



Version	Approved by	Approval date	Effective date	Next full review
1.0	Manager, Records & Archives	13 December 2017	13 December 2017	December 2020
Guideline Statement				
Purpose	This guideline covers the acquisition of all records into the custody of the University Archives, including both official and private records. It sets out the scope of records sought and retained by the Archives, and the process whereby the Archives obtains control over the acquired records by either transfer or donation.			
Scope	All staff, contractors and consultants engaged in work for the University across all of its sites, including Controlled Entities of UNSW.			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however local Documents must be consistent with the University-wide Document		<input checked="" type="checkbox"/> No	
Guideline				

Contents

1. Purpose of Acquisition	1
2. Effect of Acquisition	1
3. Scope of Acquisition	2
3.1. Acquisition.....	2
3.2. State archives	2
3.3. Other records of University business.....	2
3.4. Private records.....	2
3.5. Rejection, deaccessioning and destruction	2
4. Process of Acquisition.....	2
4.1. Transfer of State archives and other University archives.....	2
4.2. Donation of private archives	3

1. Purpose of Acquisition

The University Archives acquires State archives and other records of University business, as well as private records, that are deemed to have enduring value to the University in providing historical, legal, fiscal, administrative and research value to the University and the broader community.

Acquiring archives satisfies compliance with the *State Records Act* (1998) and ensures the preservation and management of the historical record of UNSW into the future.

2. Effect of Acquisition

All records acquired by the University Archives remain or become the property of the University, unless otherwise negotiated. As allowed under Part 4 of the *State Records Act* (1998) State archives remain under the control of the State Archives and Records Authority of NSW whilst remaining in the custody of the University Archives.

The University Archives will manage all records in accordance with University policy, standard principles of archives management, and the provisions of the *State Records Act* (1998) and associated codes, standards, procedures, guidelines, best practice and procedures.

3. Scope of Acquisition

3.1. Acquisition

The University Archives is responsible for maintaining the archival holdings of the University in all record formats.

3.2. State archives

The University Archives acquires all State archives generated by the University and its controlled entities when such records are no longer required for official purposes by the business unit or officer, or are over 25 years of age. The University Archivist is responsible for the identification and acquisition of these records.

3.3. Other records of University business

The University Archives acquires other records of University business where, upon archival appraisal by the University Archivist, these records are determined to be of enduring historical, legal, fiscal, administrative or research value to the University and the broader community. Generally, such archival records will provide substantial evidence of significant business activity undertaken in the course of carrying out the University's major functions in education, research, governance and administration.

The Manager, Records & Archives may approve guidelines to be used by professional staff in the University Archives for appraisal of records of University business that are not State archives. Any guidelines will reflect current best practice and comply with any relevant policy statements of the State Archives and Records Authority NSW.

3.4. Private records

The University Archives acquires other records of individual persons and private organisations where, upon archival appraisal by the University Archivist, these records are determined to be of enduring value to the University and the broader community because they document in a significant way the activities of the individual or organisation having a strong connection with the development, achievements, culture or identity of the University. Generally, such archival records will relate to activities of significance in scholarly endeavours, student life, alumni involvement and leadership.

The Manager, Records & Archives may approve guidelines to be used by professional staff in the University Archives for appraisal of private records.

3.5. Rejection, deaccessioning and destruction

The University Archives reserves the right to reject, deaccession or destroy the following records:

- records that are determined to be of insufficient value to the University upon appraisal by the University Archivist,
- unsolicited records,
- records that are closed to public access in perpetuity, and
- records which, for any reason, the University Archives is not resourced to acquire and manage.

4. Process of Acquisition

4.1. Transfer of State archives and other University archives

The University Archives acquires all State and other archives generated by the University or its controlled entities through an internal transfer of the records from the responsible business unit or officer.

The transfer of such records is ordinarily a component of the University's disposal activities within the Records Management Program and as required by the *State Records Act* (1998) The University Archives may also initiate transfer by requesting identified State or other archives directly from the responsible business unit or officer. See the Records Appraisal Procedure for further information on this process.

The acquisition of estrays can be undertaken as necessary by the University Archives in accordance with Part 5 of the *State Records Act*.

The University Archives will document the acquisition of any records by transfer.

4.2. Donation of private archives

The University Archives acquires all private records through the negotiation of a donation between the University Archivist and the donor of the records. Where possible a donation is usually formalised through the completion of a Deed of Gift of Donation-in-Kind.

The University Archives will not financially compensate donors for records acquired, and reserves the right to refuse any donations offered.

The University Archives will document the acquisition of any records by donation.

Accountabilities	
Responsible Officer	Manager, Records & Archives
Contact Officer	University Archivist, Records & Archives
Supporting Information	
Legislative Compliance	<p>This Procedure supports the University's compliance with the following legislation:</p> <p><i>State Records Act, 1998</i> (NSW)</p> <p><i>Evidence Act, 1995</i> (NSW)</p> <p><i>Government Information (Public Access) Act, 2009</i> (NSW)</p> <p><i>Health Records and Information Privacy Act, 2002</i> (NSW)</p> <p><i>Privacy and Personal Information Protection Act, 1998</i> (NSW)</p> <p><i>Children and Young Persons (Care And Protection) Act, 1998</i> (NSW)</p> <p><i>Public Finance and Audit Act, 1983</i> (NSW)</p> <p><i>University of New South Wales Act, 1989</i> (NSW)</p> <p><i>Work Health and Safety Act, 2011</i></p>
Parent Document (Policy and Procedure)	<p>Recordkeeping Policy</p> <p>Recordkeeping Standard</p> <p>Record Appraisal Procedure</p>
Supporting Documents	<p>Archives Access Guideline</p> <p>Record Security Guideline</p> <p>Record Titling Guideline</p>
Related Documents	<p>Data Governance Policy</p> <p>Email Policy</p> <p>IT Security Policy</p> <p>Procurement Policy</p>
Superseded Documents	Archives Acquisition Statement
File Number	2017/25742
Definitions and Acronyms	
Archive	A Record that the University has committed to retaining permanently for either the maintenance of a permanent record of the activities of the State of NSW (State Archives) and/or as a cultural, historical record of the University (Other records of university business.)
Appraisal	The process of assessing records to determine the period of time for which they must be retained prior to destruction or deletion, or preservation in an archive.

Estray	A State record not currently under the control of the responsible public office.			
Private record	Any record made and kept, or received and kept, by any person other than in the course of conducting University business, and that is not otherwise considered a public record under any law.			
Record	Any recorded information made or received by a staff member of the university in the course of undertaking their duties. Records are evidence or information about university activities. They can be any format.			
State archive	A State record that is required to be retained indefinitely and that the State Archives and Records Authority of NSW has control of under the State Records Act 1998.			
State Record	Any record made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office, whether before or after the commencement of this section. [Note: the University of New South Wales is a public office for the purposes of the State Records Act (1998)]			
University Archives	The administrative body responsible for the long-term preservation and management of the University's business and historical records.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Manager, Records & Archives	13 December 2017	13 December 2017	All