

THE ARCHIVE CANON

(Assented to and passed 4th July, 2004)

Preamble

The Canon has been developed in response to a motion passed at the 1991 Synod of the Anglican Diocese of North Queensland, 10.2.1 N.M. 02:91 Diocesan Archives. The Canon will ensure that all Anglican Diocese of North Queensland wardens, clergy, institutions and organisations are fully aware of their responsibility in assisting the Diocese meet their responsibility for the safe keeping of all records of the Anglican Diocese of North Queensland.

Short Title. The Short Title of this Canon shall be “The Archive Canon”.

Interpretation

1. In this Canon or in any regulation made pursuant to this Canon unless the context or subject matter otherwise requires or indicates –

“**Delegate**” means the Diocesan General Manager/Registrar or any other person approved by the Bishop.

“**Clergy files**” means any information relating to the general operations of the parish or parishioners and which are to be kept and made available to future clergy.

“**Disposal**” means the destruction of records by shredding, burning, sale, donation or other means whereby the records are no longer in the custody or possession of the Diocese.

“**Records**” means registers, minute books, correspondence, financial documentation, published magazines and year books, building plans, photographs, and any other historical documents and memorabilia.

“**Officer**” means the General Manager and any member or former member of the clergy.

2. **Role of The Corporation of the Diocesan Synod of North Queensland Archives**

The role of the Anglican Diocese of North Queensland Archives is, to make provision for the identification, appraisal, acquisition, accessioning, reproduction accommodation, arrangement and description as well as the permanent or temporary preservation of material within the archives of the Anglican Diocese of North Queensland.

3. **Ownership of Records**

The Records of the Anglican Diocese of North Queensland are and shall remain the property of The Corporation of the Synod of the Diocese of North Queensland.

4. **Custody and Use of Diocesan Archives**

- 4.1 Except as provided for in the regulations removal of any records or other such archive material from the Anglican Diocese of North Queensland Archives is strictly prohibited.

- 4.2 Material from the Anglican Diocese of North Queensland Archives shall be made available for research purposes, only within the Archive office, under the

supervision of the Diocesan Archivist. Any such access must be fully authorised by the Bishop or his delegate. No such authorisation required if material has been previously published.

5. 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.

6. Information regarding ministrations of the Anglican Diocese of North Queensland.

6.1 A person shall be able to obtain from Officers who have the custody of records of the Anglican Diocese of North Queensland information as to whether the person or the person's ancestors or descendants received the ministrations of the Anglican Diocese of North Queensland.

6.1.1 the ministrations shall be taken to include baptism, confirmation, admission to holy communion, reception into the Anglican Diocese of North Queensland, marriage, ordination and burial.

6.1.2 this information shall be in sufficient detail to identify the person who received the ministration, the date and place of the ministration, and who performed the ministration.

7. Restrictions on access or on giving information

7.1 No officer shall permit access to records, or disclose information contained in records, where such access or disclosure would be –

7.1.1 contrary to any law in force at the time, for example laws relating to defamation, breach of confidence, infringement of copyright, adoption of children; or

7.1.2 in the opinion of the Bishop a breach of a person's reasonable right to privacy.

8. Conditions placed on researchers.

8.1 Persons seeking access to records for research shall apply in writing to the Bishop or the Bishop's delegate

8.2 information searching or historical researching should be for a serious purpose

8.3 proof of identity may be required

8.4 purpose of research (eg. Supervisor's letter) must be supplied in writing

8.5 researchers are required to agree with the terms of access which will be signed before beginning research and a copy of which will be retained by the Archives.

8.6 use of the archival material is by appointment only. The Diocesan Archivist shall appoint a time when a researcher will have access to records.

9. Methods of disposal

The disposal of records means the destruction of the records by shredding, burning, sale, donation or other means whereby the records are no longer in the custody or possession of the Diocese, provided that where any of the information in the records is of a private, personal or sensitive nature the person destroying them or arranging for their destruction must ensure that they are made unreadable before leaving that person's custody.

Example: copies of confidential or private correspondence.

10. Non-Compliance of Parishes to Archives Canon

If there is evidence that a Parish may not be complying with the Archives Canon, the Archivist must inform the Bishop or his delegate. Approval may be given to the Diocesan Archivist to inspect records and advise as to correct storage, disposal etc. or recommend such records be relocated to the Diocesan Archives in Townsville.

11. Responsibility of Bishop-in-Council

The Bishop-in-Council shall in accordance with this Canon and subject to any general or special direction of the Synod be responsible for the adequate preservation and conservation of the Records acquired by the Diocesan Archives and for the general administration of the Diocesan Archives.

12. The Responsibility of the Registrar

The Registrar shall be responsible for managing the Diocesan Archives under the Direction of the Diocesan Council.

13. Regulations

(a.) The Bishop-in-Council may from time to time with the advice of the Diocesan Council make, amend or repeal Regulation not inconsistent with this Canon, providing for all or any of the purposes set out in this Canon: for example, rules regulating access, fees for research or storage, rules regulating disposal of records.

(b.) Regulations providing for access shall not be contrary to any law in force from time to time in the State, and in the case of Records other than Records of the Church shall not be contrary to any expressed direction given by or on behalf of any person who shall own or deposit such Records.

14. Disposal of Records

The regulations shall prescribe the records, which may be disposed of, and the conditions upon which they may be disposed.

15. Diocesan Archives

The Diocesan Archives has an on-going program of caring for all Diocesan records. The Diocese of North Queensland will ensure a suitable facility be maintained within Townsville for the sole purpose of operating as an Archive and Research Centre.