

Executive Board Meeting

12 August 2008

Agenda item no. 7.2

Prepared by: Don McMichael

Date: 11 August 2008

Topic: ICOM Australia Policy on Archiving of Records

Recommendation

That the policy proposed below be considered and if appropriate, adopted for dealing with the archival records of ICOM Australia.

Background

The Australian Committee of ICOM has been active for several decades, during which it has had a number of Chairmen and Secretaries, and has been managed from various centres. Over the years, records have accumulated at these centres or with individuals. It seems desirable that they be brought together as an archival record of ICOM Australia's activities and lodged in an appropriate repository institution. Some material has recently been transferred to the National Museum of Australia while more is held by Don McMichael at home.

Don McMichael has, and Bernice Murphy and Amar Galla also no doubt have, personal holdings of interest, including those related to their periods of service on ICOM's Executive Council, but whether or not these should be considered part of ICOM Australia's records is another matter.

Issues

The issues are:

What should be kept? And

Where should they be deposited?

The latter question may take some negotiating with appropriate institutions, but the former requires adoption of a policy to assist in dealing with the material already accumulated. A draft Policy is proposed in the Attachment, for consideration by the Board.

Attachment

Draft ICOM Australia Archival Records Policy

ICOM Australia will retain for archival purposes the following documents:

- Minutes of all Annual General Meetings, Special General Meetings, Executive Board Meetings
- Audited annual financial statements and copies of Annual Returns
- Copies of the various Constitutions (Rules of Procedure) as adopted from time to time
- Documents relating to any special events conducted or organized by ICOM Australia (eg ICOM'98; ICOM-ASPAC Regional Assembly, Sydney, September 1993) including any published proceedings
- Copies of ICOM Australia Newsletters
- Correspondence on matters of substance with ICOM Paris, Museums Australia, Government Departments and other significant organizations

ICOM Australia will not retain (other than to meet the requirements of the Australian Tax Office) the following documents:

- Membership renewals
- Financial records (copies of accounts, cheque books, deposit books etc)
- Correspondence on membership matters between ICOM Australia and ICOM Paris