
RECORDS AND ARCHIVES ORDINANCE 2004-2005

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

Bishop-in-Council under delegated powers of the Synod of the Diocese of Bathurst ORDAINS AS FOLLOWS:-

CHAPTER 1: PRELIMINARY AND DICTIONARY

1 This Ordinance may be cited as the "Records and Archives Ordinance 2004"

DICTIONARY

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

"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.

"Committee" means the Records and Archives Committee as constituted by this Ordinance,

"Diocesan Archivist" means the person appointed by the Bishop to administer the Records and Archives Centre and related activities.

"Disposal" (in relation to Records) means the retention, transfer, destruction, or other treatment of 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.

"Records" 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 the authority of the Church or consequent upon a function, duty or power to keep records.

"Records and Archives Centre" means the place or places provided or approved by Bishop-in-Council where non-current records and archives are housed.

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

APPLICATION OF ORDINANCE

- 3 The provisions of Chapter 2 of this Ordinance apply only to those Parishes, Special Ministries and organisations listed in Schedule A or as determined by the Bishop.

OWNERSHIP OF RECORDS

- 4 All records of the Church are the property of the Anglican Property Trust Diocese of Bathurst

CHAPTER 2: RECORDS MANAGEMENT

- 5 All Church Records may only be dealt with in accordance with the provisions of this Ordinance and any Regulations made pursuant to it from time to time,

DELIVERY OF RECORDS

- 6 (1) All Church Records, including Church Registers must, within 12 months of ceasing to be in current use (including for entry or for frequent reference by those with authority), be forwarded to the Bishop's Registrar for preservation.
- (2) The Diocesan Archivist may determine that such records are to be deposited in the Records and Archives Centre for storage and preservation.
- (3) Any person in whose custody Records of the Church are kept shall, upon delivery of the Records to the Bishop's Registrar and the issuance of an Accession Certificate by the Bishop's Registrar, or the Registrar's nominee, be discharged from any responsibility for those Records.

DELIVERY OF RECORDS UPON COMMENCEMENT OF ORDINANCE

- 7 All Church Records which, at the commencement of this Ordinance, are not in use either for entry of events or for frequent reference by those with authority to make such entries or references must
- (a) be delivered up within 12 months of the commencement of this Ordinance to the Bishop's Registrar for acquisition, and
- (b) at the request of the Diocesan Archivist be sent for preservation in the Records and Archives Centre.

ELECTRONIC RECORDS

- 8 Where the information contained in any Church Record delivered up to the Bishop's Registrar is in electronic format, the person delivering up the Records must either:

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- (a) cause the information to be accurately, completely and understandably transcribed into writing or printing on paper, and that transcription must be delivered up together with the original records; or
- (b) certify that the records contain metadata providing a complete context for those records and enabling accurate retrieval.

RESPONSIBILITIES OF THE RECORDS AND ARCHIVES COMMITTEE

- 9 (1) The Records and Archives Committee shall consist of
- (a) A Chairperson appointed by the Bishop;
 - (b) The Bishop's Registrar or the Registrar's nominee;
 - (c) The Diocesan Archivist;
 - (d) The Dean or the Dean's nominee;
 - (e) One other person appointed by the Bishop and up to two other persons appointed by Bishop-in-Council, all preferably with relevant experience in Archival and Records Management.
- (2) The Records and Archives Committee may invite such other experienced persons to attend meetings of the Committee as it considers necessary to assist in the discharge of its responsibilities but such persons shall not have powers of proposition or vote.
- 10 The responsibilities of the Committee are to
- (a) adequately preserve and conserve Records acquired for the Records and Archives Centre;
 - (b) administer the Records and Archives Centre;
 - (c) authorise expenditure from funding provided by the Synod and from other sources;
 - (d) ensure the provision of certified extracts regarding baptism, confirmations, marriage & burials conducted within the Diocese;
 - (e) report annually on the functioning of the Records and Archives Centre to Bishop-in-Council, the Anglican Property Trust and the Cathedral Chapter.

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THE DIOCESAN ARCHIVIST

- 11 The Bishop may appoint a qualified person to be Diocesan Archivist on such terms and conditions as he deems proper.
12. The responsibilities of the Diocesan Archivist are to
- (a) administer the Records and Archives Centre in accordance with this Ordinance;
 - (b) record the acquisition of materials from all sources and ensure preservation, conservation and disposal of Church Records held at the Records and Archives Centre in accordance with such professional standards usually required of archives and archivists;
 - (c) encourage and facilitate academic and scholarly research into the Church Records held at the Records and Archives Centre;
 - (d) regulate the acquisition, preservation, conservation and disposal of records from private sources relevant to the activities of the Church.

- 13 (1) With the agreement of the Committee the Diocesan Archivist may appoint other duly trained person/s to assist in the day to day management of the Records and Archives Centre
- (2) The Diocesan Archivist or person/s appointed by the Archivist shall be responsible to the Bishop's Registrar for the day to day duties and management of the Records and Archives Centre

DISPOSAL

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

REGULATIONS

- 15 (1) 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 to Church Records shall not be contrary to any law in force from time to time in the State, and in the case of records other than Church Records may not be contrary to any expressed direction given by or on behalf of any person who shall deposit such records.

CHAPTER 3: PARISHES AND ORGANISATIONS TO WHICH THIS ORDINANCE APPLIES

SCHEDULE A

Cathedral Parish of All Saints'

Registry Office of the Diocese of Bathurst

Parish of Holy Innocents Bourke

Inserted by Ordinance 2005