



Catholic Archdiocese
of Perth

POLICY



POLICY: Archives Access

Approved: 22-09-2022

Effective: 22-09-2022

Policy Category: Archdiocesan Archives

Sub-category: Archival Management



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DOCUMENT INFORMATION

Name of Policy:	Archives Access
Description:	Principles governing access to the archives of the Catholic Archdiocese of Perth
Policy applies to/scope:	Agencies, Parishes, Offices and Organisations of the Catholic Archdiocese of Perth
Policy Status:	☐ New Policy, or ☒ Revision of Existing Policy
Policy Category:	Archdiocesan Archives
Policy Sub-category:	Archival Management
Approval Authority:	Roman Catholic Archbishop of Perth
Governing Authority:	Executive Team
Responsible Officer:	Manager, Archdiocesan Archives
Approval Date:	22-09-2022
Date of Policy review¹:	01-05-2029

Assistance:	Questions related to the <i>Policy: Archives Access</i> can be directed to: Manager, Archdiocesan Archives Phone: (08) 6104 3625 Email: archives@perthcatholic.org.au Location: Archdiocesan Archives, 193 Harold St, Mt Lawley WA 6050 Postal Address: 40A Mary St, Highgate WA 6003
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¹ Unless otherwise indicated, this Policy will still apply beyond the review date.



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1. VISION STATEMENT

- 1.1 To provide a professional, effective and sustainable service to the Catholic Archdiocese of Perth (Archdiocese) and to the broader Catholic Community. This is achieved by capturing, preserving and providing access to the documentary heritage and organisational memory of the Archdiocese.
- 1.2 In accordance with the Archdiocesan Archives Vision Statement and Service Charter, the office will undertake the following:
- Provide access to information for Archdiocesan agencies, offices, and organisations.
 - Manage the Archdiocese's organisational information according to its approved strategy².
 - Acquire collections in accordance with the *Policy: Acquisition of Archival Records* to preserve the communal memory.
 - Provide sacramental and historical information, including material for major research projects.

2. SCOPE

- 2.1 This policy applies to:
- a) Members of the Church and wider community who seek access to archival records of the Archdiocese;
 - b) all Archdiocese-owned Agencies, Parishes, Offices and Organisations belonging to or working for the Archdiocese who create, capture, store and use records and data in the Archdiocese; and
 - c) Church Personnel³ including:
 - i. Employees, Paid and Unpaid Church Workers, Volunteers (including Work Experience Placement Students), Board Members;
 - ii. Clergy, Religious Appointees, Seminarians; and
 - iii. Consultants and Contractors as determined by the Chancellor and Executive Director or a member of the Executive Team.

3. ACCESS TO COLLECTION

- 3.1 Access is determined based on the Archdiocese's approved Information Security Access Model and the conservation condition of the documents. Access to physical archival objects is determined in accordance with the same underlying principles.

² Please see, *Serving the Church in the Digital Age: The Archdiocese of Perth's Information Management Strategy*

³ Refer to the Archdiocesan Policy Framework for definitions.



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4. PRIORITY OF SERVICE

- 4.1 The Manager, Archdiocesan Archives determines access based on organisational priorities and the availability of resources.

5. REQUEST FOR INFORMATION

- 5.1 To assist the Archdiocesan Archives in providing an efficient service, please download and complete the request form (*Form: Archdiocesan Archives - Records Request*) at the following link:
www.perthcatholic.org.au/Agencies-Archives_Office-Resources_to_Download.htm

6. RESEARCH

- 6.1 Researchers are invited to apply for access to the collection. The Manager, Archdiocesan Archives will consider the application and may refer the request to the Archives Advisory Board, however approval is ultimately the decision of the Manager, Archdiocesan Archives. Applications will be approved for a period of up to one year on consideration of scope, available resources, and alignment with the Archdiocese's mission. If further access is required after this period, the application will need to be renewed.

Access to Reading Room

- 6.2 Successful applicants will be contacted in writing outlining access arrangements. Please see Attachment A (*Research Room Protocols*).

Research Service

- 6.3 Where researchers can provide a discretely defined request for information, the Manager, Archdiocesan Archives may elect to provide digital copies of documents. These requests are at the discretion of the Manager, Archdiocesan Archives and assessed according to the criteria listed above. To reproduce these documents, researchers are required to complete a *Permission to Publish Form* (refer *Form: Archdiocesan Archives - Records Request*).

7. REPRODUCTION OF RECORDS

- 7.1 The reproduction of records for private use by any method will normally be permitted, unless copyright restrictions or conservation restrictions suggest otherwise. Readers are not permitted to make a copy in any manner without meeting copyright and reproduction protocols.



