



Draft College Archives Policy

1. Context

- 1.1 The College Archives ('the Archives') are intended to be a repository for key items relating to Wolfson's history. This policy sets out the process by which material should transition to the Archives and should be considered alongside the Archives Privacy Notice and Record of Processing Activity (ROPA).

2. Committee papers

- 2.1 Committee and sub-committee papers (agenda, supporting papers, minutes) will be held by the College Secretary for 10 years following their creation. Unreserved papers will be eligible for transfer to the Archives in the year following, in both paper and digital format.
- 2.2 Reserved papers, and some sensitive unreserved papers, will not normally be transferred and can be accessed via request to the College Secretary. Decisions on which papers will be eligible for transfer shall be taken annually by the College Secretary together with the President and/or Secretary to Governing Body.
- 2.3 Committee minutes stored in the Archives will be accessible along with other archival material at the discretion of the College Archivist. Supporting papers will be archived and stored separately to minutes, and will only be accessible with the prior approval of the College Secretary.
- 2.4 Transfers will take place annually via the College Secretary, who can answer queries relating to papers within the 10-year period and offer advice in the event if queries are particularly complex or sensitive. Access to papers held by the College Secretary shall not be unreasonably withheld or delayed.
- 2.5 The statutory accounts of the College will be transferred to the Archives with papers relating to Governing Body meetings. Working documents relating to the statutory accounts will be maintained by the Accounts Office for as long as accounting purposes require.

- 2.6 Accounts and correspondence relating to important capital expenditure will be transferred to the Archives, usually but not exclusively in the form of committee papers.

3 College publications and events

- 3.1 Two copies of college publications such as the College Record will be transferred to the Archives at the time of publication.
- 3.2 Posters and ephemera relating to college lectures and seminars, balls, dinners, and other key events, will be transferred to the Archives. Papers relating to the day to day running of clubs and societies will not normally be held in the Archives.
- 3.3 Recordings and photographs (or other images) relating to key college lectures and events will be transferred to the Archives. As far as practicable, these should be clearly labelled to include:
- (a) title, location and date of event
 - (b) name and contact details of the content creator
 - (c) name(s) and title(s) of those depicted/recorded
 - (d) a statement from the creator either transferring copyright ownership of the content to the College, or confirming that they consent to the use of the content by the College for printed and online materials
 - (e) confirmation that permission for such use has been obtained from those depicted/recorded where relevant
 - (f) clarification on whether any audio recordings (and transcripts) are intended to be published, and in what format, together with the details of acknowledgements, permissions, and copyright arrangements.

4 College members

- 4.1 The files of former Fellows will be weeded and transferred to the Archives. The files of former Research and Junior Research Fellows, and some Members of Common Room, are stored offsite (to be reviewed in 2025). The files of former students and staff members will not be transferred.
- 4.2 Printed materials such as press cuttings, articles, and obituaries relating to members of the College will be transferred to the Archives. Books will not normally be transferred. Details regarding the whereabouts of personal papers belonging to deceased Fellows, along with the contact details of any surviving relatives, should be communicated to the College Archivist where possible.
- 4.3 Certain paper or email records related to former College Officers will be transferred to the Archives. College Officers should, before the end of their role, liaise on the transfer of eligible materials with the College Archivist and IT Office.

5. Other materials

- 5.1 Architects' drawings, in digital or hardcopy, and other material relating to college buildings will be transferred to the Archives when no longer needed for the day-to-day work of the Home Bursary.
- 5.2 Other materials may be considered for transfer to the College Archives in liaison with the College Archivist. Materials should therefore be assessed before they are discarded, and some may first need to be weeded by the owner if they are identified as being eligible for transfer.

College Archivist
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