

# **UNDEPOSITED RECORDS IN OXFORDSHIRE: a methodology for the identification and preservation of private sector records**

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## **STAGE I Report: development of methodology, preliminary findings and recommendations**

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## **Acknowledgements**

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## Foreword

WILLIAM TWINING, University College London

‘Archives are not just about things already past, they will capture the histories of the present and future. People need to trust that the record will be preserved, whether paper or digital, and made available to future generations.’<sup>1</sup>

Records management is central to navigating the information age; selection and preservation of records of archival value are an integral part of good records management. This pilot project is about private sector records. In England and Wales the preservation of such records is remarkably uneven and sometimes random. Traditionally, and for obvious reasons, the main focus of public archives in UK has been on records of public sector institutions. In recent years The National Archives (TNA) and county records offices have been hampered by severe financial constraints that have restricted their ability to collect private sector records or to be proactive in saving them. Threats to our heritage have been reinforced by general apathy and a lack of public awareness of the practical as well as the historic value of archives and, indeed, of good records management. Changes in technology have presented new challenges as most recent records have been ‘born digital’ and methods of coping with this have not kept pace with the need to adjust.

Building on our previous work on legal records, this pilot project begins to explore ways in which the preservation of private sector records generally could be strengthened and made more systematic at relatively little extra cost.<sup>2</sup> TNA has sponsored a steering group to devise a national strategy for private sector records.<sup>3</sup> To contribute to this aim our project has adopted a ‘bottom up’ perspective by looking at one county, Oxfordshire, and in detail at a few places in South East Oxfordshire. We are aware that our small sample may not be representative of the whole county, not least because it lies in the shadow of the City and University of Oxford, which are particularly well-served by local historians and archivists. For example, the archives of most Oxford colleges are looked after by qualified professionals and many of the colleges are themselves significant landowners in the county and beyond. However, the websites of Oxfordshire local history societies are evidence that a great deal of activity is taking place throughout the county.

It is hardly surprising that the bulk of attention to date has been on the ownership, occupation and transfer of land. We have been frequently reminded how backward this country is in respect of the availability of such basic information as who owns England, who owns Oxfordshire or who owns Iffley. Unlike other Western countries we do not have comprehensive cadastral maps open to the general public without charge. Although we have had registration of land for almost 150 years yet about 15% of land in England and

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<sup>1</sup> The National Archives: *Archives Unlocked* (2017).

<sup>2</sup> We have substituted the term ‘undeposited records’ for ‘records at risk’ firstly because many private sector records may be safe, though unknown or inaccessible, and secondly because it is hardly diplomatic to suggest to holders of such records that they are ‘at risk’ just because they have not been deposited in recognised repositories. In fact, more extensive and systematic preservation of such records might depend largely on their remaining in private hands.

<sup>3</sup> This Records at Risk Group, though initially convened by TNA, is an independent body with TNA providing support as needed.

Wales is still unregistered. Even significant information about registered land is hidden behind the veil of opaque legal forms, such as companies, many of which are registered abroad, some in obvious tax havens. The number of unoccupied premises is also a matter of concern. Much information about publicly owned land is not free and access to detailed information about registered land is subject to charges. This is still an area of both practical frustration and political controversy. For a variety of reasons the United Kingdom still looks primitive and secretive compared to countries such as France and Denmark where such basic information is co-ordinated and publicly accessible free of charge.

Despite the complexities our main message is one of hope. We have been surprised and delighted to learn about the richness of local historiography and the enthusiasm of history associations and local historians. For example, at least 80 local history societies are affiliated to the Oxfordshire Local History Association and there may be other active groups. Furthermore, some groups have begun to create their own invaluable community archives, which are not listed in TNA's *Discovery*<sup>4</sup>. There may others that we have not yet identified. Almost all of this activity is carried on by volunteers at very little cost. It could be further mobilised by quite modest financial support and by more postgraduate research.

This pilot project has been carried out almost single-handedly by Clare Cowling, a very experienced archivist. She has collated a mass of information, identified a range of problems and taken some detailed soundings at local level. This has been received very positively and we are grateful for the co-operation and support of many organisations and individuals. We are now planning Stage II of the Oxfordshire project, which will extend the geographical reach, deepen our understanding of practicalities and possible solutions. We hope that it will lead to the preservation of many valuable records.

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<sup>4</sup> The *Discovery* portal managed by TNA holds more than 32 million descriptions of records held in TNA and more than 2,500 archives across the country, plus details of archive repositories.

## Executive summary

**The Oxfordshire Undeposited Records Project** is a small scale project with a limited budget and time frame (initially 1 day per week for 6 months), funded by UCL Department of Laws, to design a model methodology for identifying private sector records of value which have not been deposited in an established archives by investigating records in one designated area, Oxfordshire. It follows on from, and is associated with, the [Legal Records at Risk \(LRAR\) project](#), running from 2015-2019, which concentrated on locating private sector legal records at risk, finding out why they are at risk, prioritising the categories most at risk and seeking both practical and strategic solutions.

