

Royal College of Psychiatrists
Archives Collection Development Policy

Document Information

Title of document	Archives Collection Development Policy
Version number	V03
Type of document	Policy
Purpose of document	To specify the type of materials that College Archives will collect, maintain, document and preserve as its archives collection. To specify the methods to be used to collect the archival materials.
Target audience	All staff and College members and fellows
Distribution	COLIN (College intranet)
Consultation	
Approved by	SMT
Date of approval	4 April 2019
Author	Francis Maunze Archivist and Records Manager
Latest Review date	22 February 2024
Review recurrence	Every 2 years
Date of next review	February 2026

Document Control

Version Number	Reason for Change	Description of Change	Date of Change	Author
----------------	-------------------	-----------------------	----------------	--------

V03	To include patient and carers	To include records of patients and carers	February 2024	Francis Maunze



Royal College of Psychiatrists Archives Collection Development Policy

1. Purpose

The purpose of the College Archives is to collect, maintain, document, and preserve the corporate history of the College. This is achieved by maintaining and promoting a records management system which meets the long-term evidential, informational, and historical needs of the College. The College Records Management Policy will facilitate the selection of institutional records which will be preserved permanently as College archives. The College will also be collecting personal papers of past officers, Fellows and Members to supplement and complement institutional archives.

2. Related policies

This policy should be seen in context with the following:

- Royal College of Psychiatrists Archives Access Policy
- Archives Deposit Agreement Form
- Royal College of Psychiatrists Records Management Policy
- Royal College of Psychiatrists Records Retention Policy

3. Scope of the Collection

The archive shall include official records of the College, donated archives, and items which illustrate a cross-section of College life and which might not normally survive as part of the official record. The archive shall be in the form of both paper and digital records, and shall also include materials such as maps; drawings; photographic prints; portraits; paintings; audio-visual records including oral history tapes, transcripts, newsletters; magazines; and other publications; posters; menu cards; etc.

4. Methods of acquisition

4.1 Institutional records:

The Records Retention Schedule stipulates that the following will be kept by College Departments/Offices, Faculties, Divisions and Devolved Nations, and Special Interest Groups while in active use and then will be transferred to the College Archives:

- Complete sets of minutes of standing committees and other key bodies.
- Anything that might be required as legal evidence, e.g. contracts, title deeds and deeds relating to bequests and donations.
- Correspondence and other supporting material for new initiatives and major decisions, e.g. a new committee, prize, lecture or working group, including anything that expresses a dissenting viewpoint.
- Current and superceded College reports, policy and position statements and occasional papers.
- Programmes for College meetings and conferences.
- Financial, personnel and property management records that should be retained permanently in accordance with legislation.
- Anything from before 1971 (when the College was called the RMPA).
- Anything from the early years of the College (1971 to 1986).
- Documentation on working parties and similar bodies that no longer exist.
- Documentation representing source material for College initiatives or projects.
- Superceded or withdrawn guidelines, leaflets, pamphlets, and similar material produced by the College.

4.2 Personal papers:

The College will consider acquiring personal papers of Officers, Members, patients and carers, and members of the public. This will be determined by the papers' relationship to the history and development of the College, and to that of psychiatry and mental health. Priority will be given to those records that substantially supplement and complement existing institutional archives.

4.2.1 The following factors will also be used in selecting personal papers:

- The College Archivist in consultation with donors will evaluate and select only material worthy of permanent preservation.
- Duplicate or ephemeral material identified in the initial processing of the archive will be returned or destroyed in a secure manner, according to the donor's instructions.
- Donors' wishes on the confidentiality and copyright status of the material will be agreed in advance.
- Personal papers will be acquired in both hardcopy and digital format and the College Archivist will ensure that they are stored in appropriate storage conditions.

- The College Archivist will not accept deposits of personal papers which are donated as loans.
- Papers without clear and valid title of ownership will not be accepted.

4.2.2 The following items are likely to be of archival value:

- Biographical information: resumes, curriculum vitae, bibliographies, memoirs, genealogies, published and biographical sketches.
- Official correspondence: outgoing and incoming letters, memoranda relating to College business, committee, faculty and division minutes, reports and files;
- Professional correspondence: incoming and outgoing letters with colleagues, professional organisations, and government bodies, publishers etc
- Audio-visual material - photographs, films, sound, and video recordings.
- Personal and family correspondence: diaries, photographs, etc

4.2.3 Access to personal papers:

- The College Archivist will only accept records which will be available for public access either immediately or at the expiry of a specified period.
- The College Archivist will catalogue and create finding aids to the papers according to professional standards.

4.2.4 Deposit Agreement:

The College Archivist will issue a deposit agreement to donors of personal papers which will cover ownership of the papers, copyright, access conditions, and disposal of material not selected for preservation.

5. Policy Review

This policy will be reviewed after two years.

Date of Policy: December 2018	Next Review: February 2026
SMT Approval: 4 April 2019	Author: Francis Maunze Archivist and Records Manager