

# Archives policy

Action	Policy to be reviewed as required		
	Owner	Date	Completed
Review	Howard Bailes	January 2023	✓
Approved	Senior Management Team	28 February 2023	✓

To be published on the following:	
Website	✓
Staff Portal	✓



## **Archives policy**

### **What this policy is for**

This policy aims to detail how the school appraises, collects, preserves and makes available records of historical value to St Paul's Girls' School

### **Legal framework**

This document has been prepared after taking the following legislation into account:

- The UK Data Protection Act 2018, the General Data Protection Regulation, as retained and applied in the UK ("UK GDPR"), and other supporting legislation

### **Other relevant school policies**

- Document retention policy

### **Appendices**

Appendix 1: Collections policy

### **Content of policy**

1. Information about the St Paul's Girls' School Archives
2. Archival Mission Statement
3. Why we maintain archives
4. What we hold
5. Where we hold the archives

## Archives policy

### 1. Information about the St Paul's Girls' School Archives

1.1 Please also refer to the Collections Policy at Appendix 1

### 2. Archival Mission Statement

2.1 To appraise, collect, preserve and make available records of historical value to St Paul's Girls' School.

### 3. Why we maintain the Archives

3.1 The archives serve as a repository of the school's historical records and have two primary purposes. First, the archives exist to document the history of St Paul's Girls' School. Secondly, the archives exist to provide information and material for all members of the school community, both current and past, and for external researchers. The collection is managed in accordance with the laws governing the use of personal data and, so far as is practicable, in line with professional practice.

### 4. What we hold

4.1 The archives comprise a wide range of records and artefacts, including press reports, correspondence, photographs, architectural plans, publications, school magazines, programmes of school events, official documents, digital records, musical scores, memoirs (manuscript or printed) and works of art.

### 5. Where we hold the archives

5.1 The school has a dedicated archive room where most of the records are kept. There is also a secure storage facility for the more sensitive or vulnerable material (primarily, archived personnel files). This facility is a locked room in the business directorate (key held by the archivist and the business directorate PA). Other files of a sensitive nature, such as personnel files relating to the High Mistress or Master and some financial documentation, is stored at Mercers' Hall.

5.2 **Access.** This may be obtained by application either to Mrs Sarah Fletcher, the High Mistress or to Dr Howard Bailes, archivist, by telephone (direct line, 020 7605 4831), post or e-mail ([howard.bailes@spgs.org](mailto:howard.bailes@spgs.org)). Visitors will need to report to the school main reception and provide proof of identity. Access to records may be restricted at the discretion of the Archivist in order to protect data subjects' rights and the school. No access will be given to records relating to a living person unless that person has agreed to access being given or the record is in the public domain. If it is deemed that access might jeopardise the long-term survival of an item then it may be possible to supply a copy as an alternative.

5.3 **General queries** should be directed to the archivist (see contact details above). We aim to respond to all enquiries within five working days during term time. To do so may not be possible during school holidays and a response may not be received until the next school term has begun. Researchers may consult material by appointment with the archivist who can assist them with their enquiries. Internal users (that is, current school staff and current pupils) may be permitted to consult material at their own workspace within the school but may not take material offsite without prior permission from the archivists. External users must consult material in the archive office or Library in the presence of the Archivist or another nominated member of staff, or a copy may be provided on site.

## Collections Policy

### 1. Introduction

1.1 This document provides an overview of the basic principles and procedures governing the management of St Paul's Girls' School Archives. The archive serves as the final repository for its historical records, regardless of format, therefore including objects. Its primary purpose is to document the history of St Paul's Girls' School and to be a source of material and information for staff, students, alumnae and all members of the school community as well as external researchers, authors and other persons interested in the school, its alumnae, the history of education, and in particular girls' education, and broader social history. Archival records may also be used to advertise the school.

1.2 *The adoption and implementation of this Policy by the school is an indication that the school intends to manage these Collections as far as practicable in line with professional best practice.*

### 2. Governance

2.1 The Archivist is responsible for managing the repository and he or she is in turn managed by the Senior Deputy Head.

2.2 Mission Statement:

- To appraise, collect, preserve and care for, and make available records of historical, legal and administrative value to St Paul's Girls' School
- To provide adequate facilities for the storage and preservation of such records
- To provide information services to both the school, the wider school community and external researchers
- To care for, maintain and develop the school's collections, including archives and artefacts.

### 3. What the archive collects

3.1 The school archives are always seeking to develop and enhance its collections. Material can be collected through a variety of ways. It may be donated, purchased or sourced directly by the archivist. All material should be recorded in the Accessions Register with donation information recorded accurately

3.2 The school's collections include materials of widely differing form and content and the collection is routinely enhanced, chiefly in these forms:

3.3 *Information in the public domain*, such as press reports. Given the number of Old Paulinas who are active professionally, the collection of such records is of necessity partial. *Publications* by or about Old Paulinas. The policy here is to be selective: it is not possible to trace all OP publications (online, as books or as articles in scholarly journals). *Correspondence*: with Paulinas and parents, current or old, or with researchers, usually academic. An example would be the e-mails concerning a visiting Old Paulina who then agreed to write a memoir of her time at the school.

