

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.

2. Scope

These guidelines apply to records created and held by UTS and any of its antecedent institutions, and 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).

3. Archive selection principles

Records identified as State archives in retention and disposal authorities issued under the [State Records Act 1998 \(NSW\)](#) will be retained and managed permanently.

Other records not identified as State archives may be selected to form part of the university archives. These include:

- records that are assessed to have historical or research value regarding UTS or an antecedent institution
- records that document the social history of UTS or an antecedent institution
- official publications bearing an official logo or emblem of UTS or an antecedent institution
- plaques, certificates, etc., symbolising recognition of UTS or an antecedent institution
- memorabilia closely associated with UTS or an antecedent institution.

University Records may select and retain records based on these selection principles.

4. Donating archives to the university's collection

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.

Where an individual or organisation holds records they consider to be of interest to UTS, any proposed donation should be discussed with the University Records team in the Governance Support Unit.

Where records may be of interest to UTS, an offer to donate records to the university must then be made in writing to the Manager, Corporate Information. The offer must:

- describe the records, including their purpose, volume and physical condition, including if the records are digital or dependent on technology to access, details about the format, technology required, and software if relevant
- describe how the records have been managed, including how they were used and who has had custody of them to date
- clarify the donor's expectations regarding the university's ongoing management and provision of access to the records, and
- include sufficient information to prove that the donor has the legal right to donate the records in question. This may require a statutory declaration or other evidence of ownership.

Any offer to donate records will be assessed, taking into account the details defined above, the selection principles under these guidelines, and expected resources that would be required to manage and maintain the records over time.

For significant volumes or where an ongoing resource commitment is required, the decision to accept the records will be referred to the Director, Governance Support Unit. Otherwise, decisions will be made by the Manager, Corporate Information.

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. Responsibilities

The **Director, Governance Support Unit** is responsible for:

- approving these guidelines, and
- approving the acceptance of donated records to the university's archives that involve significant volumes and/or an ongoing resource commitment.

University Records (Governance Support Unit) is responsible for:

- appraising and capturing records of continuing value in accordance with legislated requirements and these collection guidelines
- managing the university's archives collection, including records identified as State archives and records selected as university archives
- processing requests for the receipt by UTS of donated records and rejecting requests that do not meet these collection guidelines
- approving (through the Manager, Corporate information) the acceptance of donated records to the university's archives which are not significant volumes and/or are not expected to require an ongoing resource commitment
- ongoing preservation and conservation of the collection, and
- providing authorised access to the records in line with access directions issued under the [State Records Act 1998 \(NSW\)](#), or agreements in any donor agreement as appropriate.

Approval information

Guideline contact	Deborah Naray, Manager, Corporate Information
Approval authority	William Paterson, Director, Governance Support Unit
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Superseded documents	Appendix 1, Records Management Vice-Chancellor's Directive

Version history

Version	Approved by	Approval date	Effective date	Sections modified
1	Vice-Chancellor	18 June 2008	16 August 2008	New guidelines.
2	Director, Governance Support Unit	26 February 2018	3 April 2018	Updated to reflect new Records Management Policy.