

University Archive Policy

1. Introduction

1.1. The purpose of this Policy is to set out the criteria for the preservation and development of the historical record of the University and special collections.

1.2. The University of Greenwich Archive will contribute to the achievement of the University's mission through the preservation of and selective acquisition of records / papers and artefacts.

1.3. The University has an obligation, in line with the [Information & Records Management Policy](#), to implement and preserve good archiving procedures and processes.

1.4. The Archive is for current and future generations of staff and students at the University of Greenwich and for researchers and the community as a whole.

2. Definitions

2.1. The University's archival records are those records which have been chosen to be preserved permanently.

2.2. For a definition of records refer to the University's [Information & Records Management Policy](#).

3. Responsibilities

3.1. The Archive space is managed by a member of staff based in the Information and Library Services Directorate; with the support of the Archive Steering Group.

3.2. University corporate records with a permanent retention period may continue to be stored locally around the University, and will be the responsibility of the Faculty or Directorate in which they sit, and be subject to the Records Management Policy and appropriate Records Retention Schedule.

3.3. All stakeholders (defined as all those concerned with the control, care, custody, preservation and administration of the University of Greenwich Archive) permanently or temporarily governed by this policy, will abide by the ethical code agreed by the International Council on Archives where it relates to their role.

4. Scope

4.1. The University of Greenwich Archive consists of:

4.1.1. Records and artefacts relating to the University of Greenwich and its previous institutions;

4.1.2. Associative Collections i.e. those collections which have some association with the University and its previous institutions, either by people or place;

4.1.3. Special Collections owned and acquired by the University.

4.2. Archival records may be in any format or medium. They may be born digital. They may be unique, original and irreplaceable.

5. Acquisitions criteria

5.1. The University seeks to acquire archives, manuscripts and other primary source materials relating broadly to the history of the University of Greenwich and/or to the Greenwich area. Primary areas of interest are:

5.1.1. Architecture & Landscape Education to complement the Jellicoe collection;

5.1.2. Early Years Education to complement the Rachel McMillan collection;

5.1.3. Gender and Education to complement the records of Avery Hill College for Women;

5.1.4. Vocational Education, including Polytechnic Schools to complement the records of the Woolwich Polytechnic School

5.2. The University will positively consider acquiring archives, manuscripts and other materials not deemed to be directly relevant to the University or the Greenwich area where they are deemed to be of exceptional value or rarity.

5.3. In order to protect the rights of the donor and the integrity of the archives themselves, we abide by the following terms and conditions:

5.3.1. No archives will be accepted without an agreement form detailing the specific terms and conditions of donation/gift or deposit, including the manner and timing of transfer of more archives at a later date if necessary.

5.3.2. Only documents which, in the judgement of an appropriately qualified member of staff in the Information and Library Services Directorate, are of sufficient quality for permanent preservation will be accepted.

5.3.3. No archives will be accepted without clear and valid title of ownership.

5.4. Collections will be checked for infestation before being accessioned.

5.5. The University reserves the right to de-accession any item it sees fit.

6. Preservation

6.1. The University aims to preserve the archives in its care for current and future generations of staff, students and researchers, and the community as a whole. The best possible standards for storage, preservation and use will be maintained in line with national guidelines currently set out in PD 5454:2012.

6.2. The University will seek to minimise risk to the archives, and limit damage to a minimum in the event of a disaster. The unique and irreplaceable nature of the Archive is recognised.

6.3. The environment in the Archive will be maintained as closely as possible in line with the standards set out in PAS 198: 2012. An environment suitable for mixed paper and photographic collections will be maintained.

7. Compliance

7.1. The University will adhere to [Data Protection principles](#) as set out in the Data Protection Act 1998, when storing and processing personal data in the Archive.

7.2. The University will adopt appropriate and adequate security measures for storage of and access to archival records.

7.3. The NRI (Natural Resources Institute) Archives created prior to May 1996 will remain separate from the University Archive, as they are covered by a Public Records Agreement (30/04/96) between the University and the Overseas Development Administration.

8. Other Policies and citations

[University Policies and Guidance](#)

[Information & Records Management Policy](#)

[The University's Records Retention Schedule](#)

[Data Protection Policy](#)

[Risk Management Policy](#)

Data Protection Act 1998

Freedom of Information Act 2000

PD5454:2012 Guide to the Storage and Exhibition of Archival Materials

PAS 198: 2012 Specification for managing environmental conditions for cultural collections

[International Council on Archives Ethical Code](#)

9. Document Control

Approved by: Information Assurance and Security Committee

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Owning department: ILS (Information and Library Services)