



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

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Diocesan Operating Procedures Diocesan Archives Access (002)

*"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
St Edmund House
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Portsmouth PO1 3QA

Registered Charity No. 246871





Contents

Access (002)	1
1. INTRODUCTION	2
2. FOREWORD	3
3. TERMINOLOGY	4
4. THE BISHOP'S VISION	5
5. APPROVALS	6
6. AMENDMENT RECORD	6
7. ACCESS POLICY (002)	7
8. SUMMARY	7
9. INTRODUCTION AND PURPOSE	7
10. SCOPE	7
11. ENQUIRIES	8
12. RECORD CLOSURE	8
13. ACCESSING ARCHIVAL MATERIAL	8
14. HANDLING ARCHIVAL MATERIAL	9
15. COPYING ARCHIVAL MATERIAL	10
17. ROLES AND RESPONSIBILITIES	11
18. TRAINING	11
19. REVIEW	11



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. ACCESS POLICY (002)

"All documents which regard the diocese or parishes must be protected with the greatest care." Canon 486 §1

8. SUMMARY

Operative Date:	December 2021
Owner:	Governance Manager
Review Date	December 2024
For action by:	All department, parishes and users of the Diocesan Archives.
Policy Statement:	This policy outlines the access rights to the Diocesan Archives
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 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 Diocese of Portsmouth is committed to encouraging the use of its archives both within the Diocese and by outside researchers. Access is open to anyone who can demonstrate a reasonable need to consult the archival material. The following guidelines are in place to ensure the security, preservation, and continued availability of the Diocesan Archives unique and irreplaceable collection.
- 9.3. The aim of the access policy is to outline how enquiries and access to archival material will be managed and set out the responsibilities of users.

10. SCOPE

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

11. ENQUIRIES

- 11.1. The Diocesan Archivist will respond to simple email or postal catalogue enquiries, free of charge.
- 11.2. The Diocesan Archive collection is stored and managed by an external data management company. A charge is applicable when retrieving records. If an enquiry requires a record retrieval, the enquirer will be charged a fee, please refer to the Archive Charges Policy for details.
- 11.3. The enquirer will be notified of and charged for any fees applicable to their enquiry prior to the request being carried out.
- 11.4. The Diocesan Archivist will aim to respond to enquiries within 10 working days.

12. RECORD CLOSURE

- 12.1. The Diocese aims to provide as wide an access as possible to the material held in the Diocesan Archives. However some restrictions may be necessary due to the nature, content or physical condition of the material
- 12.2. Most records will become available as soon as possible after a 30-year closure period.
- 12.3. Some records may be closed for a longer period due to personal, confidential or sensitive information included in the record. Confidential, personal or sensitive records will usually be closed for a period of 110 years.
- 12.4. During the closure period records will be unavailable for research or other purposes. Any exceptions, except as required by law, a court of competent jurisdiction or a governmental or regulatory authority, will be made at the discretion of the Bishop of Portsmouth

13. ACCESSING ARCHIVAL MATERIAL

- 13.1. Where appropriate, users are encouraged to consult scanned copies of archival material.
- 13.2. In cases where archival material needs to be consulted in person, it must be consulted in situ, under the supervision of the Diocesan Archivist.
 - 13.2.1. Archival material can be consulted in situ at St Edmund's House, Bishop Crispian Way, Portsmouth, PO1 3QA, by appointment only.

13.3. Archival material will need to be requested from the data management company responsible for storing it on behalf of the Diocese prior to consultation. Only authorised persons may directly request records belonging to the Diocesan Archives Collection. Authorised persons are:

- 13.3.1. The Bishop of Portsmouth
- 13.3.2. The Chancellor
- 13.3.3. The Chief Operating Officer
- 13.3.4. The Diocesan Archivist

13.4. All other persons must request records via the Diocesan Archivist.

13.5. Archival material held in the Diocesan Archives will be made available to readers in accordance with the following:

- 13.5.1. On their first visit to the Diocesan Archives, individuals must be registered as a reader. In order to do this, photographic identification is required OR a letter of introduction from someone known to the individual in a formal capacity related to their research such as an academic supervisor, archivist, employer, or parish priest.
- 13.5.2. Readers should sign the visitors' book on every visit.

