

APPENDIX

Suggestions for further reading.

General guidance

'Archival Principles and Practice: an introduction to archivists for non-archivists' is the draft advice published by The National Archives for institutions and people who own or look after archive material:

<https://www.nationalarchives.gov.uk/documents/archives/archive-principles-and-practice-an-introduction-to-archives-for-non-archivists.pdf>

Archives policies

There is guidance offered by the Religious Archives Group at:

<https://religiousarchivesgroup.files.wordpress.com/2017/03/managing-your-archives-policies-for-small-religious-archives-services-v3.pdf>

The group publishes general advice on the keeping of personal records and links to advice for specific faith traditions. See <http://religiousarchivesgroup.org.uk/advice-and-guidance/>.

The Church of England Records Management guides are at:

<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

The Catholic Archives Society has produced guidance, available at:

<https://catholicarchivesociety.org/advice-leaflets-occasional-papers/>

Retention schedules

Records retention schedules included in the Church of England guides are at:

<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

An example from the United Reformed Church:

https://urc.org.uk/images/archive/2019.04.29_URC_Churches_Archives_and_Records_Advice_Booklet.pdf

From the Roman Catholic Church:

<https://www.catholicnh.org/assets/Documents/Schools/AppendixF-RecordsRetentionPolicy.pdf>

Data Protection

The Information Commissioner's Office has information on Data Protection

<https://ico.org.uk/for-organisations/improve-your-practices/data-protection-self-assessment-toolkit/>

An overview of the key implications of the 2018 data protection legislation for archives and archiving

<https://www.nationalarchives.gov.uk/archives-sector/legislation/archives-data-protection-law-uk/>

Copyright

There is guidance on copyright at

<https://www.gov.uk/topic/intellectual-property/copyright>

Preservation

British Library preservation guides: <https://www.bl.uk/conservation/guides>

Standards

BS 4971: 2017. Conservation and care of archive and library collections

BS EN 16893: 2018. Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections.

ISAD(G): International Standard Archival Description (General), 2nd edition, (2000):

https://www.ica.org/sites/default/files/CBPS_2000_Guidelines_ISAD%28G%29_Second-edition_EN.pdf