



Approved: September 2023

Next review: September 2025

The Institute of Australia trading as **Forestry Australia** (FA) is a Public Not-for-profit Company Limited by Guarantee (ABN 48 083 197 586) operating under a constitution. This Terms of Reference define the purpose, roles, and responsibilities of Forestry Australia's **Archivist**.

PURPOSE

The purpose of the Archivist is to:

- Devise policies for the appropriate and safe storage or disposal of records and artifacts in accordance with best archival practice, legal requirements and in line with Forestry Australia resources;
- Support Forestry Australia's compliance of these policies;
- Ensure these practices are followed and maintained at national and regional levels as appropriate;
- Liaise with archivists of the Noel Butlin Archive Centre (NBAC) regarding their receipt, selection and storage of FA records and artifacts and develop policies of access to the records

FUNCTIONS AND SCOPE

The Archivist is responsible for:

- Developing an annual archivist workplan.
- Developing and promulgating implementable policies and procedures concerning the selection of records for storage and their disposal when appropriate.
- Advising the Board on the legal requirements to retain records (financial, personnel) and develop policies on access to these records.
- Advising on the management of confidential records to ensure that they are identified and managed in accordance with legal and ethical obligations.
- Correspond with relevant Committee Chairs regarding storage and disposal of written records of meetings and policy documents
- Develop and maintain a Records Retention and Disposal Schedule which will identify:
 - Records for permanent retention
 - Records for temporary retention
 - Records which do not need to be preserved
- Ensure that all past records (written and digital) of Forestry Australia and its predecessors are sent to the NBAC for consideration for archiving in their facility.



Forestry Australia TERMS OF REFERENCE Archivist

- Where possible ensure that records for retention are stored prior to archiving safely and securely, recognising that hard paper copy storage is the preferred storage medium.
- Support the National Office to ensure that appropriate current records are made available digitally to the membership.
- Promoting a wider appreciation of the heritage of the organisation regionally and internationally.

REPORTING

- The Archivist is asked to report to the Board quarterly or on request.

AUTHORITY AND DECISION MAKING

- The Archivist is a voluntary position appointed by the Board.
- The Archivist does not have a budget however reasonable meeting expenses, will be covered under Forestry Australia's operating budget.
- The Archivist does not have the authority to execute contracts independently.
- The Archivist is able to make recommendations to Forestry Australia's Board in relation to initiatives both within and beyond the scope of this document though it has no authority to pursue these strategies without Board approval.