



Archives Policy

Approved by the EREA Board – 25 May 2016

Rationale: EREA Archives Policy is designed to ensure the secure accessioning and efficient storage of all corporate, heritage and historical records. EREA Archives Policy also exists to minimise the risk of loss of significant corporate documents that are required to be retained by law and for corporate memory.

Principles:

1. EREA is committed to good governance practice.
2. EREA understands the importance of preserving organisational records and materials.
3. EREA accepts the responsibility to establish a records archive system.

Policy Statement: Edmund Rice Education Australia (EREA) will establish a process to archive both canonical and civil records relating to the governance and operation of Edmund Rice Education Australia.

Key Responsibilities: **EREA Board**
EREA Board has the responsibility to approve and maintain oversight of EREA Archives Policy.

Executive Director

1. The EREA Executive Director has responsibility to ensure that all EREA documents are archived securely and efficiently, both at a national office level as well as at school level.
2. The EREA Executive Director has responsibility to appoint a responsible officer as EREA National Office Archivist.

Principals

Principals have the responsibility to ensure that their respective school documents are archived securely and efficiently in compliance with EREA Archives Policy.

Review: This policy will be reviewed in 2020.

Related Information: EREA Archives Policy Guidelines
EREA Records Retention and Disposal Policy