

Australian Mutuals History Acquisition Policy

Purpose

Australian Mutuals History (formerly known as the Australian Credit Union Archives) collects and manages those records of the credit union and building society movements and the customer owned banking sector that are appraised by the Archivist as having permanent administrative, legal, fiscal and historical value.

Authority to collect

The authority to acquire and appraise material is vested in the Archivist who reports to the Australian Credit Union Archives Trust. The collection development policy was endorsed by the Trustees at their meeting on 13 December 2011, updated in April 2018 and re-endorsed in June 2018.

Methods of acquisition

Material may be acquired by

- Transfer
- Donation
- Purchase
- Loan

Transfer

Records should be transferred from individual credit unions, mutual building societies and customer owned banks in accordance with the schedule set out in Appendix I.

The records of major industry bodies, associations of customer owned banking institutions and Special Service Providers within the financial Mutuals sector are appraised individually by the Archivist and special disposal authorities are compiled. Certain constitutional, management and reporting documentation should be retained for all such organisations. These series are shown at Appendix II. A guide to records of individual bodies appraised as archives according to their special functions is found in Appendix III.

Donation

Donations must be appraised by the Archivist and material that falls outside the acquisition policy will be declined. Donations may also be declined if unreasonable conditions are attached.

Donations may be received from past and present credit union, mutual building society or customer owned bank directors / staff and, in the case of published and promotional matter, from members.

Material that has been donated is considered to be in the custody of the Archivist who will make decisions regarding its arrangement and description, storage, conservation, display, access and disposal.

Purchase

Material may be acquired through purchase if an item fits the collecting criteria, is otherwise unobtainable, and provided that the price is reasonable and funding is available.

Loan

Material will be accepted on loan for short periods for a specific purpose such as an exhibition.

Format of the Archives

The Australian Mutuals History collection is not restricted by the format of the records. Formats may include files and loose papers, volumes, binders, booklets, microforms, photographs, architectural drawings, electronic/digital records, audio-visual materials, art works, and objects.

Scope of the collection

The role of the collection is to document the activities of the financial Mutuals sector (including the credit union movement, mutual building societies and customer owned banks) in Australia including

- The monitoring, regulation and governance of the credit union industry, building societies and customer owned banking by government organisations and a range of peak organisations within the credit union movement and the customer owned banking sector
- The philosophy of credit unions and principles of mutuality
- The development of mutual building societies and the customer owned banking sector
- Reports and submissions on behalf of the credit union movement, building societies and customer owned banking sector
- Training and development of staff and directors to provide a high level of governance and professional service by credit unions, mutual building societies and customer owned banks
- Forums, conventions and other gatherings of staff and directors in the financial mutuals sector
- Advocacy and marketing in the credit union movement, building societies and customer owned banking sector
- The establishment, constitution, activities, administrative history, major events and celebrations, and amalgamation of individual credit unions, mutual building societies and customer owned banks
- The people who served the credit union movement through various bodies, and as founders, directors, committee members, staff, volunteers and members
- Buildings where credit unions, mutual building societies and customer owned banks and related bodies conducted business
- Writings and reports about the credit union movement, mutual building societies and customer owned banks in Australia
- Memorabilia associated with the credit union movement, building societies and customer owned banks in Australia and individual credit unions, mutual building societies and customer owned banks.

Reference Material

Australian Mutuals History collects published material relating to the credit union movement, building societies and customer owned banks in Australia including:

- Key publications of government bodies that regulate or monitor credit unions, mutual building societies and customer owned banks, such as Registrars of Co-Operatives or of Credit Unions
- Monographs that cover the philosophy of credit unions, major figures in the credit union movement; the credit union movement in Australia and aspects of financial institution management pertinent to credit unions
- Monographs relating to the history and development of mutual buildings societies and customer owned banks in Australia
- Periodicals relating to the credit union movement and development of mutual building societies in Australia

Limitations on the Australian Mutuals History acquisition authority

Australian Mutuals History does not have collecting authority over material relating to the credit union movement, mutual building societies or customer owned banking as follows:

