

COLLECTION STATEMENT FOR THE GRIFFITH ARCHIVE

April 2020

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](#)

[Donated Gift Form](#)

[Griffith University Privacy Policy](#)

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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 will make available digital versions of corporate records and other relevant historical Griffith material on the Archive website which adds value to the Archive collection.

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 when time permits. 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

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 accepted into the Archive accessible in time, through the Griffith Archive website.

In the case of sensitive material accepted into the Archive, 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 for the purposes of profit is not permitted without the written consent of the Archive Officer.

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

PHOTO/IMAGE 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
- Material/content representing student life and their connection to Griffith University