

Archives Development Policy

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Archives Development Policy

1. Introduction

The purpose of this policy is to establish the principles used by the Royal Armouries Archive Service in the selection, acquisition, and maintenance of its collections. The policy reflects the important role of the Archive Service in selecting and preserving archives relating to the Museum and its collections, to arms and armour in general, and to the Tower of London and its institutions, to support the achievement of the Museum's purpose and vision, and to enable staff and members of the public to carry out historical research.

2. Relationship with other policies

This policy supplements the:

- records retention and disposal section of the Information and Records Management Policy, and the Archives Appraisal Policy, which deal with the disposition of records,
- Collections Development Policy, which deals with the acquisition, disposal and deaccessioning of the objects in the Royal Armouries collection.

3. Scope

This policy applies to public records, such as the administrative records of the Royal Armouries and its predecessor the Tower Armouries, as well as the records of other government departments and establishments, such as the Board of Ordnance and the Royal Small Arms Factory (Enfield), the private papers of individuals, such as Sir James Mann and Baron de Cosson, and the records of companies, such as G.E. Lewis and Sons.

4. Overview of the Current Collections

The majority of the archives are held at the Royal Armouries Museum in Leeds, but there are also important collections of records at the Tower of London, relating to the history of the site and its institutions, and at Fort Nelson.

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4.1. Tower Armouries

The archives hold copies of records relating to the Tower Armouries and its collection, which were invested in the Board of Trustees under the provisions of the National Heritage Act 1983, including some administrative files; catalogues and inventories. These are held in the archives at Leeds and others at the Tower of London. However, the majority of the records relating to the Tower Armouries are held at the National Archives as part of the records of the Department of the Environment and the Office of Works.

4.2. Royal Armouries

The Royal Armouries was established as a national museum by the National Heritage Act 1983, and the official records of the museum created after 1 April 1984 are held in the Archives at Leeds. These include copies of board papers and minutes; strategic plans; annual reports and accounts; as well as major projects, such as the building of the Royal Armouries Museum in Leeds and the redisplay of the collections at the Tower of London and Fort Nelson.

4.3. Royal Armouries Collection

The Museum also holds records relating to the management, care and conservation of the Royal Armouries collection of arms and armour and associated objects, including acquisition and disposal records, accession registers, inventory files, loans in/loans out records.

4.4. Tower of London

Records relating to the Tower of London and its institutions, including the Board of Ordnance, the Tower as a State Prison, the Mint, the Crown Jewels, the Public Record Office and the Menagerie, as well as Officers of the Tower, the Yeomen Warders, prisoners and other personalities.

4.5. Royal Small Arms Factory (Enfield)

Records relating to the Royal Small Arms Factory (Enfield), including some records relating to other Royal Ordnance Factories such as the Royal Gunpowder Works and the Royal Arsenal, which were transferred to the Armouries by the Ministry of Defence 2005 under the provisions of the Public Record Act 1958.

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4.6. the MOD Pattern Room

Records relating to the design, development and manufacture of British service weapons previously held by the Ministry of Defence Pattern Room, including some records created by the Army Inspection Department and its successors, which were transferred to the Armouries by the MOD 2005 under the provisions of the Public Record Act 1958.

4.7. Arms and armour

The Archives contains a number of collections of personal papers of well-known collectors and students of arms and armour. The major collections include:

- Charles, Baron de Cosson (1843-1929).
- Francis Henry Cripps-Day (1864-c.1945).
- Sir James Gow Mann (1897-1962)
- Major Noel Corry.
- Dr Richard Williams (1889-1972).
- Rolf H. Muller (1921-1992)
- Howard Blackmore (1917-1999).
- John Tofts White (1917-2002)
- Ian V. Hogg (1926-2002)
- David Henry Lempiere Back (1923-2012)
- Henry Russell Robinson(1920-1978)

4.8. Related subjects

items relating to the manufacture of weapons, including the records of Wilkinson Sword Limited; war, including a number of personal accounts, such as the letter book of William Augustus Keate, describing his experiences during the Peninsular War, and the diary of William Watson revealing the life of a civilian during the siege of Ladysmith; the tournament, including a small number of illuminated manuscripts; hunting and shooting; and self-defense, including the earliest known fencing manual, dating from the mid 13th century and showing the use of sword and buckler.

4.9. Company Records

The Archives contains a number of company records relating to the manufacture of artillery, firearms, swords etc. The major collections include:

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- G.E. Lewis and Sons
- John Rigby and Sons (on microfilm)
- Thomas Bland and Sons
- Vickers Limited
- Wilkinson Sword Limited (on loan)

5. Acquisitions Policy

The museum may acquire archives by purchase, loan, gift or bequest, exchange or transfer.

The museum recognises its responsibility when making additions to its archives to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the primary procedures for collections management set out in SPECTRUM. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

The museum will undertake due diligence and make every effort not to acquire, any records unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the material in question.