Government Agencies whose function is to constitute, regulate and monitor the industry or financial sector

The records of these agencies are covered by Commonwealth, various state and territory legislation for deposit in the National Archives of Australia, state and territory records or archival authorities. Access and use is determined by the creating agencies and their successors. Australian Mutuals History may retain published material for reference purposes including:

- Circulars, instructions and other regular publications directed at the financial Mutuals sector (such as credit unions, customer owned banks etc.)
- Model Rules, sample procedures and general instructions
- Annual Reports
- Special Reports and statistics relating to the financial mutuals
- Selected articles and clippings appraised by Archivist

Overseas organisations

The archives of CUNA International (1934- 1971) and the World Council of Credit Unions (WOCCU) (1971-) are outside the collecting responsibilities of Australian Mutuals History. However material relevant to an organisation's or individual's dealings with international organisation may survive in the records of the organisation or individual concerned. Some published materials particularly pertinent to the Australian movement may be retained for reference purposes.

Friendly Societies and Co-Operatives

The records of these organisations are outside the collecting scope of the Australian Mutuals History.

Deaccessioning

The Australian Mutuals History has the right to de-accession items in the collection should they be deemed unnecessary.

Appendix 1

Records of individual credit unions, mutual building societies or customer owned banks appraised as being of archival value.

Disposal Class	Examples of Compliance	Further Note
Rules or other constitutional documentation; certificates of incorporation; formation meetings	Original and as amended. Include all formats May include correspondence with the Registrar, Financial Institutions Commissions or other Government agencies, certificates of incorporation and business licences	
Board Minutes; agenda and meeting papers	Minutes of Boards of Directors; committees of the board – continuing and short term	Transfer only the official signed set of minutes if they exist. Existing organisations need to retain these on site in compliance with Corporations Act , 2001 -
Annual General Meetings	Minutes of Annual General Meetings and Special/ Extraordinary General meetings if retained separately from Board Minutes	Transfer only the official signed set of minutes if they exist. Existing organisations need to retain these on site in compliance with Corporations Act , 2001 -
Amalgamations/ name changes/ organisational structure	Any documentation relating to transfers of engagements / amalgamations / name changes and similar administrative change and include notices of special resolutions, organisational charts, certificates of incorporation	
Policies and procedures	One copy of each policy or procedure manual relating to governance matters and deposits, loans, investments, assets, interest rates etc. and other financial activities/matters	
Planning	Strategic Plans for the organisation	

Disposal Class	Examples of Compliance	Further Note
Non- routine Correspondence	Correspondence of CEO (or Equivalent) or the Company Secretary	May relate to relations with other officials and bodies within the credit union movement, building societies or customer owned banking sector; major issues in governance or management; new services; proposed amalgamations; establishment of branch and agencies including premises; anniversaries and major celebrations; distinguished visitors
Registers of Directors		Often Found in a Company register
Statutory returns	Returns to regulatory authorities such as the Registrar, Financial Institutions Commissions; APRA, Australian Bureau of Statistics and similar	
Statistics	Any record that shows the growth of the organisation – deposits, loans, assets, interest rates over a substantial period	
Registers of Members	Ledgers that contain details of members, forfeitures , loans, directors	
Annual reports	Copy of each annual report (no more than two)	
Newsletters	Copy of each newsletter (no more than two)	
Procedure or Training manuals	One copy of each	
Instructions or circulars to staff	One copy of each	
Prepared histories	These may be a few typed pages; an article in a newspaper or magazine or a more ambitious printed document; audio visual presentation. Up to two copies of each to come to archives	
Photographs	Those that show Board; staff; clients, premises - interior or exterior, significant events and sponsored activities. Can include selected photographs of sponsored sports clubs and events	The disposal authority for photographs is shown at Appendix IV of this document. The archivist may cull collections of photographs
Oral Histories	Interviews with former staff; directors or clients	Should be accompanied by project documentation;

