



Brasenose College

Policy for transfer of governance records to the College Archive

Approved by Governing Body May 2017

(I) Purpose

The purpose of this policy is to ensure that governance records of long-term importance are transferred to the College Archive on a regular basis. This enables the college to practice transparent corporate governance and accountability, as well as build an efficient and useful archive for the future.

(II) Who does this Policy apply to?

This policy is applicable to officers of Brasenose College who create and/or file governance records, as listed below.

(III) Scope

This policy applies to the following list of records created or maintained by officers of Brasenose College in the course of carrying out their work:

- Governing Body Minutes (the set signed by the Vice-Principal or the Principal), with supporting papers
- Minutes and papers of College Committees as listed in the College By-Laws; to include Governance Committees, Sub-Committees, Consultative Committees and Management Committees
- Final copies of updated College Statutes and By-Laws
- Final copies of the Annual Report and Financial Statement (Year-End Accounts)

It is anticipated that most of these records are or will become born-digital. Digital copies of these records are the preferred format for transfer to the archive, unless only a printed or printed signed/official copy is available.

(IV) Responsibilities

The person with overall responsibility for this policy is the Archivist.

The Archivist is responsible for providing guidance for good records management practice and promoting compliance with this policy.

Individual officers are responsible for ensuring that the records in their control are passed to the Archivist, by:

With regard to Governing Body Minutes and minutes of College Committees:

Transferring a years' worth of records each summer vacation
(i.e. in 2017 records dating from 2011-2012).

Continuing to transfer a further years' worth of records each summer vacation.

With regard to Statutes, By-Laws and Accounts:

Ensuring that the most up to date copies of these records are passed to the Archive as soon as possible after their creation.

If officers hold older records dating from before 2011 they are encouraged to deposit these in the archive.

(V) Procedure for transfer of records to the archive

Please contact the Archivist when you are ready to transfer your records.

Records containing personal or sensitive data will be accessible to College Officers only. Other records will be made available to researchers in accordance with the provisions of the Freedom of Information Act and Data Protection Act.

Paper records will be securely stored in the Archive store. Digital records will be stored on the Archives secure drive.

(VI) Further guidance and contact

Any member of the College requiring further advice about the records they hold should contact the Archivist:

Georgina Edwards georgina.edwards@bnc.ox.ac.uk
01865 277826 archives@bnc.ox.ac.uk

(VII) Relationship with existing policies

This policy will operate in conjunction with the Information Security Policy (<https://www.bnc.ox.ac.uk/infosec>), which dictates how the College should handle and store its data.

May 2017