

University of Portsmouth Archives

Management and Selection Policy

CONTENTS

- 1.SUMMARY
- 2.INTRODUCTION
- 3.SELECTION POLICY
- 4.MANAGEMENT POLICY

APPENDIX 1 – UNIVERSITY OF PORTSMOUTH COLLECTION (UP)

1. Summary

What is this policy about?

This policy explains how and why records are selected for inclusion in the University's archive collection. This policy also covers the management of and access to the archive collection.

Who is this policy for?

This policy is intended for anyone using the archive collections (staff, students and members of the public) and as a reference point for responding to enquiries about the archive collections.

How does the University check that this policy is followed?

The policy will be implemented by the University Archivist and the University Records Manager.

Who can you contact if you have any queries about this policy?

Any questions regarding this policy should be addressed either to the University Archivist or the University Records Manager.

2. Introduction

The University Archive preserves in perpetuity records relating to the history and development of the University of Portsmouth, including its predecessor institutions. The user base for the archive comprises current staff, students and alumni as well as external researchers, historians and genealogists.

In the past collections grew organically, but since 2013 collecting has been based on more proactive selection. This is to ensure the most efficient use of the storage space currently available to the archive and that the collections are representative of the history of the institution. The University of Portsmouth collection is the only 'live' collection and still growing annually. However, items are still collected relating to the now defunct predecessor institutions.

The University, as with all large organisations, is moving increasingly towards e-records (i.e. records which are born digital and do not exist in a printed form) and dynamic web content. The archive is currently not able to ensure capture and long term preservation of born digital and dynamic web

records which is likely to lead to gaps in the University of Portsmouth collection. However, this will remain under review.

This document sets out the selection and management policy for all collections and holdings.

3. Selection Policy

Pro-active selection – University of Portsmouth collection only

The University will pro-actively collect the items listed in [Appendix 1](#) on an annual basis and in the format stipulated. The appendix will be regularly reviewed to ensure that the collection is representative of the institution.

Reactive selection – all collections

Items will be accepted if they add value to and do not duplicate existing holdings. Each item must also pertain to at least one of the following:

- The history of the institution
- The estate and/or facilities of the institution
- The academic achievements of the institution
- The student experience at the institution
- The staff experience at the institution

Accessions

New additions to the archive will be allotted a unique identifier (accession number). The date the deposit was received, extent and condition of the items, and the name of the depositor will be recorded. With internal deposits this might be a named department only. Any deposits from sources external to the University will require clarification of the terms of deposit, the completion of a deposit form by the depositor and written confirmation of acceptance into the collection. The University will only accept items on permanent deposit and will not accept temporary or long term loans. Deposit forms completed by external depositors will be kept in perpetuity to show provenance for externally collected material for the purpose of archiving in the public interest.

Disposals

Items can be disposed of if they do not meet the selection criteria. If the university wishes to dispose of items they should first be offered to other relevant repositories, or where appropriate, to the original depositor. Items may also be disposed of if their physical condition is deemed detrimental to the rest of the collection.

Items excluded from selection

The University Archive will not normally accept the records of other institutions into its existing collections, especially where it is known that an historic archive is already maintained by said institution.

4. Management Policy

Data protection and closure periods

In line with the requirements of the General Data Protection Regulation we process personal data where the processing is necessary to perform a task in the public interest and for archiving purposes in the public interest or historical research purposes.

We process special category data where processing is necessary for archiving purposes in the public interest or historical research purposes.

A closure period is where access to an item is withheld for a pre-defined period of time due to the personal or special category data held within it or other sensitive nature of its content. Closure periods will not apply to University publications or any items which, if requested, would usually be released under the Freedom of Information Act (FOIA). Records identified as closed will be marked as such within the archive catalogues, but records may be closed retrospectively.

Items covered by FOIA exemptions will be closed for a minimum of 20 yrs unless the exemption is time sensitive. Each request for information held in the archives will be treated on a case by case basis. If the exemption is no longer applicable, it (and the closure period) will be lifted.

In the case of special category data held in the archive collection where it is unknown whether an identifiable individual is still alive

- We will assume a lifespan of 100 years
- If the age of an adult data subject is not known, assume they were 16 at the time of recording
- If the age of a child data subject is not known, assume they were less than 1 at the time of recording

Closed records are accessible to **only** the following roles for the purposes of administering the collections and for consideration in the response to an FOIA/data protection request:

- University Archivist
- University Records Manager
- Information Disclosure and Complaints Manager
- Assistant Complaints Officer
- Librarians within the University Library

Access to holdings

The open physical holdings of the University Archive are open to the public by appointment only. Closed holdings are not publicly accessible (see section on closure periods, above). The reading area

for the archive is located within Reserve Stock 1 on the second floor of the library under the supervision of the archivist or another designated member of staff. External users will be required to show proof of identity in order to gain access to the library building. Rules and procedures for using the archive collection, as well as archival catalogues, are available on the University Library website archive page. Many archival descriptions from the university archive are also searchable on the Archives Hub.

Researchers may make pencil or electronic notes during their consultation period. Many items may also be photographed (non-flash only), in accordance with copyright legislation and upon consultation with the University Archivist; the University Records Manager, or the Librarians. Scans and photocopies may also be able to be made by arrangement.

Items should be handled with care as many are fragile. A book rest is available to use with large bound volumes. Food and drinks are not permitted to be consumed in the archive.