Disposal Class	Examples of Compliance	Further Note
		research materials and the consents of the parties
Newspaper and magazine coverage	Selected clippings and articles relating to significant events; staff changes; new premises, anniversaries and similar events in the history of a credit union or mutual building society or customer owned bank	These may not be retained if they are in poor condition, or are available elsewhere
Audio-visual materials	CDs; cassettes, films that record significant events in the organisation; community events; advertisements;	

Appendix II

Records of Bodies other than individual credit unions, mutual building societies or customer owned banks

The following should be retained (where relevant) for all major industry bodies, associations of credit unions, mutual building societies or customer owned banking and Special Service Providers in addition to records related to the special function performed by each organisation as set out in Appendix III.

- Constitutional records including certificates of incorporation, rules or constitutions, rule changes; merger or amalgamation documentation
- Original Minutes of Board and Committee Meetings
- Original Minutes of Annual General Meetings
- Registers of Directors
- Policies and Procedures
- Correspondence of continuing value
- Annual reports
- Annual Financial Returns
- Regular publications (such as circulars or newsletters)
- Special Reports
- Articles and Clippings appraised by Archivist

APPENDIX III

The following is a guide to the functional records to be retained by major industry bodies, associations of credit unions, mutual building societies, customer owned banking, and special service providers

Credit Union Industry bodies / Mutual Building Societies Industry bodies / Customer Owned Banking Industry bodies

Industry bodies and associations, including:

Leagues or Associations established in various states and territories 1956 - 1992

Chapters of Credit Unions 1959 (?) -

Australian Federation of Credit Union Leagues [AFCUL] 1966- 1992 (AGY 660)

The Credit Union Industry Association, 1992– 2006 (AGY 1207)

Cuscal Ltd, January 1992 - (AGY 0769)

Abacus Australian Mutuals 1 July 2006 - (AGY 1208)

Associations of credit unions that serve within smaller geographical boundaries, particular industries or other community served by the credit union.

Customer Owned Banking Association (COBA)

Other organisations (however titled) to which credit unions, mutual building societies and customer owned banks belonged and which provided services of a general nature to their members including:

- centralised banking
- funds transfer services
- insurance
- training and professional development
- electronic data processing
- management information data
- superannuation
- management and administrative services
- debt collection
- legal and securities
- marketing and promotion
- research and representation
- communications
- advocacy and lobbying

The following record-types may be retained from these bodies

- Constitutional records including certificates of incorporation, rules or constitutions, rule changes; merger or amalgamation documentation
- Original minutes and papers of the Board and Committees
- Original Minutes of the Annual and Special General Meetings
- Policies and procedures
- Records of specialised committees and working groups
- Submissions to government
- Correspondence of continuing value
- Annual Reports (up to two copies of each)
- Annual financial returns
- Registers of directors
- Regular Publications
- Special Publications
- Promotional materials
- Records relating to regular meetings of members and activities including seminars, representations
- Training materials
- Conference materials, programs, papers presented, reports and evaluations
- Membership records
- Articles and Clippings appraised by Archivist

Special Service Providers for credit union movement and customer owned banking sector

Special Service providers are a diverse group of agencies that provide one or more service/s to the credit union movement or customer owned banking sector including training and development, financial services, information technology, financial services, industrial services, dispute management, assisting credit unions and customer owned banks in developing countries, archives management and information services.

The following is a guide to the key records retained by Special Service Providers.

Australian Credit Union Archives (now Australian Mutuals History), 1996-(AGY0787)

Appraisal

Acquisition of materials

Collection Management

Archives Documentation

Oral History Projects

Research Files

Publications

Promotional activities

Australian Credit Union Employees Association, 1972 - ? (AGY0949)

Industrial Awards

Australian Credit Union Historical Co-operative Limited, 1985- 2004 (AGY0786)

Membership Records

Prepared histories

Seminars

Acquisition of materials

Promotional Activities

Australian Foundation for International Credit Union Development 1971 – 1984/ Credit Union Foundation Australia, 1984 - (AGY1187)

