REGULATION 1 - DIOCESAN ARCHIVIST (ROLE AND RESPONSIBILITIES)

The Bishop prescribes that the following rules shall govern the appointment, role and responsibilities of the Diocesan Archivist -

1. **Appointment.**

   The Diocesan General Manager will appoint with the approval of the Bishop the Diocesan Archivist. The Diocesan Archivist will be a suitable person with qualifications relevant to the task. The Diocesan Archivist shall be responsible to the Registrar in carrying out the day to day duties of Diocesan Archivist.

2. **Role and Responsibilities.**

   (a) the survey of the diocesan records and the compilation of inventories of the records as a basis for the drafting and implementation of record disposals schedule;

   (b) the appraisal of Diocesan records to identify those which possess enduring archival value and which may be included in the Diocesan archives:

   (c) the acquisition of records and historical manuscripts which, though not forming part of the Diocesan archives, are of significance to the history of The Corporation of the Diocesan Synod of North Queensland.

   (d) accessioning of the records and other historical manuscripts transferred to, or acquired by, The Corporation of the Diocesan Synod of North Queensland archives in order to document their custodial history and to facilitate their arrangement, description and use;

   (e) to promote a better understanding within the whole community of Anglican Diocese of North Queensland and community of the significance of the diocesan archives as part of the cultural heritage; and

   (f) such other activities as will ensure the permanent preservation of material and encourage more effective use of the archives for the purposes for which they were preserved.

   (g) to recommend to the Bishop or his delegate such conditions as may be required for the protection of confidentiality of sensitive diocesan records, electronic copies of correspondence, and for the due observance of donor-imposed restrictions on access to records and historical manuscripts.
REGULATION 2 - SURRENDER OF RECORDS

The Bishop prescribes that the following rules shall govern the surrendering of records to the Diocesan Archives -

1. **Surrender.**

1.1 All records of the Anglican Diocese of North Queensland which are or shall be not in use either for entry of events or for frequent reference by those with authority to make such entries or references shall be delivered to the Diocesan Registrar for acquisition and preservation by the diocesan archivist.

Amended 2010

1.2 Any person who has the custody of or possesses any records of the Anglican Diocese of North Queensland shall on request from the Bishop deliver them to the Diocesan archivist in accordance with such demand.

1.3 Any person in whose custody the said records of the Anglican Diocese of North Queensland are kept shall upon delivery of the same to the Diocesan archivist be required to fill out and sign the Agreement to donate form discharging that person from any further responsibility for the records. The archivist must keep a record of the signed agreement.
The Bishop prescribes that the following rules shall govern access to records held by the Diocesan Archives -

1. **Access.**

While restrictions on access to material will be kept to a minimum, some restrictions may be imposed by the Bishop for reasons of confidentiality or sensitivity or to protect the rights of privacy of individuals. Restrictions on access to the following categories of diocesan archives shall be observed:

(a) Access to archival records listed in the first column of Schedule A shall be closed for the period of time stated opposite each record in the second column unless the Bishop or his delegate grants written permission for prior access.

<table>
<thead>
<tr>
<th>Records</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop’s correspondence</td>
<td>Closed for 30 years</td>
</tr>
<tr>
<td>Registry correspondence (general)</td>
<td>Closed for 30 years</td>
</tr>
<tr>
<td>Registry correspondence (Ministry Unit)</td>
<td>Closed for 30 years</td>
</tr>
<tr>
<td>Registry correspondence (clergy)</td>
<td>Closed</td>
</tr>
<tr>
<td>Diocesan minute books (all committees)</td>
<td>Closed for 30 years</td>
</tr>
<tr>
<td>Ministry Unit records (baptism )</td>
<td>To be decided</td>
</tr>
<tr>
<td>Ministry Unit records (marriage registers)</td>
<td>Issued more than 70 years ago - anyone. Issued less than 70 years ago - immediate family</td>
</tr>
<tr>
<td>Ministry Unit records (all other registers and records)</td>
<td>Open</td>
</tr>
<tr>
<td>Colleges, schools, societies, institutions</td>
<td>Set by the appropriate authority with the college etc.</td>
</tr>
</tbody>
</table>

(b) Access to Clergy files are restricted to those who have appropriate authority from the Bishop or his delegate. Information from the clergy files may be disclosed at the discretion of the Bishop or his delegate upon written request, subject to rules below.

