

LSE Archives Policy

1. Purpose of the policy

This policy sets out the London School of Economics and Political Science's (the School) policy on maintaining its institutional archive and supporting archival material. It provides an overview of requirements and links to detailed guidance supporting the requirements of the policy.

2. Aim

The School maintains an archive to documents its history and development.

This policy aims to ensure that the School's archive:

- Supports the work of the School administration in:
 - Enabling new policy proposals to be set in context.
 - Ensuring consistency and coherence with previous decisions.
 - Enabling precedents to be identified.
- Provides timely access to records and to ensure compliance with legal and financial regulations.
- Supports engagement with students, staff and alumni.
- Enables the School in using its unique history to promote its profile to supporters, fundraising bodies and the media.
- Supports research into the history and development of LSE and the social sciences.

3. Definition

The School's archive refers to:

- Archive records produced by the School's functions in paper and digital format. It includes publications, podcasts and the School's online presence.
- Informal records documenting the wider staff and student experience at the School eg photographs, posters, lecture notes.

Although the majority of the archive is held in the Library some records re dispersed eg staff and student files held in offsite storage of on SITS and title deeds held in the School safe. This dispersal is likely to increase as the School's administration develops digital resources and systems.

The archive is also supported by selected papers of academics and alumni who have worked and studied at LSE. Many of these have been deposited in the LSE Library.

4. Scope

Only a small proportion of the records created by the School will be deemed suitable for permanent preservation. This policy covers those records which are of permanent value to the work and study of the School. These records are created by the School's professional service divisions, academic units and some associated entities. It also covers associated archives recording the staff and student experience.

5. Selection of records for permanent preservation

Records selected for permanent retention will document the core functions of the School education, research and global engagement and impact, governance and the functions supporting this work.

Records will be selected for permanent preservation if they fulfil one or more of the following criteria:

- Fulfil a legal requirement for long term preservation
- Document principal policies and actions of the School eg documenting decision making and changes to the School structure, teaching or development of research
- Document major projects or developments eg building projects, new disciplines
- Documenting the core function of any professional service
- Support research into the history and development of the institution and the LSE community eg photographs, publications, posters, oral histories, diaries or ephemera.

A list of records currently identified for inclusion in the Archive can be found in Appendix 1.

Records will be accepted in all formats including, but not restricted to, paper, photographs, electronic, digitised or born-digital records and sound recordings.

The archives will also accept donations from staff, students and alumni of records illustrating the wider history of the School and supporting student and staff engagement. Decisions regarding acceptance will be assessed in accordance with Library policies.

6. Acquisition and transfer

Records created by professional service divisions and academic units are the property of the School and will move to the archive by direct transfer. The records of associated entities will be deposited by agreement with those responsible for their governance and management. Records should be transferred to the archive when they are no longer regularly required for administration.

The transfer of selected records from individuals will be by gift or bequest and will not be accepted without proof of ownership. Gifts will be subject to a deposit agreement.

Records will only be purchased where they are of outstanding significance to the history of the School.

7. Access to LSE Archives

All records transferred to the Archive will be available through the Women's Library Reading Room. All records will be publicly available unless transferred with details of exemptions under the Freedom of Information Act, 2000.

8. Responsibilities

- Staff who create, store receive and use records will ensure that records are managed in accordance with the Information Asset and Records Management Policy and will contact the LSE Archivist regarding any records considered appropriate for long term preservation.
- LSE Archivist will:
 - ensure that records with historical value are kept permanently
 - provide guidance and advice on the selection and transfer of records for permanent retention
 - lead on the care and promotion of the use of the archive.
 - Manage the appraisal, arrangement and cataloguing of the LSE Archive.
- The Library will be responsible for the provision of storage and access to the LSE Archive and the maintenance of the cataloguing system
- The Records Manager is responsible for the management of current and semi current records and supporting the LSE Archivist the identification of records for permanent preservation.
- Heads of academic departments and service divisions are responsible for ensuring that members of staff they manage are aware of the responsibilities stated in this policy.
- The School Secretary has oversight of the archive including the management of copyright.

9. Guidance

The LSE Archivist will guidance on selecting records for permanent retention and their transfer to the LSE Archive when appropriate. Guidance will be amended as required [See appendices 1 and 2]

10. Compliance, policy awareness and disciplinary procedures

All current staff and students will be informed of the existence of this policy and the availability of supporting policies and guidance.

Any breach of this policy will be handled in accordance with all relevant policies and disciplinary policies.

Status

This policy has been approved by the Information Governance Board.

Appendices (to follow)

- Guidance on the selection and appraisal of records
- Guidance on the transfer of records to LSE Archives

Sue Donnelly, LSE Archivist
15 May 2018

Appendix 1 Guidance on selection and appraisal of records for permanent retention.

Scope

Records selected for permanent retention will document the core functions of the School: education, research and global engagement and impact, governance and the functions supporting this work.