Projects (by country)

Awards and recognition

Special Reports

Planning Files

Regional Meetings

Legal Agreements and Memoranda of Understanding

Fundraising

Conferences

Credit Union Auditors' Association c. 1993 (AGY 1218)

Special Reports

Credit Union Dispute Resolution Centre Pty Ltd, 1996 -2009 (AGY0909)

Case files

Precedents and determinations

Credit Union Supply Centre (AGY0927)

Catalogues

Samples of stores

Financial Computing Services of Australia Pty Ltd, 1977- (AGY0943)

Project Files

Training Materials

NSW Credit Union Employees Association 1972 - ? (AGY0948)

Industrial Awards

Credit Union Financial Services of Australia Ltd (AGY0840)

Training materials

Reports

Research

Organisations Established for Training and Professional Development

These include

Credit Union Executives Society, 1972- (AGY 0991)

Australian Institute of Credit Union Managers [AICUM] 1981- 2006 (AGY0773)

Institute of Credit Union Directors, 1978 – 1997 (AGY 0775) With Institutes later developed in other States

Australian Institute of Credit Union Directors Ltd [AICUD] (1995-1996) Australasian Institute of Credit Union Directors Ltd (1997- 2005) with State and Regional branches

Australian Credit Union Institute Ltd (2006-) Australasian Mutuals Institute [AMI] (AGY 1190)

Series retained:

- Training and development Needs assessments
- Course development
- Training programs and calendars
- Training manuals
- Papers presented to seminars, conferences, conventions

Appendix IV

Photograph Appraisal

Purpose of the photographic collection

The role of the photograph collection is to complement the original and printed records of the credit union movement, mutual building societies and customer owned banking sector in Australia. The aim of the collection is to cover

- Individuals associated with the credit union movement – volunteers, staff, and directors
- Awards to individuals and groups of staff
- Boards of Directors
- Annual general meetings
- Premises – internal and external
- Credit Union, Mutual Building Society and Customer Owned Bank Celebrations
- Distinguished visitors
- Community activities of credit unions
- Members and other clients (within privacy restrictions)
- Marketing
- Technology
- Personnel Development
- Conferences and expositions

The schedule

This schedule is a working document and aims to provide a formula for the retention of photographs that document the main activities of the credit union movement, mutual building societies and the customer owned banking sector and eliminate those without long-term research value.

Note: Duplicates and copies can be destroyed under ‘normal administrative practice’ and in most cases ‘near duplicates’ can also be discarded i.e. those taken on the same occasion that illustrates the activity less well or are of lower quality.

Photographs that are severely damaged, mouldy or otherwise of very poor quality will not be retained.

Individual credit unions, mutual building societies and customer owned banks

Function	Scope	Retain	Discard	Comment
Credit union/mutual building society, customer owned	People with a significant association with individual financial mutuals /	Images of the person in the credit union/ customer owned bank/ mutual building society context with other staff/ directors/management.	Poor i.e. Out of focus, temporary (Polaroid) images; unflattering	

Function	Scope	Retain	Discard	Comment
banking - Personalities	organisations or the sector in general - as Directors, Staff, Volunteers.	Portraits taken at the period of the person's service. Reunions. Avoid professionally taken photographs for which another party might hold copyright.	images that would never be used (unless they are the only image of the person) and those that do not show context unless there are no other extant images for the period. Images outside the credit union or customer owned banking context unless there is no other image of the person.	
Directors / Boards	Individual Directors and Groups of Directors	Formal portraits of the board. Portraits of individuals contemporary with their service as Board Members		
Annual and special General Meetings	Photographs taken during the annual meeting and following social activities	Photographs of the proceedings – the Board, President and CEO presenting their reports. Newly-elected directors, general view of the audience. Any dignitaries present. Very conservative sample of photographs of any social event that followed.	Individual members of the audience particularly if unflattering. Large quantities of people at social events.	
Credit Union / mutual building society /customer owned bank - Premises	The buildings or sections of buildings in which business is conducted	Aim to retain at least one photograph of each building in which the credit union/mutual building society/customer owned bank transacted business. All photographs should be appraised on their merits including whether a photograph of that building survives; whether the photograph is dated and		There are access issues for security reasons with photographs showing the layout of premises still in use. Photographs that show members and