(c) Diocesan archives which, on account of their historical significance or their age, are of exceptional archival value and for that reason access to view, examine, record or copy any records, may only occur under the following additional conditions.

- c1 Provide to the Bishop or his delegate proof of identity of the person requesting permission to view the archives;
- c2 submission of a statement of reasons for requesting permission to consult the archives, such as serious study or research at an appropriate level;
- c3 a letter of introduction from a university supervisor or an equivalent person: and
c4 where copies of original documents are available, the original
documents to be restricted until after the copies have been
reviewed.

(d) Where original records are in poor physical condition, and where the
use of these records could cause further deterioration, access to them
shall be denied except in the case of gravest necessity. Authorisation
can only be given by the Bishop in this instance.

(e) Where access needs to be given to such records, the archivist should
make every effort to minimise further deterioration, and should take into
account that physical handling, exposure to strong light (including the
light of a photocopier) and exposure to hot or humid conditions may
cause deterioration.

(f) The Bishop, the General Manager and any member or former member
of the clergy may have access to all the records of the Anglican Diocese
of North Queensland that they or their predecessors in office have
created or acquired, or which have been created or acquired under their
authority or the authority of their predecessors in office.

(g) Unrestricted access shall be given to records which have been
published, or where copies are known to exist in other places where
supervised access is granted to these records.

(h) In all other cases, access to archival records may only be made
available to any person with the written permission of the Bishop or his
delegate.

(i) Acknowledgement of any material sourced from the archives used in
any form is to be referenced back to the diocesan archives.
ARCHIVES CANON 2004 - REGULATION 4

REGULATION 4 - FEES AND CHARGES

The Bishop prescribes that the following rules shall govern the fees and charges placed on research activities of the Diocesan Archives -

1. Fees and Charges.
   (a) The fees and charges apply to all members of the Anglican Diocese of North Queensland who have custody or control of records.
   (b) Fees or charges shall not be levied in the following cases
       b1 Where research is done for or information is provided to a diocese, Ministry Unit, institution, officer or entity of the Anglican Diocese of North Queensland of Australia;
       b2 Where a member of a Ministry Unit is provided with information relating to the ministrations of the Anglican Diocese of North Queensland to that person, or to that person's ancestors or descendants (ministrations shall be taken to include baptism, confirmation, admission to holy communion, reception into the Anglican Diocese of North Queensland, marriage, ordination and burial).
       b3 The diocesan archivist may waive some or all of the fees and charges incurred in relation to records held in the diocesan archives in circumstances approved by the Bishop or his delegate.
       b4 The Incumbent may waive some or all of the fees and charges incurred in relation to records held in the Ministry Unit.
       b5 Any person who has custody of other records may waive some or all of the fees and charges incurred in relation to those records.

2. Fee for staff research
   (a) Where research is done by officers of the Anglican Diocese of North Queensland or their staff, the fee shall be set at an appropriate hourly rate with a minimum of ½ hour. The time charged for shall, in addition to the time taken for research, include the time taken for writing any report arising from the research and the retrieval of same material. All fees to be set and reviewed by the Diocesan Registrar at the commencement of each financial year.
   (b) Where a person uses records held by the Anglican Diocese of North Queensland for private research, not being for academic purposes eg. Family or historic research, the set fee shall be charged on a per annum basis plus the cost of retrieval.
   (c) Photocopying shall be charged at a rate per copy set annually by the diocesan Registrar.
   (d) Monies received under the provisions of this Regulation shall be paid to the Ministry Unit, entity or institution where the fees or charges are incurred.
REGULATION 5 - DISPOSAL OF RECORDS

The Bishop prescribes that the following rules shall govern the disposal of records within the Diocese of North Queensland -

1. **Records which can be disposed of.**
   The following records may be disposed of unless the Bishop or his delegate notifies the person who has custody of the records that they must not be disposed of –

   (a) Copies of documents which are held in the same office or which are known to be held in another office of this Anglican Diocese of North Queensland; **Examples:** extra copies of reports and business papers for meetings; extra copies of bulletins, newsletters.

