

# CODE OF ETHICS FOR TATA CENTRAL ARCHIVES

## **Preamble**

The Code of Ethics for Tata Central Archives (TCA) establishes standards of conduct for its members. It reminds experienced archivists of their professional responsibilities, and serves as a model for institutional policies. It is also intended to inspire confidence in the profession.

The Code provides an ethical framework to guide TCA Staff and users. It does not provide a solution to specific problems.

## **Purpose**

TCA subscribes to a code of ethics based on sound archival principles and promotes institutional and professional observance of these ethical and archival standards.

## **Professional Relationships**

TCA selects, preserves and makes available documentary materials of long-term value to the Tata Group and the community that it serves.

TCA does not compete for acquisitions when competition would endanger the integrity or safety of documentary materials of long-term value, or solicit the Records of an institution that has an established archive. TCA co-operates to ensure the preservation of materials in repositories where they will be adequately processed and effectively utilised.

## **Judgements**

TCA exercises professional judgement in acquiring, appraising and processing Records. They do not allow personal beliefs or perspectives to affect their decisions.

## **Trust**

TCA does not profit or otherwise benefit from their privileges access to and control of Records and documentary materials.

Archivists negotiating with transferring officials or owners of documentary materials of long-term value seek fair decisions based on full consideration of authority to transfer, donate, or sell; financial arrangements and benefits; copyright; plans for processing; and conditions of access.

## **Authenticity and Integrity**

The primary duty of the archivist in TCA is to maintain the integrity of the Records in their care and custody. They appraise, select and maintain archival material in its historical, legal and administrative context, thus retaining the principles of provenance, preserving and making evident the original relationships of documents.

TCA does not alter, manipulate, or destroy Records to conceal facts or distort evidence.

## **Access**

TCA strives to promote open and equitable access to the Records in their care without discrimination or preferential treatment, and in accordance with legal requirements and institutional policies.

Archivists discourage unreasonable restrictions on access or use but may accept as a condition of acquisition clearly stated restrictions of limited duration and may occasionally suggest such restrictions to protect privacy. Archivists observe faithfully all arrangements made at the time of transfer or acquisition.

TCA recognises their responsibility to promote the use of Records as a fundamental purpose of the keeping of archives. TCA may place restrictions on access for the protection of privacy or confidentiality of information in the Records.

## **Security/Protection**

TCA protects all Records for which they are responsible and guards them against defacement, physical damage, deterioration, and theft.

*Source:*

*International Council on Archives - Code of Ethics*

*The Code of Ethics for Archivists - The Society of American Archivists*