Function	Scope	Retain	Discard	Comment
		adds to our knowledge of the premises themselves and the business that occurred there. Photographs of official openings of new or altered premises. External details such as plaques; signage; and any details showing unique structural details Interior - Banking chamber and offices, staff at work and clients/ members in chamber All of the above related to branch or agency offices.		staff are restricted from access for privacy reasons. However access considerations alone should not restrict items from being retained
Credit union/mutual building society, customer owned bank- Staff	Group portraits of staff and staff engaged in work	Group portraits retained. Staff at work retained for the evidence they contain about office procedures. These are likely to have been taken at a significant occasion such as installation of new machinery, office refurbishment or an important visit. Reunions.	Near duplicates (similar one taken on the same day)	
Credit union/mutual building society, customer owned bank- Activities	Photographs taken during activities such dinners, dances, parties, picnics for fund raising for local organisations and similar outreaches	There should be rigorously sampled so that the essence of the occasion is preserved without showing everyone present. Prefer photographs that show management and staff with officials of the organisation concerned and any signage that gives context to the event	Excess photographs of individual participants	
Awards	Ceremonies to award individuals or groups of individuals for achievement in the credit union industry and customer owned banking sector	Retain photographs of the presentation and of colleagues or other credit union/ customer owned banking sector personalities with the recipient	Near duplicates	

Function	Scope	Retain	Discard	Comment
Members, clients and contractors	Members transacting business at the business office or banking area.	Sample photographs showing clients transacting business preferably with contextual data about the staff and fittings of the banking area	Near duplicates	There are privacy issues relating to access to photographs of clients but this should not dictate the retention of records.
Celebrations	Significant dates in the history of the credit union/mutual building society, customer owned bank; such as the organisation participating in major local events or relevant events in the history of the organisation or its communities.	Sample photographs (general views) of all events with contextual information including signage if relevant. Group portrait of staff or former staff, credit union, local or national distinguished guests	Individuals and groups other than as identified for retention. Near duplicates.	
Technology	Introduction of new technology, staff using or being instructed in the use of new technology possibly with consultants	Retain photographs taken to commemorate the inauguration of new equipment in the office. These are often shown with staff using the equipment and with management , technology suppliers or others	Near duplicates	
Marketing	Marketing campaigns of individual credit unions, mutual building society, customer owned bank or the credit union / financial	Select sample photographs is to supplement written records concerning the introduction of a new service, emblem or logo for the credit union / building society/ customer owned bank and which might incidentally show the interior or exterior of premises.	Near duplicates	

Function	Scope	Retain	Discard	Comment
	mutuals movement	Sparingly select photographs showing signage and as much contextual data as possible		
Visits of dignitaries to organisations	Visits of international, national or local dignitaries to the credit union office, customer owned bank etc.	Show photographs of visitors with board/management/staff with contextual information if possible	Near duplicates	

Other organisations in the credit union movement and customer owned banking sector

Function	Scope	Retain	Discard	Comment
Training Courses	Courses to train volunteer, staff, managers, and directors for their responsibilities in the credit union industry and customer owned banking sector	Sufficient to complement written records – a general photograph of a class with presenter and signage if available, group portraits. Presenters with group of students.	Shots of individual and groups of participants particularly at social functions.	
Conferences	Conferences and Expositions for the credit union industry and customer owned banking sector	Opening address and other plenary sessions, senior credit union officials and celebrity speakers addressing the sessions; general views of the audience. Senior credit union / customer owned banking sector figures with groups of staff. General shot of the exhibition area. [It is up to individual exhibitors to make any kind of record they choose about their exhibition and visitors to it.	Individuals and groups taken at social functions; individual exhibitors. Near duplicates	

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