



RADLEY

Archives

March 2024

1. Aims of the Archives & the Records Management Policy

- 1.1 To create clear guidelines for the management, preservation, retention, access and disposal of records relating to the school
- 1.2 To achieve a permanent establishment of records, memorabilia and artefacts relating to the management and history of Radley College based on sound data and archival management in accordance with the practices set out in this policy
- 1.3 To minimise duplication of labour and to maximise access to information between departments
- 1.4 To ensure the adoption of this policy by the governing body as an indication that the school intends to manage data and artefacts as far as practicable in line with professional best practice

2. Mission statement – the objectives of Radley College Archive are:

- 2.1 To locate, select, document and preserve the records of Radley College as far as possible in accordance with best practice and relevant standards, such as PD5454:2012 *Guide for the storage and exhibition of archival materials*
- 2.2 To make such records available and encourage their use by:
 - 2.2.1 The Radley College community, including staff, pupils, alumni and parents, providing information to support their activities
 - 2.2.2 Legitimate public enquirers to assist with their research, private study and interest in the history of Radley College and related subjects
- 2.3 To care for, maintain and develop the school's heritage collections, including rare books and artefacts
- 2.4 Long-term storage and access for inalienable material. Appendix 1

3. The College Historic Archives

- 3.1 The Archivist is responsible to the Council and the Warden for managing the repository
- 3.2 The Council shall delegate to the Archivist the responsibility of managing the School Archive and ensure the necessary funding and space to provide this
- 3.3 **Responsibilities of the Archivist are:**
 - 3.3.1 To create, maintain, preserve, develop and promote the School Archive
 - 3.3.2 To implement a comprehensive and centralised archive catalogue. No system has yet been selected
 - 3.3.3 To liaise with the various departments regarding the saving, storing and cataloguing of records and artefacts. Draft retention schedules outlined in appendix 1

- 3.3.4 To advise on the acquisition, retention and disposal of records in accordance with appendix 1
- 3.3.5 To implement procedures for collection, storage and access in accordance with sound archival practice
- 3.3.6 To locate, rescue, purchase, select and preserve records and artefacts relating to Radley College
- 3.3.7 To make such records and artefacts available for consultation
- 3.3.8 To promote the collections
- 3.3.9 To assist the Radleian Society and Foundation offices with background research for engagement and funding purposes
- 3.3.10 To encourage and promote pupil engagement with the collections

4. Scope

- 4.1 Archival records and artefacts are kept for the following purposes:
 - 4.1.1 **Business development & management**
Estates & financial management, school policies, old boy information & fundraising initiatives
 - 4.1.2 **Educational use**
Unique and relevant primary material
 - 4.1.3 **Nature of a 'historic' school**
Continuity of practice and experience
Scholarly value
 - 4.1.4 **'Family silver'**
Key material relating to the history of the school, eg. founders' records, statutes, registers & logbooks, inventories, photographs

The School's collections include material of widely differing form and content. They are located in several repositories around the school
The scope can be summarised:

- 4.2 School Archives: records dating from the 19th century to the present, including digitised and born-digital archives; material relating to school activities such as drama and music. Minute books of societies. Photographs. Private papers and manuscripts created by individuals or organisations associated with the school Currently stored in the Archive Centre located in the Library, under the direct care of the Archivist
- 4.3 Old Boy records. Currently stored in the Radleian Society Office, under the direct care of the Radleian Society. Files are transferred to the School Archive upon death of the OR.
- 4.4 Social files. Tutors' working files whilst pupils are at the school. Kept by individual Tutors. Recent agreement to retain files for 5 years after

graduation from the school by individual pupils. All older files to be securely destroyed

- 4.5 Estate records, primarily maps, plans and building records. This is a working collection currently under the care of the Estates Bursar. Extensively digitised. Location & storage of originals is not recorded by the Archivist. Agreement to share digitised files, partially implemented
- 4.6 Bursarial & Governance records. See Records Management Policy appendix 2 attached
- 4.7 The archive is registered with the National Archives: Archon number 1109

Appendix 1. Historic Archive Collection care

Collection development

The Archivist is responsible for ensuring the internal transfer of records and artefacts from all departments of Radley College, following the guidelines in the Records Retention Schedules (appendix 3)

The Archivist may purchase or accept gifts which pertain to Radley College. Gifts are governed by a donor agreement in the case of major collections, in discussion with the governing body, and by exchange of letters, where possible, in the case of smaller collections.

Archives database records all new acquisitions.

Disposal

The school retains the right to weed, return, transfer or dispose of unwanted material and would normally identify such materials in the process of accessioning or cataloguing.

Deaccessioning

The school retains the right in exceptional circumstances to de-accession and transfer material which can be more suitably accommodated elsewhere if:

- The Archive possesses an identical/similar item in better condition or whose provenance is of greater significance to the school
- The item does not belong to Radley College
- The item would be more appropriately archived with another institution
- The physical state of the item means that it cannot be stored safely, or is beyond preservation or conservation

Prior to disposal, the original donor should be informed where possible. All records containing personal information or sensitive policy information are to be shredded or otherwise destroyed.

