

## Why Keep Records?

It is important to create, preserve and manage the digital and paper records of your organisation responsibly. These should include historic paper records and current material either digital or paper as well as images, recordings and web-sites that enable you to:

- Effectively review your organisation
- Engage in informed planning for the future
- Acknowledge the contributions of significant people and events
- Meet your legal obligations (Note secure, restricted access will be required for some materials.)
- Record the history of your organisation
- Witness to the gospel of which you are a steward.

## Contacts

### Your state Baptist Archives

**Qld:** archives@qb.org.au Ph (07) 3354 5600

**NSW:** archives@morling.edu.au Ph (02) 9878 0201

**Vic:** archives@buv.com.au Ph (03) 9880 6100

**Tas:** info@tasbaptists.org.au Ph (03) 6334 6780

**SA:** info@sabaptist.asn.au Ph (08) 8357 1755

**WA:** archives@baptistwa.asn.au Ph (08) 6313 6200

**NT:** bunttres@gmail.com Ph 0422 201 191



**CREATING,  
PRESERVING,  
MANAGING  
YOUR RECORDS**

**A vital tool for your ministry  
and an important responsibility**

### For more information:

#### Guide Sheets

[www.dparker.net.au/barc-sheets.htm](http://www.dparker.net.au/barc-sheets.htm)

#### National Baptist Archiving Protocols

[www.dparker.net.au/NBAP2014.pdf](http://www.dparker.net.au/NBAP2014.pdf)

#### National Guide to Australian Baptist Historical Services

[www.dparker.net.au/ng/index.htm](http://www.dparker.net.au/ng/index.htm)

See also your local, state and national  
government Archives and Libraries



## Creating records

### (both paper and digital records)

- Ensure that archiving (long term storage) of key material is an integral part of your document management system.
- Specify which records are to be preserved, and how long each is to be kept.
- Include all relevant documents, such as legal and property papers, minutes, annual and other reports, publications, staff records, promotional material, etc.
- Address any deficiencies in the current records collection and processes.
- Identify who is responsible for collecting, cataloguing and storing material to ensure that all vital records are preserved.
- Set up policies and procedures for access to the material so you can be confident it is secure, and that privacy and access guidelines are not breached.
- Establish file and folder naming systems for digital records that enable effective storage, sorting and access.

## Preserving records

### Paper Documents

- House documents in original groups with clear labels, and dating.
- Enter full details into a catalogue or Records Collection Index of who created the document, what is in it, and when it was created.
- Set up a storage area that is secure, with controlled access.
- Make sure the storage area is insect and dust free, has controlled temperature and humidity, is fire and flood proof, and is regularly cleaned.
- Do not pack documents too tightly in boxes.
- Use archival quality folders, papers or tissues for preserving key documents and wear cotton gloves if appropriate to avoid physical damage.

### Digital Records

- Decide on whether to scan existing paper documents and establish standards – 300dpi, colour if relevant, and clear naming.
- Store documents in non-proprietary read only format for on-going future access – preferably PDF/A.
- Re-name and group files and folders for consistency and clarity. Avoid ambiguities.
- Store safely with back-ups – use 3-2-1 rule (3 copies, 2 different media, at least one off-site).
- Decide on policy for retaining hard copies of born digital and scanned documents.

## Management

### (both paper and digital records)

- Make the records as accessible as possible within your privacy constraints.
- Encourage the use of the collection and the publication (print or digital) of information researched.
- Ensure that the source of the information is always acknowledged in publications.
- Create effective indexes and finding aids.
- Digital files to be read-only.
- Establish policy for sharing digital files.
- Establish a policy for disposal of digital files.
- Establish a policy for the regular transfer of current and newly created documents to Archives.
- Solicit extra items to increase the scope and to keep the collection up to date as needed.
- Review operations regularly including financial support, staff recruitment and training, software updates, facilities improvement, policy changes needed to meet changing demands or the need for expansion.

**No documents to be stored in private premises; no files on private devices**

