

## **Archive Disposal Policy**

1. Blundell's School's (the "**School**") Archive Disposal Policy aims to provide a framework for the appraisal and selection of records for disposal. This Policy is intended to aid, rather than replace, the professional judgement of the Archivist.
2. This Policy should be read in conjunction with the Archive Collection Policy, Archive Access Policy and Terms of Deposit Policy.
1. This Policy is informed by current archival legislation and other legislation relating to the keeping of records as well as the School's Archive Collection Policy, the Archive Access Policy and the Terms of Deposit Policy.
2. Appraisal is a process of determining which records are of long-term historical value and worthy of permanent preservation as Archives, irrespective of medium. An initial appraisal of material shall generally be completed by the Archivist before records are accepted into the Archive in accordance with the *Archive Collection Policy*.
3. There may be occasions where material is evaluated after it has been accepted into the Archive and there may be occasions where the Archivist/School deems it necessary to dispose of material.
4. The agreement of Depositors in relation to the appraisal and destruction of records is sought at the time of deposit where possible but there will be occasions when the School does not have permission to destroy records in a deposited collection, particularly for collections deposited some years previously. In such circumstances, the School will attempt to return records to their Depositor(s), where possible.
5. Where it is not possible to return Records to the Depositor(s), the School will in the first instance seek to find alternative collections for the material if this is considered to be appropriate.
6. Where no alternative collection exists or it is not practicable to transfer the Records to an alternative collection, the material may be sold to raise revenues for the School or Development Projects.
7. Where none of the above are applicable, the material will be disposed of in a secure manner. Decisions regarding disposal shall be made by the Archivist in consultation with the Second Master.
8. A record of disposals will be kept for future reference in a digital record.
9. This policy is in place from 22.02.2022.

Catherine Flavelle

Archivist

22.02.2022