



HIGH COURT OF AUSTRALIA

HIGH COURT ARCHIVE

The High Court collects, preserves, develops and maintains unique material that records and reflects the history, heritage and function of the Court and the Court building, and which serves as a repository and ongoing enduring record. Appraisal and selection of material for the High Court Archive is based on these criteria.

The High Court Archive has the following seven collections:

1. Registry collection
2. Artefacts
3. Building plans and records
4. Ceremonial events and memorabilia
5. Civic education and public information
6. Justices' speeches and published works
7. Historical newspaper articles

The High Court Archive is a combination of physical and digital material.

The High Court Archive collections do NOT include judicial papers related to judicial functions. The policy of the Court regarding the retention of judicial papers related to judicial functions is that:

- 1 Circulated drafts of a judgment and all communications between Justices or between Chambers concerning a draft judgment are to be destroyed within six (6) months of the delivery of a judgment.
- 2 An individual Justice's working papers for all judgments, including uncirculated draft judgments and research memoranda are destroyed not later than the Justice's retirement.
- 3 All other communications between Justices concerning Court business retained by a Justice are destroyed no later than the Justice's retirement.
- 4 Justices may retain their Court notebooks or donate them to the Court. Justices do not donate their Court notebooks to the National Archives of Australia or any other archives or library. Where the Court notebooks are donated to the Court, they are not made available to anyone in the Court or made publicly available until 50 years after the death of the Justice who donated them.

ACCESS TO THE HIGH COURT ARCHIVE

Requests for information about the collections, or requests for access to items in the collections may be made to enquiries@hcourt.gov.au.

DONATIONS TO THE HIGH COURT ARCHIVE

Potential donations will be assessed for suitability for inclusion in the High Court Archive. A donation must comprise unique material that contributes to the history, heritage or function of the Court and the Court building. Potential donations not meeting these criteria will not be accepted. The Court will only accept donations if there is capacity to appropriately house, preserve and record the material. Material acquired by donation becomes the property of the Court. A Donation Form (Appendix A) should be used by all donors of material where ownership and copyright does not lie with the Court. Ownership and copyright in donated material is acquired by the Court unless specified otherwise on the Donation Form. Donations with excessive access restrictions will generally not be accepted.

HIGH COURT OF AUSTRALIA ARCHIVE DONATION FORM

Material

I hereby transfer ownership and copyright to the High Court of Australia, by way of donation to the High Court Archive, of the following items:

I understand that:

- the Court will return any items not retained;
- any visual display of digitised material will be available for High Court internal use only. Other researchers may be granted access to the material on request; and
- the physical items will be displayed at the discretion of the Court.

Access

I impose the following access restrictions on the material:

Donor's name:

Signed:

Date:

On behalf of the High Court, I,
[name and position], accept this donation.

Signed:

Date: