

Barts Health NHS Trust Archives and Museums: local policy Collections Development and Acquisition	
Approving committee	Barts Health NHS Trust Archives Committee
Effective from	Oct 2018
Distribution	Archives and Museum team via shared drive
Related documents	Collections Development Plan, St Bartholomew's Hospital Archives and Museum, revised 2016 Collections Development Plan, Royal London Hospital Archives and Museum, revised 2016
Standards and legislation	Public Records Acts 1958, 1967, 2005 Data Protection Act 2018 ISAD(G) / SPECTRUM
Owner	Kate Jarman, Trust Archivist
Superseded documents	Collections development policy, 2013 (revised 2016)
Review due	May 2021

1. Introduction

The Archives & Museums aim to support Barts Health NHS Trust in its mission to provide care where it is most needed and in its commitment to learning and improvement through outstanding research as well as its focus on partnership.

This policy sets out why and how we acquire new material, in order to develop our collections to support our vision, **to preserve and make available the collective memories of the Trust's hospitals, and the wider story of health care and health education in the City and East London**, and the scope of the material we collect. It outlines the limitations on future collecting and the circumstances under which currently held collections may be rationalised.

2. Legal and statutory status of the service

Barts Health NHS Trust Archives and Museums seek to abide by all current archival and information governance legislation, international and national archive and museum standards and best practice.

Barts Health NHS Trust Archives have been appointed by the Lord Chancellor as a Place of Deposit for Public Records under s.4(1) of the Public Records Act (1958). In this role we hold and make accessible historic records of created by Barts Health NHS Trust and its predecessor authorities and hospitals, and of the Royal Brompton and Harefield Trust and its predecessors. Our responsibilities to uphold the standards required of a Place of Deposit are assessed through the Archive Service Accreditation Programme.

Barts Health NHS Trust Archives has been appointed by the Bishop of London to hold parochial records of the former hospital parish of St Bartholomew the Less under the Parochial Registers and Records Measure, 1978 (amended 1992). All Church of England records are deposited as a long term loan.

Barts Health NHS Trust Museums are assessed through the Museum Accreditation Programme managed by Arts Council England. Arts Council England will be notified of any changes to the collections development and acquisition policy, and the implications of any such changes for the future of collections.

3. Scope of existing collections

Together, the Archives & Museums collections comprise the archives of 36 hospitals; art collections incorporating works by Hogarth, Millais and Reynolds; objects including sculpture, ceramics, surgical instruments, uniforms and teaching materials; and other significant historical material.

Barts Health NHS Trust Archives holds Public Records of our parent authority and its predecessors, as well as those of the Royal Brompton and Harefield NHS Trust and its predecessors. We also hold the records of organisations and individuals associated with the Trust's hospitals. The public records in our collections consist of:

Hospital records

Albert Dock Hospital, 1890-1979; Alexandra Hospital, 1866-1959; Bethnal Green Hospital, 1906-1990; East End Maternity Hospital, 1884-1968; East London Hospital for Children, 1868-1948; East Ham Memorial Hospital, 1928-; Eastern Hospital, 1739-1980; Forest Gate Hospital, 1913-1976; German Hospital, 1843-1971; Hackney Hospital, 1788-1983; Harefield Hospital 1921-; Invalid Asylum for Respectable Females, 1825-1948; Langthorne Hospital, 1842-1999; London Chest Hospital, 1848-; London Jewish Hospital, 1926-1985; Metropolitan Hospital, 1825-1977; Mildmay Mission Hospital, 1877-1990; Mile End Hospital, 1921-1994; Mothers' Hospital, 1862-1986; National Heart Hospital 1861-; Newham University Hospital, 1983-; Plaistow Hospital 1959-1974; Plaistow Maternity Hospital, 1890-1978; Poplar Hospital, 1858-1964; Queen Elizabeth Hospital for Children, 1868-1997; Queen Mary's Hospital for the East End, 1915-1974; Queen Mary's Maternity Hospital, 1919-1990; Royal Brompton Hospital (including Frimley Sanatorium), 1841-; The Royal London Hospital, 1740-; St. Andrew's Hospital, 1873-1997; St Bartholomew's Hospital, 1137-; St. Clement's Hospital, 1891-1994; St. George's-in-the-East Hospital, 1930-1956; St Leonard's Hospital, 1790-1985; St Mark's Hospital, 1840-1996; St. Mary's Hospital, Plaistow, 1892-1959; Wanstead Hospital, 1938-1992; Whipps Cross Hospital, 1903-

Hospital Management Group records

Bow Group, 1948-1963; Central Group, 1948-1966; East London, 1966-1975; Hackney Group, 1948-1974; Harefield and Northwood 1948-1974; Hospitals for Diseases of the Chest 1948-1971; Leytonstone Group 1948-1974; Stepney Group, 1948-1974.

