# WiLink School Archive Policy

RATIONALE

Warrandyte Primary School (WPS) has provided education to the children in the Warrandyte area for over 150 years and developed its own unique history. The school is a significant cultural, social and educational asset in the Warrandyte community.

Throughout its history a collection of artifacts and memorabilia has grown and continues to grow. This collection was collated, organised and archived for the first time from 2013 - 2015. It consists of the actual archive of materials and a digital database record of all items and their location within the archive.

WPS values its history and believes that its archive collection can be used to instil a sense of place, identity and belonging in present day children and in some cases, the broader community. The collection also provides a useful tool to assist in developing an awareness of the past and its relation to the present in children presently attending the school, as well as creating a record of school life for future generations.

Material of local and specific interest such as that contained in this archive is retained by the School for the purpose expressed below. It is separate from the retention and disposal of official state school administrative records, which is centralised and managed through the Public Records Office of Victoria’s *General Retention and Disposal Authority for School Records,* under the *Public Records Act 1973*.

## Purpose

The purpose of the WPS Archive is to record the life and social history of the School. It will collect, preserve and manage material or records of:

* the School’s educational and social activities,
* its growth and development and use of the School’s facilities, and
* its participation and interaction with the community.

## Guidelines

WPS will:

* provide safe, secure and appropriate storage for the collection,
* facilitate collection and recording of material and manage access to the collection in accordance with the policies below,
* encourage and engage support from the past and present school community to maintain and further develop the collection,
* develop and implement a collection strategy for digital photographs, and
* review this policy every five years.

## Location of the Collection

The WPS Archive is primarily stored (as at May 2015) in two locked steel cabinets located in a room in the Tobruk Hall building. There are a number of items also displayed on the walls and in a display cabinet in that building, plus some items are held in the Principal’s office.

## Archive Administration

Day to day management of the archive, all digital records and control of keys, will be conducted by WPS Administration Office staff as delegated by the Principal, and referred to in this document as ‘Archive Administrator’. The digital database/record of items contained in the archive will be saved on the school’s ‘Administration’ server.

## Archive Access

To ensure the preservation of all archive items and their condition, as well as the integrity of all digital records, access to the archive items, database and any other digital records will, in the normal course, be restricted to the Archive Administrator. Access by anyone else including teaching staff, or persons assisting the school, will be with the knowledge, approval and supervision of the Archive Administrator.

## Collecting Items

The school will from time to time collect materials deemed relevant to its social history and reflecting school life, including material relating to buildings and grounds, students, staff and interaction with the wider school community. Examples of material that may be kept to this end, include:

* books that are relevant to education topics taught at WPS and WPS histories,
* samples of students’ work, newspaper cuttings, certificates and awards, plans, architectural drawings, maps, grade year books, visitors’ registers, inspectors’ reports, school publications including magazines, newsletters, brochures, annual reports, etc.,
* memorabilia such as souvenir materials, uniforms, badges, trophies, banners and pennants,
* photographs including film and digital, such as class photos, events and excursions, etc.,
* programs, such as sporting, special events and drama productions,
* pupil registers,
* files on specific topics such as buildings, programs and facilities.

## Adding Items

Any new item offered for addition to the archive collection will be:

1. authorised by the Principal or Archive Administrator,
2. recorded in the archive database, labelled with its unique category/item number, and stored appropriately in the archive by Archive Administrator, or by their approved/supervised assistant/volunteer.

## Taking Items Out

From time to time it may be desired or necessary to take items out of the archive, e.g. to be lent as part of an exhibit by the school or an external group/organisation, to be copied/scanned or viewed, to be repaired, to comply with official/legal requests, etc.

* All requests for removal/borrowing of any item, will be subject to approval by the Principal or Archive Administrator.
* Any item removed from the archive will be recorded in the database by the Archive Administrator as an ‘Item Out’, date of extraction and contact/follow up details of the person/s taking the item,
* All items removed from the archive will be returned to the archive in a timely manner unless known to be permanently removed. Follow up of items removed will be diarised and actioned by the Archive Administrator.
* Any item permanently removed from the archive e.g. destroyed, gifted, required as official court evidence or the like, will not be deleted from the database, but have a notation to that effect made in its Item Description in the database, e.g. ‘Item destroyed’ and date.
* Any legal requirements attached to requests for removal/borrowing of any item will be complied with, e.g. requests by Police, court orders, etc.

## Lending Items

The primary concern with displaying items and more especially lending items to any outside group/organisation, is that the items are irreplaceable if ever lost, stolen, damaged or destroyed. Some items are exceptionally fragile and/or are prone to rapid deterioration, so unless compelled to furnish an item under legal requirements, requests to provide such items may be declined by the Principal or Archive Administrator.

Before lending any item from the archive, the Principal or Archive Administrator will be satisfied that:

* the item is in sound enough condition to be withdrawn, and particularly, to be lent/displayed,
* it will be well cared for by the recipient/borrower, and be returned in the same condition,
* it will be returned by an agreed date.

## Enquiries regarding Archive items

Enquiries regarding items that are or may be contained in the archive could originate from an array of sources e.g., current or past students/families, teaching staff, the local community, local council, government or other official sources.

* All enquiries will be dealt with by the Archive Administrator and responded to in a timely manner.
* Responses to enquiries will include consideration of the bona fides of the enquirer/s and where appropriate, relevant extracts from the database will be provided to the enquirer/s e.g., by inclusion in reply email.
* Refusal of any enquiry will be with the Principal’s knowledge and approval.

## Copying or Reproducing Material

Requests for copies or reproductions of items will be subject to approval by the Principal or Archive Administrator. Depending on the item/s involved, this may take the form of photographs, scanned images, etc. of the item/s. Reproductions of items will be carried out by Archive Administrator, or person/s under their supervision. Any legal requirements attached to any reproduction will be complied with, e.g. relevant Privacy legislation.

## Publishing Material from the Collection

Requests to publish any material from the collection will be subject to approval by the Principal or Archive Administrator. All material approved for publication will carry an acknowledgement by the publisher that Warrandyte Primary School is the owner/source of the material.

## Returning Items

Items being returned to the archive will be noted in the database and replaced in their physical locations in the archive in a timely manner by the Archive Administrator.

## Public Record

The database of all individual archive items will not be available for viewing in its entirety by the public or teaching staff. A summary of the categories including general descriptions of the type of items contained in each category will be made available on the WPS website at the Principal’s discretion and in terms of Departmental and school policies regarding webpage content and publication.

## REVIEW

This policy will be reviewed by the School Council every 5 years, or earlier in special circumstances. This policy was ratified in June 2015 and is scheduled for review in June 2020.