



# Policy: The Australian National University Archives collecting

## Purpose

To define the material which the University Archives seeks to acquire for its collection.

## Overview

The University Archives ensures the preservation of those records of the Australian National University which have continuing value as evidence of University business. It provides services which make those records accessible to the University community and to the general public, in accordance with the [Archives Act 1983](#) and relevant University policies.

## Scope

This policy covers all acquisitions by the University Archives.

## Definition

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

**Official records** created or received by University employees in the course of undertaking University business, which are regarded as the property of the University

**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

**University business** includes all forms of its teaching and learning, research, community service, administration, commercial and cultural activities.

## Policy statement

1. The University Archives seeks to acquire records based on the following criteria:

- provenance
- continuing value
- format and condition

### Provenance

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

- official records of the University
- records of academic and administrative staff
- records of University organisations and societies
- records of people closely associated with the University
- records of local significance

### Continuing value

3. The majority of records created, received and maintained as evidence of university business activities are of short-term rather than long-term value and do not need to be preserved in the University Archives. 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 University, its obligations to its staff and students, as well as the research interests of the general community.

### Format and condition

4. The University Archives accepts records in many formats: paper, photographs, audio-visual material, digital images and electronic documents. 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.

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