

## Archive Collections Policy

**Name for policy:** Archive Collections Policy  
**Date approved by College Council:** 1 May 2015  
**College Committee:** Computing, Communications and Records Sub-Committee  
**Policy owner:** College Archivist  
**Reviewed by:** James Cox, College Archivist  
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**Revision summary:** Minor amendments  
**Next review date:** March 2025

The Gonville and Caius College Archive is the intended repository for the preservation of records, which reflect or illustrate the history of the College and its members. 'Members' include Founders, the Visitor, honorary, senior and junior members, academic and administrative staff.

Material will be acquired on the basis of an assessment of its legal, administrative and historical significance, regardless of form or medium.

Acquisition of archival material may be made by internal transfer or deed of gift. At the Archivist's discretion, archival material may be placed on deposit. In consultation with the Computing, Communications and Records Sub-committee, the Archivist may acquire archival material by purchase.

In accordance with these general aims, the following shall be preserved in the College Archive, provided always that so long as any of them are in frequent or regular use, they may, before being preserved in the Archive, be retained by the appropriate officers, who shall be responsible for keeping them safe:

- charters and grants of privilege to the College
- statutes, by-laws, standing orders, rules and regulations of the College
- title deeds, leases and contracts for the sale/purchase of property; deeds and other original documents creating endowments and trusts.
- opinions of counsel on matters submitted to them by the College.
- signed minutes and supporting papers and reports of the General Meeting and Council, and their committees and working parties.
- academic records of College members.
- selected records of the Master, College officers, staff and agents.
- minutes and selected records of the student body and its societies.
- minutes and selected records of the Caius Club .
- selected records of subsidiary companies and College societies.

- other items, either created by the College in the course of its business, or from an external source, whose preservation is deemed to be desirable on historical grounds.

The College generally does not accept donations of the personal papers of Fellows or other Caians. In exceptional circumstances, for example where the papers clarify or complement existing holdings, the College Council, on the recommendation of the Computing, Communications and Records Sub-Committee, may agree an exception.