

Archive Collection Policy

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| Originator name: | Maureen Shettle |
| Department: | Information Compliance Unit, Business Support Services |
| Implementation date: | November 2009 |
| Date of next review: | May 2015 |
| Related policies: | |
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Version History

| Version | Author | Revisions Made | Date |
|---------|-----------------|----------------|-----------|
| 1 | Maureen Shettle | First Draft | July 2008 |
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Sign Off History

| Version | Committee Name | Date of Final Sign Off |
|---------|-----------------|------------------------|
| 1 | Executive Board | 24 November 2009 |
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| 1 | Introduction |
| 1.1 | Purpose |
| | The University Archive seeks to preserve, organise and provide access to the records in its care to members of the University and the public in accordance with professional standards. |
| 1.2 | Scope |
| | It endeavours to collect archival material that reflects the activities of its staff and students and which also reflects every aspect of University life both to support teaching and research and to act as the corporate record, thereby protecting the rights of all University members. This will be achieved by: |
| | <ul style="list-style-type: none"> identifying and collecting those records generated and collected by the University considered to be worthy of permanent preservation ensuring appropriate conditions for their storage, security and preservation the arrangement and description of the material so as to make it accessible for use as information and research resources and according to archival principles promoting and encouraging the use of the records by University members and the wider public |
| | It will make every effort to avoid conflict and duplication with the collecting policies of other record repositories. |
| 2 | Policy |
| 2.1 | Principles |
| | Genre or media of records held |
| | Records are accepted in most formats, whether manuscript, printed or machine readable as well as photographs, plans, microform, pictures provided there are the necessary facilities for their preservation and for provision of access to them. We are not able to store electronic records at present but this is an issue which will be addressed on a case by case basis. |
| 2.2 | Procedures |
| | Methods of acquisition |
| | Archive material will be acquired by one of the following methods: |
| | <ul style="list-style-type: none"> Transfer of the formal record of University committees; selected administrative records and records of academic schools, departments and service units where appropriate Donation of material either voluntarily offered or actively sought by the University Archive and where legal ownership of the records will be transferred to the University Purchase of records may occasionally be considered where funding permits The loan of material where ownership remains with the depositor will only be considered in exceptional cases. |
| 3 | Governance & Directory Requirements |
| 3.1 | Responsibility |
| | Selection/de-accessioning policy |
| | No document will be accepted without clear evidence of ownership and authority to deposit. |
| | The Archives shall, in accordance with the wishes and requirements of depositors, evaluate and select for destruction those documents deemed not to be worthy of permanent preservation and this intention shall be made clear at the time of transfer. |
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