

Office of the State Archivist

IMPLEMENTATION TOOL

Identifying Records that have Value as Artefacts

During digitisation projects, you may find some source records with historical value as artefacts. These may need to be retained, and cannot be destroyed under *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 hand written letters from a person's biological parents)
- Records with aesthetic qualities (a beautiful hand written 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This fact sheet is based on the following, now withdrawn Tasmanian Archive and Heritage Office publication: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 Legacy Records for Digitisation. Attachment 1 – Identifying records that have value as artefacts.*

CONTACT US

Office of the State Archivist | www.informationstrategy.tas.gov.au | osa@education.tas.gov.au | 03 6165 5581

Identifying Records that have Value as Artefacts is part of the *Tasmanian Government Information Management Framework*. It supports the *Digital Preservation Standard* 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.



License URL: www.creativecommons.org/licenses/by/4.0/legalcode

Please give attribution to: © State of Tasmania, 2020

Document Development History

Version	Date	Comments
1	28/09/2020	Initial release
