
- They require significant preservation or conservation that may impact on resources or compromise the collection - rarity or historically significant item(s) may be considered by the GHC Collection Advisory Committee if funding for conservation or appropriate short-term storage is available.
- They are damaged beyond repair
- Duplications: GHC will seek to acquire the best quality (e.g. programs, images etc.) - surplus copies may be deaccessioned in accordance with GHC's deaccession criteria
- Access considerations; GHC reserves the right not to accept items that are subject to prohibitive access or usage restrictions.
- The items (e.g. film archives) require specialised storage/viewing/access equipment not held by the GLHC – in this case GHC staff may be able to provide advice on specialist repositories.

2.2.4 Transfers of new acquisitions

Records, objects, artefacts, moveable heritage and other historical materials may be acquired by the following means:

- Legislated Transfer (from government agencies subject to the *Public Records Act 1973*) and on authority by the Keeper of Public Records - formal documentation for any approved transfer of permanent public records is to be scheduled in consultation with PROV Government Services
- Transfer from non-government organisations, entities etc.
- Donation (GHC Deed of Gift)
- Bequest
- Purchase
- Memorandum of Understanding
- By other formal agreement.

2.2.5 Acceptable media and format for records, objects, artefacts, moveable heritage and other historical materials

GHC accepts records, objects, artefacts, moveable heritage and other historical materials in the following media and formats;

- Printed or textual records (files, documents etc.)
- Photographs
- Negatives
- Artworks
- Slides
- Films
- Maps, plans and architectural drawings
- Sound recordings and oral histories
- Digital or born digital item(s)
- Physical objects; or
- As determined as appropriate by the Manager, Geelong Heritage Centre collection and/or the GHC Collection Advisory Committee.

Items must be gifted originals, or the only copy (or best example) without restriction including transfer of copyright to GHC collection where legally possible.

2.3 Acquisition Process

2.3.1 New acquisitions and transfers

All new acquisition proposals must be submitted to the Manager GHC Collection & Heritage Centre Services. A report with a recommendation on each acquisition proposal will then be presented to the GHC Collection Advisory Committee for consideration.

The Manager GHC Collection & Services has the sole authority to approve a new acquisition in circumstances where a decision must be made specific to a donation offer within a time frame that will expire prior to the next scheduled meeting of the GHC Collection Advisory Committee.

The Manager GHC Collection & Services in direct consultation with PROV Government Services will as required recommend transfers from new agencies, organisations or donors for approval by the GHC Collection Advisory Committee.

Records and/or other historical material proposed for transfer must undergo an appraisal and satisfy the minimum criteria for recommendation to the GHC Collection Advisory Committee for retention.

2.4 Transfer Conditions

2.4.1 Prior to transfer

Before transfer, the GHC requires that records, objects, artefacts, moveable heritage and other historical materials and/or items transferred into its custody meet the following minimum conditions:

- Compliance with appraisal criteria
- No longer being used for day-to-day administrative and/or other purposes by the creator or owner

- Public Records and/or other historical material are covered by an authorised Retention and Disposal Authority or approved by the Keeper of Public Records for storage at GHC
- Donors of non-government records, objects, artefacts, moveable heritage and other historical materials have legal authority to transfer title of the said items and sign the Deed of Gift and Copyright Agreements
- All donor access and use restrictions and conditions must be specified in the donation agreement.

2.4.2 Physical acceptance of items

Items in GHC custody are transferred to GHC at the point of physical acceptance of the collection or item and all appropriate forms and documentation (including transfer of ownership) have been signed.

2.4.3 GHC Responsibilities and Rights

Unless subject to specific arrangements, GHC will assume responsibility for preservation or conservation measures, arranging and describing items to professional archival standards with the exception of permanent public records.

GHC retains the right to reproduce items within the collection (subject to copyright considerations) by mechanical, electronic or photographic means for access, research purposes, conservation, preservation, promotion, outreach, education or security measures.

2.5 Access Considerations

Unless specific access arrangements have been agreed to, items transferred to GHC will normally be open to public access as soon as transfer procedures have been completed.

Access may be restricted where the physical condition of items would be at risk to further damage through handling.

