

## **ARCHIVE COLLECTION POLICY**

Originated by Corporate Information Manager:	May 2007
Impact Assessment:	( <i>TBA</i> )
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Approved by Council:	28 June 2010
Review Date:	May 2012

## **ARCHIVE COLLECTION POLICY**

### **Address of Roehampton University Archive**

Roehampton University Archive  
c/o University's Legal Officer  
Grove House  
Froebel College  
Roehampton Lane  
London  
SW15 5PJ

### **Standards and definition**

This policy is based on both The National Archives' "Standard for Records Repositories" (2004) and "Archive Collection Policy Statements: Checklist of Suggested Contents" (2004), and the JISC "HEI Records Management: Guidance of archival appraisal" (2007)

'Archive means official records of the institution which are thought worthy of continuing preservation because of the value of the information they contain or the evidence they provide about the business of the institution which created them.' (JISC 2007)

### **Mission**

To identify and select records which, collectively, build a comprehensive but compact picture of Roehampton University (and its predecessors, Roehampton Institute and University of Surrey Roehampton) over time.

Roehampton University Archive is the central place of deposit for the records of the University and its predecessors, created and accumulated since its formation as Roehampton Institute in 1975.

### **Aims and scope**

To achieve a permanent establishment for the care and inspection of records based on sound management in accordance with The National Archive "Standard for Records Repositories" (2004).

The selection process will aim to facilitate the survival of records which contain unique information incidental to their main purpose or function but which, nevertheless, might have future research or other value.

The policy is driven by the need to grow the archive, to ensure we preserve records of evidence of the substantive work of the University; to identify and select records which build a picture of the institution as:

- a corporate entity;
- a teaching and learning organisation;
- a research and innovation organisation;
- a contributor to economic and cultural development;
- a member of local, national and international communities;
- a community in itself.

The Archive will in particular aim to preserve the records of University Council, University Senate and their predecessors, academic and research records of its students and staff and the personnel files of former staff.

### **Relationship with the College Archives (of Digby Stuart, Froebel, Southlands and Whitelands)**

The University will not seek to acquire records of College history, but will consider donations if and when the respective college governing body requests the University to do so.

The University's Legal Officer will liaise with the Colleges with the aim of clarifying and registering the respective collections of each archive.

### **Collection Policy objectives**

To preserve records of:

- what the institution has done
- why did it do it in a particular way?
- when and how did it do it and where?
- what the institution, its staff and students have achieved (including the preservation of the permanent "Student Record" as defined in the University's Records Retention Schedule)
- its impact locally and in the wider world.

To maintain the "Roehampton University Archive Acquisition Register", summarising the provenance, titles and dates of donations and records series.

To maintain an inventory of archived records of practical use to staff and other users.

To register the University's archive collections with the National Register of Archives.

### **Selection process**

Appraisal of records for permanent preservation, will focus on:

- substantive functions such as teaching and research;
- substantive elements (such as strategy and policy developments) and facilitative functions (such as governance, estate management and public relations).

The University's Legal Officer will be proactive in requesting records that meet these criteria at the earliest, most practical time in the life cycle of the record. This includes adding the University Archive to relevant circulation lists.

We will consider donations from former members of the University or Institute. Donations will be considered against the above policy objectives and with due consideration to archiving best practice. No documents will be accepted without clear and valid title of ownership.

### **Formats of records**

As well as managing original paper records and publications of the University and Institute, the Archive will collect and preserve electronic records, aiming to ensure that these are preserved in permanently usable formats.

### **De-accessioning policy**

The University's Legal Officer shall recommend the transferring of records to a more suitable repository if it is considered that the documents would benefit from relocation.

### **Public availability**

The University Archive is a secure, controlled environment with no facilities for the public viewing of records in situ. Public viewing of archived records is strictly by appointment through the University's Legal Officer under strict observation of Data Protection Act principles.

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