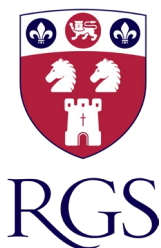




**RGS ARCHIVES  
DE-ACCESSIONING  
POLICY**



RGS



# ARCHIVE DE-ACCESSIONING POLICY

Newcastle upon Tyne Royal Grammar School

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## 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, received from internal transfer or private deposit.

It is open to members of staff, students and visitors by prior arrangement with the Archivist. A small research service is also offered.

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## POLICY OVERVIEW

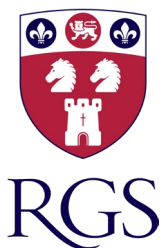
The RGS Archive accepts collections for permanent preservation in line with the [RGS ARCHIVES COLLECTIONS POLICY](#). The Archivist appraises the content of collections and assesses the cultural and informational value of the material to decide whether it is worthy of retention in the Archive. Following this appraisal, records are formally accessioned into the Archive using the Accessions Form and Register.

De-accessioning is rare because of the enduring value of archival records. The RGS Archive recognises that it has a continuing responsibility for the records it holds and takes disposal decisions with great care following [THE NATIONAL ARCHIVES DEACCESSIONING AND DISPOSAL GUIDE 2015](#). It is only in exceptional circumstances that records will be de-accessioned once they have been accepted into the Archive.

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## RECORDS CONSIDERED FOR DE-ACCESSIONING

- Records which may be considered for de-accessioning include those which are already duplicated in the collection. Copies with added information (contextual or annotations) will usually be kept, in line with best archival practice. Multiple copies of photographs may be kept, particularly where there is evidence of degradation caused by flood damage, poor developing or ageing.
- At least two copies of all published school magazines and ONA publications will be kept.
- The Archivist will also retrospectively appraise records where they have not previously been appraised to professional standards. Using the [COLLECTIONS POLICY](#), existing collections will be retrospectively appraised to ensure that they meet the criteria. Those which do not - including those which have not previously been weeded to remove ephemera, duplicates or non-archival material which are not integral to the collection - will be considered for de-accession.
- Any records which are considered too damaged to be kept may also be de-accessioned and disposed of. This includes records which were irrevocably damaged during the floods of 2008 and 2012.
- Records which cannot be accessed in the Archive due to obsolete technological



media may be de-accessioned and sent to an appropriate repository where they may be accessed. Such records, however, will only be transferred to an outside body on condition that a copy will be made in a media form that can be accessed at school.

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## **DISPOSAL**

Records which are de-accessioned may then be disposed of in the following ways; they will not be sold:

- Returned to the depositor if practicable (unless written permission for disposal has been agreed).
- Transferred to another Archive.
- Used for training or teaching purposes.
- Confidential destruction.

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## **CONTACT DETAILS**

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