



University of the Highlands and Islands

Archive Collections Policy

POL135

Lead Officer (Post):	University Archivist and Records Manager
Responsible Office/ Department:	Governance and Records Management
Responsible Committee:	Finance and General Purposes Committee
Review Officer (Post):	University Archivist and Records Manager
Date policy approved:	02/06/2017
Date policy last reviewed and updated:	26/05/2017
Date policy due for review:	02/06/2019
Date of Equality Impact Assessment:	24/05/2017
Date of Privacy Impact Assessment:	Not required.

Accessible versions of this policy are available upon request. Please contact the Governance and Policy Officer on 01463 279000.

Policy Summary

Overview	This document presents the archive collections policy for the University of the Highlands and Islands.
Purpose	Definition of archive collections policy.
Scope	This policy applies to all University staff.
Consultation	Governance department, sector colleagues. All staff will be notified when the archive collections policy has been approved.
Implementation and Monitoring	The University Archivist is the policy owner and has responsibility for implementing and monitoring the policy, as well as ensuring that the policy is updated and made available to all relevant university communities.
Risk Implications	Failure to adhere to this archive collections policy will result in breach of good practice and could have implications on budget commitments.
Link with Strategy	This policy is required to meet statutory requirements.
Impact Assessment	Equality Impact Assessment: Available on the university website.
	Privacy Impact Assessment: Not required.

1. Policy Statement

The University of the Highlands and Islands Archive is the central repository for the records of the University, its predecessors and affiliated bodies.

The University Archive aims to identify, collect and preserve the original and unique records that document the history of the University, safeguarding its collective memory, focusing mainly on:

- its origins, growth and organisation
- the formulation of University's teaching, research and support services
- records relating to students and staff
- records relating to the University's administration, finance and estates development

The University Archive accepts gifts and bequests from members of the public and the University community related to its areas of research, activity and geographical extent.

2. Definitions

Accessions Register	A register of archival acquisitions.
Archive	Records that are recognized as having long –term (including historical and cultural) value.
Data Protection Act 1998	Provides legal rights to individuals with regard to the personal information held about them by others.
Disposal	The process by which records are destroyed at the end of the appropriate retention period.
Freedom of Information (Scotland) Act 2002	Provides a statutory right of access to information of any age and in any format held by Scottish public authorities, subject to a number of limited exemptions.
Information Governance	Information Governance is the framework of accountability, process and controls to support effective management of information throughout its lifecycle to meet organisation's business needs and legal obligations. It incorporates the creation, management and destruction of information, information security and access rights.
Records Management	The process for the systematic management of all records and the information or data that they contain.
Retention Periods	An index to different types of records, detailing how long they should be kept for in order to meet operational and legal requirements.
University	University of the Highlands and Islands

3. Purpose

The University Archive will:

- preserve University history
- support and reflect the work of the University through its collections
- provide access to collections for its staff, academic and local communities
- assist and promote the study of its archival collections

4. Scope

The University of the Highlands and Islands Archive is the central repository for the records of the University, its predecessors and affiliated bodies.

5. Exceptions

This policy applies without exceptions, exclusions, or restrictions.

6. Notification

The latest authorised version of this policy will be available on SharePoint and the university policies webpage.

7. Collection Policy

The University of the Highlands and Islands Archive will collect original and unique archival records to support its teaching and research and reflect the history of its communities across the Highlands and Islands. These could include:

- Official, professional and personal correspondence
- Biographical material
- Photographs
- Recordings
- Research files
- Manuscripts
- Publications
- Diaries, notebooks and memorabilia
- Special format collections

The University Archive collects University records as well as any records related to its creation and/or history and areas of activity.

University records include:

- Committee business (agendas, minutes, papers, other related business)
- Administrative records (as defined on file maps and by the University retention schedule)

Individual departments and sections must maintain and dispose of records in accordance with the University retention schedule. Departments and sections should agree on records to be retained and transferred to the Archive with the University Archivist and Records Manager before transfer.

