THE GLASGOW SCHOOL OF ART

ARCHIVES & COLLECTIONS
ARCHIVAL SELECTION GUIDELINES

This document provides information about which records should be considered for transfer to the GSA's Archives.

Any material moved to the Archives will be preserved for long-term retention. Access to material less than 30 years old will only be granted in consultation with the Head of the originating department.

Please contact the **Archives & Collections** team for further advice: email **archives@gsa.ac.uk** or call **0141 566 1418**.

1. Background

The GSA Archives are amongst the most comprehensive and long-standing of any UK Art School. It is important to maintain the ongoing value of this resource for scholarship and for the GSA itself, by continuing to transfer relevant records from Schools and Departments to the Archives in a planned and timely manner.

Records selected for transfer to the Archives will be of continuing value to the GSA, providing its 'corporate memory' for historical and research purposes, whilst also continuing to support current business needs.

It is vital that early decisions are made about which records constitute those of archival significance. In order to do this, the contents of GSA's records should be assessed to establish which provide the best evidence of the GSA's different functions (irrespective of their format). GSA's core functions can be summarised as:

- Delivery of, and support for, learning, teaching and research
- Governance or corporate management via the Board of Governors and the Academic Council and their sub-committees
- Asset management (such as staff, buildings and finance), including strategy development and delivery, management accounts, staff training and HR policies
- External relations management: the promotion of courses, degree shows and services for external stakeholders, catalogues of holdings, exhibition and event documentation

Records relating to these functions which are of archival significance should provide core information about:

- what the GSA did
- when, where and how it did it
- why it did it in a particular way
- who were the key staff involved, and why
- what impact did it have, and who was affected by it

2. The archival selection process

Archival selection is based on assessing which records provide the best evidence of the GSA's key activities. For many activities it will not be necessary to preserve all of the records created by that activity, in order to have adequate documentation of it. Some records will provide better evidence of the activity than others, and selection will be determined by the content of the record, rather than by its format.

The Archivist will work closely with the Institutional Repository and Records Manager, and with records creators within the GSA's Schools and Departments, to ensure that selection decisions about what material should be transferred to the Archives are reached in a mutually agreed and transparent way. These decisions will be recorded in the GSA's records retention schedules (RRSs). For further information on RRSs, please refer to the **GSA Records Management web page**.

Many records are not easily identifiable, and at first sight their archival value may not be apparent. For example, files with a general title such as "Projects" may cover a wide range of material. They may need to be reviewed by the GSA's Archivist, and the advice of appropriate members of staff may also be sought.

The following documents provide information on the related topics of records management and data protection at the GSA:

- **The GSA Records Management Policy** (PDF)
- **The GSA Data Protection Policy** (PDF)

3. Key GSA records for archival selection

The following tables set out the GSA's key activities, and indicate the associated records which should be reviewed for transfer to the GSA Archives. These tables are not yet finalised and require consultation with the relevant records creators within the GSA's Schools and Departments.

Please note: in addition to the specific records listed in the tables below, the following types of documents should also be considered for archival value:

- agendas and minutes for all committees, management groups and project groups
- policy documents (current and superseded)
- operational plans
- codes of practice

Academic Administration

GSA activity	Types of records for archival selection
Academic award administration	- Prizes and degree awards recipients lists - Graduation booklets - Ceremonies including installations, openings, graduations - Honorary degrees, citations and correspondence - Inaugural lectures - Staff / student committees and groups
Academic programme administration	- Examples of projects / assignments / lectures given to students - Prospectus and syllabi - Class lists and registers, including postgraduate
Student Administration	- Student handbooks, course handbooks - Statistics - Photographs (student groups and headshots) - Registry records - Undergraduate Programme Committee agendas and minutes - Academic Council agendas and minutes - Boards of Study agendas and minutes - Departmental minutes - Research Degrees Sub-Committee - Student Associations, clubs and societies - Exam board schedules and marks awarded
Student Assessment Administration	- Degree show booklets - Student degree show business cards - Examination and other regulation
Student Financial Support Administration	*TBC*