Health Authorities

City and East London Area, 1973-1984; City and Hackney District, 1974-1993; Hospitals for Sick Children, 1968-1991; National Heart and Lung Hospitals, 1971-1994; Newham District, 1981-1993; Tower Hamlets District, 1982-1993; Waltham Forest District, 1982-1993.

NHS Trusts

Forest Healthcare 1992 – 2001; Harefield Hospital NHS Trust, 1991-1998; Royal Brompton Hospital NHS Trust, 1991-1998; Royal Brompton & Harefield NHS Trust, 1999-2003; The Royal London Hospital and its Associated Community Services NHS Trust, 1991 -1994; Barts and The London NHS Trust, 1994-2012; Barts Health NHS Trust 2012 -; Newham University Hospital NHS Trust 1992 2012; Whipps Cross University Hospital NHS Trust 2001 – 2012

4. Acquisition process

Barts Health NHS Trust Archives acquires the bulk of the records it collects from record creators within the Trust, through the corporate records management process, subject to retention schedule information in the Trust's **Corporate Policy on Records Retention and Disposal**. Occasionally collections come direct from departments or individuals as ad hoc transfers.

Records are selected for permanent preservation by qualified archivists following appraisal. Archival appraisal concentrates on the historical value of a record, any value for business purposes having been superseded when the collection was deposited in the archives.

Historical value can be broken down into two areas: **evidential** value – the way the record documents the history, structure and functions of an organisation; and **informational** value or value in providing research material on persons, places and subjects. Records selected for permanent preservation in the archives will be those which show the significance of the functions and activities of our organisations.

Barts Health Museums acquire objects through internal transfer from Trust departments, and the Archives and Museums also acquire records and objects as gifts from external donors.

The Archives and Museums prefer to acquire material as donations, gifts, or bequests, although it may occasionally acquire material on deposit, governed by a service-level agreement. There is no budget available for the purchase of objects or collections.

While the bulk of material acquired by the Archives and Museums will come from within the Trust and its hospitals, opportunities will be taken to acquire material from relevant external sources, particularly those which are currently less well-represented within the collections, or as accruals to existing collections.

The Trust Archivist has authority delegated to them by the managing committee for authorising acquisitions. Barts Health NHS Trust Archives and Museums and its managing committee will ensure that acquisition is carried out openly and with transparency. We will be guided by the Standing Conference on Archives and Museums, *Code of practice on archives for museums and galleries in the United Kingdom, 2002* and work within the *Archives and Records Association Code of Ethics* and the *Museum Association Code of Ethics*. We aim to meet the requirements of the standard BS/EN 16893 *Conservation of Cultural Heritage - New Sites & Buildings Intended for the Storage & Use of Collections*.

5. Themes and priorities for future collecting

Barts Health NHS Trust Archives and Museums seek to acquire records and items of and relating to:

- Barts Health NHS Trust and its predecessor Trusts and health authorities
- The hospitals which make up Barts Health NHS Trust, and which were part of its predecessor Trusts and health authorities
- Staff of these hospitals, and the communities they serve
- Nurse education at Barts Health NHS Trust hospitals through City University School of Health Sciences, and at its predecessor schools of nursing, and alumni and staff
- Barts Charity and its predecessors
- Alumni and staff of Barts and The London School of Medicine and Dentistry and its predecessors

The Archives also holds two major collections on deposit, as follows, and will acquire accruals to these collections:

- Barts and The London School of Medicine and Dentistry and its predecessors medical schools, the Medical College of St Bartholomew's Hospital and the London Hospital Medical College
- Royal Brompton and Harefield NHS Trust

Barts Health NHS Trust Archives and Museums do not seek to represent any particular historical, sectarian or other viewpoint, but to reflect and represent as objectively as possible the stories of the hospitals of the Trust and its predecessors, and the people who have worked and been treated in them, and the wider history of healthcare and medical research in the City and East London.

Records will be considered for selection irrespective of media, with the exception of material listed under what we don't collect. Where appropriate, we will work in partnership with other organisations for certain formats (for example film, where the British Film Institute is an established partner).

