

THE LEGAL RECORDS AT RISK PROJECT

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<http://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project>

Legal records survey: records collection policies of archive repositories

1. Your repository details	
Name of repository	
UK address/URL	
Email	
Contact person	
2. Your Collections Policy	
Does your policy include the collection of private sector legal records?	
If YES, are you able to pro-actively seek to acquire collections?	
If YES to both the above questions, do you seek out collections by:	
• Carrying out surveys of private sector institutions in your area	
• Contacting private sector institutions to promote the archives' services	
• Pre-appraisal and listing on-site prior to transfer	
• Financing the transfer process	
• Arranging a financial agreement with the depositor	
If you can only collect reactively, when do you do so (please tick all that apply):	
• As and when offered by information owner	
• When records come up for auction	
• Where records are in immediate danger of destruction	
• When a legal institution closes down	
• Other (please specify):	
If you do not collect legal records or have sometimes refused to accept a specific collection, what is the reason? (Please tick all that apply)	
• Legal records are specifically excluded from our collections policy	
• Lack of space to collect outside our core policy at present	
• Insufficient resources to collect outside our core policy at present	
• Records in too poor/disorganised a condition to accept	
• We only accept records as gifts, not on deposit	
• Unable to agree terms of deposit	
• Unacceptable confidentiality requirements (lengthy closure demands; data protection issues; misunderstandings about how archives manage access)	
• Cannot currently accept without a financial donation from information owner	
• Other (please specify):	

3. Categories of legal records	
Which categories of records have you collected/would you collect if offered (tick all that apply):	
• Deeds, leases, family legal documents etc (eg as distributed by the British Records Association)	
• Business records of local law firms	
• Client case files of local law firms	
• Business records of local legal service providers (eg law centres; citizens' advice bureaux; will writers; legal consultancies)	
• Client case files of local legal service providers	
• Papers of prominent legal practitioners who live/d locally (solicitors; barristers; arbitrators; notaries; judges)	
• Papers of academic researchers in law/legal history who live/d locally	
• Records of local legal membership bodies (eg local law societies)	
• Records of membership organisations based locally (eg legal associations or institutes)	
• Records of legal pressure groups based locally (eg legal action groups)	
• Other (please specify)	
Are there categories of legal records which you would NOT collect, and why? eg	
• Client case files due to space and confidentiality issues	
• Deeds due to space issues	
• Papers of legal practitioners due to ownership issues	
• Records where depositors anticipate a frequent need to retrieve/repatriate them	
• Other (please specify):	
4. Supporting archives in collecting legal records	
Would you be open to collecting more legal records/be more pro-active in collecting if:	
• Records were appraised/selected/listed on-site prior to transfer (eg by a BRA volunteer archivist)	
• A standard deposit agreement, legally vetted, was available for use?	
• A standard set of contact letters to legal organisations/practitioners describing the services offered by the archives was available?	
• A standard guidance note on how archives manage records confidentiality and access was available?	
• A survey of private sector bodies in your area was undertaken (eg by the BRA) and the organisations contacted as per the standard documents described above?	
• A financial contribution was made by the depositor (see next section)?	
Would you accept more legal records if depositors made a financial contribution towards the transfer and deposit or ongoing management of the records? Eg towards:	
• The expense of undertaking an on-site records survey/listing material	
• The cost of any conservation work (eg mould or red rust removal)	
• The cost of reboxing prior to transfer (if necessary)	
• The cost of physical or digital transfer to the repository	
• If an on-going deposit agreement, annual costs associated with regular transfers	
• All costs associated with the retrieval/repatriation of records by depositors (eg for legal proceedings; return of documents to clients)	
Do you/will you soon be in a position to collect private sector born-digital records?	

Please forward the completed questionnaire to clare.cowling@sas.ac.uk by 31/8/17. Do contact Clare if you have any queries about how to respond.