



## WALTHAMSTOW HALL SEVENOAKS

### **ARCHIVE POLICY**

Walthamstow Hall recognises that it has in its possession a rich resource of documentation from the School's past in the form of photographs, written documentation, both printed, handwritten and digital, and artefacts. The School intends to set aside such documentation for permanent preservation due to their historic value. For the purposes of this policy this collection will be referred to as the Archive. In creating and maintaining the Archive, the aim is to achieve a permanent establishment of records, memorabilia and artefacts relating to the history of Walthamstow Hall, for the entire School community (past and present) and for the public (either immediately or in the future) for historical research, based on sound archival management and in accordance with the practices set out in this policy.

Archives are those records which the School sets aside for permanent preservation where this is in the public interest as it facilitates historical research and has enduring value to historians and other members of the public. Archive records are distinguished from other records that schools might need to retain long term for an operative rather than an archiving purpose (e.g. for legal, regulatory or audit claims). However it is noted that some archives do contain information about living persons and therefore fall under the remit of data protection legislation. The School may keep archives of this kind of information permanently, provided that they do so in accordance with the GDPR and the Data Protection Act 2018, including appropriate privacy safeguards. The Governors shall delegate to the School Archivists the responsibility of managing the School Archive.

#### **Functions of the Archive and School Archivists:**

- To create, maintain, preserve, develop and to promote the Archive.
- To implement a comprehensive and centralised digital archive catalogue using the SDS Archive System.
- To provide a record of the School's past with a particular emphasis on the experience of pupils and staff.
- To contribute to the School's sense of its particular ethos.
- To foster a sense of pride and affection for the School amongst present and past staff, pupils and friends of the School.
- To contribute to the history of pupils' education, both locally and on a national level.
- To support the teaching of current pupils in subjects such as History and PSHEE.
- To liaise with the Headmistress and Heads of Department regarding the saving, storing and cataloguing of records from individual School departments and to encourage staff to donate artefacts to the Archive.
- To locate, rescue, select and preserve appropriate records of Walthamstow Hall.
- To advise on the acquisition, retention and disposal of records in accordance with Appendix I.
- To implement procedures for collection, conservation, storage and access in accordance with sound archival practice and to publish such procedural documents to all relevant Heads of Department.

- To provide supervised access to some of the Archive material stored to bona fide researchers approved by the School for consultation in accordance with Appendix 3.
- To assist the Marketing Department with background research for display and funding purposes, subject to all appropriate laws and regulations, including closure periods, as set out more fully in the Appendices hereto.

### **Principles of organisation and management.**

- A key consideration must be the conservation and preservation of all items to prevent damage or decay. Advice will be sought from appropriate sources.
- Items will be stored to protect from light, damp, dust and disturbance.
- All items need to be catalogued with an accession code and the record held on a computer database.
- Any digital data will be backed-up in accordance with the school's backup procedures.
- Any items sent off site for digitisation to SDS must be catalogued first and on return will be wrapped and stored securely.
- As far as possible items will be dated and described giving whatever contextual detail is possible.
- Access to the Archive will be strictly controlled but arrangements can be made for particular items to be viewed.
- We are mindful of the need to make electronic data as accessible as possible whilst maintaining the ability to migrate to other systems to maintain future access.
- Personal data in records can be held permanently provided:
  - (i) appropriate measures are considered around minimising any identifiable personal data in the records (if this can be achieved without seriously impairing the archiving process);
  - (ii) the archived material is not in fact being retained for decision-making about an individual (e.g. operational purposes); and
  - (iii) the processing is not likely to cause substantial damage or substantial distress to an individual.
- It is recognised that some items may be of a sensitive nature. The Archivists will exercise caution before making public anything of a personal nature and comply with any statutory closure periods in accordance with relevant copyright laws (as set out further in Appendix 2). A key consideration will be whether any individual is likely to be caused distress or discomfort. The Headmistress will exercise the final veto.
- The Archive will be managed as an on-going service and the School community invited to offer items for inclusion which document the immediate past.
- When accepting donations into the collection the Archive team will determine the relevance and have the authority to refuse items if deemed superfluous or specific storage facilities are unavailable in accordance with Appendix 2.

### **Display of selections from the Archive**

- It is hoped to make selections of items of interest – on a theme perhaps – to provide changing displays for the enjoyment of current pupils and staff and visitors to the School.
- It is intended that certain items will be displayed in a lockable glass case purchased for this purpose from the Archive fund.
- Copies of some items will be displayed in the Library on an occasional basis.
- As a long-term plan it is hoped to find a permanent, easily accessible space for displaying and storing some items so that a School class or a group of visitors can view materials.

The room could have multiple functions to include housing archive material. Security will be an important consideration.

