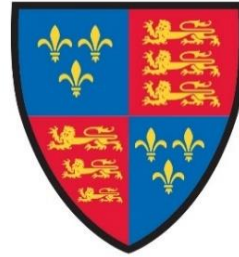




**THE SCHOOLS OF
KING EDWARD VI
IN BIRMINGHAM**



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

In pursuit of educational excellence for all

FOUNDATION ARCHIVE COLLECTING AND ACCESS POLICY

Responsible Board/Committee	Foundation Board & Academy Trust Board
Policy Type	Central Policy (Group A)
Policy Owner	External Relations (Archivist)
Statutory	No
Publish Online	No
Last Review Date	January 2025
Review Cycle	2 years This policy will not expire but will be reviewed as per it's designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	January 2027
Version	1.1

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'), 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 regarding 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 show 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 and 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, and digital images (JPEG etc).
- Audio/video recordings (cassettes, vinyl records, videos, cine film, MP4).
- Large-scale maps, architectural plans, prints, and posters.
- Electronic documents, spreadsheets, and 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, and materials documenting school and extra-curricular activities.
- School publications (School and Old Edwardian magazines, prospectuses, and other marketing material).
- Private collections relating to members and former members of the school community where the material is directly relevant to the Schools.

5. How we collect

Materials are collected from the Foundation Office, the Schools, and OE associations or donated by 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 or loan out Foundation archive materials except for 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 (e.g., cine film collection deposited with MACE).
- Printed material that is available in another form, e.g., 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 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 before 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 before consultation of records stating that they will abide by 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 the 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 archivist 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 in consultation with the Foundation archivist so that intended outcomes can be considered.

Defining clear outcomes will assist in the decision-making process and the identification of a suitable disposal method. 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 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.