Barts Health NHS Trust Archives prefer to collect material that is as comprehensive and complete as possible, and we do not split up archival collections, though we may accept material that has previously been separated from its original grouping where it is not possible to restore the original grouping.

6. Limitations on collecting

The Archives & Museums recognise their responsibility, in acquiring additions to their collections, to ensure that care, documentation and use of those collections will meet the requirements of the Archives Service Accreditation Standard and the Museum Accreditation Standard. They will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements, and use SPECTRUM primary procedures for collections management.

Large objects and large collections of records are only collected as far as space permits. For reasons of space, framed archive material will be removed from its frame, which will be disposed of with permission, or returned to the donor. Material relating to institutions, organisations or individuals other than those summarised above will be acquired only if there is a clear relationship between the creator of the material and the collecting areas summarised above, or with material already held. Material will not be collected by Barts Health NHS Trust Archives and Museums if it belongs more appropriately in another repository. Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the managing committee of the Archives & Museums itself, having regard to the interests of other archives and museums (see section 8).

Records containing personal identifiable data may be acquired, processed and preserved "for archiving purposes in the public interest" in the interests of historical research as specified under Data Protection legislation. However, patient records will only be acquired if they belong to a distinct series and are demonstrably searchable (through a complete index or similar) at the time of transfer.

Records will not be acquired if they are duplicates of material already held in the collections; if they record information which is adequately recorded or summarised in another form of records held in the archives (such as day-to-day accounting records where audited annual accounts have been prepared); or if they have not reached the end of their specified retention period.

Barts Health NHS Trust Archives and Museums will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the managing committee or responsible officer is satisfied that the service can acquire a valid title to the item in question.

The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

Please see Appendix 1 (available on request) for further information relating to the acquisition of specific categories of material.

7. Themes and priorities for rationalisation and disposal

Archives

Understanding what information to keep and disposing of information that is no longer needed is an important part of the effective management of (archival) records, and disposal of many classes of record following the conclusion of their specified retention period is required under legislation such as the Public Records Act and Data Protection Act.

In some cases, large groupings of records may be transferred to the archives from within Barts Health NHS Trust following the review process outlined above, for archival processing, which will include further ‘weeding’ of records to remove duplicates and records not found to be of historical interest as defined in section 3. Processing and any subsequent disposal of records will be carried out with due regard to:

- The business functions of Barts Health NHS Trust, and the value of the information to the Trust and any likely successor organisations
- Legislative retention requirements including information of historical value under the Public Records Act
- The technology that supports the information

Museums

Barts Health NHS Trust Museums will only dispose of objects for curatorial reasons and will not undertake disposal motivated principally by financial reasons. Disposal will be made by gift or sale and in accordance the procedures outlined in Section 9 below. The Museums Association’s *Code of Ethics for Museums and Disposal Toolkit* will be used to guide disposal. Curatorial reasons for disposal will use the following criteria: poor condition; existence of duplicates; falls outside the collecting themes specified in section 5; public benefit better served by transfer to another organisation.

The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection. Only items which are appraised to have neither display or historical research value within the collecting themes of the service will be considered for rationalisation or disposal. These items comprise historic furnishings and fittings of hospital buildings which do not reflect the medical, social or educational history of the hospitals, Trust, or its predecessor organisations.

The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

8. Collecting policies of other institutions

Barts Health NHS Trust Archives & Museums will take into account the collecting policies of other archives, museums and organisations collecting in the same or related areas or subject fields. They will consult with these organisations where conflicts of interest may arise, or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following organisations:

- Science Museum
- Natural History Museum
- Museum of London
- London Metropolitan Archives
- Members of the *London Museums of Health and Medicine* group
- The Museum Management Group and collections of Barts and The London School of Medicine and Dentistry, Queen Mary University of London

9. Disposal

Where disposal of objects or archives is the appropriate course of action, all disposals will be carried out with openness and transparency. The managing committee will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account where appropriate.

By definition, Barts Health Archives and Museum have a long-term purpose and holds collections in trust for society in relation to its stated objectives. The managing committee therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the collections.

Archives

Disposal of archival material will follow the guidelines outlined in Section 5 above.

Museums

Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on de-accession and disposal.

Further information on the responsibilities and procedures for disposal of museum objects (where it is deemed to be the appropriate course of action), may be found in Appendix 2 (available on request).