

Griffith Archive Collection Policy

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Document URL	http://policies.griffith.edu.au/pdf/Griffith Archive Collection Policy.pdf
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Description	This policy details the purpose of the Griffith Archives and provides guidance on the items which will be accepted into the Archive.

Related documents

[Griffith Archive](#)

[Donated/Gift Items Form](#)

[Griffith University Privacy Policy](#)

[\[Purpose\]](#) [\[Policy Statement\]](#) [\[Scope\]](#) [\[Collection Details\]](#) [\[Digitisation of the Collection\]](#) [\[Storage and Security\]](#) [\[Access to the Collection\]](#) [\[Exhibitions and Activities\]](#) [\[Appendix A – Examples of Items that may be accepted into the Collection\]](#)

1. PURPOSE

The Griffith Archive is responsible for the archival collection which represents the unique corporate, academic, research, teaching, and social history of Griffith University. This collection focuses predominantly on the corporate history of the University and provides an opportunity for the Griffith community and those outside Griffith to become familiar with the organisation's story.

The role and objectives of the Griffith Archive in relation to its archival collection are to:

- identify, appraise, accession, arrange, describe and manage a unique and wide ranging collection of records, memorabilia and artefacts relating to the Griffith University story.
- provide a focused virtual and limited physical access to the archive collection for the Griffith community, historians, researchers, visitors and the general public to promote engagement with the Griffith story.
- interpret and present the archive collection through a range of virtual and physical displays and presentations.
- support the business and academic activities of Griffith University by providing access to the unique material contained in the Griffith Archive collection.

2. POLICY STATEMENT

The Griffith Archive collects, documents, maintains and publicly presents records and artefacts relevant to Griffith University's history. This policy provides guidance on the items which will be accepted into the Archive and how these items will be managed.

3. SCOPE

The Griffith Archive will acquire and maintain items which have historical value to the University. These may include donated items or items which are no longer considered as corporate records. It will make available digital versions of corporate records on the Archive website which add value to the Archive collection.

Material/items that may be collected are detailed in Appendix A.

4. COLLECTION DETAILS

The Griffith Archive is responsible for recording and preserving Griffith University's corporate and social history. This history begins in the late 1960's with the commencement of teaching at the Mt Gravatt campus of the Brisbane College of Advanced Education. Most items accepted into the Griffith Archive collection will be digitally accessible to the public through the Griffith Archive website.

4.1 Inclusions

Items may be included in the collection if they represent an element or elements of Griffith University's organisational, administrative, teaching, research, or social history. Generally, only a digital copy of items will be retained unless retaining the original/physical item is deemed of significance to the Archive. Before any donated items can be accepted into the collection, a Donated/Gift Items form must be completed by the donor.

Any university records dated pre-1950 will be referred to the Queensland State Archives (QSA) for assessment of significance. The Griffith Archive may record and include in the Archive digital copies of these particular documents/files before they are sent to QSA for appraisal. The Curator of the Griffith Archive reserves the right to make the final decision on inclusion or exclusion of proposed items.

4.2 Exclusions

The Archive will not accept/collect items that do not have proven organisational, administrative, teaching, research, or social history links to the University. Recommendations for including items in the collection may be made to the Curator of the Griffith Archive. The Curator of the Griffith Archive reserves the right to make the final decision on inclusion or exclusion of proposed items.

4.3 Benefits of developing the Archive Collection

The benefits of Griffith University developing an archival collection include:

- secure storage, preservation, and recording of historical items important to the Griffith University story;
 - a central repository of artefacts and historical content available for assisting Griffith entities in the promotion and development of business activities including recruitment of staff/students, policy design, and events;
 - a central repository of artefacts and historical content available for assisting the Griffith community and external parties for the purposes of research and teaching;
 - reduction in storage space/requirements across the organisation with the digitisation of content;
 - physical and virtual public access to a wide variety of historical content; and
 - basic curatorial advice available to the Griffith Community in relation to the preservation and housing of historical content/material.
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5. DIGITISATION OF THE COLLECTION

While the Griffith Archive will accept physical artefacts as outlined above, the focus is on creating digital versions of all content and material. Generally, only items the Curator deems 'significant' to the University (e.g. Sir Samuel Griffith Regalia) will be permanently retained by the Archive in addition to creating a digital representation. It is intended that a digital representation of the Archive collection will:

- increase the number of records accessible anywhere at any time;
 - reduce handling and wear on original content/artefacts;
 - provide public access to rare, significant, or damaged artefacts;
 - reduce costs to the University for storage, shelving, monitoring equipment, preservation materials, etc.;
 - provide links to other Griffith University Offices, Schools, and sections; and
 - contribute to the promotion of the University as an open and accountable learning institution.
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6. STORAGE AND SECURITY

With the focus on a digital collection over a physical collection, onsite storage requirements will be monitored and reviewed. Generally, other than those artefacts required to remain in situ, material will be kept in a climate and light controlled storage area, with appropriate environmental security.

