

## Archives Policy

### 1 Purpose of Policy

- 1.1 To identify the location of the archives.
- 1.2 To clarify how the archives are to be managed.
- 1.3 To implement the Jesuits in Britain Archives Mission Statement.

### 2 Location

Archival material concerning the Jesuits in Britain will be housed in the Province Archives at Mount Street. Some archival material is located in Stonyhurst College, at Campion Hall and with individual communities. The Archives Acquisition Policy will clarify what material should be kept in the Province Archives.

### 3 Management

- 3.1 A full time Province Archivist will be appointed and will be assisted by Assistant Archivists, for whom the Province Archivist will act as line-manager.
- 3.2 The line-manager for the Province Archivist will be the Socius. The Province Archivist will liaise with the Socius on a regular basis, will provide him with quarterly reports and will meet with him for an annual appraisal.
- 3.3 An Archives Advisory Committee will be set up and will meet several times a year. Members of the Committee will be consulted about policies and plans, but the final decisions will be made by the Province Archivist and Socius, taking the advice offered by the Committee into consideration.
- 3.4 The function of the Province Archivist is to implement the Archives Mission Statement, which is to collect, preserve and make available records concerning the Jesuits in Britain.
- 3.5 Records will be made available to internal and external researchers under the terms and conditions of the Archives Access Policy.
- 3.6 The Province Archivist will identify, classify and catalogue archival records concerning the Jesuits in Britain and will communicate with other archive locations of the Jesuits in Britain to ensure the location of archival material is known and to provide any necessary advice and assistance to their preservation.
- 3.4 An inventory or catalogue of all archival material should be kept in the Province Archives.

## **Archives Policy continued**

- 3.5 It is the responsibility of the Province Archivist to protect the integrity and confidentiality inherent in all materials in their care. No document should be removed from the Archives except in exceptional circumstances and then only with the knowledge and authorization of the Archivist.

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Reviewed