

## Archive Collection Policy

### Overview

This policy statement relates to the Blundell's School Archive (the "**Archive**"), Blundell's School (the "**School**"), Blundell's Road, Tiverton, EX16 4DN. The purpose of the Archive is to collect, preserve and promote the documentary evidence for the history and life of the School. This includes records of its administration and finances, land and property ownership, individual members of the School as well as any records of historical significance relating to all aspects of the School. Some of these records dates back to the 14<sup>th</sup> Century and, as such, are a valuable and irreplaceable source for the history of the School and its relationship with the town and surrounding area.

This Policy is deliberately flexible to allow each potential accession to be judged on its own merits. It should be read in conjunction with the School's Archive Access Policy, Terms of Deposit Policy and Archive Disposal Policy.

### Definitions

**Records** are documents of any date created or accumulated by organisations or individuals during the conduct of their affairs. They may include manuscripts, printed, typescript and computer-generated text, musical and other notation, maps, engravings, plans, drawings and photographs, and documents in digital formats.

**Archives** are those records which a school sets aside for permanent preservation. Such archives are to be distinguished from other records that schools might need to retain long term, but for an operative rather than archiving purpose, e.g. for legal claims or regulatory/audit purposes. Schools can keep archives of this kind permanently so long as they do so in accordance with the UK GDPR and the Data Protection Act 2018, including appropriate privacy safeguards.

### Scope of Collection

The Archive is a mixed collection and houses some physical artefacts such as historic medals and trophies. We will acquire and preserve records of any date assessed as being worthy of permanent preservation. These include (but are not limited to):

- Manorial and tithe records pertaining to Peter Blundell's bequest
- Paintings, lithographs and prints
- Photographs of the school and pupils
- Newspaper cuttings and scrapbooks
- Minutes from Governor's meetings, Common Room Meetings, House Parent forums
- Copies of the Blundellian and other school publications
- Video and audio recordings of Concerts and other major School events such as the Russell

Copies and transcripts are only acquired where the originals are not available and the material is of sufficient importance to our Archive.

The School will also acquire and preserve certain historical artefacts pertaining to the school, including (but not limited to):

- School cups and medals
- Uniform
- Historic School equipment

Records relating to Ravenswood School and St Aubyn's Preparatory School are also kept in the School's Archive as these institutions no longer exist and we welcome further donations to add to their collections.

Records are acquired with the intention that they shall be preserved permanently but, the School reserve the right to review and dispose of material which does not fit with the Archive's remit. See the [**Archive Disposal Policy**] for further information.

### **Methods of Acquisition**

School records will be transferred by arrangement with [**School departments/the Archivist**] when they are no longer in use. Only records judged to have an administrative, financial or research value will be transferred for permanent retention.

Records from external sources will generally be acquired by gift and deposit. Gifts are preferred because they ensure that the Archive will be permanently preserved and available for research. We shall, in consultation with Depositors, evaluate and select only material worthy of permanent preservation. Duplicate or ephemeral material identified in the initial processing of the Archive will be returned or destroyed in a secure manner, according to the Depositor's instructions.

Material will be accepted with School guidelines on data protection in mind, in particular the School's **Data Protection Policy** and **Data Retention Policy/Guidelines**. Donors' wishes on the confidentiality and copyright status of material will be agreed in advance. Priority in acquiring records will be given to those which are at risk of loss, destruction or damage.

We aim to assist Depositors in finding the most appropriate home for their records and may direct records to another repository in line with the national archival framework, where necessary.

We will not normally purchase any material, unless in exceptional circumstances.

Those wishing to donate material to the Archive should be in touch with the Archivist in the first instance to see if the School is able to take the record(s). Once this has been agreed the donor should read the School's [**Terms of Deposit Policy**] and fill in an Archive Deposit Agreement which ensures the legal integrity of the item once it is under the School's care. This also helps with establishing the historical provenance of the item for the future.

### **Public Access**

It is a condition of acceptance that records will be available for public access (subject to their being fit for production) either immediately or from a specified date, which may be at the end of a statutory period of closure. See [**Archive Access Policy**] for more detail.

Catherine Flavelle

Archivist

Reviewed and Updated 22 February 2022