



Document Control Table

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Ver 1.0	January 2010	Sarah Phillips, University Records Manager	
Ver 1.1	March 2015	Sian Collins, University Records Manager	Full review, major changes

INSTITUTIONAL ARCHIVE ACQUISITIONS POLICY

1. PURPOSE

The purpose of the policy is to describe the categories of records that will be collected and preserved by the Institutional Archive.

2. SCOPE

This policy applies to records created by or relating to Cardiff University and its predecessor bodies, as well as records created by other parts of the University community, such as student associations, clubs and societies.

3. RELATIONSHIP WITH EXISTING POLICIES

This policy forms part of the Information Security Management Framework. It should be read in conjunction with the Information Security Policy.

It also has a relationship with other University policies specifically:

- Records Management Policy
- SCOLAR Archives policy statement
- SCOLAR Research Room policy
- Data Protection Policy
- Information Security Incident Management Policy and Procedures

4. POLICY STATEMENT

Cardiff University's Institutional Archive shall collect and preserve records generated by or relating to Cardiff University and its predecessor bodies that make a significant contribution to the understanding of the University's history, the environment in which it has operated and the impact that it and its alumni have made on the wider world. Such records include:

- records generated by the University's governing bodies, divisions and schools in the course of their everyday business including research and teaching;
- records generated by individual members of staff and students;
- records generated by other parts of the University community such as student associations, clubs and societies.

Records in all formats are accepted however the Institutional Archive reserves the right to transfer material for which it does not possess the appropriate storage facilities to a specialist repository.

4.1 Policy

4.1.1 Acquisition

Records will normally be transferred from University departments and schools following identification through the University retention schedules or in consultation with the University Records Manager.

The Institutional Archive will accept gifts from members of the public and former staff and students where they come within the definition provided above. Records will be accepted in line with the Institutional Archives terms of gift and bequest.

The Institutional Archive reserves the right to refuse to accept any material which it does not consider to be worthy of permanent preservation.

The Institutional Archive may also occasionally acquire records by purchase.

Records will not normally be accepted by the Institutional Archive on permanent deposit.

4.1.2 Selection and Disposal

The Institutional Archive reserves the right to appraise collections that have been accepted and to dispose of material which does not meet its criteria for permanent preservation. Records not required for permanent preservation will be returned to the donor, transferred to a more appropriate repository or confidentially destroyed in line with the Information Security Framework policies and guidelines, depending on the expressed wishes of the donor.

4.1.3 Co-operation and Collaboration

Special Collections and Archives (SCOLAR) also collects archival records to support the University's core research and teaching programmes and to collect the personal papers of academic staff. The Institutional Archive will work closely with SCOLAR to ensure collaborative working.

The Institutional Archive will communicate with key related public archive repositories, such as Glamorgan Archives and the National Library of Wales, to avoid duplication of effort.

5. RESPONSIBILITIES

The University Records Manager will be responsible for ensuring that all acquisitions adhere to the terms laid out in the policy.

6. COMPLIANCE

Breaches of this policy shall be dealt with under the Information Security Incident Management Policy and Procedures.

7. DEFINITIONS

Archive – a collection of records that has been selected for permanent preservation due to their historical or evidential value.

Gift or bequest – whereby the legal ownership of records is transferred to Cardiff University.