- All such displays will be in accordance with Copyright and Data Protection Laws in effect at the time.
- Documents to be used for study will be copied so that the originals are not damaged. It is hoped that where there are multiple copies of items, the best version will be preserved and other copies may be available for education, research or loan.

### **Review of Policy.**

The policy will be reviewed regularly.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed May 2021  
Next Review October 2021

Signed: ..... Date: .....  
Mrs J Adams  
Chairman of the Governing Body

### **Appendices:**

- 1 Acquisition and Disposal Policy
- 2 Terms and Conditions of Deposit
- 3 Visitors
- 4 Charges
- 5 Complaints

### Acquisition and Disposal Policy

The Royal Commission on Historical Manuscripts publication, “*A Standard for Record Repositories*” has been adopted as the basis for formulating this policy.

This policy covers the acquisition, retention and disposal of records from Walthamstow Hall and defines the categories for acquisition.

The Archivists are responsible for implementing this policy.

The Archivists should actively seek out records, which are at risk of loss, destruction or damage.

### Selection

The Archive Department is responsible for acquiring official and non-official records from all departments. Staff members should collate and deposit materials suitable for the archive on a termly basis, preferably with contextual data and names where appropriate. The Archive may also accept gifts and loans of deposited records, which pertain to Walthamstow Hall in accordance with the **Terms and Conditions of Deposit**.

### Retention

#### 1. Photographs.

Two distinct types, traditional (including glass plate and negative) and digital. Concerning digital photographs, a representative sample from each prominent area within school will be selected and identified.

#### 2. Printed documents

Where possible **3** copies of items produced by the School unless ephemeral to be retained. Retain samples of items printed about the school including advertisements, books, memoirs and magazine articles.

#### 3. Manuscript Documents.

Retain manuscripts of historical accounts relating to the school by past and present Governors, staff and pupils.

Retain reports, minutes, timetables, letters, diaries and drawings where they relate to the operational level of the school.

Retain samples of school reports and other documents containing the names of pupils, staff and governors.

#### 4. Books & Special Collections

Retain histories of the schools, works of famous past pupils.

#### 5. Artefacts

Retain samples of school uniform, memorabilia and artefacts connected with former school buildings and prizes (space permitting).

#### 6. Multiple copies

Where there are multiple copies of items, the Archivist may, in his/her discretion, preserve the best version within the Archive and make other copies available for education, research and loan, subject always to appropriate data protection and closure regulations, where relevant.

## **7. Disposal of Records and Artefacts:**

The disposal of accessioned items, which are no longer required for the Archive, shall be officially recorded in the De-accession Register. These items and any unaccepted deposits must meet at least one of the established criteria:

- The Archive possesses an identical/ similar item, which is in better condition.
- The Archive possesses an identical/ similar item whose provenance is of greater importance to the School.
- The item does not belong to Walthamstow Hall.
- The item would be more appropriately archived with another institution/ individual.
- The item was accepted in error i.e. did not meet the conditions of acquisition.
- The value of the item is too great to be the responsibility of the School.
- The physical state of the item dictates that it cannot be stored safely.
- The physical state of the item dictates that it is beyond preservation or conservation.
- Donor should be informed where possible.
- Archivists will be responsible for the disposal.

## Terms and Conditions of Deposit

### 1. Ownership and Deposit

- i. The Archive department may accept records or items on loan for a period of no longer than 3 months. Indefinite loans will not generally be accepted.
- ii. Where a deposit is by gift, ownership shall pass to Walthamstow Hall and a written statement to that effect signed by the donor.
- iii. All accessions must be added to the catalogue (SDS) as soon as reasonably possible (following the agreed cataloguing protocol set by the Archivists).
- iv. All new deposits must be given to the Archivists. These will be stored separately until the details are accessioned onto the catalogue.
- v. Once deposited in the Archive, personal data in such records must not be erased, filtered, redacted or otherwise amended.

### 2. Storage and Preservation of Deposited Records

- i. All reasonable precautions shall be taken to ensure the security of records.
- ii. Access may be denied if the records are fragile or 'put to bed'.
- iii. Once the records are digitised, they will be wrapped and stored securely. Thereafter any access is via the digital copy so that the original may be preserved.

### 3. Receipt of Archive Enquiries

- i. All staff will be made aware of the methods and integral protocols for receiving archive enquirers:
- ii. E-mails should be sent to the assigned mailbox ([archivist@whall.school](mailto:archivist@whall.school)) where a response will be sent to the enquirer detailing receipt of enquiry and a response within 30 working days.
- iii. Researchers wishing to visit will need to book ahead to allow adequate provision for staffing and service. Researchers will need to sign in as a visitor with their enquiry recorded in the archive register.

