



## Borthwick Institute for Archives

### Archives Management Policy



This policy sets out how archives are managed at the Borthwick Institute for Archives. It is a high level policy explaining the principles underlying our management of the archives in our care. The policy is supported by method statements that explain the processes and practices that flow from the archives management principles.

#### 1. Policy

##### Mission

1.1 We support and expand the University of York's cultural endeavour and contribute to human understanding through collecting archives, preserving them and making them widely available for research to all people, now and in the future.

##### Legal status and authority to collect

1.2 The Borthwick is:

- a service unit of the University of York, a university incorporated by Charter in 1963, whose objectives are to 'advance learning and knowledge by teaching and research, and to enable students to obtain the advantages of University education'
- appointed as a Place of Deposit under s (4)1 of the Public Records Act 1958 (amended 1967) for specific categories of public record, namely legal, court and health records
- approved for the custody of tithe and manorial documents under
  - The Law of Property Act, 1922, which is the basis for the Manorial Documents Rules of 1926 and 1959, The Manorial Documents (Amendment) Rules, 1963 and 1967, and Statutory Instruments 1959 No. 1399, 1963 No. 976, 1967 No. 963

- The Lord Chancellor's tithe rules 1936, Tithe (Copies of Instruments of apportionment) Rules 1960 (SI 1960/2440), as amended by the Tithe (Copies of Instruments of Apportionment) (Amendment) Rules 1963 (SI 1963/977)
- designated by the archbishop of York as a repository for the records of the diocese of York under the Parochial Registers and Records Measure, 1929
- designated by the archbishop of York as a repository for parish records for the modern archdeaconry of York under the Parochial Registers and Records Measures 1929, and 1978 as amended in 1992 and 2003.
- the designated repository for the York Methodist Circuit
- the designated repository for the records of the University of York
- a repository with holdings subject to the Freedom of Information Act, 2000 and the Environmental Information Regulations 2004
- a repository with holdings subject to the Copyright, Designs and Patents Act, 1988.

### Standards

1.3 Collecting and preserving archives and making them available is best practised when repositories adhere to international and national standards where those are available. The Borthwick works to standards recognised by the International Council on Archives, The National Archives in the United Kingdom, and the Archives and Records Association.

### Accreditation

1.4 The National Archives Archive Services Accreditation Scheme represents externally validated recognition of the extent to which the Borthwick meets the standards required of a well run repository. Accordingly, the Borthwick seeks to achieve and maintain The National Archives' Accredited Status as a public mark of our good practice in managing archives.

### Stakeholders

1.5 Archives are preserved and made available because of their enduring value to the world. Accordingly, the Borthwick works with stakeholders to ensure that our good management practice is informed by stakeholders' needs and insights. Stakeholders include, but are not limited to

- the archives themselves
- owners and depositors of the archives
- users of the archives, wherever located in space and time
- other archive repositories and private owners of archives
- funders, who might be charitable bodies, research councils or private individuals

## Why we collect archives

1.6 The Borthwick collects archives to

- preserve and make available the legal and historic archive of the University of York
- support research and teaching at the University of York
- enhance the student experience
- preserve and make available to everyone archives and records of historic interest

## What archives we collect

1.7 The Borthwick gives priority to collecting that fulfills the University's legal obligations, and supports the University's 7 Research Themes:

- Creativity
- Culture and Communication
- Environmental Sustainability and Resilience
- Health and Wellbeing
- Justice and Equity
- Risk, Evidence and Decision Making
- Technologies for the Future

## How we collect archives

1.8 The Borthwick's Archives Development Group decides whether to acquire an archive, using the Group's published Acquisition Criteria. In making decisions, the Archives Development Group seeks to secure the most appropriate home for archives, whether at the Borthwick or elsewhere.

## How we care for archives

1.9 The Borthwick aims to apply the highest standards of care to its holdings through a holistic preservation and conservation philosophy. The Archives Care and Conservation Policy and associated policies set out the way this is achieved.

## How we dispose of archives

1.10 Archives are collected for permanent preservation. Nevertheless, from time to time it might be necessary to review the Borthwick's holdings to ensure that the archives are cared for, and able to be accessed, in the best possible way. The Borthwick has an Appraisal and Disposal Policy to inform this process.

## How we provide access to archives

1.11 Access is the purpose for which archives are collected and preserved. Accordingly, we seek to ensure the maximum access with the minimum of effort on the part of people wishing to access the records.

1.12 Archives in our care are made available for public access as soon as possible after their acquisition, taking into account the needs of the records, the wishes of donors and legal requirements. As a minimum we will publish information about new acquisitions every three months and take part in the national Accessions to Repositories annual survey.

## **2 Scope**

2.1 The policy applies to all the archives in the care or custody of the Borthwick Institute for Archives

## **3 Oversight**

3.1 The policy is managed by the Borthwick Senior Management Team.

## **4 Responsibilities**

4.1 All staff in the Borthwick Institute are responsible for implementing and adhering to this policy.

### **Document history and status**

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