

UTS Archives Collection Guidelines

1. Purpose

These guidelines support the [Records Management Policy](#) to guide decisions regarding the selection of records for continuing retention as archives of the University of Technology Sydney (UTS).

2. Scope

These guidelines apply to records, including items or objects, created and held by UTS, and any of its antecedent institutions, or to donated records accepted by UTS in line with these collection guidelines.

Antecedent institutions of UTS include:

- NSW Institute of Technology (NSWIT)
- Kuring-gai College of Advanced Education (KCAE)
- Balmain Teachers' College (BTC)
- William Balmain College (WBC)
- Sydney College of Advanced Education's (SCAE) Institute of Technical and Adult Education (ITATE)
- Sydney College of the Arts' (SCA) School of Design, and
- Acupuncture College of Australia (ACA).

These guidelines do not apply to records identified as State archives in retention and disposal authorities issued under the [NSW State Records Act 1998](#). These records will already be retained and managed permanently in line with the university's Records Management Policy and the requirements of the State Records Act.

3. Archive selection principles

Records that are not required to be retained by UTS as State archives may still be selected to form part of the university archives. However, accepting additional records into archives has resource implications. Any decision to accept records for ongoing retention will be approved in line with the university's Records Management Policy, and in consideration of the following selection principles.

Relevance to the university, its history and values

Records may be considered for ongoing retention where they:

- have historical or research value relating to UTS or an antecedent institution
- document the social, teaching or research history of UTS or an antecedent institution

- are publications that bear the official logo or emblem of UTS or an antecedent institution
- are plaques, certificates, etc, symbolising recognition of UTS or an antecedent institution
- are memorabilia closely associated with UTS or an antecedent institution.

Volume and format

The size, format, and volume of records will be considered when deciding whether records will be accepted.

Condition

The condition of records, including potential conservation requirements, will be considered when deciding whether records will be accepted.

Ownership

Whether or not the university can make independent decisions on the management of the records over time, or make decision on their future retention, will be considered when deciding whether records will be accepted.

4. Donating records to the university archives

UTS may consider accepting records as university archives from another party as a donation, such as papers of prominent academics, administrators, individuals or agencies closely associated with UTS or an antecedent institution.

To discuss whether records may form part of the university's recordkeeping obligations as State archives, or may be otherwise donated to UTS in line with these guidelines, contact the University Records team.

To consider whether records will be accepted, the university will require the following details:

1. A description of the records. This needs to include the purpose, volume, format, and physical condition of the records. If the records are digital or dependent on technology to be accessed, we will also require details about the technology/software required to access them.
2. A description detailing how the records have been managed. This should include details on how the records were used and who has had custody of them over time.
3. Details about the donor's expectations regarding UTS's ongoing management and where ownership of the records will reside once donated. Any expectations on providing public access to the records will also be required.
4. Evidence that the donor as the legal right to donate the records in question. This may require a statutory declaration or other evidence of ownership, depending on the situation.

If a donation is accepted, a donor agreement between UTS and the donor will be required. Donated items will become the property of UTS, to be managed in accordance with the terms and conditions of the donor agreement. If a donor agreement cannot be reached between UTS and the donating party, the records will not be accepted.

5. Contacts

To discuss these collection guidelines or the potential to donate or return records to UTS, contact University Records at archives@uts.edu.au or on +61 2 9514 1221.

6. Approval information

Guideline contact	Deborah Naray, Manager Corporate Information
Approval authority	William Paterson, Director Governance Support Unit
Review date	2024
Version	3
File number	UR17/3216
Superseded documents	UTS Archives Collection Guidelines, version 2

Version history

Version	Approved by	Approval date	Effective date	Sections modified
1	Vice-Chancellor	18/06/2008	16/08/2008	New guidelines.
2	William Paterson	26/02/2018	03/04/2018	Updated to reflect new Records Management Policy.
3	Deborah Naray	17/05/2021	28/05/2021	Updated selection principles and to reflect approval changes in Records Management Policy.