This interim report:

- Describes the development of the methodology and its outcomes.
- Notes the project's achievements vis a vis its objectives.
- Shows where further action research is needed to carry forward the project findings.
- Suggests ways in which an extension to the project or initiatives carried forward by other means will achieve the wider aims of the project.

The following themes emerged as the project methodology developed:

1. The severely reduced resources of established archives.
2. A lack of knowledge about where in-house archives exist.
3. The importance of community archives in rescuing records of value.
4. The on-going need of these archives for support from their community and from established archives.
5. The richness and enthusiasm of local history societies and other community associations.
6. The potential value of mobilising volunteers, especially through local history associations and groups, plus networking between those groups, to help preserve records.
7. The need for more, and/or more formal, collaboration with and information exchange between the above groups and established archives.
8. The particular need for more jargon-free, practical advice on how to manage local archives collections.
9. The responsibility of academic historians and other researchers to advocate for archives and for greater accessibility of records of value to their studies.
10. The need for consciousness-raising on the part of organisations and individuals on a) the benefits to themselves and to society of preserving historically significant records and b) the availability of expert advice and help.

The long-term aim of the project, should further funding be available, is ultimately to help to make previously inaccessible primary resources available to the public, so that new research can be carried out by both amateur and professional historians. Consolidation of relationships developed during the project with academic researchers at the University of Oxford, local historians, local associations and archives will be a key part of this work.

## Acronyms and abbreviations

ARA	Archives and Records Association
BRA	British Records Association
BRO	Berkshire Record Office
CAHG	Community Archives and Heritage Group
DPA	Data Protection Act
FOIV	Friends of Iffley Village
GDPR	General Data Protection Regulation
HA&HG	Henley Archaeological and Historical Group
HRR	Henley Royal Regatta
IHS	Iffley History Society
LLHS	Littlemore Local History Society
LMA	London Metropolitan Archives
LRAR	Legal Records at Risk project
OHC	Oxfordshire History Centre
OLHA	Oxfordshire Local History Association
RPS	Records Preservation Section of the BRA
SAVA	Steeple Aston Village Archive
SSR	ARA's Section for Specialist Repositories
TNA	The National Archives
TORCH	The Oxford Research Centre in the Humanities
UCL	University College London

## Glossary of terms

- Archive/archives: in the traditional definition the term 'archive/s' ('archives' can be either singular or plural) refers both to the repository where records of permanent value are stored and made available for research and to the records stored in it, comprising materials in any format created or received by a person, family, or organisation, public or private, in the conduct of their affairs and preserved because of the enduring value of the information they contain or as evidence of the functions and responsibilities of their creator.
- Archive repository: a professionally managed archive of records of permanent value made publicly available for research such as The National Archives (TNA).
- Born-digital records: records created in a digital format, as opposed to physical records that have been converted into a digital format (e.g. by scanning).
- Community archives: an archive managed by a community organisation, that is, an organisation which is not-for-profit and non-governmental. A classic example is a group of people who live in the same location, but there are 'communities of interest' as well, such as people who work in a certain profession. Volunteers usually play a key role, sometimes alongside professional archivists.
- Established archives: a term this project uses to describe repositories which have been in existence for a considerable time and whose records are publicly accessible as a matter of policy, such as local authority archives or specialist archives within the higher education sector.
- In-house archives: a repository of records (often, but not always on-site) held and managed by the creating or inheriting institution, family or individual. It may or may not be open to the public. In the private sector it may simply be a storage area for records which are no longer in regular use but are occasionally used for reference by members or staff of the organisation.
- Private sector: the part of a country's economy which consists of industries and commercial companies that are not owned or controlled by the government.
- Records: information, in any form, created, received and maintained as evidence and information by an organisation or individual in pursuance of legal obligations or in the transaction of business.
- Records at risk: any record, regardless of format, whose future preservation, accessibility and security is uncertain, particularly records held outside of an established collecting archive institution, but not excluding records at risk from institutional failure of the record creator or the current custodian.
- Undeposited records: records which are not listed as part of the holdings of established archives.

## Introduction

**The Oxfordshire Undeposited Records Project** is a pilot project, funded by the University College London (UCL) Department of Laws, to design a model methodology for identifying private sector<sup>5</sup> records which have not been deposited in an established archives<sup>6</sup> and, if required, linking them with relevant archive repositories, by investigating records in one designated area, Oxfordshire.

**Scope:** this was intended as a six month (one day per week) project seeking to provide a) local historians and associations b) the archives sector in general and c) the newly created cross-sectoral Records at Risk group in particular with a model which could be used to identify undeposited private sector records without requiring excessive allocation of resources.

