



Bringing people closer to Jesus Christ through His Church
Catholic Diocese of Portsmouth

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Diocesan Operating Procedures Diocesan Archives Collecting (001)

*"For whatever was written in former days
was written for our instruction"*

Romans 15:04

Issued by:

The Bishop of Portsmouth and the Trustees of the Portsmouth Diocesan Trust
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1. INTRODUCTION

The Diocesan People Operating Procedures (DOPs) are provided as guidance to managers and to employees on how a wide range of issues should be managed in relation to the Diocesan Archives.

The underlying rationale to DOPs is to provide a framework of policies and procedures which provide a way of working within the concept of fairness and justice.

It also provides employees, volunteers and line managers with relevant forms, letters, and documents in a series of appendices for use in the appropriate circumstances.

Policies provide general and practical advice as well as guidance on a range of issues to ensure all employees (and volunteers) act appropriately as required by the Diocese and in adherence to relevant legislation.

Procedures support and supplement the policies by giving a step- by-step account of specific arrangements that apply in particular circumstances.

Forms and Guidance notes are also provided throughout relating to the policies and procedures.

Please note that these policies and the accompanying procedures and forms are for guidance only. They do not have contractual status as they may be amended from time to time.



2. FOREWORD

God's Church here in the Catholic Diocese of Portsmouth is formed of many and varied communities, held together in the same Truth of Christ both in doctrine life and worship. We need common operating procedures across the Diocese to ensure compliance with the needs of both canon and civil law. In addition, and especially in the light of the church's call to the work of new evangelisation, we need to ensure harmonised collaboration. We have a responsibility to ensure that people, buildings, and money are treated carefully allowing us to perform our duties "with the diligence of a good householder" (Canon 1284§1).

These Diocesan Operating Procedures (DOPs) have the status of particular law for the Catholic Diocese of Portsmouth. They must be understood and followed in the broad areas of human resource, schools, buildings, and finance.

I am very grateful to all those who have compiled these procedures and ensure their regular review and updating.

A handwritten signature in blue ink that reads '+ Philip'.

In Corde Iesu

+Bishop Egan
Bishop of Portsmouth



3. TERMINOLOGY

Throughout this DoPs, the Portsmouth Roman Catholic Diocese will be referred to as **'the Diocese'**. This expression shall include any representative acting for or on behalf of the Diocese Trustees, for example HR, Line Managers or any other representative appointed to carry out work on behalf of The Portsmouth Roman Catholic Diocese.

Throughout this DOP the expression, **'Line Manager'**, will be used which may be referring to a Co-ordinating Pastor/Parish Priest/Head of Department or any other person with line management responsibilities.

Throughout this DoP the expression, **'Diocesan Archivist'**, refers to the member of staff or volunteer responsible for the management of the Diocesan Archives.

This DOP is subject to changes brought about by relevant legislation, regulations and changes in best practice. Any changes and amendments that may be made to this document will be brought to the attention of line managers and Parishes. They will then be guided towards the current version online:

[Diocesan Operating Procedures | Portsmouth Diocese](#)

Guidance on is available from the relevant department in the Curia:
archives@portsmouthdiocese.org.uk



4. THE BISHOP'S VISION

The Bishop of Portsmouth and the Trustees are fully aware of their duty of care to all our employees, and to anyone who works within the Catholic Diocese of Portsmouth.

Diocesan policies must comply fully with the current statutory regulations concerning employment, data protection, health and safety and the many regulations which relate to employees and to the workplace.

However, it is our aim that our policies do more than comply with regulations.

It is our aim that our policies provide a framework of guidance for all who work within the Diocese: guidance to support and encourage us all in our work, to enable a working environment that is based on co-operation, respect for each other's gifts, tolerance and support for each other's limitations and above all, fairness and justice in our dealings with each other.

Please read these policies, become familiar with the procedures and the forms, and help us to ensure that our work together fulfils our aims of respect, tolerance, and fairness.



5. APPROVALS

The signatures below certify that this document has been reviewed and accepted demonstrating that the signatories are aware of all requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Eleanor Belton		Development Officer	25 Aug 21
Reviewed by	Heather Hauschild		Chief Operating Officer	27 Oct 21
Reviewed by			FAR Committee	10 Nov 21
Approved by			Trustee Board	09 Dec 21

6. AMENDMENT RECORD

This document is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page No.	Context	Revision	Date

7. COLLECTING POLICY (001)

"In every curia there is to be erected in a safe place a diocesan archive, or record storage area, in which instruments and written documents which pertain to the spiritual and temporal affairs of the diocese are to be safeguarded after being properly filled and diligently secured."

Canon 486 §2

8. SUMMARY

Operative Date:	December 2021
Owner:	Governance Manager
Review Date	December 2024
For action by:	All department, parishes and users of the Diocesan Archive.
Policy Statement:	This policy outlines the collection criteria for the Diocesan Archives, including what materials will be considered for inclusion to the archival collection and guidelines for submission.
Responsibility for dissemination to new employees:	Line managers
Mechanisms for dissemination:	The policy will be published on the Diocese of Portsmouth website and promoted to employees, volunteers, and parishes through the e-newsletter.
Training Implications:	This policy will be highlighted through the induction process.
Resource Implications:	There are resource implications.

