

Archive Collection Management Policy

Effective date: 12 March 2025

Last reviewed/updated: 12 March 2025

Next review date: March 2028

Policy owner: College Archivist & Records Manager

Approved by: Governing Body

1. Purpose

- **Objective:** the purpose of this policy is to provide a clear statement on the composition and content of St Antony's College Archive and to provide guidance on the taking of new records into the Archive.
- **Scope:** the policy applies to staff, Fellows and any other depositors of material in the College Archive. The policy applies to all College departments and those centres and programmes which are administered by the College, currently the Asian Studies Centre, the European Studies Centre, the Middle East Centre, and the Russian and Eurasian Studies Centre. The policy does not apply to the research collections held by the Middle East Centre Archive which are covered by a separate Collecting Policy.

2. Definitions

- **Key terms:**
 - **The Archive** is known as the St Antony's College Archive, located at 62 Woodstock Road, Oxford, OX2 6JF. Day-to-day responsibility for management of the Archive lies with the College Archivist & Records Manager. Ultimate responsibility for archive collection management lies with the Governing Body of St Antony's College. The objective of the Archive is to collect, preserve and make available records documenting the history of the College.
 - **archives** are defined as records of sufficient historical significance and enduring value to be worthy of permanent preservation. Archives are the institutional memory of the College. They are necessary for the long-term accountability of the College; to fulfil its legal obligations; to support its strategic objectives, vision and purpose; to support and protect its corporate and community identity; and to protect its rights and assets.
 - **centre** (for the purposes of this policy) refers to those centres administered by the College, currently the Asian Studies Centre, the European Studies Centre, the Middle East Centre, and the Russian and Eurasian Studies Centre.

3. Policy statement

- **Overview:** This policy establishes rules and procedures for the scope of the Archives' collection; the conditions of acceptance of new material; selection and appraisal; preservation and access; and deaccessioning and disposal.
- **Specific Provisions and Procedures:**

3.1 Scope of collection:

- The following records will be considered for collection by the Archive:
 - Records produced by the College's departments in the course of their administration
 - Records produced by the College's centres and programmes, former and current, in the course of their administration, including the Asian Studies Centre, the European Studies Centre, the Far East Centre (1954-1982), the Latin American Centre (1964-1991 only), the Middle East Centre, and the Russian and Eurasian Studies Centre
 - Records relating to the College, its buildings, centres, societies, estates, members and activities, which may not have been produced by the College itself, or which may not already be in the College's custody
 - Papers from former members of the College which have a clear relevance to the history of the College and its activities.
- Donations and bequests are accepted on the understanding that they will become the property of the College on receipt. Acceptance will be confirmed by the completion of a donation form by the donor which transfers ownership and copyright (if applicable) to the College along with rights for future access and use.
- In collecting such material, the Archive will not seek to represent any particular historical viewpoint, but to reflect as objectively as possible all aspects of the College's past and present.
- The Archive will seek to avoid a conflict of interest with any other archive. If refusing the offer of a collection which falls outside the scope of this policy, the College will seek to refer the individual to a more suitable repository.
- The Archive will not:
 - Seek to acquire new collections of private papers or further donations of such archival material as is held within the College Library collections. Acquisition of this material is in accordance with the Library Collection Management Policy.
 - Accept material on loan
 - Purchase material except in exceptional circumstances for records of outstanding importance to the College
- Offers of substantial collections from outside the College will be referred to the Management Executive Team.

3.2 Conditions of acceptance

- The Archive will consider for acceptance:
 - Records regardless of date
 - Records in manuscript, printed or digital format
 - Maps, plans, photographs, pictures and audiovisual material
 - Three-dimensional artefacts only if they relate closely to associated records
- The following material will not ordinarily be considered for acceptance:
 - Material of insufficient historic value
 - Records which are damaged beyond repair or recovery, or which require treatment beyond the Archive's normal resources
 - Multiple copies of publications
 - Copy and duplicate documents (unless original documents are unavailable, or there are other extenuating circumstances)
 - Frames, trunks and other containers unless they are themselves of significance
- All such material will be considered on a case-by-case basis and special dispensation may be made at the College Archivist & Records Manager's discretion if deemed necessary.
- No records will be accepted into the Archive without the approval of the College Archivist & Records Manager, in consultation, where appropriate, with the Management Executive Team and, where relevant, centre directors or individual fellows with knowledge of the subject area.
- Once material has been accessioned, the Archives takes responsibility for its conservation, preservation, security and use.
- Records relating to living or potentially living individuals will be treated in accordance with the UK General Data Protection Regulations (UK GDPR) and Data Protection Act 2018.

3.3 Selection and appraisal

- Records will be retained only if they are of permanent historical or cultural value. Final appraisal and selection of material will take place during the cataloguing process. The College Archivist & Records Manager is ordinarily responsible for the necessary judgements, with the support of colleagues and external advice where appropriate.
- Material not selected for permanent preservation in the Archives will be disposed of according to the deaccessioning procedure below.
- Records will be selected in accordance with recognised archival and records management procedures for the appraisal, review, retention or destruction of records, with due consideration given to:
 - Legal and financial compliance

- Governance
 - Business continuity
 - Institutional memory and corporate identity
 - Limitations of space and other resources which the College is able to dedicate to the Archive.
- Records will be retained in their original formats. Where records exist in multiple formats (eg digital and hard copy), records will be retained in each format unless there is compelling evidence to the contrary. Where feasible, digital copies of material in obsolete formats will be made in order to enable continued access.

3.4 Preservation and access

- Records will be stored and preserved appropriately. Full assessment of preservation and conservation issues will be made during the cataloguing process. Records may be copied for preservation purposes, if appropriate.
- Records will be catalogued according to recognised professional standards with a view to making them available for access to researchers in the future.
- Assessment of availability for access will be made during the cataloguing process, including sensitivity review, and possible access restrictions for material that is too fragile to handle.

3.5 Deaccessioning and disposal

- Records not considered worthy of permanent preservation in the Archives will be disposed of. They may be:
 - returned to the depositor
 - destroyed with appropriate security and confidentiality, and in an environmentally-responsible manner
 - transferred to another more appropriate collection or repository.
- Authorisation for disposal of records created by the College will be obtained prior to destruction taking place from the head of department or centre director currently responsible for the function in question.
- Efforts will be made to contact external donors and depositors and to offer return of items before transferral or destruction.

4. Procedures

- **Documentation:** in the course of carrying out the above procedures, the College Archivist & Records Manager will maintain:
 - a register of all accessions into the Archive
 - documentation concerning appraisal and selection decisions taken
 - documentation of disposal authorisation, and of records disposed of

5. Compliance and monitoring

- **Compliance Requirements:** Compliance with this policy will be monitored by the College Archivist & Records Manager who will regularly report to the College Librarian.

6. Review and revision

- **Review Cycle:** this policy will be reviewed every three years
- **Revision History:** Created February 2025

7. Related documents

- **References:** The following policies should be considered in connection with this policy:
 - College Library Collection Policy at https://www.sant.ox.ac.uk/wp-content/uploads/2023/12/library_collection_management_policy.pdf
 - Middle East Centre Archive Collecting Policy at <https://www.sant.ox.ac.uk/middle-east-centre/middle-east-centre/middle-east-centre-archive/meca-collecting-policy/>

8. Contact information

- **Policy Owner:** College Archivist & Records Manager college.archives@sant.ox.ac.uk
 - **Support:** Further information about this policy can be obtained from the College Archivist & Records Manager.
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