



ARCHIVES OF THE AUSTRALIAN REGION OF THE SOCIETY OF THE CATHOLIC APOSTOLATE (PALLOTTINES)

Archive Policy

The Australian Regional Council has ratified this policy after consultation with the members and competent professionals.

The Society Apostolate came to Australia in February 1901. It has worked in Australia since that time principally in the Broome Diocese, the Melbourne and Perth Archdiocese and the Geraldton diocese. Records from these activities, along with histories written by members and others, photographs, slides, films and videos, maps and plans form the bulk of the archival records.

Role

The role of the Pallottine Archives is to collect, preserve and make available for research the official records of *Australian Region of the Society of the Catholic Apostolate (Pallottines)*, and those ancillary records which reflect the work of all parts of the community of the Australian Region of the Pallottines.

Records are any papers or any other media-recorded information created/drawn up during the normal course of operations of a business or other continuing organisation and of use for the conduct of that business or organisation.

Archives are one particular section of these records, namely, those which have passed out of currency. They are preserved because of their own intrinsic value as well as for their possible future use to the Pallottines and to researchers.

The Pallottine Archive is an 'in house' collection in that it retains records from the ongoing life of the Pallottine Community, members' personal records, business records and materials donated by past members and students. The collection is retained and preserved for:

- the use of the Pallottine Community in Australia in its day to day running of the Region
- use in providing materials for educational use by schools and universities and for public education in Australia and for

providing information to Aboriginal people who wish to find out more about their background.

Management

By virtue of his office, the Regional Leader is the owner/proprietor of the Pallottine Archives and is the person responsible for

- providing adequate storage space for the archives
- appointing an archivist to administer them;

The day-to-day management is in the hands of the archivist appointed by the Regional Leader. The archivist is accountable to the Regional Council through the Regional Leader

Arrangement

As far as possible, material in the archive is kept in the order in which it was created. Individual items are listed and described (the Finding Aid) in a manner that allows for their access and retrieval.

Scope

The records of the Regional Leader and his administration constitute the *core collection* of the Archives.

The ancillary records of individuals and organisations which are reflective of the work of the Pallottines constitute the *additional collections* of the Archives.

This includes, but is not limited to:

- records of *Society of the Catholic Apostolate* related groups engaged in educational, charitable and social service work, e.g. *Union of the Catholic Apostolate*
- records and personal papers of individual religious and laity who have played an active role in the life of the Pallottines
- records of the indigenous students attending Pallottine educational institutions and indigenous people domiciled within Pallottine missions.

The parish churches are considered to be an official agency of the church and the dioceses under which they are governed. While the records of the Pallottine Fathers and Brothers involved in the parishes may constitute *additional collections* of this Archive and are governed by this policy, as

official parishes, the parish is responsible for the day to day custody and preservation of their archival materials.

Ownership

The ownership and administration of all materials acquired by the Archives is to transfer to the Regional Leadership, including the right to dispose of materials.

Access

Access to the archival records held by the Pallottine Community in Australia is restricted.

Persons desiring access to records held in the Archives of the Pallottine Region, shall first contact the Archivist by email and then apply on the relevant 'permission form' to the Archivist of the Australian Region.

Permission for research is ultimately at the discretion of the Archivist having consulted the Regional Leader.

Researchers may be given access to the records under the following conditions:

- That they complete the Permission Form, available from the Archivist.
- That they abide by the statement they have promised to honour on the said Permission Form
- That they pay the appropriate charges.
- That they obey the rules of the facilities they are using.

Generally, only the Archivist may enter the Archives storage area and open or remove boxes or other documents from the shelves. The Archivist is responsible for handing out material to bona fide researchers.

A fee may be charged for research carried out by the Archivist.

Classification of materials

Documents stored in the Pallottine Archives are classified under the following categories:

- 1) Open, that is, freely available to all approved bona fide researchers.
- 2) Partial, that is, available depending on the purpose of the request
- 3) Closed, that is, unavailable to researchers for the present. Exceptions may be made in special cases, but only with the knowledge and written consent of the Regional Leader or a member of the Regional Council.
- 4) Sealed, that is, not to be available to researchers under any circumstances. Such highly confidential or sensitive documents will

be stored in clearly marked, possibly sealed, packets or boxes. In some cases, not even the archivist may open and peruse documents belonging to this category.