9. INTRODUCTION AND PURPOSE

9.1. The Portsmouth Diocesan Archives are currently held by a data management company on behalf of the Diocese. The Archive holds episcopal and administrative records of the Diocese of Portsmouth from its foundation in 1882.

9.2. The Diocesan Archives aim:

9.2.1. To preserve the past as a custodian of the collective memory and identity of the Diocese.

9.2.2. To inform the present as a useful resource for its people, administration, parishes and communities.

9.2.3. To shape the future by collecting, preserving and giving access to records which build a comprehensive picture of the people, work, and mission of the Diocese of Portsmouth through time.

9.3. The aim of the collecting criteria is to ensure the consistent and managed growth of the Diocesan Archives collection through the careful selection and preservation of Diocesan Records of permanent legal, fiscal, administrative and historical value.

10. SCOPE

10.1. The Collecting Policy applies to all users, depositors, volunteers and staff of the Diocesan Archives.

11. COLLECTING CRITERIA

11.1. The Diocesan Archives collect primary source material which significantly adds to or complements existing collections, or which falls within the collecting criteria. The collecting criteria is defined as follows:

- 11.1.1. Papers, both personal and official, of the Bishops of Portsmouth and their office
- 11.1.2. Diocese of Portsmouth Chancery records
- 11.1.3. Papers from the full range of Diocesan administration, services, departments, vicariates, and teams which have archival value
- 11.1.4. Diocesan publications
- 11.1.5. Papers relating to the foundation and governance of the Diocese
- 11.1.6. Clergy personnel records
- 11.1.7. Records or personal papers of individual clergy, religious, and laity who have played an active role in the life of the Diocese
- 11.1.8. Papers detailing Diocesan activities and events
- 11.1.9. Parish histories

11.2. Further records may be considered at the discretion of the Diocesan Archivist.

11.3. The Diocesan Archives reserve the right to refuse any item which does not meet the criteria of the Collecting Policy.

12. EXCLUSIONS

12.1. The Diocesan Archives do not collect the following material:

- 12.1.1. Photocopies or duplicates of records held elsewhere
- 12.1.2. Publications from other organisations
- 12.1.3. Parish records or sacramental registers
- 12.1.4. Records from other organisations
- 12.1.5. Records in digital formats

12.2. The Diocesan Archives do not have the infrastructure to collect and preserve

materials in digital formats. Archival material held in digital format should be printed to a paper format prior to submission.

- 12.3. Diocesan or Parish websites can be archived through the UK Web Archive: <https://www.webarchive.org.uk/ukwa/>
- 12.4. Excluded materials may be considered for the collection if they are appraised to be of particular significance or in exceptional circumstances. For example, parish records may be considered for the collection in the case of parish closure. Exceptions will be at the discretion of the Diocesan Archivist.

13. METHODS OF ACQUISITION

- 13.1. Diocesan departments, commissions and bodies should each have an agreed transfer programme which ensures that records which are worthy of permanent preservation feed into the Diocesan Archives in a timely and appropriate way.
- 13.2. Such transfer programmes should be agreed between the Diocesan Archivist and a representative from the department, commission, or body.
- 13.3. The Diocesan Archives are stored and managed by an external data management company. While this arrangement is in place, there is a cost associated with depositing new archival material. The diocesan department, commission or body depositing the material will be responsible for meeting the cost of deposition, please refer to the Archive Charges Policy for details.
- 13.4. If a particular gap is identified in the archive collection, consideration will be given as to whether it would be an advantage to actively seek out material to fill this.
- 13.5. The Diocesan Archives will not seek to acquire external collections. In exceptional circumstances, the acquisition of the archives belonging to other Catholic organisations and societies which have a demonstrable and strong association with the Diocese of Portsmouth may be considered provided that there is not a more appropriate repository for them.

14. CONDITIONS OF ACQUISITION

- 14.1. Only material which the Diocesan Archivist judges to be of sufficient quality for permanent preservation will be accepted for the Diocesan Archives collection.
- 14.2. Once material has been deposited in the archive, it becomes part of the Diocesan Archives collection and cannot be removed by the depositing body, or any other body.

15. SELECTION AND DEACCESSIONING

- 15.1. During the cataloguing process following deposit, the Diocesan Archivist



will evaluate materials. The Diocesan Archivist may destroy documents which do not meet the criteria for permanent preservation at any time.

16. ROLES AND RESPONSIBILITIES

16.1. It is the responsibility of the Diocesan departments, commissions and bodies depositing materials with the Diocesan Archives to:

- 16.1.1. Ensure such material meets the collecting criteria
- 16.1.2. Meet the cost of making a deposit

16.2. It is the responsibility of the Diocesan Archivist to:

- 16.2.1. Ensure that parties making a deposit are aware of the collecting criteria and charges.
- 16.2.2. Ensure that deposits are properly recorded and acknowledged
- 16.2.3. Ensure that deposits are properly filed and catalogued
- 16.2.4. Ensure that deposited materials fit the collecting criteria

17. TRAINING

17.1. No specific training is required in relation to this policy.

18. REVIEW

18.1. This document may be reviewed at any time at the request of either the staff or management, or in response to changes in legislation, but will automatically be reviewed after three years.