

## **CAMBRIDGE UNIVERSITY ARCHIVES COLLECTION POLICY**

**Name of repository:** Cambridge University Archives

**Address:** Cambridge University Library, West Road, Cambridge CB3 9DR

**Governing body:** Library Syndicate, University of Cambridge

### **Status and authority**

1. The University Archives is part of the Department of Archives and Modern Manuscripts in Cambridge University Library and the Keeper of the University Archives reports to the Keeper of Archives and Modern Manuscripts. The University Library is governed by the Library Syndicate whose functions and responsibilities, under the University's General Board of the Faculties, are set out in the University's ordinances, Chapter IX section 8 (<https://www.admin.cam.ac.uk/univ/so/2017/chapter09-section8.html#heading3-89>). Sub-section 5c states 'The Syndicate shall supervise the custody and arrangement of the University Archives'.
2. The University Archives holds wills, inventories and other related material as part of the records of the Vice-Chancellor's Court. These probate records are 'public records' as defined by the Public Records Act 1958 and their retention by the University is authorised under the Act.

### **Scope of collection policy**

1. The purpose of the University Archives is to select and preserve records from among the inactive administrative records of the University and to make them, and the information they contain, available for administrative and research purposes. These administrative records are the product of the principal University functions of teaching, research, student administration and support, external relations, commercial enterprise, corporate management, and resources management. Records date from 1266 to the present and include charters, statutes and title deeds; records of the University's legislative and executive bodies; financial and central administrative records; records of students and staff; records of Syndicates and committees; records of the Vice-Chancellor's and Commissary's Courts; and departmental and faculty records. Records may be acquired in hard copy or digital form.
2. With the exception listed in 3 below, the collecting activities of the University Archives are limited to the records created or received by the University in the course of its administration. 'The University' in this sense refers to the corporate body (the Chancellor, Master and Scholars) and excludes the colleges whose records are the responsibility of individual colleges. The University Archives does not collect other material relating to the University, such as the personal papers of individual members of the University or research data, which may instead be considered for accession among the archives and modern manuscripts collections or by the institutional repository.
3. The University Archives accepts the records of University clubs and societies.
4. The University Archives will, in consultation with the transferring officer or department, appraise all potential transfers, identified with reference to the University's records retention schedule (online at <https://www.information-compliance.admin.cam.ac.uk/records-management>). Records unworthy of permanent preservation will not be accepted by the University Archives. Where necessary for practical reasons, records may be transferred to the University Archives for appraisal; records not

subsequently selected for permanent preservation will, after appropriate consultation, be destroyed or returned to the transferring officer or department.

5. The University Archives does not accept records for temporary storage.
6. Records of bodies which were not part of the University as defined above but were the immediate predecessors of University departments or of sections of the central administration may be accepted by the University Archives where this is considered the most appropriate course of action.

#### **Methods of acquisition**

All records from internal sources are the property of the University. Records received from other sources are generally accepted as gifts. The University Archives does not normally purchase records or accept them on loan.

#### **Deaccessioning**

It is intended that all records taken into the University Archives after appraisal in future will be for permanent preservation. Some records previously accepted without full appraisal to relieve particular space crises in administrative offices may, after appraisal and consultation with the transferring department or officer or their successor, if deemed unworthy of permanent preservation, be destroyed.

#### **Review of this policy**

This policy statement was approved by the Library Syndicate in February 2018. It will be reviewed at least every five years. The next date of review is no later than February 2023.