3.4 *Documents produced within school*. These are diverse and numerous and include: significant policy documents; school magazines of all types; programmes of plays, concerts and events such as Science Week, Sports Day, Valediction or Colet Day. The *Bulletin* and *e-Bulletin* which are sent electronically to, respectively, current parents and Old Paulinas/former staff, are routinely saved both digitally and in hard copy. The archives hold a complete set of the Minutes of the Governors' Meetings from 1903 to 2006. These Minutes and associated documents become part of the archival collection on the departure of a High Mistress (as opposed to those Minutes and associated documents that relate to a current

High Mistress which are stored separately by the Secretary to the Governors). In addition, a copy of all Minutes are kept at Mercers' Hall.

3.5 *Photographs*. The current policy here is to be highly selective, partly because of our safeguarding duties, because large numbers of images are added regularly to the school's files elsewhere and because the *Bulletin* provides an excellent and illustrated record of each fortnight's activities. An example of what is kept are the whole school photographs.

#### 4. Disposal and what we don't collect

4.1 The school has the right to return, transfer or dispose of unwanted material. This would normally take place at the time of acquisition of said material. However, due to the eclectic collecting and limited documentation of past material this may happen with material held by the school for some time.

4.2 In the past the school did not have an Accession register or system. Therefore, material donated or coming into the school in other ways was not necessarily accurately documented or even documented at all. If collection material is deemed not of value to the school or its archives, and no donation information can be retrieved regarding that material then it may be disposed of in some form. Elimination of sensitive material is by way of the secure waste disposal.

4.3 Where material has been accessioned or catalogued then the *school retains the right in exceptional circumstances to de-accession and transfer material when it can be more suitably used and accommodated elsewhere*. Only items which fit one of the following criteria may be considered for de-accessioning:

- Where the archive possesses more than one identical item in a better condition and where the provenance is better recorded.
- The item does not belong to the school
- The archive is held in another institution
- The item is in a state of physical disrepair which is beyond any form of conservation or preservation.

4.4 Where an item is to be disposed of and donor information is known the original donor must be contacted before any disposal can take place. A record will be kept by the Archivist of any item disposed of.

#### 5. Collections Care and Storage

5.1 *The School aims to preserve the collections in its care within their historical context.*

Collections will be stored, handled and displayed in such a way as to minimise any possible damage, preserving them for future access for as long as is possible.

Collections will be packaged in archival grade storage, such as acid-free boxes, folders and polyester packaging for photographs.

#### 6. Collections Access

6.1 The school aims to enable access to collections to all who have a legitimate interest in the school and its archives. Researchers are able to consult material by appointment with the Archivist who can assist them with their enquiries. Internal users may be permitted to consult material at their own workspace within the school but may not take material offsite without prior permission from the Archivists. External users must consult material in the archive office or Library in the presence of the Archivist or another nominated member of staff.

6.2 All visits to the archives are recorded in the Archival Log, one for each academic year, and maintained weekly during term-time.

6.3 Personal data of living persons would not be disclosed to a visitor, nor would information of dead persons if this information carried a risk to a living person. Records plainly in the public domain (e.g. newspaper articles) would be made available.

6.4 Any queries and/or requests to visit should be made to the archivist Howard Bailes - e-mail: [howard.bailes@spgs.org](mailto:howard.bailes@spgs.org) or: 020 7605 4831 or [heather.heath@spgs.org](mailto:heather.heath@spgs.org).

## 7. What do we have?

### 7.1 Publications of archival significance:

The Saint Paul's Girls' School Book (1925)

St Paul's Girls' School 1904-1954 (the Jubilee history)

Looking Back (compilation to commemorate the 90<sup>th</sup> anniversary)

Bailes, Howard, Once a Paulina, (James and James, 2000)

Bailes, Howard, ed., The Paulina Anthology, (2004)

The Review, 2004-: published termly; each issue has one or more articles on the school's history, the majority written by Howard Bailes

Digital newsletters (the Bulletin, which goes to current parents, and the e-bulletin, which is sent to old Paulinas). These are stored digitally and in hard copy.

### 7.2 Books by or about Paulinas are kept in the Colet library and catalogued on **Heritage**.

- Over one hundred archival boxes hold a substantial array of diverse materials.
- School photographs, albums, artefacts, architectural plans and paintings are stored in the Bursary muniment room.
- Filing cabinets hold further records.
- A wide range of records is stored digitally on the St Paul's Girls' School Group Drive
- Holst manuscripts and facsimiles thereof

7.3 All the archives are sorted and listed but not all yet catalogued (on **Heritage**). Files on individual Paulinas are being catalogued on **Heritage** and this project should be finished shortly.

### 7.4 The records are currently housed in:

The Colet Library annex

The Bursary muniment room

The Warburg Library cupboards