14. HANDLING ARCHIVAL MATERIAL

14.1. Archival material held in the Diocesan Archives is irreplaceable. The handling guidelines outlined below help to ensure their preservation:

- 14.1.1. Readers are responsible for the care of the archival material they are consulting.
- 14.1.2. Readers should have clean hands when consulting the Diocesan Archives.
- 14.1.3. Documents should be kept in order; any clips or fasteners must not be removed.
- 14.1.4. Archival material should not be marked, annotated or altered in any way.
- 14.1.5. Nothing should be placed on top of the archival material; it must not be leaned on, propped open with improvised devices or covered with other books, papers or laptops.
- 14.1.6. Only pencils, not pens, should be used at the reading desk.
- 14.1.7. Bags must not be taken to the reading desk
- 14.1.8. No food or drink (including water) is permitted at the reading desk
- 14.1.9. No archival material should be removed from the reading desk

14.2. Infringement of these conditions may result in the withdrawal of the privilege of access.

14.3. Damage or theft of archival material is an offence; those responsible will be prosecuted.



15. COPYING ARCHIVAL MATERIAL

- 15.1. All items held in the Diocesan Archives are subject to copyright law. Readers must complete a Copyright Declaration and agree to our terms and conditions prior to making or obtaining copies.
- 15.2. Readers wishing to take photographs (without flash) of archival material for their own purposes should seek the Diocesan Archivist's permission before doing so.
- 15.3. The Diocesan Archives can usually supply digital images, either scans (if a document can be scanned without damage) or photographs. These images are intended for study and may not be of publication quality. There is a charge for this service: please refer to the Archive Charges Policy for details.
- 15.4. For preservation reasons, it may not be possible to photocopy documents from the Diocesan Archives. The Diocesan Archivist will decide as to whether or not a document may be photocopied. There is a charge for this service: please refer to the Archive Charges Policy for details.

16. PUBLISHING ARCHIVAL MATERIAL

- 16.1. Images of items held in the Diocesan Archive may be published with the approval of the Diocesan Archivist.
- 16.2. A Request to Publish form should be completed and returned to the Diocesan Archivist to seek approval.
- 16.3. Permission is required to publish images of material held in the Diocesan Archives collection and also to publish transcripts of all or a substantial part of an item. This applies to all forms of publication.
- 16.4. Permission is not required for the publication of short quotations or passages from document, provided a full citation of the source is given.
- 16.5. Depending on what sort of work the image will be reproduced in, a publication charge may be levied. Please refer to the Archive Charges Policy for details.
- 16.6. Where an image or content from the Diocesan Archives is published, an appropriate citation must be included
- 16.7. Where the Diocese does not hold the copyright, it is the responsibility of the researcher to seek appropriate copyright permissions.
- 16.8. Conditions of Requests to Publish:
 - 16.8.1. Permission to Publish requests will be considered on a case-by-case basis
 - 16.8.2. Permission to publish is given for a one-time, non-exclusive use and is

dependent upon the receipt of any applicable fees. A new Permission to Publish request must be completed, and the appropriate fee paid, for all reprints, further editions, or use of material other than for the purpose for which the original permission is granted.

- 16.8.3. Publication includes printed publication as well as electronic/digital publication. It also includes use in film or television broadcast, use in a public display or exhibition, and use in any kind of merchandise.
- 16.8.4. The applicant accepts all responsibility for identifying the copyright holder for the materials being quoted, reproduced or published, and obtaining their permission
- 16.8.5. An appropriate citation for the material published must be given

17. ROLES AND RESPONSIBILITIES

17.1. It is the responsibility of users, readers and enquirers of the Diocesan Archives:

- 17.1.1. Adhere to the Diocesan Archive DOPs
- 17.1.2. Meet the cost of retrieving records from the Archive Store

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

- 17.2.1. Ensure that users are aware of the access policy and charges.
- 17.2.2. Ensure that readers adhere to the Diocesan Archive DOPs
- 17.2.3. Ensure that enquiries are answered promptly
- 17.2.4. Ensure that enquiries, new readers, visitors, and requests to publish are properly recorded
- 17.2.5. Ensure that all archival material is returned to the store promptly following and enquiry or consultation.

18. TRAINING

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

19. REVIEW

19.1. 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.