

6.00 Access Policy:

Refer to the Privacy Act section and note again the importance of gathering personal information.

Any records pertaining to employment, disciplining of an office-bearer, sexual abuse complaints and other sensitive issues involving records that can identify people **MUST** be restricted. Files require being clearly labelled accordingly and only designated people able to access them.

These files once closed require being stored safely, noting the Privacy Act requirement. It is strongly recommended that any restricted file once closed be forwarded to the Presbyterian Archives. There the records are stored in a controlled environment and can be called up if and when required.

Policy

The Archives has followed an Access Policy from the outset. Until now the Archivist has been responsible for placing any restricted access to a record. The suggestion is that those creating records can now follow the system and place a restriction on any material they consider requires some protection. However, if the Archivist considers the restriction is unrealistic the restriction will be reassessed.

- **Personnel files and Human Resources:** 75 years from the closure of the file or 10 years from the death of the person at the Archivist's discretion.
- **Disciplinary Commissions:** 75 years from the closure of the file or 10 years from the death of the person at the Archivist's discretion.
- **G.A. Judicial Commissions:** 35 years from the closure of the file
- **AES Records:** Included amongst these Records will be records containing personal information, complaints and matters that may come under the Privacy Act, 1993. This material requires to be kept separate from general correspondence and labelled accordingly.

It is important to label any files with restricted records to avoid any person accessing them.

RESTRICTED ACCESS:

Date of Release:

Written Permission for Access from:

Any restricted record may be accessed prior to dates suggested with the written consent of the Presbytery Clerk or AES.

Staff outside the creating body wishing to access these files also requires written consent of the Presbytery Clerk or AES. While these records are held by the Presbytery the consent notice will be filed with the record. Once in the Archives this consent is filed in the Archives filing system.