The intention is to follow up on the recommendations of:

1. The British Record Association's (BRA's) *Records at Risk* report<sup>7</sup> that 'National, sectoral and regional surveys of undeposited archives are also to be encouraged where funds allow.' (p.43).
2. Caroline Williams, *Understanding Collections at Risk* report<sup>8</sup> prepared for TNA, March 2017, to look at 'The scope for developing an agreed methodology with the sector for identifying and scaling the risks faced by collections, working particularly closely with academic partners and archive services' (p.5 of the Executive Summary).
3. LRAR's project report, *A strategy to rescue legal records at risk* (awaiting publication by School of Advanced Study, University of London), which recommended the creation of a national private sector records rescue strategy to be led by The National Archive, plus the development of a records management advocacy strategy and programme specifically aimed at the private sector.

**Purpose:** the primary purpose of the project is to design a manageable model for identifying and targeting undeposited records of potential value, to be the first step for wider surveys and guidance as recommended by the above reports, by:

- Using *Discovery* and other archive catalogues to identify which categories of records in Oxfordshire already available for research and, conversely, those which have been under-collected.

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<sup>5</sup> The private sector is the part of the economy that is run by individuals and companies for profit and is not state controlled. Companies and corporations that are government run are part of what is known as the public sector, while charities and other non-profit organisations are part of the voluntary sector. For the purposes of this project the voluntary sector is included with the private sector, as are individuals and families.

<sup>6</sup> By 'established archives' we mean repositories which have been in existence for a considerable time and whose records are publicly accessible as a matter of policy, such as local authority archives or specialist archives, especially within the higher education sector.

<sup>7</sup> *Records at Risk: A Report on the BRA Survey of Risks to Historical Records in the East of England and London Regions, Autumn 2010* (BRA, 2012) <http://www.britishrecordsassociation.org.uk/publications/reports/>

<sup>8</sup> Caroline Williams, 'Understanding Collections at Risk', (report prepared for TNA, March 2017), published in *Archives: The Journal of the British Records Association* [Vol 53 Issue 36](#)



- Locating Oxfordshire archive repositories and investigating their collections policies and current economic restraints on collection of categories of private sector records of relevance to their policies.
- Engaging with local historians and history societies to use their knowledge of the area's history and of gaps in primary sources.
- Approaching selected institutions and individuals whose records may have historical significance and advising them about the services offered by local archives.
- Investigating the role which archive volunteers, local historians/history societies and academic researchers have played in identifying undeposited records in the past and which they could play in the future, assuming their willingness to participate, to locate records of value and publicise their existence.
- As part of the above methodology the following slightly more focused projects were undertaken:
  1. A detailed case study of records in the town of Henley-on-Thames.
  2. A brief overview of the records of three villages in Oxfordshire
  3. A description of an active, well-supported community archive in Steeple Aston.

**Expected outcomes:**

- Provision of details of existing repositories (established and otherwise) and their collections policies, including information on collections campaigns and the reasons for their success/failure/cessation.
- Identification of the issues faced by all archives with suggestions as to how to provide more targeted advice and guidance for community archives.
- Identification of gaps in archival provision for particular categories of records.
- The development of an appropriate methodology for a) identifying b) classifying and c) targeting undeposited private sector records of value, especially if potentially at risk.
- Preparation of a report covering the above, to be circulated to TNA, the BRA, Oxfordshire History Centre (OHC), other stakeholders as described above and then published.

## Part 1: Developing the methodology

As the project progressed, the following methodology began to develop:

1. Defining the project scope: parameters – restrictions in terms of time, funding; location (local; national); date range (century); category (personal papers; records of organisations) subject areas (sport; entertainment; business; property; charitable; legal); format (hard copy; born-digital).
2. Excluding records from project scope: searching *Discovery* and other on-line catalogues to eliminate records already held in established archives.
3. Locating records not in established archives: internet and literature search. Perusing published/printed material which includes references to records held in-house or in community archives e.g. house histories, local guides.
4. Establishing contacts with:
  - Archives: established archives (e.g. local authority archives; university archives; specialist archives; usually registered with TNA and with their catalogues made available through *Discovery* as well as locally); in-house archives; community archives; libraries with special collections. Determining collections policies; restrictions such as funding issues; potential to expand. Investigating to what extent Oxfordshire and some other archive repositories have, in the past, pro-actively sought to collect private sector records and, if so, what categories were selected and what methodology was used (LRAR's research having suggested that some archives did carry out limited campaigns but that the methods used have not been shared widely with the sector).
  - Stakeholders: local history and community associations; historical researchers, especially those who have written about subjects covered by the project scope (academic and amateur). Seeking input on where there are gaps in the historical records; knowledge of any records at risk; what the specific issues are inhibiting collection of records (access; location; nervousness about condition or content; mistrust of established archives).
  - Organisations and individuals which/who are known or assumed to have in-house archives or community archives to determine a) why they felt it necessary to create such archives b) what they hold c) how/if research access is permitted and d) whether the in-house or community model is the best for their records and for researchers.
5. Identifying organisations and individuals which/who may hold records of value but do not wish to manage them as archives and developing relationships to raise awareness of the potential value of their records which may, in time, facilitate the deposit of their records with a repository, or make them more accessible.
6. Case studies and small-scale local surveys: selecting one or two areas within the project scope for a more detailed analysis, using the above methodology as appropriate.