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8. QUOTING RECORDS

- 8.1 Researchers will be permitted to make quotations from materials in the Archives if permission for doing so has been sought previously and any such quotes are correctly referenced according to the *Chicago Manual of Style*.

9. PUBLISHING

- 9.1 Images or content from the archives collection may be published with the approval of the Manager, Archdiocesan Archives. To apply for permission to publish, the *Form: Archdiocesan Archives - Records Request (Section: Application to Publish or Quote)* should be completed and returned to the Manager, Archdiocesan Archives.

10. SERVICE CHARGES

- Access requests \$50.00 per hour. Subsequent visits \$30.00 per day⁴. Access includes preliminary research, reproduction and access to the collection.
- Major project – by negotiation.
- For the operating hours and contact details of the Archdiocesan Archives, please see the following link: www.perthcatholic.org.au/Agencies-Archives_Office.htm.

11. BREACH OF POLICY

- 11.1 The Archdiocese shall take all alleged breaches of the policy seriously. Alleged breaches shall be investigated, and disciplinary action may be taken against a person who is found in breach of this policy, in accordance with legislation, Canon Law, and Archdiocesan policies.

12. RELATED DOCUMENTS

- Chicago Manual of Style
- *Research Room Protocols*
- *Form: Archdiocesan Archives - Records Request*
- *Policy: Acquisition of Archival Records*
- Information Security Access Model
- *Policy: Intellectual Property*
- Archdiocesan Archives Vision & Mission Statement
- *Privacy Act 1988 (Cth)*

⁴ 2026 Rates. Please note that rates are indexed annually.



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- Australian Privacy Principles

13. DEFINITIONS | GLOSSARY OF TERMS

For the purposes of this Policy and any related policy documents, the following definitions apply:

Archives are those records which have been selected for permanent preservation for administrative, financial or legal purposes, or for research or information value. Archival records are preserved because of their intrinsic value as historical records as well as for their possible future use to the organisation and to researchers.

14. REVISIONS MADE TO THIS POLICY

Date of Approval	Editorial ⁵ , Minor or Major Amendment	Approved By	Description
2005	N/A	AAB	New Policy
16-05-2023	Minor	AAB	
07-08-2026	Minor	GOO	Minor Policy Review: Change of title from AA to Director AIGO, minor edits, formatting revisions, inclusion of 'Revisions' clause.
28-08-2026	Editorial	GOO	Change in name of Archives and Information Governance Office (AIGO) to Archdiocesan Archives. Change in position title of Director, AIGO to Manager, Archdiocesan Archives

This policy is scheduled for review every three (3) years or more frequently, if appropriate.

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⁵ Refer to the Policy Framework for definitions of Editorial, Minor and Major amendments.



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ATTACHMENT A – RESEARCH ROOM PROTOCOLS

ARCHDIOCESE OF PERTH ARCHIVES OFFICE

RESEARCH ROOM PROTOCOLS

Welcome - Please sign our Visitor's Book.

1. ACCESS TO RECORDS

- 1.1 All records requested will be issued and collected by the Archivist, one box at a time.
- 1.2 Researchers do not have access to the Archives database but further requests for information can be made at the time of the visit to be followed up when time allows.
- 1.3 Researchers may request copies of documents which will be supplied as electronic copies after the visit.
- 1.4 Before you leave, please note in the Visitor's Book which boxes you have requested during your visit.

2. PRESERVATION

Your cooperation is much appreciated ☺

- 2.1 Please wash your hands before beginning your research and at hourly intervals thereafter. You are welcome to use the kitchen or bathroom facilities.
- 2.2 Please take care to minimise any skin contact with archival materials.
- 2.3 Please do not use wet fingers to turn pages. Pick up and turn loose or bound pages from the top right-hand corner, one page at a time. We can supply gloves or finger gloves if necessary.
- 2.4 Please only use pencils for note taking in the search room. We can supply pencils if necessary.
- 2.5 Please avoid leaving any marks on archival material. If a mark is made inadvertently, please notify archives staff.
- 2.6 Please avoid placing or resting anything on archival material. Large documents such as maps may be secured with weights when unrolled. Please ask for weights if required.
- 2.7 Please maintain the original order of documents. Where papers are fastened together, seek advice from the Archivist.
- 2.8 Please ensure there is no food or water consumed near opens files.
- 2.9 If you notice any problems with the file in the course of your research, please notify the Archivist.

***THANK YOU FOR YOUR COOPERATION
WE HOPE YOUR WORK WAS FRUITFUL***