Corporate Management

GSA activity	Types of records for archival selection
Environmental Management	• Environmental audits / reviews and actions
Corporate Planning and Performance Management	• Executive Committee agendas and minutes • Major projects, policy planning and management files
Equality and Diversity Management	• *TBC*
Governance	• Board of Governors (and its sub-committees) • Charter, ordinances, trust foundations etc. • Papers of senior officers (members of Executive Group) e.g.: Director, Company Secretary, Director of Finance and Resources, Head of Academic and Student Services (Registrar) • Property registers and property acquired, and title deeds • Investments and disposal of assets
Health and Safety	• Health and Safety audits / reviews and actions
Legal Affairs Management	• Legal precedence • Legally based directives / orders • Formal agreements, contracts and documents under seal • Formal legal opinion / advice
Organisational Development	• Staffing structure reviews
Quality Management	• *TBC*
Risk Management	• Insurance audits / reviews and actions
Audit	• External review reports • Audit report and summary actions

Development and Alumni Relations Management

GSA activity	Types of records for archival selection
Alumni Relations, Communications and Event Management	- Student / alumni newsletters and events (e.g. FLOW) - Open days, major conferences, special events
Community Relations	- Open days, major conferences, special events - Exhibitions files (e.g. project outline, publicity materials, visitor statistics)
Fundraising	Open days, major conferences, special events
Government Relations Management	*TBC*
HE/FE Sector Relations Management	*TBC*
Marketing	- Corporate identity / brand guidelines, agreements with designers, records of sign-off process - Website development including brief, appointment of designer(s) including tenders and records of sign-off process - Photographs
Media Relations Management	Press releases and news cuttings
Parliamentary Relations Management	*TBC*
Public Relations Management	Open days, major conferences, special events
Student Relations Management	- Prospectus and syllabi - Internal Communications for example staff / student news bulletins - Open days, major conferences, special events

Estates

GSA activity	Types of records for archival selection
Campus development	Campus space maps and plans, models
Buildings management	Buildings plans – architectural, including site plans, floor layouts, elevations

Finance

GSA activity	Types of records for archival selection
Tax Management	• *TBC*
Statutory Accounting	• Annual financial reports
Pension Contributions Administration	• Pension funds and endowments ledgers
Payroll Admin	• *TBC*
Management Accounting	• General ledger • Capital ledgers • Year-end accounts • Fixed assets and budgets and depreciation journals
Investment Management	• *TBC*
Financial Accounting	• *TBC*
Internal Accounting	• *TBC*
Finance Management Procedure Development	• Copies of procedure guidelines (current and superseded)
Asset Management	• *TBC*
Funding Management	• *TBC*
Finance Strategy Development	• Copies of strategies (current and superseded)
Financial Planning and Budgeting	• *TBC*
Cash Management	• *TBC*

Human Resources

GSA activity	Types of records for archival selection
Employee Contract Management	• *TBC*
Personnel Management Performance Management	• Codes of conduct and practice
Personnel Management	• Organisation charts
Personnel Management Procedures Development	• Staff handbooks and manuals
Workforce Recruitment	• Appointments to senior positions
Workforce Relations Management	• Employee relations – industrial, collated stats and survey results
Workforce Remuneration and Reward Management	• Pay reviews / reward schemes
Workforce Welfare	• *TBC*

Procurement

GSA activity	Types of records for archival selection
Contract Tendering	• Briefs for tenders, and for large projects (e.g. Reid building) applications and details of appointment
Supplier Approval	• *TBC*
Procurement Procedure Development	• Copies of procedure guidelines (current and superseded)
Purchasing	• *TBC*
Procurement Strategy Development	• Copies of strategies (current and superseded)
Procurement Policy Development	• Copies of policies (current and superseded)
Contract Management	• *TBC*

Research and Knowledge Exchange

GSA activity	Types of records for archival selection
Research planning and administration	• RKEC agendas and minutes
	• Records that reveal project proposals, grants awarded, final reports, current research in progress
	• Research assessment reports
	• Research data