### 1.1 Defining the project's scope

We began by:

- Defining the area covered. We chose Oxfordshire for the simple reason that it was easily accessible from our homes, and because we already had some limited local knowledge of records plus unconfirmed assumptions about records which might be at risk. We interpreted the Oxfordshire boundaries loosely due to the many boundary changes (e.g. many Oxfordshire records are held in the Berkshire Record Office).
- Defining the date range of records to be investigated. We concentrated, but did not confine, our investigations into 20<sup>th</sup> and 21<sup>st</sup> century records on the assumption that most earlier records would have either been saved or destroyed<sup>9</sup>.
- Distinguishing between records relevant to locality and collections physically located in the area but without any significant connection to it (such as nationally focussed collections or collections of records on particular subjects). Our emphasis is on the former.
- Defining and accepting the limitations of the project. Funding was initially limited to one day per week for six months with a small expenses budget. Given these limitations in terms of time and money it was accepted from the start that most investigations would have to be carried out on-line and the bulk of contacts with individuals and organisations made remotely.

## 1.2 Identifying categories of records already held in established archives

Having determined the project's parameters, we then sought to investigate which records had already been deposited in an established archives and could therefore be excluded from scope at this time<sup>10</sup>. Doing this work would also, we hoped, throw up obvious gaps in collections. Our methodology was to:

- Trawl through *Discovery* to find records covering the Oxfordshire area held in TNA and elsewhere.
- Examine the on-line catalogues of archives in or near Oxfordshire such as the Bodleian Libraries, Oxfordshire History Centre, Berkshire Record Office and the Henley River & Rowing Museum.

*Discovery* yielded, as expected, a wealth of archived records. At the time of writing 137,440 records referencing "Oxfordshire" were listed, of which 96,569 were held in TNA and 40,871 in other archives. The "other archives" included not only those located in or near Oxfordshire such as Berkshire and Warwickshire but also archives in London, Birmingham and Leicestershire<sup>11</sup>.

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<sup>9</sup> This assumption has been challenged by the OHC, which advised us that it still receives a significant number of requests to accept pre-1850 records, though not as many as for post-1850 records. Nevertheless, the limited time frame of this study precludes any emphasis on older records.

<sup>10</sup> We are, however, keenly aware from the LRAR project' findings that even records held in established archives may become at risk where the controlling authority or owners decide that they can no longer afford to support the archives and that this situation is becoming ever more prevalent. This is a problem beyond the resources of a finite project to solve; a national advocacy for archives strategy is required.

<sup>11</sup> For a full list of archives identified by *Discovery* as holding records relating to Oxfordshire see [https://discovery.nationalarchives.gov.uk/results/a? q=\\* & anc=42 & ang=437 & ant=198](https://discovery.nationalarchives.gov.uk/results/a? q=* & anc=42 & ang=437 & ant=198). For our extended list, which includes community archives, see **Appendix I: Archive repositories in Oxfordshire**

Records held include deeds, estate papers, records of schools, colleges, clubs and businesses and papers of prominent individuals and families connected to or living in Oxfordshire. Many in-house archives are listed, but no community archives.

It was clear from *Discovery* that the focus of private sector record collecting in the past has been the papers of landed families and estates, with deeds and wills being the largest type of record collected. This partly reflects the historical development of county record offices as stores for manorial records and other property-related material and also the sterling work of the BRA, which until 2017 acted as a holding and distribution centre for solicitors' records, primarily comprising legal documents such as deeds<sup>12</sup>. Other major categories of collections of private sector organisations include the records of schools and universities (hardly surprising in Oxfordshire); clubs and associations; religious institutions and hospitals. Of the records of various Oxfordshire businesses collected by archives, the largest category was farming, followed by legal services<sup>13</sup>.

Correlating gaps in holdings by checking every category of record collected throughout Oxfordshire against all organisations, business and families in the county was impossible, so the methodology developed was a) to carry out a literature search to find references to records *not* held in established archives, b) to contact stakeholders to tap into their local knowledge of undeposited records and c) to undertake case studies/surveys of selected towns and villages so as to note obvious gaps and suggest solutions.

### **1.3 Locating records held in community or in-house archives**

We undertook investigations into existing publications of relevance such as the Victoria County History project and its publications covering Oxfordshire and local publications such as histories of towns or organisations<sup>14</sup>. Many of these publications made reference to in-house collections of records though the publications did not always provide citations. We additionally gathered anecdotal information on undeposited records from the stakeholders we contacted.

