



Sisters of Charity of Australia

Congregational Archives

P.O. Box 21, Potts Point NSW 1335

Phone: 02 9356 3294 Fax: 02 9358 6830 Email: charity@maxi.net.au

POLICY FOR ACCESS TO RECORDS

- 1. General restriction.** Records are generally closed to persons other than the Superior General and the members of her General Council for 30 years from the date of the record.
- 2. Exception.** This general restriction is subject to exceptions determined or authorised by the Superior General. Any record or class of records in the collection may be restricted, including records containing information the disclosure of which may cause pain or embarrassment to any individual or result in a breach of confidence or privacy.
- 3. Access in general.** Except where required by law, any access to the records is at the discretion of the Congregation. Access may be withheld at any time either generally or in a particular instance without the obligation to provide explanation. Except where specifically mentioned, the decision of the Archivist-in-Charge is final and no correspondence will be entered into.
- 4. Access to unrestricted records.** Except where the law requires that access be granted, access to unrestricted records is determined by the Archivist-in-Charge at her discretion. A reader may appeal in writing to a General Councillor against an access decision made by the Archivist-in-Charge. Access may be granted subject to conditions.
- 5. Access to restricted records.** Except where the law requires that access be granted, access to restricted records is determined by a member of the General Council or the Archivist-in-Charge where she has delegated authority to make such a determination. A reader may appeal in writing to the Superior General against an access decision made by a General Councillor or the Archivist-in-Charge. Access may be granted subject to conditions.
- 6. Types of access.** There are two types of access: (i) access by research in person, and (ii) access through Archives' staff to extract information contained in records and/or to obtain copies of records.
- 7. Research in person.** Applications for access must be made in compliance with the regulations of the Reader's Ticket; failure to comply with such regulations may result in access being denied by any member of staff at the Archives. The Superior General and her General Councillors are not required to apply for a Reader's Ticket. This type of access usually requires attendance in the Reader's Room at the Archives; a loan of the material may be approved in exceptional circumstances.

8. **Other access.** Applications for access to information contained in records and/or copies thereof may be made over the telephone, or in writing (including facsimile and email). Access may be granted where the Archivist-in-Charge is satisfied that the requirements of the Reader's Ticket have been complied with. Where access is not granted, a reader may appeal in writing to the Superior General.

9. **Copying.** Copies of records may be obtained, for a fee, at the discretion of the Archivist-in-Charge and in accordance with the terms of the Authority granted under the Application for Authority to Reproduce Records. Where permission to copy is not granted, a reader may appeal in writing to the Superior General.

10. **Copyright.** Works protected by copyright will be copied by the Archives only where such copying complies with the Copyright Act 1968.

11. **Publishing.** Any publication material from the Archives must acknowledge the Sisters of Charity Archives as the source of the material being quoted or reproduced in the publication. Permission to publish a copy of the records may be granted at the discretion of the Archivist-in-Charge and in accordance with the terms of any authority granted. Where permission to publish is not granted, a reader may appeal in writing to the Superior General.

Approved by Superior General and Council, August 2002.