



Vision Statement

To be a professional, effective and sustainable service to the Catholic Archdiocese of Perth and to the broader Catholic Community. We do this by capturing, preserving and providing access to the documentary heritage and organisational memory of the Archdiocese.

Mission

- To preserve and make available the sacramental records and cultural heritage objects of the Archdiocese;
- To capture the records which document the mission, programmes and service delivery of the Archdiocese;
- To promote a consistent approach to the management of information and records to facilitate accountability, transparency and collaboration;
- To serve the Church by using digital technologies to provide access to reliable and quality information and records;
- To develop programmes which are a holistic collaboration and coordination of people, processes, and technology;
- To deliver high quality services which exceed expectation; and
- To walk, in service, with our Community.



Archives Office

Service Charter

Introduction

The purpose of the Archives Office is to act as custodian of the archives of the Catholic Archdiocese of Perth. The archive collection includes sacramental and historical records from 1845, cultural heritage objects and a Central Database of Baptisms. The Archives Office is responsible for the management of organisational records and information.

In accordance with policy, standards and laws of the Catholic Church and Australia, the Archives Office serves the Office of the Archbishop, the Archdiocese of Perth and the broader Catholic Community.

The Archives Office is managed by the Director of the Archives Office, in the role of the Archdiocesan Archivist, who reports to the Archbishop through the Executive Director.

The employees of the Archives Office are professionals drawn from the following backgrounds: Records and Archival Management, History, Cultural Heritage Management and Governance.

Our Values

The Archives Office operates under the following values: justice, truth, love, compassion, peace, and forgiveness. We are also committed to the safeguarding of children and adults at risk in accordance with the Archdiocese of Perth's Code of Ethics and Safeguarding Commitment Standard: <http://safeguarding.perthcatholic.org.au/commitment-statement/>

Confidentiality is one of our core values and ensuring that there are appropriate safeguards in place for the records of individuals is crucial to supporting the intrinsic dignity of the human person.

The Archives Office maintains clearly defined policies and procedures to ensure advocacy, accountability, transparency and appropriate accessibility.

While the strategy, its information principles and policies do not apply directly to information technology and systems, it will provide a foundation for its selection, development and use.

What we do

The Archive Office has a broader role throughout the Catholic community that requires leadership in specific key areas:

- Preservation of the Archdiocesan organisational memory;
- Management of engagement with the collection, through the Archives Research Policy;
- Promotion of scholarships and engagement with the history of the local community;
- Best practice records and information management throughout the Archdiocese;
- Development of standards for cultural heritage conservation; and
- Promotion of the collection.

Our services to you

- We provide sacramental and historical information, including material for major research projects.
- We provide access to information for Archdiocesan agencies and offices.
- We manage the Archdiocese of Perth's organisational information according to its approved strategy¹.
- We acquire collections in accordance to Archives Policy No. 2 (Acquisition of Archival Records) to preserve the communal memory.

What you can expect from us

We will:

- Identify ourselves when we speak to you;
- Treat you with respect and courtesy, maintaining confidentiality where required;
- Be clear and helpful in our dealings with you, giving reasons for our decisions;
- Provide you with an estimate of service delivery;
- Refer researchers to appropriate resources that may assist them when the Archives Office does not hold records that are of use; and
- Be available during business hours and for public access by arrangement.

How we will be accountable

- Abide by the Canon Law of the Catholic Church;
- Regularly report to the Executive Director of the Office of the Archbishop;
- Ensure that our policies and procedures are reviewed every three years; and
- Consult with the Archives Advisory Group, appointed by the Archbishop, for guidance and support as required.

How you can help us

To help us provide a timely and professional service we ask that:

- You respect our values and treat our staff with respect and courtesy;
- Utilise the Archives Office's records and information strategy for the management of the organisational memory;
- Use the relevant forms on our website, where possible, to provide us with accurate information;
- Manage your expectations, in relation to the collection and our service delivery; and
- Provide us with feedback so we can deliver better services and programmes.

Unacceptable behaviours

As we treat you with courtesy and respect we will not accept:

- Any written or verbal abuse, including that of a discriminatory nature;
- Threatening behaviour or intimidation;
- Serious or persistent harassment; and
- Behaviour that causes anyone to feel upset, threatened, frightened or physically at risk.

¹ The Archdiocese's information management strategy is called: Serving the Church in the Digital Age: The Archdiocese of Perth Information Management Strategy. The strategy is located at: www.perthcatholic.org.au/Agencies-Archives_Office-Information_Management.htm



Archives Office

Contact information

Address:

193 Harold Street
Mt Lawley WA 6050
Australia

Business Hours:

Monday to Friday: 9am - 5pm
Public Access: Monday to Thursday 10am - 2pm

Mailing:

40A Mary Street
Highgate WA 6003
Australia

Phone:

(08) 6104 3626

Email:

archives@perthcatholic.org.au

Website:

www.perthcatholic.org.au/Archives.htm