Records related to the creation and history of the University include records created by individual staff and students or groups and societies, including:

- Official, professional and personal correspondence
- Biographical material
- Photographs
- Recordings
- Research files
- Manuscripts
- Publications
- Diaries, notebooks and memorabilia

The University prefers to receive items/collections as a gift. Donors will be asked to complete a deposit agreement specifying the terms and conditions of donation and must present evidence of ownership and authority to deposit. Every effort will be made to avoid conflict and duplication with the collecting policies of other public archive services.

All acquisitions will be recorded in the Accessions Register by the University Archivist and Records Manager. The Accessions Register will include date and terms of transfer, brief details of the records and any reference number necessary to allow the records and any related documentation to be traced.

Certain grant awarding bodies stipulate that records acquired or conserved with their grant may not be disposed of or transferred to another organization, or at least not without their express authority. The University will honour any terms and conditions related to these collections.

The University Archivist reserves the right not to accept items/collections for deposit.

8. Storage and Access

The University Archive has an agreement with Highland Archive Service to host its paper collections in order to provide wider access to researchers and the public. Electronic and digital works and collections will be stored separately. Please consult the University Archivist for access.

9. Appraisal

Collections which are mainly duplicates or copies of archives held elsewhere may not be accepted. The University Archivist reserves the right to reject material where the quantity is judged to outweigh the quality of the information which the records contain.

10. Condition

The University Archivist reserves the right to reject items or collections for which access could never be permitted for reasons of extremely poor condition and where the University would have to spend an amount of money disproportionate to its historic value to make the item available for consultation.

11. Legislative Framework

This policy aims to promote best practice and to allow the University to comply with its statutory obligations, mainly under the Freedom of Information (Scotland) Act 2002 and the Data Protection Act 1998.

Records retention policies are based on the following higher education standard of good practice:

JISC Infonet: HEI records retention policies and business classification scheme

<http://bcs.jiscinfonet.ac.uk/he/>

This policy also supports compliance with the following international standards:

BS ISO 27001 Information Security Management.

BS ISO 15489 Information and documentation. Records Management

12. Related Policies, Procedures, Guidelines and Other Resources

The National Registers of Archives in Edinburgh and London provide advice to owners of archives on the following subjects:

- the care, storage and listing of their papers
- access by scholars for research or publication
- the choice of a record office or library where they may deposit their papers
- private treaty sales and the availability of tax concessions and grants

They can be contacted at:

National Register of Archives (Scotland)

HM General Register House
Edinburgh EH1 3YY
Tel: +44 (0) 131 535 1314
URL: <http://www.nas.gov.uk/nras/default.asp>

The National Register of Archives
The National Archives Kew
Richmond
Surrey TW9 4DU
Tel: +44 (0) 20 8876 3444
E-mail: enquiry@nationalarchives.gov.uk
URL: <http://www.nationalarchives.gov.uk/nra/default.asp>

Advice specifically on business archives can be sought from both the Business Archives Council of Scotland and the Business Archives Council:

Business Archives Council of Scotland

BACS Surveying Office
c/o Archive Services
University of Glasgow
77-87 Dumbarton Road
Glasgow G11 6PW
Tel: +44 (0) 141 330 4159
Email: bacs@archives.gla.ac.uk
URL: <http://www.gla.ac.uk/services/archives/bacs/>

Business Archives Council
c/o Ms K. Sampson
Lloyds Banking Group Archives and Museum
7th Floor, 155 Bishopsgate
London ECM 2 3YB
Tel: +44 (0) 20 7012 9152
URL: <http://www.businessarchivescouncil.org.uk/>

The University Archive welcomes suggestions of possible sources of records and collections. Initial enquiries should be addressed to the University Archivist.

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13. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0.1	17/05/17	R Sendall	New archive collections policy created	P Currie
0.2	22/05/17	R Sendall	Edited	P Currie
1.0	02/06/17	FGPC	Approval sought	P Currie