Griffith University employs a pest management program across the organisation's buildings and grounds. In addition, the Curator conducts regular inspections of Archive storage areas to monitor pests. All incoming artefacts are inspected for signs of mould, pests, and other forms of contamination to protect the integrity of the storage area.

7. ACCESS TO THE COLLECTION

With the intention to focus on an online, publicly accessible digital collection, it is anticipated that all items accepted into the Archive will be accessible through the Griffith Archive website. In the case of sensitive material accepted into the Archive, restricted access may be granted due to corporate, privacy or legal issues. Restricted access may be permitted to sensitive material and will be determined on a 'case-by-case' basis and in accordance with the University's Privacy Plan.

While the Griffith Archive encourages public access and dissemination of the content it provides, all material that is downloaded and used in mediums other than those for private use, should be appropriately attributed to the Griffith Archive (refer to the [Griffith Archive website](#) for details).

8. EXHIBITIONS AND ACTIVITIES

One of the primary functions of the Griffith Archive is to provide public access to items in the collection. The Curator, Griffith Archive will:

- facilitate access to the collection through the online website, limited physical access, campus library displays, and social media mediums;
- develop intra-institutional partnerships with University entities including Development and Alumni, Marketing and Communications, Offices and Schools;
- attend Griffith University events to promote the Archive; and

- provide artefacts and content for external bodies to support research projects, displays, and events.

APPENDIX A – EXAMPLES OF ITEMS THE GRIFFITH ARCHIVE MAY ACCEPT INTO ITS COLLECTION

Items must relate directly/have strong links to, Griffith University. All potential collection items are subject to appraisal processes before being accepted or declined by the Archive.

ADMINISTRATIVE, FINANCIAL AND LEGAL RECORDS

- Annual reports
- Other high-level reports (financial, prospectuses, etc.)
- Early history and founding documents, such as articles of incorporation
- Operating plans, charters, by-laws, etc.
- Official correspondence
- Records of various University properties and locations (including blueprints)
- Meeting minutes, especially of major board meetings and important events/decisions

MARKETING, PR & COMMUNICATIONS MATERIALS

- Ephemera (including brochures, posters, pamphlets, postcards, invitations, etc.)
- University magazines, newsletters, gazettes
- Advertising correspondence
- Related external published articles (newspaper, magazine, and advertisements)

CHANCELLOR/VICE CHANCELLOR/EXECUTIVE FILES

- Speeches
- Correspondence
- Position/opinion papers

RESEARCH AND INTELLECTUAL PROPERTY

- Inventions, models, designs, research (samples from all business and teaching areas of the University)
- Paperwork about patents, copyrights and other records of research and invention testing

AUDIO-VISUAL MATERIALS

Film, tape, video, CD's, and DVD's recording:

- Interviews, training, promotions, events, etc.
- TV commercials and other advertising
- News coverage
- Oral history interviews or other recorded history projects

PHOTO FILES

- Foundation construction, buildings, facilities, and landscaping
- Early history: photos of founding staff/students
- Professional photos: marketing and advertising photos, open days, community engagement
- Photos of employee celebrations, student graduations, milestone events, special occasions

DIGITAL FILES

- Web site backup and records of past sites
- Digitization of existing records, especially film and video recordings that cannot easily be played in the original form

CORPORATE & COMMUNITY ENGAGEMENT HISTORY

- Documents and photos relating to the University's engagement in particular communities and with governments across towns, regions, and countries.
- Awards or recognition for employees, Schools, Offices, Divisions, and other Griffith University entities
- Records, reports, and correspondence of University giving/charity involvement including sponsorship and bursaries
- Awards for sustainability and environmentally responsible initiatives

OTHER ARTEFACTS

- Memorabilia and awards
- Official clothing including academic robes and 'branded' items
- Business machines—typewriters, adding machines, early computers
- Other machines and tools—used in research and teaching