

HOPE'87 Archiving Policy

1. INTRODUCTION

1.1 The HOPE'87 Archiving Policy is entering into force by 1st of January 2010 and has to be brought to the attention of all Country Offices.

1.4 HOPE'87 has an obligation to implement and preserve good archiving procedures and processes.

1.2 This policy is designed to assist in the organisation and to store records, ensuring statutory compliance and adherence to HOPE'87 principles.

1.3 HOPE'87-HQ and Country Offices have limited space and archiving and storage must be used in an efficient manner, ensuring easy access to crucial documents and employing clear labelling to allow for rapid identification of relevant information.

2. DEFINITION OF ARCHIVES

2.1 The HOPE'87 archives consist in general of records that are preserved semi-permanently or permanently because of their enduring value.

3. ARCHIVAL RECORDS

3.1 HOPE'87 archival records are those records which are no longer current but which have been chosen for preservation, for a specified length of time.

3.2 The records that are eligible to become archives may need to be kept permanently because they are evidential, or for some other legal reason. They may have a donor's need value. They may have a wider value to the community. Or they may be a historical record of HOPE'87.

3.3 The Archives might consist of: technical and financial reports, protocols, records of former and present donors, records of former and present staff, photographs, publications, contract documents, records of collaborations with outside bodies, correspondence of staff. There may be others.

3.4 These records may be original documents, often unique, and they may be irreplaceable. An archival record may be the only copy that exists anywhere.

3.5 Archival records could be in any format or medium. They can exist electronically, as well as in paper. For environmental reasons digital archiving shall prevail.

3.6 A cooperation with the archiving system institution of the University of Vienna – called "Phaidra" – has been established for future online documentation and archiving of relevant data on the university platform. After elaboration and implementation of the relevant parameters this engagement will enter into force as an additional archiving measure to existing tools.

4. OBJECTIVES AND RESPONSIBILITIES

4.1 Each Country Office as well as HOPE'87-HQ will have its own records retention schedule, identifying the records which it holds. The records retention schedule will be developed, considered and approved by the Country Representative.

4.2 The format or medium of archival records will be appropriate to the length of their retention, and to changes to technology, in terms of equipment or obsolescence. Archival documents by their nature will be permanent or semi- permanent, and so the medium chosen to store them should be long-lasting.

4.3 It is the aim of HOPE'87 to have a central archive at HQ for donor-relevant documents with permanent value, but those archives with a local significance will continue to be stored at the Country Offices.

4.4 HOPE'87 will adhere to principles of transparent archiving when storing and keeping personal data.

4.5 HOPE'87 will be aware of its obligations to its donors and staff, both past and present, when storing and keeping archival records.

4.6 HOPE'87 will adopt appropriate and adequate security measures for storage of and access to archival records in whatever format, dependant on the record type.

4.7 Country Office staff members will be responsible for the management of archival records in their local areas, with the advice and co-ordination of the Country Representative.

5. ROLES AND RESPONSIBILITIES

5.1 It is the responsibility of all staff members to ensure that records are filed and archived correctly – all employees have a duty to keep confidential information safe.