We examined the internet and used contacts to locate the following community archives<sup>15</sup>.

- Henley Archaeological and Historical Group (HA&HG) in-house/community archive in the Henley-on-Thames Town Hall
- Friends of Iffley Village (FOIV) Archive in OHC and Iffley village
- Iffley History Society (IFS) archive in Iffley village
- Littlemore archives in Littlemore village
- Steeple Aston Village Archives (SAVA)

These archives have been collected by local associations to ensure the preservation of large numbers of records and other research material of value (such as publications or press

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<sup>12</sup> For a detailed history of the work of the BRA's Records Preservation Section see Penelope Baker, 'Back-bone or burden? The role of the RPS in the BRA', *Archives, Spring 2018* (BRA, 2018)

<sup>13</sup> For details see **Appendix II: Oxfordshire records in established archives**

<sup>14</sup> For details of all publications examined see **Bibliography**

<sup>15</sup> A community archives is an archive managed by a community organisation, that is, an organisation which is not-for-profit and non-governmental.

cuttings) to their local communities. They could therefore be said to be filling gaps in the local record where established archives are unwilling or unable to.

As part of the Henley case-study we also contacted a number of sporting bodies which, according to local publications, maintained in-house archives. For details see **S.2.1.** below.

## **1.4 Engaging with stakeholders**

We initially considered drafting and circulating questionnaire to the three categories of stakeholders described below. Following circulation of initial drafts to one or two key individuals, however, and using the information below from repositories which had previously attempted to use questionnaire to survey records we decided that a more informal approach with just a few key questions targeted at our different audiences would be a preferable way to try to engage with stakeholders<sup>16</sup>.

### **1.4.1 Established archive repositories**

*Local archive repositories:*

Oxfordshire archive repositories which have registered their holdings with *Discovery* are categorised by TNA as follows:

- University (71)
- Special (30)
- Private (5). Name of repository not stated.
- Local (3)
- National (2)

Many of the archives listed in *Discovery* as relevant to Oxfordshire, particularly university archives, do not necessarily hold material relevant to Oxfordshire; we therefore excluded them from our investigations.

We had meetings and/or email discussions with:

- Mark Priddey, History Centre Manager (Archives), Oxfordshire History Centre
- Ellie Thorne, Senior Archivist, Berkshire Record Office (BRO).
- Lucy McCann, Senior Archivist, Bodleian Libraries Special Collections
- Natalie Patel, Head of Collections & Exhibitions at the River & Rowing Museum, Henley (see case study)

**The Oxfordshire History Centre:** we held meetings with Mark Priddey, the History Centre Manager (Archives), both before and during the project. OHC is the county record office for Oxfordshire; it collects, preserves and makes available historic archive and local studies collections relating to the county. It accepts deposits of written records created by organisations and individuals as part of their life and work, where, in the opinion of the professional staff, these provide valuable information on Oxfordshire's history, donations of published or printed material on any aspect of Oxfordshire life and history, including village or family histories, topical studies, periodicals and electronic publications and audio-visual material, including photographs and oral history recordings<sup>17</sup>.

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<sup>16</sup> For all individuals and institutions contacted see **Appendix III: Contacts**

<sup>17</sup> For more details of OHC's collections policy see the [Depositing Documents page](#) on OHC's website.

In common with many local authority record offices, OHC is suffering from reduced resources; it cannot, therefore, pro-actively carry out records collection campaigns. For the same reason it has a cataloguing backlog<sup>18</sup>. OHC also works with local groups (regular meetings are held with the Oxfordshire Local History Association (OLHA) and Oxfordshire Family History Society (OFHS)) and community archives, offering advice on managing their records. It is lobbying for community archives to write into their constitutions that they will pass the records (and information about ownership and copyright) to OHC if they become defunct. It also provides generic guidance notes for organisations on how to identify records of value and deposit them with OHC<sup>19</sup>.

If organisations and individuals come to OHC they will offer help on recordkeeping and depositing records. OHC does not ask for contributions towards the cost of deposit because this might mean the records will not be transferred or may even be destroyed, though it might ask for a donation towards cataloguing or conservation.

On-going deposit agreements: OHC usually has these for live organisations. They cannot systematically review deposits and regularly request new deposits due to lack of resources – the initiative usually comes from the depositors themselves (e.g. as they run out of space). Agreements usually include penalty clauses if the organisation wants the record back, but OHC is happy to loan them back e.g. for exhibitions.

Material offered to OHC still includes a significant number of pre-1850 records, though not as great as post-1850. There are also very often attempts to deposit digital copies rather than the original hard copy. There is much ignorance around the long-term accessibility of digital records. Categories of records vary from personal papers to legal records such as deeds to the entire archives of organisations or businesses.

According to OHC one of the main issues is a lack of awareness about the existence of archives and the benefits they bring to communities.

