

# University Archive Policy for Historical Records

## 1. Summary

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The University recognises the importance of maintaining Birmingham City University's historical archive materials. The historical archive preserves the heritage assets and history of the University, demonstrating its role as a key educational provider in Birmingham, supporting the University's charitable purposes:

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

The Archive provides a valuable resource for BCU staff and students' research activities and external engagement.

## 2. Purpose and Scope

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The policy provides a consistent approach to identifying, maintaining and preserving historical University records and artefacts, in order to:

- Align the management of all BCU archives
- Provide guidance on materials that can be held in the collection
- Provide guidance for compliance requirements (i.e. contractual/legal requirements for retention)
- Provide guidance for the use of archive materials

This policy should be considered in conjunction with the [Records Management Policy](#)

This policy applies to:

- The physical materials held in the Records Management Centre
- Materials held on behalf of the Records Management Centre in offsite storage
- Historical archival collections across the University e.g. ADM and the Conservatoire
- Born digital and digitised material

The archive currently includes:

- Original and historical records and artefacts that maintain the University's institutional memory
- Research collections
- External contracts

### **3. Exclusions**

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The University does not purchase records or accept loans for inclusion to the University Archive.  
Refer to a Collections Development Policy [to be confirmed]

### **4. Identification of University Historical Records**

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University Archive Records may be identified in any of the collections below:  
[For additions see the Collection Development Policy for guidance, to be confirmed]

- Original and historical records and artefacts that maintain the University's institutional memory. This will include:
  - Prospectuses, student handbooks
  - Minutes of University committees
  - Records of Academic departments and corporate offices
  - Photographs, plans, artefacts
  - Staff and Student newsletters
  - Registers
  - Departmental publications
  - Recordings
- Research collections of archival value either relevant to the University's history and or legitimate research needs of the academic and research community.
- External contracts for example:
  - the Archives of the Royal College of Organists
- Donation of archival value either relevant to the University's history and or legitimate research needs of the academic and research community

All formats which will include paper, photographs, artefacts and digital, will be considered

### **5. Maintenance of University Historical Records**

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All records are assessed and recorded to ensure:

- Duplicate records are not held and disposal of duplicates is managed.
- An Information Asset Register is maintained
- Appropriate holdings are added to the Records Management web pages to promote collections
- They are maintained adhering to best practice

### **6. Preservation of University Historical Records**

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Store archive materials in an appropriate environment and apply appropriate security policies

Regular monitoring enables records requiring conservation to be identified, for renewal or repair at an early stage. These conservation activities aim to preserve records and sustain the University Archive.

## **7. Use of University Historical Records**

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As far as possible the University Archive will be accessible by appointment to Birmingham City University staff, students, alumni, the academic research community, local and wider community; unless specific exemptions apply e.g. related to DPA, FOI or Environmental Information Regulations.

Proof of ID will be required in order to gain access

Readers will be asked to comply with Data Protection Act 1998, Copyright Act 1988 and General Data Protection Regulation (GDPR).

## **8. Governance and Management of the University Archive**

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The University Chief Information Officer and University Information Governance Board are responsible for oversight and governance of University information assets.

The Librarian with responsibility for Records Management is responsible for day to day governance including leading on communication initiatives to increase knowledge of historical archive materials held in the University Archive.

## **9. Related Policies & Documents**

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[Retention Schedules](#)

[Records Management Policy](#)

[Appraisal and Disposal Guidance](#)

[Archive Life Cycle](#)

[High level Archive Life Cycle](#)

## **10. Policy Review**

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This policy will be reviewed on 4 year basis, or if there is a change in legal or other business related requirement.

Review Date	Description	Reviewer
01/10/2021	University Archive Policy for Historical Records	Librarian – with records management responsibility

## 11. Document History

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Version Date	Version	Description	Authors
05/10/2017	0.3	Draft policy for discussion at IGB	HoQ&CI, Librarian and Library Assistants - RM
11/10/2017	1.0	Policy approved and accepted by Information Governance Board (IGB)	IGB Approval
20/10/17	1.0	Published on iCity	Librarian – with records management responsibility