The decision to dispose and the method of disposal will be approved by the Governing Body, or its proxy, acting on the advice of the Archivist.

The Archives database records all disposals.

Collections information

Compiling effective collections information with appropriate accompanying documentation procedures is essential to the effective management of the school's collections.

All newly created finding aids will conform to recognised standards, such as ISAD(G). Retrospective cataloguing aims to convert earlier finding aids to appropriate standards.

Collection care and conservation

The school aims to preserve the collections within their historic context, storing, handling, displaying and using items in such a way to minimise damage and deterioration.

Key elements relating to general practice are:

- **Packaging.** Boxing, foldering and clear envelopes, all produced to archival standards
- **Pest control.** Regular monitoring of existing storage areas. Survey of new acquisitions
- **Storage and display.** The school maintains stores which meet the required standards for collections storage – 'clean, watertight, accessible, pest-free'
- **Environment.** Temperature and humidity readings are recorded throughout the year. Storage areas do not currently have environmental control but every effort is made to ensure standards as specified in PD5454
- **Emergency response.** Procedures were drawn up several years ago. They are now under revision by the school's safety officer
- **Handling and moving.** The Archivist manages the handling and moving of collection items according to the appropriate techniques and equipment.
- **Security.** The majority of the Archive and Special Collections material is held in secure storage areas to which a limited number of named people have access. The main Archive is kept locked at all times, with some more valuable items kept in safe, locked storage within that area. Access to the Archive (eg for maintenance) is by arrangement with the Archivist.
- **Exhibitions & loans.** Material used for classroom sessions is never left unattended. Items sent away on loan to other institutions only leave the school after the loan agreement has been approved.

- **Conservation, preservation & digitisation.** Prioritisation for all three is based on amount of use, physical condition and historical significance. Items requiring conservation will be individually assessed and sent to a professional conservation studio. Records are kept of all work carried out. Digitisation is carried out to maximise access to material, and to preserve the originals from excessive handling.

Collections access

The school aims to enable the widest possible use of its Archives and Special Collections, and to do so within a framework of regulations designed to preserve and protect rare, valuable and delicate materials. In addition, readers are required to abide by legislation pertinent to the use of special collections, including the GDPR, Freedom of Information Act (2000) and Copyright regulations.

All persons consulting the records will be required to provide written evidence of identity and to sign an undertaking to abide by published regulations.

Internal users may be permitted to consult material within the school, depending on access rights as outlined in the Records Retention Policy appendices 2 & 3).

Access must be balanced against the need for conservation, care, security and ethical sensitivity to the collections, to ensure their long-term survival. Accordingly, the Archivist may refuse access which might jeopardise any of these.

The school does not charge for research.

Appendix 2 Records Management Policy

Purpose of the Records Management Policy

- To define information available within the school, particularly originators
- To designate material either for permanent retention for short- to medium-term selective retention or disposal

Retention schedules (outline appendix 3)

- What should be kept?
- How long is it kept for?
- How much should be kept?
- When and if it should enter the Archive?

Schedule guidelines – to be applied to all records

- A – Active (ie. in regular use)
- C – current year or while current, eg. personnel files until closed
- D – destroy
- P – preserve permanently
- PS- preserve a sample
- RT – review and transfer selected items to Archive
- T – retain permanently in Archives

Need to consider

Electronic records – born digital and digitised

- eg. iSAMs data, Bursary ledgers, data migration and updating to continue to access it

Intellectual ownership and copyright, publication rights including web publishing

- eg. play and concert recordings, original scripts and poetry

Professional and legal guidelines from external professional bodies

- eg. Medical Centre, Finances and Personnel, SEND files

Affiliated groups who retain their own records

- eg. Clubs and Societies such as the Boat Club, Beagles

Access. Safe and secure storage with controlled access

- Access will depend on the status of the individual *Or* the status of the material to be consulted
- Ease of retrieval
 - Achieved through good storage conditions, clear shelving, labelling and organisation
 - Suitable database
- Preservation and conservation issues, including digitisation
 - Value of the collection
 - Promotes ease of use by making material easy to handle

Government legislation

Revised General Data Protection Act (GDPR)

initially related only to electronically stored information. Now relates to all records.

Freedom of Information Act

does not apply to private companies – implications under Charitable Status need to be monitored

1862 Revised Code of Regulations for Schools (rev. 1872, 1895)

relates to state schools but we should consider it as a guideline

Administrative Memorandum no. 531, 1956

relates to state schools but we should consider it as a guideline

Archives standards outlined in BS5454-2012

The Records – *draft outline available for all categories Appendix 3

- Management
- Council
- School organisation
- Inspection
- Health and safety
- Pupils
- Staff
- Teaching and curriculum
- Finance
- Property and estate
- Extra-curricular
- Old boys* - in tandem with the Old Radleian Society