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<sup>18</sup> OHC prioritises records for cataloguing as follows:

1. **Records for which is a legal requirement to make them available:** these include parish registers of baptism, marriage and burial, parish council minutes, manorial records and electoral registers.
2. **Records which are listed** (and potentially have already been used by researchers and cited in publications), but not in sufficient degree of detail for the full content of the collection to be known.
3. **Popular records:** documents of a type which are regularly requested or specific uncatalogued collections which are relatively frequently requested by researchers
4. **Under-represented classes of record** among our more recently-catalogued collections, to ensure the range of material accessible is as diverse as possible
5. **Large collections potentially containing sizeable quantities of material suitable for weeding, to** create storage space and facilitate access to the remainder of the collection.
6. **Collections which were catalogued on cards** and require enhancement to make them accessible as online catalogues, particularly where further documents from the same depositor have been accessioned subsequently.
7. **Records deposited many years ago which have remained uncatalogued,** to assess whether the material should still be retained and, if so, to maintain the general principle of 'first in, first catalogued' in the absence of any other overriding considerations.

<sup>19</sup> See **Appendix IV: Guidance from the archives sector on recordkeeping and archiving records: Oxfordshire History Centre: Guidelines for organisations on retention and disposal of records**

Mark advised<sup>20</sup> that the following actions would benefit OHC:

- It would be useful to know when organisations are setting up archives – OHC could then get in at the start with useful advice.
- Holders of records should keep details of the documents in their custody and provide box lists of collections prior to deposit.
- Standard templates for deposit agreements would be very useful.
- Generic guidance from, e.g., the Records at Risk group, would be a very helpful addition to OHC's own guidance. This is especially the case when trying to target individuals. A major problem here is that the papers of individuals often cover areas outside Oxfordshire. It is also more difficult to learn about papers at risk belonging to individuals than about organisations' records – OHC often hears about organisations in trouble and can get to them in time.
- Advocacy campaigns would be very helpful in raising awareness about archives' services. They need to be targeted at non-professionals. Once awareness is raised, then specific advice on what to do next – e.g. make a basic list of records – would help.
- There is a special need for advice to dispel misconceptions around digital records e.g. the concept that scanning documents solves all recordkeeping problems or that digital records are somehow at less risk of loss than paper.

**The Berkshire Record Office:** according to its website, the BRO's mission is to

'store the records of public authorities like councils, hospitals and courts, so that members of the public can see how decisions were made. We also have a cultural remit. We act as an historical memory of Berkshire, enabling research for business, leisure or scholarly interests' (<https://www.berkshirerecordoffice.org.uk/>).

This includes some Oxfordshire records. According to the Senior Archivist, Ellie Thorne:

'In terms of the records that we hold relating to Old Berkshire (now Oxfordshire) we follow our acquisitions policy as to whether certain types of records should come to us or go to OHC. In general this means that anything that existed before 1974 could come to us and post 1974 depends on what the organisation prefers to do or whether there is something in the policy which states they should go to OHC. Nearly all of the records will have come to us through offers from the organisation or contacts with other local institutions – e.g. offers being passed on by museums or records transferred by other local record offices. We will also occasionally approach organisations and individuals if we receive information from other sources that they hold records which might be of interest to us.'<sup>21</sup>

In terms of pro-active collecting and cataloguing deposited records the Office is in the same situation as most other local authority archives i.e. it is suffering from reduced resources and can only 'just about stay on top'<sup>22</sup> of cataloguing. The only exception to the reactive

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<sup>20</sup> Via a series of email exchanges in 2019

<sup>21</sup> Email from Ellie Thorne to Clare Cowling, 8<sup>th</sup> May 2019

<sup>22</sup> Ibid

collecting process has been occasionally contacting Berkshire shops and companies which are closing down; this has resulted in deposits.

The Office undertook a survey of sports records in 2010-11 to coincide with the Olympics in 2012 and an exhibition at Reading Museum. It contacted all of the sports clubs (over 500) that they could find contact details for in Berkshire (New Berkshire only) and asked them to complete a survey using *Survey Monkey*. It asked some basic questions about whether they held any records, age of club, and whether they wanted to deposit them with us. Response to the survey was limited – less than 20% - with probably about 1-2% depositing records. The Office also advertised in local press etc and used previous contacts and this was much more successful and accounted for about half of deposits. The Office:

‘concluded from the survey that most sports clubs don’t keep very good records – some of them had no records at all or at least they aren’t still held by the club – and those that do tend to be clubs who have their own buildings and therefore don’t feel the need to deposit them – these may be at risk and I would imagine the conditions are generally not very good but we didn’t ask any specific questions about this. We did however get some really nice collections in as a result of the survey. Since the survey finished we have received a few additional records from some of the people we made contact with but we have not been proactive in contacting those who said they would deposit but have not yet. This is mostly due to me not having the time to do so’<sup>23</sup>.

