

# Policy: Noel Butlin Archives Centre collecting

## Purpose

To define the material which the Noel Butlin Archives Centre seeks to acquire for its collection.

## Overview

The Noel Butlin Archives Centre (NBAC) is a national collection, preserving records of business activity and the labour movement in Australia and the Pacific which have continuing value for research. It provides an advisory service to businesses and organisations on recordkeeping and selecting records with continuing research value, and makes these records accessible to the University community and to the general public, in accordance with agreements with the depositors of the records.

## Scope

This policy covers all acquisitions by the Noel Butlin Archives Centre (NBAC).

## Definitions

**Continuing value** the value of records beyond their immediate administrative purpose for future business needs, accountability, evidence, and research

**Provenance** the origin of records: who created and maintained them and for what purpose

**Record (AS ISO 15489)** information created, received and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business

## Policy statement

1. The NBAC seeks to acquire records based on the following criteria:
  - provenance
  - continuing value
  - format and condition

- subject matter

## **Provenance**

2. The provenance of records the NBAC seeks to acquire can be broadly stated as records of:

- nationally significant businesses
- federally registered industrial organisations
- nationally significant professional organisations and industry bodies
- individuals closely associated with business and the labour movement.

## **Continuing value**

3. The NBAC takes records of continuing value either to the organisation or to researchers into its custody for long-term preservation. The majority of records created, received and maintained as evidence of business activities are of short-term rather than long-term value and do not need to be preserved in archives. Generally records of continuing value comprise only a small percentage of all records created by an organisation.

4. The continuing value of records is appraised in relation to administrative, legal, financial, evidential, informational, research and cultural values, and takes into account the protection of the rights and interests of the depositing organisation, its obligations to staff and clients, as well as the research interests of the general community.

## **Format and condition**

5. The NBAC accepts records in many formats: paper, photographs, maps, audio-visual material, digital images and electronic files. Records with identified conservation problems such as mould, chemical contamination or insect infestation, which would threaten the preservation of the existing collection or the health of staff, will not be accepted by the Archives until those problems are remedied.

## **Subject matter**

6. The NBAC has in the past concentrated on a number of subject or thematic strands in its collecting activities and will continue to collect in these areas of collecting strength. Collecting activity is not limited only to these areas, particularly in relation to new and emerging industries in the manufacturing and information sectors.

## Document information

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