



DOCUMENT NUMBER	DA001
TYPE	Policy
SUBJECT	Diocesan Archive Policy
AUTHORISED BY	Diocesan Council
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Purpose

The Synod of the Diocese of the Northern Territory is steward over all of the assets and undertaking of the ministry of the Lord Jesus Christ in the Anglican Church of Australia, including its records. Such records must be kept for compliance with civil and ecclesial legislation and regulations and to retain the “corporate memory” of its operation.

This policy sets out the way in which the “Business Services Archive” is to be established and used on an ongoing basis. In doing so, the policy indicates *what, when* and *in what condition* records are able to be submitted to the Registry for archival.

Definitions and Limitation of Scope

For the purpose of this policy:

“Diocesan Archive” shall take the meaning of a repository of *all information*, tangible and intangible, *which is in an archivable form*, whether physical or electronic, *relating to the business affairs of the Diocese*;

“business” shall take the meaning of that which has a potential, actual or perceived commercial impact on the Diocese. For clarity, this *includes* all information as defined above of the Diocesan Office, parishes and other ministry units in the Diocese and under the jurisdiction of the Bishop, but *specifically excludes* all other material, particularly that which relates to ministry activities in the Diocesan Office (e.g. Safe Ministry prevention and response, Ministry Development Team) or parishes/other ministry units of the Diocese, except to the extent that a potential, actual or perceived commercial impact on the organisation has occurred and/or may occur;

“holder” shall take the meaning of the party who has caused the information to come into being and retains same in its possession;

“type of holding” refers to the way in which particular information is handled while held by the Diocesan Office, parishes and/or other ministry units and if/when it is sent to the Diocesan Archive;

“repository” shall take the meaning of either the Diocese’s storage unit or that which held by Business Services by electronic means in a physical backup storage unit or by a third-party vendor.



If there is any conflict between the requirements of this procedure and applicable legislation, the legislation will prevail. However, the period of seven (7) is the minimum holding period as The Synod of the Diocese of the Northern Territory Incorporated is subject to the requirements of the Associations Act 2003 (NT, as amended), which extend beyond that of taxation or corporation legislation.

Policy

There are four main *types of holding* of information which is in an archivable form related to the business affairs of the Diocese:

“7 years”

The following information is to be held for seven (7) years by the holder then destroyed securely:

<i>Short-Name</i>	<i>Information</i>
Regular Meetings	Regular meeting papers & minutes (incl. financial accounts), electoral roles, voting slips
Correspondence	Business correspondence (incl. but not limited to files, source documents, inspection reports, correspondence with government departments including ACNC, ATO)
Agreements	Completed agreements/contracts (incl. rental agreements, building contracts, donations/grants/bequests)
Accounts	Books of account (incl. cash books, cheque butts, deposit slips, counting sheets, ledgers)

“While useful”

The following information is to be held while the item has insurable value then disposed to third-party or destroyed:

<i>Short-Name</i>	<i>Information</i>
Artefacts	Artefacts (unless installed)
Warranties	Assets, warranties and manuals

“50 years”

The following information is to be held for seven (7) years by the holder then sent to the Diocesan Archive (or self-archived in a secure electronic form) for another forty-three (43) years:

<i>Short-Name</i>	<i>Information</i>
Incidents	Incident/Hazard Reports and Summaries



Policies	Expired policies and procedures
Employees	Former employee records
Legal	Completed legal and redress files

“Permanent”

The following information is to be held for seven (7) years by the holder then sent to the Diocesan Archive (or self-archived in a secure electronic form) for permanent archival:

<i>Short-Name</i>	<i>Information</i>
VI Registers	Completed service registers (services, baptisms, marriage, confirmation, burial), Officer registers (of Synod/Diocesan Council/Parish Council) and key non-financial registers (fire, first aid, materials handling, incident/hazard)
Annual Meetings	Annual meeting papers & minutes (incl. audited/reviewed financial accounts)
Synod/DC Councils of Synod/DC	Synod & Diocesan Council meeting papers & minutes (incl. financial accounts), incl. sub-committees and publications of the Diocese
Emails	Standing Councils of Diocesan Council/Synod
Buildings	Emails (all types)
Licences	Building plans incl. heritage issues
	Faculties & licences

Condition of records

Information sent to the Registry Archive must be:

- In a sturdy archive box, weighing no more than 14kg;
- Vermin, mould and moisture-free; and
- By means of an email to the Registry, provided with a contents list including a date range and a “short-name” category above.

Use of Diocesan archive

Application for access to the Diocesan archive may only be made to the Registrar in writing. An average response is expected within seven (7) days, unless the Registrar is on leave. Access to the Diocesan archive is limited as determined by the Registrar, unless an order of a court or authority within the jurisdiction in the Northern Territory is presented.

Impact of legal action

Where information is connected with a legal action, those records become part of the new “legal” records of the Diocese, which constitute a “50 year” type of holding with a new commencement date.



Developments

Email archival

This remains the responsibility of the holder. The use of the Diocese’s Microsoft 365 account with a Microsoft 365 Business Standard account (at a small fee of c. \$55/annum as at the date of writing) might enable more effect Diocesan-wide email archival, as well as other helpful feature (e.g. SharePoint, Teams). For those with Microsoft 365 accounts using Outlook through the Diocese’s account, the archival of emails is achieved simply by sending the emails to one’s personal “archive” folder.

Electronic archival at the Diocesan Archive

The Diocese will use either solid-state-drive or hard-drive to backup its Network Access Server only. Electronic files containing only pdf files, each no greater than 20MB, may be provided to the Registrar for upload to that Network Access Server for backup. All other electronic archival should be self-managed on a secure server.

Parish Registers Electronic Archive

A location has been established for all parish registers to be located electronically on the NAS at the Diocesan Office:

DNTHub/Registrar/Registers/Current/RBR002 Electronic Parish Registers/[location of parish]/[yyymmdd-scanned with parish location and freeform description]

The Registrar (or delegate) will scan these registers as received. Generally, such registers will be available only to the Diocesan Office for manual searching and the records will not be in optical character recognition format.

For completion when document supersedes and existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
V2	7 th August 2021	Addition of <i>Parish Registers Electronic Archive</i> section	DC requested that the solution on the availability of this resource be expedited