Items may be restricted to comply with privacy or cultural considerations at the discretion of the Manager GHC Collection & Heritage Centre Services in consultation with affected communities.

Public records will be subject to access provisions as determined by PROV at the time of transfer. Only public records with open access provisions will be stored at GHC. Closed records as defined in the Act will remain in PROV custody until such time as they are opened.

2.6 Documentation

All items considered for acquisition should comply with the documentation required in the relevant acquisition procedures. Procedures should include at the minimum:

- Appraisal recommendation and approval
- Signed GHC Deed of Gift Form from the donor, or the executor of bequests

- Acknowledgement and transfer of copyright
- Letter of acknowledgement for the donor or executor for Deed of Gift bequests and donations
- Appropriate accession number and documentation for records accepted into the collection
- Documentation required by PROV.

2.7 De-accessioning and Disposal

2.7.1 Public Records

All public records remain under the custody and control of the Keeper of Public Records. GHC may not dispose of public records without the Keeper's authority and must follow directions from current PROV retention and disposal authorities.

2.7.2 Private records, objects, artefacts, moveable heritage and other historical materials

GHC reserves the right to re-evaluate or reappraise non-government items in its holdings and to deaccession them if appropriate in accordance with its de-accession procedures. Where the donor does not wish to reclaim items or cannot be located, GHC reserves the right to dispose of records in accordance with methods of disposal (see 2.7.3).

As a general rule, non-government GHC collection item(s) may be de-accessioned unless there are specific restrictions to the contrary. Items may be disposed with on assessment of the following considerations;

- Item does not comply with collection development aims and principles
- Item is found to be duplicated elsewhere
- Item is no longer relevant
- Item may not be conserved properly
- Item is considered to have specific significance for Wadawurrung or Eastern Maar Original Owners who must be consulted prior to de-accessioning
- Item has deteriorated to the point where it cannot be repaired or copied.

2.7.3 Methods of disposal

Items that are surplus to requirements will be removed from the collection and disposed of either by:

- Return to donor or donor's representative
- Transferred to another collecting agency
- Sale
- Destruction.

2.8 Collection Loans

2.8.1 Authority to authorise GHC Archive collection loans

- The authority to loan item(s) (except permanent public records) from the GHC Collection rests with the Manager, GHC Collection & Services.
- The authority to loan items(s) which are permanent public records from the

GHC collection rests with the Director and Keeper of Public Records, Public Record Office Victoria.

- The authority to accept collection items on loan from individual(s), organisations and/or cultural institutions for display, research and/or other general purposes rests with the Manager, GHC Collection & Services.

2.8.2 Loans of item(s) from the GHC Archive collection

Loans may be made in order to encourage research and appreciation of the item(s).

- GHC archive collection item(s) will only be made available on loan to an individual/organisation/cultural institution who can clearly demonstrate that the items will be stored and displayed in secure display cases, that adequate levels of safety and protection of items will be applied and that they have appropriate risk insurance for loaned items.
- All GHC archive collection item(s) on loan are to be noted in the 'Loans Register' and signed by the borrower and an authorised Heritage Centre officer when removed and returned. The specified time of the loan and the condition of the item(s) are also to be noted.
- Permanent public records in the GHC archive collection will only be made available for loan to an individual/organisation/cultural institution that meets Public Records Office Victoria's exhibition loan conditions. Refer Exhibition Loans Policy, Public Record Office Victoria.
- Loan requests for permanent public records must follow Public Record Office Victoria's Exhibition Loan procedure. Refer to Regional Repositories Loan Procedure, Public Record Office Victoria.

2.8.3 Items on loan to GHC

Loans may be made in order to support GHC public programs, displays, exhibitions and/or special events.

- Any items borrowed by the GHC that are subject to conditions specified by prospective lenders must be approved for borrowing by the Manager, GHC Collection & Services prior to delivery to the GHC.
- A condition assessment of any loaned items is to be conducted and recorded by either the Manager GHC Collection & Services and/or suitably qualified/trained Heritage Centre staff at the time of delivery, and before any physical interaction of any loaned items with GHC Collection item(s) is made.

3. Definitions

ACCESS

The archival term, for the right to obtain information, or the opportunity, or the means of finding, using or retrieving information.