Criteria

Records will be selected for permanent preservation if they fulfil one or more of the following criteria:

- Fulfil a legal requirement for long term preservation
- Document principal policies and actions of the School eg documenting decision making and changes to the School structure, teaching or development of research
- Document major projects or developments eg building projects, new disciplines
- Documenting the core function of any professional service
- Records supporting research into the history and development of the institution and the LSE community eg photographs, publications, posters, oral histories, diaries or ephemera.
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The following record series have been identified as appropriate for long term preservation:

Record	Creating department	Responsible Department	Description
Minutes and papers of committees of Council, Academic Board and SMC	Various	Committee Secretary	Provide record of School decisions and developments. This should also include minutes of the School Board of Examiners and Graduate School Board of Examiners.
SITS	ARD	ARD	Core student record providing details of studies and final results
Student files (paper)	ARD	LSE Archivist (RACU)	Starting in 1920 surviving files are stored off site and are available for research on the death of the data subject. The files are also a resource for biographers, historians and family historians.
Staff files for staff employed at Grade 8 and above	HR	HR and LSE Archivist (RACU)	Files provide a record of key staff at senior levels. Are transferred to the archive and are only available for research for deceased staff.
Deeds and leases	Estates	Finance	Record of School property ownership; currently stored in the School safe managed by Finance Division. Also available via the Land Registry.
Capital projects records	Estates	Estates	Record of major building projects and support for managing buildings. Currently stored in the Cloud
Department Annual Monitoring Reports	Planning Unit	Planning Unit	Annual record of academic departments – feeds into APRC.

Department Profiles	Planning Unit	Planning Unit	Drawn from datasets around the School providing a statistical overall "view" of the Department, either electronically or in hard copy, in the future the data will be shared via Tableau Server so there may be a different storage option.
Official returns	Planning Unit	Planning Unit	HESES Return; HESA Provider Survey; HE-BCI Return
Advance: customer relationship management system	Advancement	Advancement	Customer relations database providing details and history of fundraising contacts.
LSE Publications	Communications	Communications	Publications produced by Communications provide a good overview of the work of the School and should be collected on an annual basis – essential are School regulations, course guides, etc.
Student survey: summaries and analyses	Academic Departments	Academic Departments	Copies may be in Committee Papers
Student prizes	Academic Departments	Academic Departments	Permanent in LSE Digest or equivalent and in committee papers.

This list is not exhaustive and additional record series may be added from time to time as the work of the School develops.

Appendix 2 Guidance on transferring records to the LSE Archive.

This document is intended to support staff identifying records to be considered for transferred to the School archives for long term preservation. It includes contact details and advice on preparing records for transfer.

No records can be transferred to the School archives without the prior agreement of the LSE Archivist.

Records selected for permanent retention must document the core function of the School and be in accord with the criteria outlined in Section 5 of the *LSE Archives Policy*.

How to transfer records to the LSE Archives

1. Contact the LSE Archivist (ext.: 2840 or email GLPD.Archives@lse.ac.uk) to ascertain whether the records are appropriate for transfer and to arrange the transfer.
2. All records for transfer to the archive must be boxed and accompanied by a transfer list detailing the contents of each box to allow easy retrieval of information for the benefit of both the transferring business unit and wider usage. Use the transfer list table available at [LINK]
3. The transfer list must include details of any records which may not be made accessible to the public. This should provide information justifying withholding information under the exemptions specified in the Freedom of Information Act 2000.
4. The schedule must
 - (a) identify this information clearly, e.g. box number, file title and item
 - (b) cite each relevant exemption explaining why it applies and
 - (c) identify a date at which release of the information would be appropriate or should be re-considered.The exemptions can be listed in the transfer template.
The Records Manager and LSE Archivist can advise on the use of appropriate exemptions.
5. Contact the LSE Archivist to arrange collection of the boxes to be transferred, stating your name, building location and how to gain access, and number of boxes. Following transfer access to the records will be via the Women's Library Reading Room. Please note that all 'open' archives and records transfer lists can be made available to the public. Requests received for information contained in any exempt records transferred will be referred to the Records Manager.

Preparing Records for Transfer

The University Archivist reserves the right to reject records whose physical condition inhibits easy use. you can help with the long term task of physical preservation by observing the following rules when preparing the records for transfer.

Do not overfill the boxes as this could damage the contents. Make sure the lid fits snugly

Realign untidy file papers using nylon ended treasury tags.

If possible, split very thick files, (those over 2 inches) into one or more parts, - part 1, part 2 etc.

Ring binders, lever arch files and box files waste space and must not be put into boxes. Instead, remove the contents and put them into a file wallet, writing the title and dates of the file on the outside.

Box bound volumes where possible, or if too large use protective material such as bubble wrap before loading in your own storage crates or other containers

Group any loose papers together in simple file folders.

Contact the LSE Archivist for advice about transferring alternative formats eg maps/ plans, microforms, videos etc.

Review Schedule

Review interval	Next review due by	Next review start
3 years	July 2021	January 2021

Version	Date	Approved by	Notes
Version 1	12/7/2018	Information Governance Board	

Links

Reference	Link
Information Asset and Records Management Policy	https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/recManPol.pdf
Retention schedule	https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/retSch.pdf

Contacts

Position	Name	Email	Notes
LSE Archivist	Sue Donnelly	s.donnelly@lse.ac.uk	Author

Communications and Training

Will this document be publicised through Internal Communications?	Yes
Will training needs arise from this policy	No
If Yes, please give details	