

COLLECTION STATEMENT FOR THE GRIFFITH ARCHIVE

March 2024

Description

This statement defines the scope, roles and responsibilities, and legal requirements for management and development of the University's corporate archive - the Griffith Archive.

Document information

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Related documents

[Griffith Archive Website](#)

[Griffith University Privacy Plan](#)

[Information Management Policy](#)

CONTENTS

1. Purpose.....	3
2. Collection statement.....	3
3. Access to the collection.....	3
Appendix A.....	4

1. Purpose

The Griffith Archive collects, documents, maintains and publicly presents records and artefacts relevant to Griffith University's history. The Griffith Archive represents the unique corporate, academic, research, teaching, and social history of Griffith University. The Archive focuses predominantly on capturing the corporate history of the University and making this history more accessible to the public through the Griffith Archive website. This statement defines the scope, roles and responsibilities, and legal requirements for the management and development of the Griffith Archive.

2. Collection statement

The Griffith Archive will acquire and maintain items which have historical value to the University and help to tell the Griffith Story. These may include donated items or items which are no longer considered as corporate records. The Griffith Archive is predominantly a digital collection. It does not aim to be comprehensive and will only maintain a limited physical collection. Digital versions of corporate records and other relevant historical Griffith material will be available on the [Archive website](#).

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

2.1 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. It is intended that a digital version will be created of all accepted content and material subject to resourcing and time constraints. Original/physical items deemed to be of historical significance will be permanently retained in the Archive's collection.

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 Archive Officer reserves the right to make the final decision on inclusion or exclusion of proposed items.

2.2 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 Archive Officer. The Archive Officer reserves the right to make the final decision on inclusion or exclusion of proposed items.

2.3 Storage

Physical storage space is limited. With the focus on a digital collection over an expansive 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 Archive Officer 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.

3. Access to the Collection

Griffith Archive will make best efforts to make items accessible through the [Griffith Archive website](#). Access may be restricted due to corporate, privacy or legal issues. Restricted access may be permitted to material deemed sensitive 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 any way other than for private use, should be appropriately attributed to the Griffith Archive (refer to the [Griffith Archive website](#) for details). Unauthorised reproduction/use of material from the Archive's website and/or collection is not permitted.

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. Damaged and mould affected items will not be accepted.

ADMINISTRATIVE, FINANCIAL AND LEGAL RECORDS

- Annual reports
- Early history and founding documents, such as articles of incorporation
- Operating plans, charters, by-laws
- Records of various University properties and locations (including blueprints)
- Meeting minutes, especially of major committee meetings and important events/decisions

MARKETING, PUBLIC RELATIONS AND COMMUNICATIONS MATERIALS

- Ephemera (including brochures, posters, pamphlets, postcards, invitations)
- University magazines, newsletters, gazettes

CHANCELLOR/VICE CHANCELLOR/EXECUTIVE FILES (Digital examples only)

- Speeches
- Correspondence
- Position/opinion papers

PHOTO/IMAGE FILES

- Foundation construction, buildings, facilities, landscaping
- Founding staff/students
- Marketing and advertising photos, open days, community engagement (digital copies only)
- Employee celebrations, student graduations, milestone events, special occasions

OTHER ARTEFACTS

- Memorabilia, medals, awards
- Official clothing including academic robes and university-branded items