

ACCESS POLICY FOR THE ARCHIVES OF THE ANGLICAN CHURCH IN AOTEAROA NEW ZEALAND AND POLYNESIA

1. Access shall be granted only to bona fide researchers who have signed the form entitled *Archives declaration by researcher*.
2. Material will be made accessible, provided that it has been sorted and listed and no restrictions have been placed on it.
3. In special circumstances the Archives Committee may give permission for access to restricted material.
4. In the case of material generated by a bishop a special set of conditions will apply (see the document *Bishops' papers: guidelines for their deposit and access in diocesan archives*)

THE COPYING OF ANGLICAN RECORDS

Some guidelines prepared by the Archives Committee of the Anglican Church in Aotearoa New Zealand and Polynesia

The following guidelines are offered to the diocese and Te Pihopatanga o Aotearoa for use as appropriate, and especially in response to requests to copy parish registers

- a. The records of our past, and particularly those relating to the sacraments of the Church, are generally to be regarded as the property of the Church
- b. The Church is entitled to hold these records regardless of their age, as property to which the law of copyright applies.
- c. Because such records contain details of persons, they are in a special category of "taonga", requiring sensitivity and care in relation to their preservation.
- d. Access to such records by bona fide inquirers and researchers needs to be possibly under controlled circumstances
- e. Requests to copy such records can sometimes come from persons and organisations interested only in the preservation of such taonga. In general, this should be the responsibility of the Church and not left to outside organisations.
- f. Requests by the Genealogical Society of Utah, funded by the Mormon Church, to microfilm our records, should be refused on the grounds that the details and names of persons may be used by that organisation for purposes which cause genuine distress to relations and descendants.
- g. There is a variety of responses internationally to requests for microfilming by the Genealogical Society of Utah. In general, it is possible to state that many other Anglican Provinces, probably a majority, do not permit such copying of their records.

June 1991

BISHOPS' PAPERS GUIDELINES FOR THEIR DEPOSIT AND ACCESS IN EPISCOPAL UNIT ARCHIVESⁱ

Preamble

Those in charge of the various diocesan archives have the responsibility for collecting and preserving records that are of value to the Church. Without adequate records the Church can never be in a position to understand its own past. The most valuable records for any episcopal unit are those kept by its bishopⁱⁱ acting in an official capacity: as chief pastor to clergy and laity, as administrator, and as representative of the episcopal unit in the Church and community at large. Each episcopal unit therefore needs to have procedures to ensure that the records of its bishops are deposited in the archives of the episcopal unit, or such repository as is so designated by the episcopal unit's Archives Committee.

Since bishops' papers inevitably include material of a sensitive kind, proper steps must be taken to ensure that no user of the archives will have any access to any part of these papers that might conceivably involve any breach of confidentiality.

It must also be recognised that bishops who have resigned are in a special position in relation to the records generated by them during their respective episcopates. Such bishops must, during their lifetimes have a right to restrict access to these records to an extent which is consistent with their successors carrying out their duties.

Accordingly

- a. Upon a bishop's resignation or death, all episcopal papers and records shall be deposited in the archives of the episcopal unit or designated repository.
- b. The episcopal unit's archives committee shall have the responsibility for the proper care of the deposited papers. In consultation with the Archives Committee of the Anglican Church in Aotearoa New Zealand and Polynesia, the episcopal unit's archives committee may deposit any part of such papers in the General Synod archives where it is agreed that the records are not merely diocesan in character.
- c. No part of the deposited papers shall be disposed of by the episcopal unit's archives committee except with the consent of the former bishop during that bishop's lifetime and afterwards of the successor.
- d. The former bishop shall have ready access to all the deposited papers, including the right to borrow back temporarily any personal material in the papers under pre-arranged terms.

- e. The immediate family of a deceased bishop shall also have access to personal material contained in the deposited papers of that bishop.
- f. The incumbent bishop shall have right of access to any official parts of the papers.
- g. Any other persons may have access to the deposited papers only with prior written consent of the former bishop in that bishop's lifetime; although it is anticipated that requests for access to the papers, for the purposes of bona fide research, will generally be regarded favourably.
- h. Authority to grant access to the papers of a deceased bishop shall pass to the incumbent bishop in consultation with the episcopal unit's archives committee. Thirty years after the end of an episcopate, access shall be freely given except as provided herein.
- i. Confidential materialⁱⁱⁱ on individual clergy, lay persons and members of the bishop's family, shall be absolutely restricted for a period of 100 years after the date of the documents concerned; except that privileged access may be granted by the incumbent bishop for the purposes of writing officially commissioned church history.
- j. It is envisaged that in exceptional cases, donor bishops themselves, at the time of deposit, or episcopal unit archives committees subsequently may choose to lay down special conditions of access to part of the papers.

November 1989

ⁱ Other than the Primate's papers for which see clause 1 of Title B Canon X

ⁱⁱ The term bishop is inclusive of assistant and regional bishops

ⁱⁱⁱ Material to be designated as confidential shall be decided at the time of deposit or subsequently on further examination of the papers by the episcopal unit archivist and archives committee