**The Bodleian Libraries:** special collections in the Bodleian Libraries comprise manuscripts and archives, rare books, printed ephemera, maps, music and digitised collections in libraries across Oxford. An email exchange with Lucy McCann, Senior Archivist at the Bodleian Library, elicited the information that the Library has historically acquired many archives relating to Oxford and Oxfordshire a) because it was in existence long before the county record office was created and b) due to its role in documenting the University’s own history. Most of the collections have been received as donations or bequests. There are some which have been purchased.

In 2011 the Bodleian undertook an 18-month project called ‘Saving Oxford Medicine’<sup>24</sup>, a collaboration between the Medical Sciences Division and the Bodleian Libraries, funded by the Division. The project vision was the documentation of medicine at the University of Oxford in the 20<sup>th</sup> and 21<sup>st</sup> centuries, ensuring that the scientific legacy of this crucial period for Oxford medicine is preserved for the benefit of researchers, and that the University can explain and communicate the great contribution of its scientists to medicine. The aims of the project were:

- to catalogue medical archives already held by the Library in order to make them available to researchers.
- to survey and, in certain cases, acquire archives of members of Oxford University’s Medical Sciences Division and its predecessors, and other archives or records

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<sup>23</sup> Ibid

<sup>24</sup> Details of the project were outlined in *Saving Oxford Medicine: Annual Report 2011*, forwarded to us by Lucy McCann on 21<sup>st</sup> March 2019. We were pleased to note that our methodology as it developed was similar to that employed by the Bodleian!



relating to medicine at the University, in order to make better provision for future research.

The project involved cataloguing and outreach as well as surveying and acquiring collections. Some of the collections acquired were subsequently catalogued, project funding having been obtained for this activity. According to the Bodleian Archivist, Lucy McCann, many contacts were made and material surveyed which did not come in at the time although they have sometimes been contacted some years later when an individual was ready to hand over papers.<sup>25</sup>

Lucy also told us about two projects in earlier decades to collect records. The Oxford Colonial Records Project began in 1963 and aimed to collect the private records of former colonial officers. Around 1,500 accessions came in during the first five years of the project which continued into the mid-1970s. In 1977 the Oxford Development Records Project was established to collect the papers and memoirs of officials and non-officials involved in development work in former British dependencies in Africa, the West Indies and parts of Asia.<sup>26</sup>

The Bodleian is receiving more offers of born-digital material but the majority of offers are still predominantly hard copy. The Library has rarely been offered something which is totally born-digital; it is more likely that there will be some DVDs or memory sticks with born digital content along with hardcopy papers, photos etc.

**Other repositories:** the LRAR project had contacted a number of local authority repositories outside Oxfordshire which had been identified as having run pro-active campaigns to collect categories of records of relevance to their locality; LRAR also asked for details of their collections policies. Twenty-three repositories<sup>27</sup> were contacted. All the local authority archives contacted stated that in the current economic climate they could no longer afford to bankroll potential depositors and would now expect a) fairly accurate lists of records to be provided prior to deposit b) records to be in reasonable physical condition and c) a deposit or donation to be offered by the depositor towards the costs of transport, storage and cataloguing. Repositories further noted that due to diminished resources they were unable to proactively seek deposits of private sector records but would try to do so reactively where records were in immediate danger. Several were also unable or unwilling (at the time of asking; this may have changed) to collect born-digital records. All expressed the wish for some sort of national, co-ordinated leadership giving clear guidance into categories of records at risk and standard, generic procedures for rescuing such records in a cost-effective way. It was clear, therefore, that without a nationally led strategy to rescue private sector (including legal) records, collection would from now on be reduced, reactive and random.

#### **1.4.2 Local historians and associations**

We had discussions with:

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<sup>25</sup> Email from Lucy McCann to Clare Cowling, 21st March 2019

<sup>26</sup> Ibid. There is also an article about these projects by Patricia Pugh in *Journal of the Society of Archivists* vol. 6, no. 2 (October 1978).

<sup>27</sup> Comprising 6 local authority archives, 6 HE archives, 5 specialist archives, 4 business archives, 2 national archives and one diocesan archives.

- Dr Oliver Cox, Heritage Engagement Fellow, The Oxford Research Centre in the Humanities (TORCH), Radcliffe Humanities, University of Oxford
- Sheila Fairfield, local historian
- Hilary Fisher, local historian and member of the HA&HG
- Jackie Fortey, local historian and member of the HA&HG
- Ruth Gibson, local historian and Honorary Secretary of the HA&HG
- Tony Hadland, former Chairman, OLHA
- Dr Elizabeth Wells, Chair, Iffley History Society
- Liz Woolley, local historian and member of the OLHA

We sought to contact local historians and history societies to use their knowledge of the area's history and of gaps in primary sources. We did this by a combination of email, telephone conversations and meetings. We had to bear in mind the very limited resources of a small pilot project with a tiny expenditure budget, meaning that most contact had to be made remotely. Some individual contacts provided the project with anecdotal information about records of local institutions which they felt *might* be at risk of loss but which they were unable to substantiate due to the difficulties of engaging with said institutions.

