

HISTORICAL COLLECTION GUIDELINE

Corporate Historical Records

The Ipswich City Council 'Historical Collection Guideline' is essentially a planning tool formulated to guide Council's staff in making informed decisions regarding corporate historical records and memorabilia.

This administrative process complements the collecting priorities of other regional collection repositories and encompasses historic Council records and memorabilia not covered by the State Archives Records Disposal and Retention Schedule. Records and memorabilia retained will be items of historical significance to Council and the community that should be permanently retained.

Purpose and Scope of the Collection

Memorabilia that represents important themes or events in the Council's past should be retained for the purpose of preserving and interpreting the history of Ipswich City Council.

Corporate historical records may be of any medium including, but not limited to books and other written and printed materials such as maps, plans, photographs and corporate objects of the past.

Many of the Council's administrative records have been transferred to the Queensland State Archives including: Minute Books, Annual Reports, Index to registers of letters received, letter books and others.

Council Officer's or Departments wishing to transfer or dispose of historic Council records and memorabilia not required for retention by the State Archives should contact the Records Manager, Deputy Records Manager or his/her nominated Officer.

Planning Branch

Collection:

The Planning Branch maintains a collection of heritage conservation reports, heritage studies, heritage trails, Cemetery Records (excluding Ipswich General Cemetery) and is responsible for maintaining the Street and place names register.

The historical records collection comprises corporate seals of former Divisional Boards and Council's, official Invitations, photographs of Mayors and Councillors from 1860 to the present and related records created by the organisation.

Ipswich Library Service Collection Development Policy

5.22 Local History

Purpose:

To ensure the preservation of information and resources specifically related to the history of Ipswich and the surrounding region for present and future generations.

Collection:

The collection covers the life and history of Ipswich. Resources included are represented in a variety of formats including books, written records, newspaper clippings, photographs, pamphlets and ephemera.

Global Arts Link Ipswich - Collection Management Policy, Draft Submission, April 1999

2.3 Secondary Collections

(a) Objects of major historical, educational or social significance

Objects of archives of outstanding interest or merit which contribute to an understanding of the unique forces which have shaped the Ipswich region and which are deemed to adequately satisfy the following criteria:

- A proven association with a known individual, some event, or period in history of the Ipswich region that is considered of special significance.
- Demonstrate an aesthetic quality or a level of technical or creative achievement, or exemplify a method of production that is valued by or unique to the Ipswich region.
- Relate to parent themes indicated by the established categories of Global Arts Link community project for the Old Town Hall 'Ipswich Lives'; armed forces; favourite people; recreation; community spirit; special achievements; technological advancement; family; clubs and groups; industry; local history.
- Acquisitions do not substantially duplicate the collections of existing museums or the roles of other relevant collecting institutions.

The Objects Collection shall incorporate the existing 'Design for Production Collection' commissioned by previous Director, Alice Anne McRobbie, and will be developed to complement permanent Gallery Displays such as the 'Hall of Time', 'Dreaming Room' etc.

Ephemera will not be collected but at the discretion of the Collection Manager and/or Multi-Media Manager may be recorded digitally for inclusion in the Teaching and Research Collection and the fore-mentioned displays.

Date of Review: 2 October 2012

Date of Council Resolution: 21 February 2001

Committee Reference and Date: Planning and Development Committee - 13 February 2001

No of Resolution: 04.01