



Australian Society for Parasitology Archiving Policy

1. Purpose

The Australian Society for Parasitology (ASP) maintains an archive to preserve records of enduring historical, administrative, scientific, and cultural value. The Archive supports continuity, institutional memory, scholarly research, and the public record of the Society's activities.

This policy, and its accompanying legal and compliance appendix, applies to material donated or transferred by members, office-bearers, committees, event organisers, and related contributors.

2. Scope

The Archive comprises hard-copy and digital records that document the work of the Society and its members in an ASP context. Suitable records may include governance and management records, conference materials, relevant correspondence, newsletters, committee papers, photographs, posters, oral-history materials, award records, publicity materials, and selected research-related records where they document ASP activity or the development of parasitology in Australia.

The archive is not a general store for personal, working, or research files held by members.

3. What members may submit

Members may offer material that is relevant to the Society's history, programs, governance, publications, events, awards, outreach, and engagement with the scientific community. Typical examples include:

- Minutes, agendas, reports, and decision papers from ASP Council, Annual General Meetings, committees, working groups, and task forces.
- Event records, including conference programs, abstracts, proceedings, posters, photographs, videos, and promotional materials.
- Society publications, newsletters, circulars, annual reports, and strategic plans.
- Awards, honours, citations, speeches, and nomination materials (where appropriate).
- Significant correspondence relating to major Society decisions, collaborations, or milestones.
- Records of outreach, education, advocacy, and community engagement.
- Personal papers or research materials only when they directly document ASP activity, key scientific developments in parasitology, and/or the history of the discipline in Australia.

Material submitted to the ASP Archive will be appraised for enduring historical, administrative, scientific, or cultural value relevant to the Society. Records should be transferred with sufficient contextual metadata, in stable formats where possible, and accompanied by any access, copyright, privacy, or donor restrictions. The Archivist may decline, restrict, digitise, reformat,

or dispose of material that falls outside the collection scope or does not warrant permanent retention.

4. What should not be submitted

The archive generally does not accept:

- Routine administrative duplicates or convenience copies.
- Superseded drafts where the final version is already preserved.
- Material with no demonstrable significance to the ASP or parasitology in Australia.
- Bulk email inboxes, system backups, software installers, or unmanaged working files.
- Records containing sensitive personal data unless there is a clear archival need and appropriate consent, restriction, or redaction can be applied.
- Copyrighted third-party material that cannot be lawfully preserved or made accessible under the Archive's terms.

5. Appraisal principles

All material is appraised before acceptance. Appraisal considers whether the record has enduring value based on:

- Evidential value, meaning it documents how ASP functioned and made decisions.
- Informational value, meaning it provides unique evidence about parasitology in Australia.
- Uniqueness, rarity, or difficulty of replacement.
- Historical significance, including links to major events, people, initiatives, or scientific developments.
- Provenance and context, meaning records should remain associated with their creator or function where possible.
- Legal, ethical, privacy, and copyright constraints.

Material is appraised according to national and international best practice and standards, including Australian Standard ISO 14589 Records Management and digitisation standards recommended by the National Archive of Australia.

6. Curation standards

Accepted material is curated using archival and data management best practice:

- Hard copy material is maintained in Archive quality materials (paper, folders, boxes etc)
- Digital material is preserved in stable formats that are, open, and widely supported formats where possible, such as PDF/A for documents, TIFF or high-quality PNG for images, WAV for audio, and CSV, TXT, or XML for structured data.
- Naming conventions and categories of materials are consistent across hard copy and digital materials.

- Metadata is captured where possible to include descriptive, technical, and administrative information, including creator, date, format, subject, provenance, rights, access conditions, and any restrictions.
- Regular checksums or other fixity data to verify file integrity for digital records.
- Storage of at least one preservation copy and one access copy for digital records, with appropriate backup and disaster-recovery controls.
- Records of version history for digital records.
- Ensuring records remain findable, accessible, interoperable, and reusable where appropriate, while respecting access limits and privacy obligations.

7. Access and restrictions

The Archive balances preservation with lawful and ethical access. Records may be restricted where they contain:

- Personal information.
- Sensitive committee deliberations.
- Copyrighted material with limited reuse rights.
- Confidential donor, financial, or personnel information.

