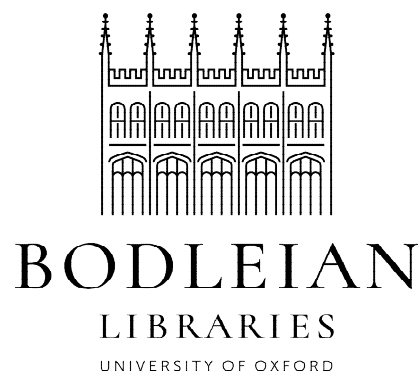


Collections development policy

University Archives



Status and authority

1. The University Archives are held by the Bodleian Libraries within its Department of Special Collections, sitting within the Archives & Modern Manuscripts team. The Libraries are governed by a body of Curators whose functions and responsibilities, under the University's Council, are set out in the University's statutes and regulations. The Curators are advised and guided in matters concerning the University Archives by their University Archives Subcommittee.¹
2. The University Archives holds wills, inventories and other related material as part of the records of the Chancellor's Court. These probate records are 'public records' as defined by the Public Records Act, 1958, and their retention by the University is specifically authorised under that Act and the Oxford University Act, 1860 (23 and 24 Vict. Cap 91).

Scope

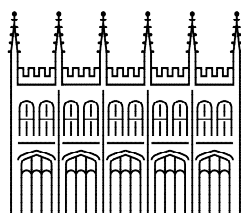
3. The University Archives selects and preserves the administrative records of the University and its departments, and makes them, and the information they contain, available for administrative and research purposes. These records date from 1214 to the present and include charters, statutes and title deeds; records of the University's legislative and executive bodies; financial and central administrative records; records of students; records of University delegacies and committees; records of the Chancellor's Court; and departmental and faculty records. Records may be acquired in hard copy or digital format.
4. With few exceptions (examples below), the scope of the University Archives is limited to records created or received by the University and its departments in the course of its or their administration. 'The University' in this sense refers to the central corporate body (the Chancellor, Masters and Scholars) and excludes the colleges whose records are the responsibility of the individual colleges.
5. Records generated outside the University and its departments which may be considered for the University Archives include
 - a. Personal records of members of the University acting in an administrative capacity (e.g. as chair of a University committee)

¹ [Statute VIII: Libraries, Museums and Scientific Collections, and the University Press | Governance and Planning \(ox.ac.uk\)](#)
[Council Regulations 44 of 2002 | Governance and Planning \(ox.ac.uk\)](#)
[Part 24: Curators of the University Libraries | Governance and Planning \(ox.ac.uk\)](#)

- b. Records of individual examiners in University examinations
 - c. Records of bodies that were not part of the University as defined above but which were the immediate predecessors of University departments (*e.g.* Barnett House, the predecessor of the Department of Social Policy and Intervention) or of sections of the central administration (*e.g.* the Oxford Colleges Admissions Office, the predecessor of the Undergraduate Admissions Office)
6. Records of bodies that are associations of colleges of the University for particular purposes (Senior Tutors' Committee, College Bursars' Committee, etc.) are not within the scope of the University Archives unless they are predecessor bodies of University departments or of sections of the central administration.
 7. In addition to the University Archives, the Bodleian Libraries maintains a selective record of the academic work and social life of the University by acquiring personal archives of prominent University figures, as well as the records of university clubs and societies, and other archival materials. These materials, however, do not form part of the University Archives.
 8. Some large departments of the University, such as the University Press, manage their own archives.
 9. All (potential) acquisitions will be appraised as part of accessioning and/or cataloguing. Appraisal may occur on site with departments, or at the Bodleian Libraries, depending on the circumstances. Materials which do not merit permanent preservation, or are outwith this collection policy, may, after appropriate consultation, be securely destroyed or returned to the originating department, or its successor. Selected records will be retained for permanent preservation.

Methods of acquisition

10. All records from internal sources are the property of the University. Records received from other sources are generally accepted as gifts. The Bodleian Libraries does not normally purchase records for the University Archives, or accept them on loan, or for temporary storage.



BODLEIAN
LIBRARIES
UNIVERSITY OF OXFORD

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