The University Archivist; the University Records Manager and the Librarians reserve the right to:

- Prevent researchers from copying fragile or damaged items.
- Insist that researchers wear nitrile gloves (available in the archive) when handling certain vulnerable items, for example unencapsulated photographs.
- Deny continued and future archive access to anyone found deliberately damaging or defacing holdings.

If the researcher is unable to visit the archive (e.g. due to geographical location) the University Archivist, University Records Manager or Librarians may offer to undertake simple archive research on his/her behalf. However, the University is not able to administer complex or lengthy research requests on behalf of third parties. Enquiries are retained by the university archive for a period of three years, plus the current academic year.

Loans

Most of the archive holdings are unique and irreplaceable. Therefore holdings will only be loaned out in exceptional circumstances. As a rule, items will not be loaned unless the University Archivist / University Records Manager is satisfied that the conditions in which the item will be kept (whilst on loan) are suitable and will not cause damage to the item. In the long term, the University intends to make some holdings available off-site via digitisation.

Exceptional circumstances will be judged on a case by case basis and **must** be recorded. The length of loan must be established, confirmed with the requestor and recorded on a loan request form before the item is given out. It is the responsibility of the requestor to ensure that the item is returned on time and in the condition in which it went out. Loan returns must also be recorded on the loan request form.

Copyright

If a researcher wishes to reproduce an item held within the archive collection (in part or in full) within their work, permission must be obtained from the copyright holder. In some cases the copyright holder will **not** be the University of Portsmouth. Responsibility for obtaining permission from the copyright holder rests with the researcher.

Further information on copyright can be found in the Copyright Policy
<http://www.port.ac.uk/accesstoinformation/policies>

The reproduction of items from university archive collections must be fully credited and include a current document reference number.

Physical preservation

The university will aim to adhere to the standard '**BS4971:2017 Conservation and care of archive and library collections**' wherever possible, within the limitations of the archive's non-purpose-built storage environment.

All items will be stored within acid-free, archival quality boxes or enclosures. Where practicable fixings prone to oxidation (e.g. staples, paper clips, treasury tags) will be removed and replaced with archival brass or stainless steel paper clips or unbleached cotton tape.

Old, fragile and damaged items will be monitored regularly. Gloves will be provided for the handling of these items where appropriate. A preservation log will record any conservation work carried out on the collections.

Digital records

Currently the archive is not in a position to systematically collect and ensure long term preservation of digital holdings. However, this will be kept under review and the archive may be able to accept small quantities of material such digital photographs.

In the case of some series that are no longer produced in a physical format it may become necessary in the short term to print copies for archive purposes until a digital preservation solution is implemented. However, this is not a sustainable strategy and will not be appropriate for all digital records. Such items are marked with an asterisk in Appendix 1.

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Appendix 1- University of Portsmouth Collection (UP)

This appendix comprises a list of items/series identified for continued collection. This list may be subject to change, for example series may be discontinued. In some instances decisions will be made on a case-by-case basis if items meet the collecting criteria outlined in Section 3.

Governance and Management

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Documents relating to the constitution and legal framework of the University	Y	N	N
Board of Governors' committee minutes, agendas and supporting papers	Y	N	Y
Academic Council committee minutes, agendas and supporting papers	Y	N	Y
University Executive Board minutes, agendas and supporting papers	Y	N	Y
Annual reports	Y	N	N
Strategic plans	Y	N	Y
Documents relating to the University's Chancellors	Y	N	Y
Documents relating to the management and organisation of the University and its committee structures	Y	Y*	Y

Finance

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Financial strategies	Y	N	Y
Financial reviews	Y	N	N

Estates

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Estates strategies	Y	N	Y
Papers and plans relating to the building or significant re-development of individual buildings	Y	N	Y

Staff

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Papers relating to the University's Vice-Chancellors	Y	N	Y
Inaugural lectures from individual academics	Y	N	N

Students

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Student newspapers and magazines	Y	N	N
Papers relating to the constitution of the Student Union	Y	N	N

Learning and Teaching

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Strategies	Y	N	Y

Academic Administration

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Regulations, Policies and Procedures	Y	Y*	N

Research and Knowledge Transfer

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Strategies	Y	Y*	Y

Faculties

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Strategies	Y	Y*	Y
Handbooks	Y	N	N

Schools and Academic Departments

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Catalogues and advertisements for exhibitions and shows of student work	Y	N	N

Support Departments

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Annual reports	Y	Y*	N
Strategies	Y	Y*	Y
Handbooks	Y	N	N
Leaflets and guides	Y	N	N

Prospectuses

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Undergraduate prospectus	Y	N	N
Postgraduate prospectus	Y	N	N

Ceremonial, Promotional and Other Events

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Material relating to Inauguration of Chancellors	Y	N	Y
Graduation programmes	Y	N	N
Material relating to Honorary Degrees	Y	N	Y
Papers relating to significant events at individual buildings (e.g. laying of foundation stone, ceremonial opening)	Y	N	Y
Orders of service for religious services held by the University	Y	N	N
Event posters and flyers etc.	y	N	N

Press Cuttings and Newspapers

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Press releases deemed to have high significance	Y	Y*	N

Photographs

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD MAY APPLY
Photographs of buildings, events, staff and students	Y	Y*	N

History

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD?
Histories of the university and its estate	Y	Y*	N