Restrictions are time-limited where possible and reviewed periodically. Where appropriate, the Archive will create redacted access copies while preserving the original record separately.

8. Ownership and transfer

Donors should confirm whether they are transferring ownership, granting a licence for preservation and access, or depositing material under agreed conditions. The ASP avoids accepting material without a clear statement of provenance and transfer terms. Members offering material for consideration for archiving must complete a transfer form.

9. Retention and disposal

Materials selected for long-term retention are clearly accessioned and described. Not all submitted material will be retained permanently. The Archivist may dispose of duplicates, low-value administrative material, or records outside the archive's scope after documenting the decision. Disposal decisions are consistent, documented, and defensible, with attention to evidential value and compliance obligations.

10. Review and approval

This policy will be reviewed every three years, or sooner if technology, legal requirements, or Society practice changes. Any changes or amendments will be approved by the ASP Council.

Policy version control

Any feedback on this policy should be provided in writing to archivist@parasite.org.au for consideration in the policy's periodic review.

Version	Key changes	Approved by	Date of effect
1.0	Implementation	ASP Council	2 July 2026

Appendix: Legal and Compliance

1. Legal status

The Australian Society for Parasitology Archive is a private organisational archive and is not generally subject to the Commonwealth *Archives Act 1983* unless it is holding Commonwealth records or is otherwise bound by specific legal arrangements. However, the Archive still operates in accordance with applicable Australian laws, including privacy, copyright, and any record-keeping obligations that apply to the Society's legal structure as an incorporated entity.

2. Privacy

The Archive handles personal information with care and restricts access to material containing sensitive or identifying information unless there is a clear archival purpose and a lawful basis for retention and disclosure. Records containing personal information will be collected only where necessary, stored securely, and accessed only by authorised persons. Where appropriate, the Archive will create redacted access copies for public use while retaining the unredacted original under restriction.

3. Copyright

Donation or transfer of records does not automatically transfer copyright. The Archivist will obtain written permission or a licence for preservation copying, digitisation, and access provision where copyright material is included. If rights are unclear, the archive should limit copying and access until the legal position is established.

4. Confidentiality

The archive restricts or rejects material that contains confidential committee discussions, personnel matters, nomination records, sensitive correspondence, or material supplied in confidence. Access restrictions should be documented at the time of transfer and reviewed periodically to determine whether they can be reduced or lifted.

5. Record keeping

The Society keeps a register of all archival transfers, including donor name, date received, description, legal status, restrictions, and disposition decision. This supports accountability and helps show that appraisal and disposal decisions were made consistently. The Society is incorporated in the state of Queensland and must maintain compliance with requirements, for example for retention of financial records and regular audit. These do not meet the requirement for long-term or permanent retention but may be held and maintained for mandated retention periods.

6. Disposal

The archive may dispose of duplicates, routine administrative records, and material outside its scope, provided the disposal is authorised and documented. Disposal should only occur after checking that there is no continuing legal, financial, historical, or operational need for the records. Digital disposal should include secure deletion where appropriate, and physical disposal should prevent reconstruction or unauthorised recovery.

7. Storage and security

Archival records are stored in secure, monitored conditions appropriate to the format. Non-digital records are protected from fire, water, pests, light, and environmental damage, and digital records are be protected with backups, access controls, and integrity checks. The archive maintains an incident response or disaster plan covering theft, loss, damage, cyber incidents, and format obsolescence.

8. Transfer requirements

Before accepting material, the archive will obtain a transfer form or deed of gift stating:

- who owns the material.
- whether copyright is assigned or licensed.
- any privacy, confidentiality, or access restrictions.
- whether the archive may digitise, preserve, and publish the material.
- whether the donor has authority to transfer the material.

9. Standards and guidance

Management of the Archive aligns with national and international standards and best practice for records and preservation practice, including retention planning, preservation-friendly file formats, metadata capture, and controlled access. This includes both hard copy and digital records.

10. Review

This appendix will be reviewed as part of the regular review of the Archiving Policy it relates to. Any changes or amendments will be approved by the ASP Council.

Version control

Any feedback on this appendix should be provided in writing to archivist@parasite.org.au for consideration in the Archiving policy's periodic review.

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