

Identifying records that have value as artefacts

IMPLEMENTATION TOOL

During digitisation projects, you may find some source records with historical value as artefacts. These may need to be retained. If so, you cannot destroy them using *Disposal Schedule for source records (DA2159)*. Examples include:

- records with a physical element proving their authenticity or evidential value (for example corporate seal)
- significant (non-routine) contracts and agreements containing all signatures
- bound Committee minutes and agendas (generally pre-1960)
- original works of art
- records of international, national or cultural significance (large infrastructure projects)
- original proclamations, charters, testimonials and intergovernmental treaties and agreements
- records of extreme personal significance (an adoption file with handwritten letters from a person's biological parents)
- records with aesthetic qualities (a beautiful handwritten ledger from the turn of the century, even though it only contains petty cash records)
- records of historical significance, which may benefit from being retained in their original format (for museum display purposes).

It is likely that you will find records with some of these characteristics during large digitisation projects. Keeping an original record or source document because of its value as an artefact is a subjective decision best undertaken on a case-by-case basis. Seek advice from the Office of the State Archivist.

ACKNOWLEDGEMENTS

This fact sheet is based on the following, now withdrawn Tasmanian Archive and Heritage Office publication:

- *Checklist: selecting records for digitisation*. Attachment 1: Identifying records that have value as artefacts.

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Identifying records that have value as artefacts is part of the *Tasmanian Government Information Management Framework*. It supports the *Digitisation standard: technical standard for permanent paper records* and the *Information and records management standard*. This is a living document and we will make minor changes as needed. If you notice anything that needs updating, please let us know.



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Document Development History

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1	28/09/2020	Initial release