

Regional Archives Policy

February 2022 - This document is rescinded and has been replaced by the [Collections Policy](#).

Section 1 - Purpose

- (1) This document sets out Charles Sturt University's policy on the Regional Archives.
- (2) This Policy aims to delineate the responsibilities, objectives, functions and administrative arrangements of Charles Sturt University (the University) Regional Archives.

Scope

- (3) This Policy applies to those University employees who are administratively and physically located in the University Regional Archives within the Office of the Pro Vice-Chancellor (Research and Graduate Training).

Section 2 - Glossary

- (4) Nil.

Section 3 - Policy

- (5) This Policy should be read in conjunction with the Museums and Collections Policy of the University.

Responsibilities

- (6) The Charles Sturt University Regional Archives is administratively located in the Office of the Pro Vice-Chancellor (Research and Graduate Training). The officer in charge of the University Regional Archives is designated the Manager, CSU Regional Archives and University Art Collection, and is responsible for the operational management of the Regional Archives. The manager is accountable to the Pro Vice-Chancellor (Research and Graduate Training) for the functions and activities set out hereunder.

Origins

- (7) Established in 1973, as part of the Riverina Special Collection in the Library at the Riverina College of Advanced Education, the Riverina Archives acquired autonomy in 1978. It became the Charles Sturt University Archives in 1990, and was renamed the Charles Sturt University Regional Archives on 4 March 1992 by resolution BG92/9 of the Charles Sturt University Board of Governors. It operated from 1994 under a Policy Statement approved on 9 September 1994 by resolution BG94/219 of the Charles Sturt University Board of Governors. On 30 May 2002 the Charles Sturt University Council approved an amended Policy Statement by resolution CNL02/75. This present Policy Statement supersedes that document.

Objectives

- (8) Charles Sturt University Regional Archives operates as a combined function regional repository, managing its

archival holdings in the interests of:

- a. corporate accountability, administration and memory;
- b. research, teaching and learning; and
- c. outreach to the University's regional communities

Functions

(9) Archival acquisition and collection management:

- a. Transfer and provide custodial management of the corporate archives of Charles Sturt University and its precursor institutions in compliance with the State Records Act 1998 and applicable standards and guidelines.
- b. Transfer and provide custodial management of State Archives from public offices in the New South Wales Survey and Planning Regions of Riverina (6) and Murray (5) in compliance with the State Records Act 1998 and applicable standards and guidelines.
- c. Collect and provide custodial management of private archives documenting the New South Wales Survey and Planning Regions of Riverina (6) and Murray (5).
- d. Provide fee-for-service records storage for University and approved non-University depositors.

(10) Provision of access, reference and user services:

- a. Provide public access to archival holdings in accordance with: applicable access conditions prescribed in legislation; access directives made pursuant to legislation; and access arrangements prescribed in agreements with donors and depositors.
- b. Develop reference tools and finding aids to archival holdings and make them available to users in appropriate formats.
- c. Provide reference services to users.
- d. Promote academic and professional research use of archival holdings.
- e. Develop, organise and present exhibitions to raise awareness of archival holdings.

Section 4 - Procedures

(11) Nil.

Section 5 - Guidelines

(12) Nil.

Status and Details

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