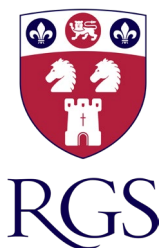




**RGS ARCHIVES
COLLECTION
POLICY**



RGS



ARCHIVES COLLECTION POLICY

Newcastle upon Tyne Royal Grammar School

INTRODUCTION

The RGS Newcastle Archive is the memory of our school. It is the final repository for records documenting the history of the Newcastle upon Tyne Royal Grammar School (RGS), the RGS Educational Trust the Old Novocastrians' Association (ONA), and their predecessor bodies. The Archive collects, preserves and makes accessible records relating to the school and its alumni.

COLLECTION POLICY OVERVIEW

The Archive collects records through internal transfer from within the school and the ONA that are of enduring, permanent and historical value and are past the period of active use. Records may be accepted which are semi-current with consultation between the Archivist and the person or office creating/receiving the materials.

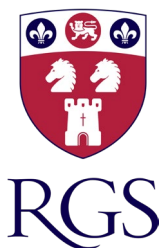
The Archive also accepts deposits from members of the school community, past and present, and any other interested parties.

WHAT THE ARCHIVE WILL COLLECT

The Archive collects original documents, publications, photographs, maps and plans, periodicals, and personal papers whether analogue or digital. It also collects recordings of school productions. The Archive collects books and heritage objects relating to the school. Materials which have a high collecting priority include records relating to:

- RGS governance, policies, fundraising and development, (including Governors, school and ONA records e.g. minute books and correspondence).
- Financial and personnel management of students and staff (including cash books, scholarship records and admissions registers).
- The school curriculum.
- Construction and maintenance of buildings and facilities (including plans and correspondence).
- School life, including extracurricular activities and athletics (including minute books, photographs of teams and school trips, posters, programmes and recordings of school productions and concerts).
- School publications past and present including The Novocastrian/NOVO, Novocastrian News, ONA Magazine, Year Books, Prize Giving documents, The Annual Review, and student magazines *inter alia*.
- Records and books by, and about, individuals with a clear connection to the school, including staff, governors and Old Novos.
- Artefacts relating to school life.

The Archive consults with relevant parties (including teachers, students and support



staff) to ensure that it acquires as many relevant items for the permanent collection as possible.

WHAT THE ARCHIVE DOES NOT COLLECT

The Archive will not collect/accept material that:

- Falls outside the scope of its collecting policy.
- Duplicates existing items in the collections (although duplicates of records with annotations or contextual information may be kept at the Archivist's discretion).
- Is offered by persons who have no legal right to donate, gift, or sell.
- Has conditions attached relating to use, display or collections management that fall outside of current legislation and archival ethics.
- Cannot be accommodated in the storage space.
- Are in too poor a state or would be too costly to conserve.

RGS Archives recognises our part in a wider network of archive services across the UK. We therefore aim to avoid collecting conflicts with other archive repositories and want to ensure that archives are kept in the most suitable home for long-term preservation. If we are offered archives that may be more appropriately held by an alternative archive repository, we will advise potential depositors of this.

ACCESSIONS PROCESSING

When receiving new archive donations from external depositors, these are typically accepted as gifts.

Details of the gift are recorded as accessions within our Collections Management Database. Records of archive depositors are processed and retained in line with our [PRIVACY NOTICE](#) and [RECORDS RETENTION POLICY](#).

Formal archive accessioning was introduced in 2019. We therefore aim to compile retrospective accession records as far as possible for any earlier acquisitions.

CONTACT DETAILS

Louise Piffero, Archivist Email: archives@rgs.newcastle.sch.uk

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk