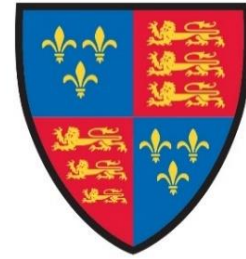




**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Archive Collecting and Access Policy

Responsible Board/Committee	Academy Trust and Foundation Board
Policy Type	Central Policy (Group A)
Policy Owner	External Relations (Archivist)
Statutory	No
Publish Online	No
Last Review Date	N/A – new policy
Review Cycle	2 years
Next Review Date	January 2025
Expiry Date	March 2025
Version	1

THE SCHOOLS OF KING EDWARD VI IN BIRMINGHAM AND KING EDWARD VI ACADEMY TRUST BIRMINGHAM ARCHIVE COLLECTING AND ACCESS POLICY

1. INTRODUCTION

The Foundation Archive is the official record repository of the Schools of King Edward VI in Birmingham (the 'Foundation Charity') and the King Edward VI Academy Trust Birmingham (the 'Academy Trust') who are collectively known as the 'Foundation'. The Foundation Archive collects, promotes and preserves the historical records of the Foundation. This collection policy is deliberately flexible to allow each potential accession to be judged on its own merits.

2. PURPOSE OF THE RECORDS COLLECTION AND ACCESS POLICY

To provide a framework for consistent decision making to support the development and expansion of the archive. The policy will act as a guide for staff in terms of what should be acquired and for the refusal of unwanted donations, preventing the overlap of material. The policy aims to provide continuity to the archive function in times of organisational or staff change, including guidelines for access to the collection.

3. WHY WE COLLECT

The Foundation is one of the oldest surviving institutions in Birmingham, and its collections document the history and governance of the Foundation and its schools from 1552 to the present day. In addition, the history of the Foundation is intertwined with the history of Birmingham and the records of the Foundation chart much of the early development of the City. The archive records the activities and decisions of the Foundation, its Governors and the Schools on topics such as financial transactions, contractual obligations (charters, property titles and charitable status). The Foundation Archive preserves records for future generations and makes collections accessible to former pupils, staff and the wider public for research.

4. WHAT WE COLLECT

The Foundation Archive is a living archive that collects relevant material from internal and external depositors to record the life and governance of the Foundation. The Foundation Archive collects records that are of enduring, permanent and historical value. Materials are selected, listed, stored and preserved for the use and benefit of current and future generations.

The collection aims to include the administrative, academic and extra-curricular activities of all schools within the Foundation where possible, including administrative records, marketing material, maps and plans, periodicals, sports material, school rolls, estate records, oral history, film reels, and photographs.

4.1 Records may be in any format

- Typed, printed and manuscript materials.
- Photographs, negatives & digital images (JPEG etc).
- Audio / video recordings (cassettes, vinyl records, videos, cine film, MP4).
- Large scale maps & architectural plans, prints & posters.
- Electronic documents, spreadsheets & databases.
- Other archival material (artefacts including seals, cups, medals, uniforms, awards, trophies and paintings)

4.2 Materials that have a high collecting priority

Specific materials hold a high collecting priority, including:

- information relating to Foundation and Schools' governance, policies, fundraising and development, finance, personnel and pupil records, formulation and evaluation of the curriculum, construction and maintenance of facilities, material documenting School and extracurricular activities.
- school publications (School and Old Edwardian magazines, prospectuses, other marketing material).
- private collections relating to members and former members of the school community where the material is of direct relevance to the Schools.

5. HOW WE COLLECT

Materials are collected from the Foundation Office, the Schools, OE associations or donated from former pupils and families. In addition:

- The Foundation archivist will purchase documents or artefacts if they are of importance to the collection.
- The Foundation archivist captures recollections and reflections on life in school through written records and audio/video recordings.
- The Foundation archivist does not normally accept loans, nor loan out Foundation archive materials, except for the purposes of exhibitions or displays.

Acquisitions become the property of the Foundation Archive. All acquisitions are intended to be part of the permanent collection and are subject to restriction policies unless otherwise negotiated by the donor and the archivist. All relevant copyright, reproduction rights and privileges will be transferred to the Foundation.

6. WHAT WE DON'T COLLECT AND WHY

- Duplicate items where we have two copies.
- Material that does not directly relate to the school, its governance and community.
- Records that do not have enduring historical value.
- Records that would not be useful to researchers.
- Records that would be better placed with another organisation in terms of content, specialist care, access and storage (eg, cine film collection deposited with MACE)
- Printed material that is available in another form, i.e. newspaper clippings.
- Books or periodicals unless their content is in some way unique or has particular links to the organisation.
- Material that is offered on a loan basis or has conditions attached relating to use, display or collections management that fall outside of current legislation and archival ethics
- Material that shows evidence of damage such as pest infestation, mould and/or water damage
- Most three-dimensional artefacts such as furniture, china or building fragments, unless they are of significant historical importance

- Records that do not meet the collection criteria outlined above, at the discretion of the archivist.

7. GDPR

The Foundation archive stores data (for example, pupil records) in accordance with General Data Protection Regulation and the Data Protection Act 2018 principles. Personal data is held for internal use and not passed to any other parties, including staff within the Foundation and Schools.

8. ACCESS

We welcome enquiries in person, in writing, by email, or by phone. We will not undertake detailed research on behalf of enquirers other than in exceptional circumstances but will consult the available sources to determine whether a personal visit for research is warranted.

Physical access to the records is via appointment only with at least 7 days' notice.

- Materials do not leave the archive except with permission of the archivist.
- Permission to use restricted records must be obtained by the archivist.
- Duplication of any materials is at the discretion of the archivist.
- All duplication and/or usage may be subject to a fee.
- Permission to publish material from the archives must be obtained in writing prior to publication. It is the responsibility of researchers to obtain copyright on such material prior to publication if necessary, understanding that the Foundation may not hold copyright on all items in the archives.

All users of the archives are required to sign a form prior to consultation of records stating that they will abide with the relevant conditions of access: that any information they obtain from the archives will not be used to support measures or decisions with respect to living individuals, and that it will not cause or be likely to cause substantial damage or distress to any individual who is the subject of the data who is still alive, or likely to be alive.

Conditions of Access forms are kept by the archive for internal use and not passed to any other parties, including staff within the Foundation and Schools.

9. ACCESS RESTRICTIONS

While we want to make our collections accessible there will be times when we need to place some restrictions on certain records. On the occasions when we need to restrict access, we will explain the reason for the closure and let you know if the information can be accessed from other sources.

Access to the Foundation archive is in accordance with General Data Protection Regulation and the Data Protection Act 2018 principles and access to certain records (for example pupil records) may be restricted by law. Personal data is held for internal

use and not passed to any other parties, including staff within the Foundation and Schools.

Access to or reproduction of fragile material is at the discretion of the archivist.

10. DISPOSAL

The Archives retains the right to select and dispose of material not judged worthy of permanent preservation

In exceptional circumstances, the Foundation and its Schools may wish to dispose of historic and valuable items. Before disposal, the matter should be raised with the Foundation Board on consultation with the Foundation Archivist so that intended outcomes can be considered.

Defining clear outcomes will assist in the decision-making process and in the identification of a suitable method for disposal. The process of disposal must be transparent and open.

Items should not be disposed of:

- for financial reasons (unless in exceptional circumstances)
- on an ad hoc basis
- without advice or a valuation from someone with specialist knowledge of the item
- without photographing the item

Other than items that have been considered by the Archivist to hold no historical value to the Foundation and have an estimated value of less than £5000, all items must be approved for disposal by the Foundation Board