Archives Policy

Section 1 - Purpose and Objectives

(1) The University of Queensland is a public authority and is subject to the provisions of the Public Records Act 2002. This Policy sets out the responsibilities, objectives, functions and administrative arrangements of the University of Queensland Archives, and incorporates the requirements of the legislative environment mandated by Queensland State Archives.

Section 2 - Definitions, Terms, Acronym

Term	Definition
Archives/archival records	The non-current records created by an organisation that are a direct result of administrative or organisational activity and hold permanent status in a current and authorised retention schedule or have continuing or permanent value. In the case of the University this value may be administrative, legal, scientific, research, historical or ephemeral. Archival records comprise multiple formats including paper, digital, audiovisual, and photographic.
Ephemeral	Materials, usually printed documents, created for a specific, limited purpose, and generally designed to be discarded after use. A repository may collect ephemera as examples or specimens.
Preservation	Minimising chemical, environmental and physical deterioration and damage by employing best practice standards and codes to minimise the loss of information and to extend the life of material.
Repository	A central place in which archival records are kept and maintained in an organised way.

Section 3 - Policy Scope

(2) This Policy applies to staff undertaking all aspects of University business. It incorporates records in all formats including hardcopy and electronic.

Section 4 - Policy Statement

(3) The University Archives operates as the institutional repository for university records having legal, administrative, historical and ephemeral value. Equally, the archives holdings substantiate corporate accountability, reflect administrative operational history and enhance societal memory through research, teaching, and outreach to the University and greater community.

(4) This Policy should be read concurrently with the Keeping Records at UQ Procedure and Destruction of Records Procedure.

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Section 5 - Responsibilities

Senior Management

(5) To ensure the University's compliance with the requirements of the Public Records Act 2002 including the principles and standards established by the Queensland State Archives.

Archivist

(6) The University Archivist is responsible for the operational management of the University Archives in addition to the identification, collection and preservation of archival records, facilitation of access to archival holdings and contribution to the management of University records and knowledge.

University Staff

(7) All university employees are obligated to transfer records of archival value, such as signed committee minutes, to the University Archives.

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