ACCESSION

A group of records transferred at one time from the same source. May contain part of a series, or may contain one or more series

ACQUISITION

The process of identifying and acquiring, by donation or purchase, historical materials from sources outside the archival institution.

ADMINISTRATIVE VALUE

The value of records for the ongoing business of the agency of records creation or its successor in function.

APPRAISAL

The process of determining whether documentary materials have sufficient value to warrant acquisition by an archival institution.

ARCHIVAL INSTITUTION

An institution holding legal and physical custody of noncurrent documentary materials determined to have permanent or continuing value. Archives and manuscript repositories are archival institutions.

ARCHIVAL VALUE

The value of documentary materials for continuing preservation in an archival institution. The ongoing usefulness or significance of records, based on the evidential, administrative, financial, legal, informational and historical values that justify the permanent retention

ARCHIVES

- **Records:** records of organisations and individuals that have been selected for indefinite retention on the basis of their continuing value for legal, administrative, financial or historical research purposes.
- **Repository:** The name given to the repository in which an archival collection resides.
- **Organisation:** An organisation (or part of an organisation) whose main function is to select, manage, preserve and make archival records available for use.

ARCHIVES ADMINISTRATION

The professional management of an archival institution through application of archival principles and techniques.

ARCHIVIST

The professional staff member within an archival institution responsible for any aspect of the selection, preservation, or use of archival materials.

ARRANGEMENT & DESCRIPTION

The archival process of organising documentary materials in accordance with archival principles with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials, and the process of analysing, organising and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding.

ARTEFACT

An object that is made by a person, such as a tool or a decoration, especially one that is of historical interest:

BORN DIGITAL

Document (or object) that from the outset has been created in digital form. The term is used to differentiate native digital objects from digitised material

COLLECTION POLICY

A policy established by an archival institution concerning subject areas, time periods, and formats of materials to seek for donation or purchase.

COLLECTION

An artificial accumulation of materials devoted to a single theme, person, event, or type of document acquired from a variety of sources.

COLLECTION DEVELOPMENT

The process of building an institution's holdings of historical materials through acquisition activities.

CONSERVATION See Preservation

INTANGIBLE HERITAGE

Intangible Cultural Heritage means the practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognise as part of their cultural heritage.

DEACCESSION

The process by which an archives, museum or library permanently removes accessioned materials from its holdings.

DEED OF GIFT

A legal document accomplishing donation of documentary materials, to an archival institution through transfer of title.

DEPOSIT AGREEMENT

A legal document providing for deposit of historical materials in physical custody of an archival institution while legal title to the materials is retained by the donor.

DESCRIPTION

The process of establishing intellectual control over holdings of an archival institution through preparation of finding aids.

DIGITAL ARCHIVE

A designated repository for the storages of digital archives, which ensures that archives are managed and protected, and able to be made accessible.

DIGITAL PRESERVATION

The processes and operations necessary to ensure the continued access to, and the technical and intellectual survival of, digital records for as long as they need to be kept beyond the limits of media failure or technological change.

This can involve activities such as the ongoing monitoring, migration and storage of records and metadata management.

DIGITAL RECORDS

Information in any format created, received and maintained by digital means, used as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business, which is packaged with necessary data for submission, dissemination and archive

DIGITISATION

Conversion - conversion of an analogue document (paper, microform, film, analogue audio or audio-visual tapes) to digital format for the purpose of preservation or processing. Business process-routine incorporation of analogue records into business information systems where future actions take place on the digitised record, rather than on the non-digital source record. Back-capture (project) - retrospective, back-capture of existing sets of non-digital records to enhance accessibility and maximize re-use.

DOCUMENT

Recorded information regardless of form or medium with three basic elements: base, impression, and message. Document means any record of information, and includes:

- anything on which there is writing, or
- anything on which there are marks, figures, symbols or perforations having a meaning for the person qualified to interpret them, or
- anything from which sounds, images or writings can be reproduced with or without the aid of anything else, or a map, plan, drawing or photograph.

DONATED HISTORICAL MATERIALS

Historical materials transferred to an archival institution through a donor's gift rather than in accordance with law or regulation.