5.1. Royal Armouries Public Records

The Archives will select records of archival value created by or on behalf of the Royal Armouries for permanent preservation relating to:

- key functions, such as governing the museum, facilitating access and learning, managing the collections, and promoting the museum, and
- key activities, such as strategy and decisions, research, public engagement, and collections information.

Records selected for permanent preservation may be analogue, born digital or digitised.

Records not selected for permanent preservation will be disposed of in accordance with the Information Security Policy and associated procedures.

5.2. Other Archives

The Archives will acquire other public records, private papers and company records

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relating to:

- the Tower Armouries
- the Tower of London and its institutions
- the Ordnance Office and its personnel
- the Royal Small Arms Factory,
- other Royal Ordnance and munitions factories
- Fort Nelson and the Palmerston Forts;
- the design and manufacture of arms and armour (including the records of private companies, munition factories etc.);
- the decoration of arms and armour (including pattern books);
- the sale of arms and armour (including retailers' records);
- the use of arms and armour in war, hunting and shooting (including estate records), tournament, self-defense etc., and
- the personal experiences of those engaged in the above activities.

The acquisition of other archives should:

- preserve the national heritage,
- maintain and enhance the archives for the purposes of research,
- support the exhibitions, displays or public programmes, or
- support the Service Level Agreement with the official users of the National Firearms Centre.

The scope for the acquisition of other archives is limited by the availability of resources, and the museum will prioritise the selection of those records with significant historical value.

6. Digital records

The Archives will accept digital records in most file formats (such as text, graphic, image, video, audio, database, website and email) and will apply standard archival appraisal criteria, codes of practice and best practice to determine suitability for long term preservation.

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The Archives will accept digital records held on physical media (such as CD Rom, floppy disc, external Hard Disc Drive, USB flash drives), but depending on condition and age, cannot guarantee that their contents can be fully extracted.

7. Other institutions

Every effort will be made to avoid conflict and duplication with the collecting policies of other archive including (but not limited to):

- Historic Royal Palaces
- Museum of London
- London Metropolitan Archives
- Enfield Museum
- Enfield Local Studies and Archives
- Hampshire Museum
- Hampshire Archives and Local Studies
- Victoria and Albert Museum
- Imperial War Museum
- National Army Museum
- Regimental and Corps Museums

8. Disposals Policy

8.1. Appraisal

The Board of Trustees may authorise the disposal of records which have been appraised by the Archives and Records Manager as unsuitable for retention because they:

- do not meet the criteria set out in the acquisitions policy, or
- are unsuitable for permanent preservation, or
- are duplicates of other records already held, or
- have become useless for the purposes of the archives by reason of damage, physical deterioration, or redundancy of format.

8.2. Public Records

The Public Record Office must be notified of any records that have been identified for disposal.

- Under Section 4(3) of the Public Records Act, the Lord Chancellor may direct that the records selected for disposal shall be transferred to the Public Record

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Office or another Place of Deposit.

- Under Section 6 of the Public Records Act if appears to the Keeper of Public Records that the records selected for disposal are duplicated by other public records which have been selected for permanent preservation, or that there is some other special reason why the records should not be permanently preserved, he may, with the approval of the Lord Chancellor and of the Minister or other person, if any, who appears to the Lord Chancellor to be primarily concerned with public records of the class in question, authorise the destruction of those records or, with that approval, their disposal in any other way.

8.3. Other Records and Archives

The Board of Trustees of the Armouries may authorize the disposal of other records and archives by means of destruction; exchange, gift or transfer; or sale.

8.4. Disposal

The Board of Trustees of the Royal Armouries will ensure that any disposal process is carried out openly and with transparency.

9. Review

This document will be reviewed annually and updates in corporate policy and plan, legislation and international conventions will be amended or added where relevant.

This document will be reviewed by the Archives and Records Manager and approved by the Head of Collections and the Director-General and Master of the Armouries in the case of other public records and archives.

10. Risk Management

The associated risk of non-compliance with this policy is:

Impact of non-compliance: High

Likelihood of non-compliance: Medium

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11. Effective date

This policy is effective from the date of signing.

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Director General & Master of the Armouries

Date.....

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Appendix One

Terms of Deposit

1. Scope

- 1.1. The Royal Armouries may from acquire on loan personal archives or company records which:
- o preserve the national heritage,
 - o maintain and enhance the archives for the purposes of research, or
 - o support the exhibitions, displays or public programmes.