### 4. Access and Closure Periods

- i. Closure Periods and Terms of Access
  - Printed or published material such as BOOM, CODA, WOGA News Sheets, Yearbooks, Calendars – open access.
  - School registers of admissions, leavers or staff - acknowledgment of attendance is open but no visual sight of record.
  - Pupil records containing personal information e.g. exam results – 100 years.
  - Pupil records containing less sensitive information e.g. academic work, sports records, house competitions, School trips – 50 years, subject to content and subject to the discretion and approval of the Archivist.
  - Photographs – 100 years.

- ii. Personal confidentiality must be respected. Records referring to staff or pupils will be closed for 100 years, unless written permission from the original donor is obtained and then access will be granted only under the authorisation of the Headmistress.
- iii. The original donor may also request in writing that certain records of a confidential nature be closed for a period longer than 50 years. Such closures should be kept to a minimum and any such records should be marked as such.
- iv. It is acknowledged that School photographs may be accessed in a controlled and limited way under the approval of the Archivist, for the purpose of historical education or for the purposes of naming the individuals or naming or dating the events e.g. on the annual WOGA Day. Such photographs may not be copied or removed from the premises.
- v. For members of the School community, including Old Girls and their descendants, the Archivist may exercise his/her discretion with regard to closure. S/he will also have discretion to allow access to restricted material for bona fide researchers for the purposes of historical research (see Appendix 3). Conversely, the Archivist will have discretion to extend these closure periods if there is felt to be a risk of embarrassment to families or individuals, or to the School. Where material is potentially sensitive, the Archivist may refer questions of access to the Headmistress.

## **5. Provision of photocopies/scans**

- i. Copies can be supplied consistent with the safety of the records and at the discretion of the Archivist.
- ii. The provision of material is subject to all Data Protection and Copyright regulation in force at the relevant time.

## Visitors

### Regulations for Researchers

1. Researchers may only consult the records by appointment. They are to be given a copy of the Regulations for Researchers and sign in the reader register that they will abide by them.
2. All researchers must enter in the reader register the date, their name and address and purpose of their research.
3. Researchers must be advised of their own obligations towards personal information about data subjects, which they might access.
4. Researchers may only consult records under the supervision of the Archivists and may neither remove nor replace records on shelves.
5. Researchers should handle material with care at all times.
6. No food, drink or smoking is permitted whilst records are being consulted.
7. The Archivists reserve the right to refuse access to fragile or confidential records.
8. Photocopying/scanning is at the discretion of the Archivist, authenticated with the official stamp and paid at the rate given in the **Table of Fees**.
9. Procedures concerning photocopying/scanning will be made available to all appropriate staff:
  - i. Photocopying/scanning is at the discretion of the Archivists. It will not be permitted if there is any risk of damage to the record.
  - ii. All photocopies/scans are to be authenticated with the official stamp.
  - iii. Charges for photocopying/scanning will be made according to the current Table of Fees.
10. The general rule is that no original record or item should leave the archive store. If duplicates are available, these may be borrowed. Such items will need to be properly recorded and signed for by the borrower.

## Charges

### Table of fees

A fee will be charged for any enquiries for which a search has to be made.

Charges are as follows:

From former members of Walthamstow Hall	No charge
From members of the general public (includes the photocopying and postage)	£20 per hour

Photocopies: A4: 20p per copy  
A3: 40p per copy

Cheques are to be made payable to *Walthamstow Hall* and marked Archive on the back.

## Complaints

If a data subject has a complaint about an item that is part of the archive collection or access to the said item, the following procedure will be followed:

- Any permitted access to the item will be temporarily blocked;
- The Archivist will consider the issue and discuss his/her findings with his/her Line Manager;
- A decision will be made by the Archivist and the Line Manager informing the Headmistress and the Data Protection and Compliance Officer (as required);
- The decision will be communicated in writing to the complainant who made the complaint;
- If the complaint is upheld, the item will be permanently removed from Archive or access to the item will be granted (depending upon the nature of the complaint);
- If the complaint is rejected, the complainant will have 7 days from receipt of the letter/email to appeal to the Headmistress in writing;
- If no appeal is received, the item will be considered as being back in the Archive and subject to the same access conditions as previously. A note will be made in the record of the item concerning the complaint for future reference.
- If an appeal is received in writing, the Archivist and the Headmistress will consult to review the decision concerning the item. Permitted access to the item will remain blocked pending the final decision.
- The final decision will be communicated to the complainant in writing within 28 days of the appeal being received. The Headmistress's decision will be final. If the appeal is upheld, the item will be removed from the Archive.
- If the appeal is rejected, the item will be considered as being back in the Archive and subject to the original access conditions and a note will be made on the record of the item concerning the complaint and appeal for future reference.