   (b) Financial records more than seven years old, except for cash books, ledgers and journals; **Examples:** receipt; invoices; bank statements.

   (c) Records which are not listed in Item 2.

2. **Records which can NOT be disposed of.**
   The following Records may not be disposed of, except with the approval of the Bishop or his delegate.

   (a) records which are required to be raised, made or kept under the provisions of any of the Canons; **Examples:** Registers in Ministry Units; rolls or other records of members of the Ministry Unit; minute books; out-of-date rolls.

   (b) records which by law must be retained; **Example:** documents issued pursuant to fire safety regulations.

   (c) canons, regulations, instructions from the Bishop, the Synod, the Diocesan Council and any others in authority; **Example:** instructions on the administration of the sacraments.

   (d) terriers and inventories of properties, contents of properties, and goods owned by or in the possession of the Anglican Diocese of North Queensland; **Examples:** inventories made for insurance purposes; superseded inventories.

   (e) records relating to properties, contents of properties, and goods owned by or in the possession of the Anglican Diocese of North Queensland at the present or in the past, which provide information as to their history, how the Anglican Diocese of North Queensland came to own or have possession of them, their construction, alterations and work done to them, and their disposal from the ownership or possession of the Anglican Diocese of North Queensland; **Examples:** title deeds; correspondence; maps; local histories; photographs; drawings; instruction manuals for equipment; faculties; deeds of dedication.

   (f) records relating to bequests, legacies and memorial gifts;
**Examples:** copy of will; correspondence with an executor or donor; material relating to the person making a bequest; material relating to a person in whose memory a gift was received.

(g) correspondence with, and certificates, licences and permits issued by, any branch of government or semi-government, and financial institutions;

**Examples:** art union permits; certificates of exemption from federal tax; permits to hold street stalls and processions.

(h) records made or acquired by an officer of the Anglican Diocese of North Queensland pursuant upon the exercise of the officer’s duties, responsibilities or functions;

**Examples:** notes of meetings and conversations; drafting notes; reports; correspondence received and sent; official diaries.

(i) Records tabled at meetings, or referred to in minute books, or records considered by officers of the Anglican Diocese of North Queensland in making decisions;

**Examples:** correspondence tabled or received; circulars or brochures which led to payments being made; annual reports; annual financial statements; reports of committees tabled, received or referred to.

(j) records which are necessary for administration, or which would be of assistance in administration, including a copy of past annual returns, charts of files and charts of accounts;

**Examples:** general correspondence; current rosters & checklists; copies of liturgical assistants’ licences.

(k) any financial records less than eight years old, and all cash books, ledgers and journals of any age;

**Examples:** receipts, invoices and bank statements less than eight years old.

(l) circular letters, newsletters and brochures originating in the office concerned;

**Example:** file copy of newsletters.

(m) forms and orders of service for particular events, seasons and occasions, and papers produced for use or distribution at Anglican Diocese of North Queensland services;

**Examples:** dedication services; carol services; services for blessing of a home; pew bulletins.

(n) speeches, sermons and addresses given in relation to any activities of the Anglican Diocese of North Queensland where an original or a copy is given into the custody of the Anglican Diocese of North Queensland;

**Example:** speech at a dinner.

(o) private records.

**Example:** private papers deposited with the Anglican Diocese of North Queensland relating to a Ministry Unit, school, institution, society or person.