2. Ownership of Records

- 2.1. The depositor confirms that he/she is the legal owner of the records and undertakes to provide proof of ownership if requested by the Royal Armouries.
- 2.2. The depositor confirms that he/she is free to lend the records to the Royal Armouries and that this does not breach the rights (including copyright) of any third party.
- 2.3. The depositor grants to the Royal Armouries the right to use the records in accordance with the vision and purpose of the Museum, and the aims of the Archives Service.
- 2.4. The depositor places the records on long term loan in the custody of the Royal Armouries.
- 2.5. Records deposited on long term loan remain the property of the depositor who can withdraw them at any time subject to the terms and conditions listed below.
- 2.6. The deposit agreement shall be binding on any successors in title to the ownership of the records.

3. General

- 3.1. The Royal Armouries reserves the right to return records of no historical interest or, with the depositor's consent, to transfer them to a more appropriate repository or to destroy them.

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- 3.2. The Royal Armouries will not reveal details of the depositor to third parties without their consent.
- 3.3. The depositor is responsible for notifying the Royal Armouries of any changes in ownership or contact details.

4. Conservation & Preservation

- 4.1. The records will be stored in a secure and suitable environment.
- 4.2. The Royal Armouries will withhold access to records in a fragile condition or otherwise unsuitable for public reference until suitable remedial action has been taken.
- 4.3. The Royal Armouries will undertake appropriate measures of preservation and conservation and reserves the right to create copies of the records deposited in any format, subject to current copyright law.
- 4.4. The Royal Armouries will use all reasonable endeavours to protect and preserve the records, and will inform the depositor immediately of any loss or damage. The museum will undertake work to repair or prevent further damage to records that has occurred as a result of its use of the records, subject to the agreement of the depositor, but will not be liable for any damage caused to records by events outside its control.

5. Cataloguing and Listing

- 5.1. The records will be listed as part of the Royal Armouries cataloguing programme.
- 5.2. They will be marked with reference codes for purposes of identification, security and retrieval in such a way that will not damage the records.
- 5.3. A copy of the catalogue will be sent to the depositor and to such other persons or bodies deemed appropriate.
- 5.4. Copyright of all finding aids created by the Museum belongs to Board of Trustees of the Armouries.
- 5.5. The catalogue may be published on the Royal Armouries Collections Online website, and other portals, such as the National Register of Archives (National Archives) and the Archives Hub.

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6. Access

- 6.1.** Subject to any restrictions set out in the deposit agreement or subsequently agreed in writing with the depositor or any statutory restrictions or periods of closure, the records will be made freely available to researchers.
- 6.2.** Consultation of records will be in a supervised reading room during advertised opening hours and in accordance with the regulations for the use of the Royal Armouries archives.
- 6.3.** At the discretion of the Royal Armouries copies of the records may be provided to the public for study and research purposes in accordance with current copyright and data protection legislation.

7. Publication, Reproduction & Copyright

- 7.1.** The depositor confirms that he/she holds the copyright in the records and grants to the Royal Armouries the right to copy and use them in accordance with the vision and purpose of the Museum, and the aims of the Archives Service.
- 7.2.** The depositor grants permission to publish in full or in extract from records deposited in the Royal Armouries will be granted to the museum, unless stated otherwise in the deposit agreement or subsequently agreed in writing with the depositor.
- 7.3.** The Royal Armouries reserves the right to publish deposited records in whole or in part in the museum's publications, on the web, or by way of other electronic formats unless stated otherwise in the deposit agreement or subsequently agreed in writing with the depositor.
- 7.4.** All acknowledgments in publications or other media should be to the Royal Armouries. The depositor will not be individually acknowledged, unless otherwise stated in the deposit agreement.

8. Exhibitions and Lectures

- 8.1.** Records may be required for exhibitions or to illustrate talks and lectures by the Royal Armouries. They may be displayed in original or copy form at the discretion of the Museum, unless otherwise stated in the deposit agreement.

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9. Withdrawal

- 9.1.** The depositor may withdraw records from the Royal Armouries either on a temporary basis or permanently. A minimum of three months' notice of withdrawal of the records must be given together with proof of ownership if requested.
- 9.2.** The depositor will be responsible for all costs connected with the withdrawal and for arrangements for removing the records (and returning them in case of temporary withdrawal).
- 9.3.** The depositor shall be liable to reimburse the Royal Armouries the full or a proportion of the costs (to be determined by the Museum) of cataloguing, administering, copying and storing of any withdrawn records and of any conservation or preservation measures undertaken while the records were in the custody of the Royal Armouries.
- 9.4.** The Royal Armouries cannot be held responsible for any loss or damage incurred while records are withdrawn.
- 9.5.** The Royal Armouries reserves the right to copy the records and to hold such copies after the records have been withdrawn. These copies are the property of Museum and will be made available to the public subject to any legal restrictions or restrictions set out in a revised agreement between the Museum and the depositor.

10. Legal

- 10.1.** The Agreement for Deposit and Terms of Deposit shall be governed and construed according to the law of England and Wales.
- 10.2.** For the avoidance of doubt, nothing in the Agreement or Terms of Deposit shall confer on any third party any benefit or right to enforce any provision thereof.

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