

RECORDS AND ARCHIVES ORDINANCE 2000

AN ORDINANCE to regulate the keeping and preservation of the Records of the Church, to make provision for the Records Centre, and for related purposes.

PREAMBLE

WHEREAS it is expedient to make provision for the creation maintenance and disposal of records of the Church within the Diocese,

THEREFORE the Bishop, Clergy and Laity of the Diocese of Grafton in Synod assembled decree and enact as follows –

SHORT TITLE

1. This Ordinance may be cited as the “Records and Archives Ordinance 2000”.

Interpretation

2. In this Ordinance or in any regulation made pursuant to the provisions of this Ordinance unless the context or subject matter otherwise requires or indicates -

“Appraisal” means the process of evaluating records of Church activities to determine which records need to be created, maintained and retained in order to meet business needs, organisational accountability and community expectations.

“Archives” means the body of records of continuing value to the Church and which provides a corporate memory.

“Church” means the Anglican Church of Australia within the Diocese of Grafton.

“Diocesan Archivist” means the person appointed by the Bishop-in-Council to administer the Records Centre and related activities.

“Disposal” (in relation to Records) means the retention, transfer, destruction, or otherwise treating records in accordance with a disposal authority.

“Disposal authority” means a formal instrument defining the retention periods and consequent disposal actions authorised for classes of records defined in the authority.

“Record” means recorded information in any form, including data in computer systems, created or received and maintained by the Church or members thereof in the conduct of affairs or the transaction of business and kept as evidence of such activity. The record may be created at the direction or by authority of the Church or consequent upon a function duty or power to keep records.

“Records Centre” means the place provided by the Diocese where non-current records and archives are housed.

“Regulation” means a Regulation made pursuant to the provisions of this Ordinance.

Ownership of Records

3. (1) The records of the Church are and shall be the property of the Corporate Trustees of the Diocese of Grafton.
- (2) All records of the Church shall be dealt with in accordance with the provisions of this Ordinance and any Regulations made pursuant to this Ordinance.

Delivery of Records

4. (1) All records of the Church 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 up within one year to the Registrar for acquisition by and preservation in the Records Centre.
- (2) Where the information contained in any of the records of the Church delivered up to the Registrar is written, stored or compiled by magnetic or optical means, the person delivering up the Records shall either:
 - (a) cause the information to be accurately, completely and understandably transcribed into writing or printing on paper, and that transcription shall be delivered up as aforesaid with the original records; or
 - (b) certify that the records contain metadata providing a complete context for those records and enabling accurate retrieval.
- (3) Any person who has the custody of or possesses any Records of the Church must, on demand from the Registrar, deliver them up to the Registrar in accordance with such demand.
- (4) Any person in whose custody the said Records of the Church are kept shall upon delivery of the same to the Registrar be discharged from any responsibility therefor upon the issuance of an Accession Certificate by the Diocesan Archivist.

Responsibility of Bishop-in-Council

5. The Bishop-in-Council shall in accordance with this Ordinance 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 Records Centre and for the general administration of the Records Centre.
6. The Bishop-in-Council shall appoint a person to be Diocesan Archivist on such terms and conditions as it shall deem proper.

Responsibilities of the Diocesan Archivist

7. The responsibilities of the Diocesan Archivist are to -
 - (a) administer the Records Centre in accordance with this Ordinance;

- (b) provide for the provision of certified extracts regarding baptisms, confirmations, marriage and burials conducted within the Diocese.
 - (c) regulate the acquisition, preservation, conservation and disposal of the records of the Church, whether held in the Records Centre or not, in accordance with such professional standards as are usually required of archives and archivists, such as Australian Standard AS4390;
 - (d) assist the officers, organisations and institutions of the Church in carrying out their duties, by facilitating access to records held in the Records Centre;
 - (e) encourage and facilitate academic and scholarly research;
 - (f) advise the officers, organisations and institutions of the Church in the creation, acquisition, preservation, conservation and disposal of the records of the Church;
 - (g) regulate the acquisition, preservation, conservation and disposal of records from private sources relevant to the activities of the Church;
 - (h) report on the functioning of the Records Centre to each annual session of Synod and to the Bishop-in-Council as required.
 - (i) issue an accession Certificate to any person who delivers records of the Church to the Registrar.
8. The Diocesan Archivist shall be responsible to the Registrar in carrying out the day today duties of Diocesan Archivist.

Registrar

9. The Registrar shall be responsible for managing the Records Centre under this Ordinance and any Regulations made or Policies adopted by Bishop-in-Council.

Disposal

10. The disposal of any Records of the Church, or of any other Records acquired by the Records Centre, may be done only in accordance with such Regulations as may from time to time be in force pursuant to this Ordinance.

Regulations

11. (1) The Bishop-in-Council may from time to time adopt policies and make, amend or repeal Regulations not inconsistent with this Ordinance, providing for all or any of the purposes set out in this Ordinance.

- (2) 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 deposit such records.

Amendment – Parochial Ordinance 1969-1995

12. The Parochial Ordinance is amended by inserting after Section 56 a new Section:

56(a) Registers and Records no longer in current use shall be forwarded to the Registrar within one year for preservation in the Records Centre.

I hereby certify that the Ordinance as printed is in accordance with the Ordinance as passed.

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Deputy Chairman of Committees

I hereby certify that the Ordinance was passed by Synod on the twentieth day of May, 2000.

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Registrar

I assent to this Ordinance.

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Bishop