EVIDENTIAL VALUE

The value of records or papers as documentation of the operations and activities of the records-creating organization, institution, or individual.

FINDING AID

A description from any source that provides information about the contents and nature of documentary materials.

HERITAGE

Features belonging to the culture of a particular society, such as traditions, languages, or buildings, that were created in the past and still have historical importance:

HISTORICAL MATERIALS

Materials that are used to build up the narrative of past events are called "historical materials". Examples of such include historical documents written on paper including public documents, diaries and letters, oral transmissions, stone inscriptions, paintings, recorded sounds, images (photographs, slides, films etc.)

HOLDINGS

All documentary materials in the custody of an archival institution including both accessioned and deposited materials.

INDEXING

The process of establishing access points to facilitate retrieval of records and/or information

INFORMATIONAL VALUE

The value of records or papers for information they contain on persons, places, subjects, and things other than the operation of the organization that created them or the activities of the individual or family that created them.

INTRINSIC VALUE

The archival term for those qualities and characteristics of permanently valuable records that make the records in their original physical form the only archivally acceptable form of the records.

ITEM

Smallest intellectually indivisible unit of record material e.g. a letter, memorandum, report, photograph, sound recording.

LEGAL CUSTODY

Ownership of title to documentary materials.

MANUSCRIPT

A handwritten or typed document, including a letterpress or carbon copy, or any document annotated in handwriting or typescript.

MEMORABILIA

Objects that are collected because they are connected with a person or event that is thought to be very interesting.

METADATA

Structured or semi-structured information, which enables the creation, management, and use of records through time and within and across domains

MIGRATION

Process of moving records from one hardware or software configuration to another without changing the format

MOVEABLE HERITAGE

Is a term used to define any natural or manufactured object of heritage significance. Movable heritage may be an integral part of the significance of heritage places. It can also belong to cultural groups, communities or regions of a geographic area..

NONRECORD MATERIAL

Material that is not record in character because it comprises solely library or other reference items, because it duplicates records and provides no additional evidence or information, or because its qualities are non-documentary.

OBJECT

A thing that you can see or touch but that is not usually a living animal, plant, or person.

ORIGINAL ORDER

The archival principle that records should be maintained in the order in which they were placed by the organization, individual, or family that created them.

PRESERVATION

All measures taken, including financial or strategic decisions, to maintain the integrity and to extend the life of documents or collections. For example conservation treatment, digital conversion, migration, digitisation, environmental controls (temperature/humidity) and physical housing.

PERSONAL PAPERS

A natural accumulation of documents created or accumulated by an individual or family belonging to him or her and subject to his or her disposition. Can also be referred to as MANUSCRIPTS.

PRIMARY VALUES

The values of records for the activities for which they were created or received.

PROCESSING

All steps taken in an archival repository to prepare documentary materials for access and reference use.

PROVENANCE

(1) The archival principle that records created or received by a records keeping unit should not be intermixed with those of any other.

(2) Information on the chain of ownership and custody of particular records.

RECORD GROUP

A body of organizationally related records established on the basis of provenance with particular regard for the complexity and volume of the records and the administrative history of the record-creating institution or organization.

RECORD

Information created, received, and maintained as evidence and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business.

Record means 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

RECORDS CENTER

A records storage facility established to provide efficient storage of inactive records. Legal title to records deposited in a records centre is retained by the originating agency.

RECORDS MANAGEMENT

The profession concerned with achieving economy and efficiency in the creation, use, and maintenance of current records.

REFERENCE MATERIALS

Non- accessioned items maintained by an archival institution solely for reference use

REFERENCE SERVICE

The archival function of providing information about or from holdings of an archival institution, making holdings available to researchers, and providing copies, reproductions, or loans of holdings.

REVIEW

The process of surveying documentary materials in an archival institution to determine whether the materials may be open for access by researchers or must be restricted in

accordance with law, a donor's requirements, or an institution's regulations.

SERIES

A body of file units or documents arranged in accordance with a unified filing system or maintained by the records creator as a unit because of some relationship arising out of their creation, receipt, or use.

TEMPORARY RECORDS

Records that do not possess archival/enduring value.