

# **Attachment B**

## **Summary of Feedback and Responses**

The following comments or questions were received in the submission period. The City Archives will be in contact with those who made submissions requiring action or response.

<b>Section of policy</b>	<b>Comment</b>	<b>Policy updated</b>	<b>Action or response</b>
When records are considered to be in the collection	Add “preservation purposes” as an additional reason for why physical archives can be taken out of the Search Room. - Society of Mary - Marist Archives, New Zealand	Yes	The word preservation has been added.
Promotion and display of the collection	Indicate school groups are welcome by appointment. - Society of Mary - Marist Archives, New Zealand	No	School groups are included in the broader term ‘community groups’.
Definitions	Add “donation” to the definitions with some explanation of the roles of the donor and recipient. - Glebe Society of NSW	No	The concept of donation as one form of acquisition is covered in the body of the policy. Conditions of the acquisition and roles of each party can differ so they are established in the acquisition agreement rather than in the policy.
N/A	Add information about the citation of records. - Glebe Society of NSW	No	This policy is to describe the City of Sydney policy positions. Citation advice is provided on the website and catalogue.
N/A	Add information about copyright and what it means for reproduction and acknowledgement. - Glebe Society of NSW	Yes	A section on copyright has been added.

Section of policy	Comment	Policy updated	Action or response
Definitions and interpretation:  City archive	Question: Is there a means to differentiate State archives from non-State archives within this collection? - State Archives and Records Authority of NSW	No	To date there has not been a means to define the difference. Now the City Archives has a new system, metadata is being added to distinguish State archives from City Archives. This is a work in progress to apply to the breadth of the collection. New material will be distinguished as it is received into the Archives.
Definitions and interpretation:  City of Sydney business record	A proportion of the records defined as City of Sydney business records could also be determined as State archives and this could be mentioned explicitly in the definition. - State Archives and Records Authority of NSW	Yes	Additional wording has been added to the definition.
When records are considered to be in the collection	When considering a community donation it should be determined whether it is an estray (ie a record that has strayed from official custody). If so, there is a need for a collaborative approach with SARA. - State Archives and Records Authority of NSW	No	This is a procedural suggestion. If assistance is required to recover an estray the City will consult with the State Archives and Records Authority.  Note: most estrays are received as donations back to the City Archives.
When records are considered to be in the collection	A community archive would be considered a State record once received into the Collection. This should be taken into consideration if the deaccession of the record is proposed. - State Archives and Records Authority of NSW	No	The City Archives disagrees with this conclusion. Community archives are explicitly excluded under Section 5 of the State Records Act and the Disposal Authority for Local Government Records (GA39).

Section of policy	Comment	Policy updated	Action or response
City of Sydney business records with permanent value	NSW State Archives would welcome the opportunity to discuss a distributed management agreement in accordance with the provisions of Part 4 of the State Records Act 1998. - State Archives and Records Authority of NSW	No	The City Archives will discuss the possibility of a distributed management agreement with SARA.
Transfer of ownership	Question: Could a determination also include whether or not the archive could be a State archive estray? - State Archives and Records Authority of NSW	No	This section refers to the transfer of ownership on acquisition of a community archive. An estray is not considered to be a community archive – it is a government record/archive that has gone out of custody. An estray is therefore considered a State record once it has been returned to City custody.
Deaccessioning from the collection	Question: Is it possible that the City of Sydney Archives holds State archives that were transferred after sentencing as State archives under superseded Disposal Recommendations or Authorities? Could the wording of this point be strengthened to limit the risk of deaccessioning after re-appraisal of transferred State archives from superseded disposal authorities? - State Archives and Records Authority of NSW	No	These archives have not been transferred to SARA's control or custody. SARA's own policy position is that when control and custody is transferred, it must be in accordance with a <i>current</i> authority.

Section of policy	Comment	Policy updated	Action or response
Arrangement and description of archives	Question: Could this statement be broadened to incorporate consultation and guidance from NSW State Archives especially for the arrangement and description of State archives? - State Archives and Records Authority of NSW	No	The City's data model is based on SARA's model. However, there is no obligation to incorporate consultation and guidance from NSW State Archives. This is only relevant if the City enters into a distributed management agreement.
Storage, conservation and preservation of digital and physical State archives	Question: Could this statement be broadened to incorporate consultation and guidance from NSW State Archives especially for the conservation and preservation of State archives? - State Archives and Records Authority of NSW	No	There is no current obligation to incorporate consultation and guidance from NSW State Archives. This is only relevant if the City enters into a distributed management agreement.
Note at the end of the City Archivist responsibilities	Any disposal of State records should be in compliance with an approved disposal authority. - State Archives and Records Authority of NSW	No	Already covered in the City's Records Management Policy and this policy.
General comment	Resources should be assigned to ensure that digitisation and long term digital storage and access of the works is maintained. – Society of Australian Genealogists	No	The City Archives has ongoing digitisation and storage programs.
General comment	Systematic backups and robust storage approaches are required to provide community confidence in the preservation of records. – Society of Australian Genealogists	No	The City Archives system has robust storage and backup facilities.

Section of policy	Comment	Policy updated	Action or response
Acquisition of community archives	Criteria for collection may be strengthened by an operational requirement requiring clear identification of items donated and their source of origin. It may also be useful to include the types of acceptable donor conditions for access permitted as part of a donor agreement. - Society of Australian Genealogists	No	The City Archives keeps clear documentation of donations and their source of origin. The donor agreement outlines acceptable donor conditions. As these vary, this information is in the donor agreement rather than the Policy.
Search Room access	The restriction of original archives once digital copies are available be rephrased to "Access to original archives will be permitted requiring special permission approved by the City Archivist once digital copies are available." - Society of Australian Genealogists	No	It is common practice in archives to restrict access to originals once digitised. This protects high use archives from regular handling, reduces retrieval costs and assists with ongoing preservation. The policy allows individual exceptions by approval of the City Archivist.