



## Archives Appraisal Statement

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This statement describes how we ensure records are selected appropriately for permanent retention in the Curtin University Archives. Appropriate appraisal and selection decisions mean Curtin University is able to

- fulfill its obligations under the State Records Act WA 2000;
- build relevant archival collections
- share information appropriately
- manage growth in the Archives
- provide good care of archival collections
- utilise resources appropriately

### How appraisal is carried out

**A number of factors are considered when appraising material for potential transfer into the Archives. We consider if these are**

- administrative records which show our significant decision making, planning and actions
- records and objects that show our achievements and contributions in science, health, engineering, art and technology, indigenous studies and research across a myriad of areas
- records and objects that show our relationship with and contribution to the community, industry, government, the professions.
- records and objects that show how we have helped shape tertiary education, build technology and research capability for the betterment of society and influence workforce change.

**Please see the Archives Collection Development Statement for further information.**

1. Records are selected for permanent retention if they
  - Were created by Curtin University and its predecessor the Western Australian Institute of Technology (WAIT).
  - Were created by Perth Technical College, the Perth Boys' School, Royal Perth Hospital teaching Schools, and other college predecessors to WAIT
  - Are the donated or transferred papers, objects and records of individuals or groups who have contributed to our growth or who have through their association with us have significantly contributed to the community, the professions and built or improved knowledge and added value to society.
2. These records may be digital, web, online or physical format (objects).
3. These records must be
  - free from mould, dirt, insects, or other conditions which could detrimentally affect our collections or our staff.
4. These records must also be
  - free of any copyright or ownership constraints or
  - have documented agreements with owners in place or
  - be of sufficient value to hold as embargoed items until such time copyright expires.

### When does appraisal take place

- before creation of the record

- during its development
- during its use
- after active use has ceased.

## University Archivist

Document	Author	Date last reviewed.
Archives Appraisal Statement	University Archivist	12/2024

Related documents	Author	
Archives Collection Statement	University Archivist	
Information Management Policy	Associate Director: Curtin Information Management and Archives	
<a href="#">Donations to Curtin Policy</a>	Advancement Office	
<a href="#">Donations acceptance and solicitation procedures</a>	Advancement Office	