The Chairman of the OLHA kindly agreed to arrange for a note<sup>28</sup> on the project requesting information about local records to be published in their monthly e-bulletin. Unfortunately, this did not elicit any responses.

#### **1.4.3 Potential holders of significant collections**

Contact with information owners was undertaken either via personal introduction or by writing to them directly. Experience with LRAR suggested that starting with a direct written approach was likely to encounter non-responses or resistance; nevertheless it was the only option on occasion and given the short-term nature of the project (see **Part 2: testing the methodology**).

In our contact letters to institutions we asked a) if they held records b) if so, whether they would be happy to make them available to bona fide researchers or c) to deposit them with an archive repository and d) if they would like any advice or practical help in the management of their records. An alternative approach could be to seek to gain access for some specific purpose or project (e.g. a history of buildings in the locality). This approach has been used by some local historians and has had some success, in that bona fide researchers have been allowed some access to in-house material (see the Henley case study in **Part 2**).

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<sup>28</sup> In the article we asked: 'We hope that Oxon historical associations and individuals with an interest in local history will contact us to share their expertise and experiences in locating and researching records of interest. We are looking for both success stories and horror stories, and especially guidance on collections of Oxon records which you consider may be of value to your research but which you cannot access (reasons might include destruction of documents, unwillingness of owners to allow access, inaccessibility due to physical degradation or digital obsolescence or simply records being stored in inconvenient locations!).'

## Part 2: Testing the methodology

It became evident during the course of the project that the approach adopted for the pilot project as outlined above differed from the methods which might be used for the study of a particular area by local historians. We therefore decided to:

- Test the efficacy of our draft methodology by using it to undertake one detailed case study of the records of the town of Henley-on-Thames.
- Undertake brief surveys of the records, community archives and the work of local associations of the villages of Iffley, Littlemore, Sandford and Steeple Aston. The first three were chosen due to their physical proximity to our homes; the fourth, Steeple Aston, because it had a well-established and publicly available community archive. The purpose of these surveys was to find out a) how records were being made available outside established archives b) whether their custodians were in need of professional advice and guidance (and if so, what advice in particular) and c) to see how the knowledge of local associations about undeposited records could benefit the archives community in general. The village surveys are at **Appendix VI**).

### **Case study: records and recordkeeping in Henley-on-Thames**

Henley was chosen for a detailed case study on the advice of the Oxfordshire History Centre (OHC), which noted that physical distance from this repository (especially the lack of public transport between Henley and OHC, making life difficult for local researchers) is a barrier to OHC collecting records from the town.

Our methodology for the Henley case study was to:

- Locate records of the town and villages already held in established archives and discuss collections policies in relation to these records.
- Seek references via literature searches to records held in-house or in community archives.
- Talk to the custodians of community archives to establish the purpose of the archives, collections policies, facilities for research access and any resource issues.
- Talk with local historians and historical associations to seek advice about a) gaps in the historical record and the names of individuals or organisations who might be amenable to answering questions about their records and b) any records which they believed to be at risk.
- Once gaps in holdings were established, contact selected relevant organisations, businesses and individuals to find out a) whether they held historic records b) whether they would be amenable to depositing them in archives or preferred to hold them in-house and c) what sort of help (if any) did they need or would welcome to improve access (internal and public) and reduce costs.

#### *Methodology: stage 1 – examination of existing source material*

Henley-on-Thames is famous for its 18<sup>th</sup> century bridge and the river, for trade, sport and tourism, its rowing heritage and the Royal Regatta in particular. One would, therefore, expect records in the last two categories to be readily available in established repositories; in fact the opposite proved to be the case.

There is a wealth of records already available in archives about Henley, many of them referenced in Simon Townley's wonderful *Henley-on-Thames town, trade and river*, which

gives a comprehensive history of the development of Henley from its medieval beginnings to the present day. Repositories for Henley records referenced in this book include the River & Rowing Museum in Henley, Henley Library, Oxfordshire History Centre and the Bodleian Library in Oxford, the Berkshire Record Office, the Gloucestershire Record Office and The National Archives. Two families with in-house archives are Lord Camoys of [Stonor Park](#) and the [Ovey family of Hernes](#). For a detailed description of records, archives and secondary source material relating to Henley see the Institute of Historical Research's *British History on-line – Oxfordshire*: <https://www.british-history.ac.uk/vch/Oxfordshire/vol16/pp343-347>.

In accordance with our draft methodology, we also examined *Discovery* to find records relating to Henley which have been deposited in established archives. A table will be found in **Appendix V (Part 1)** to this report; the table shows that private sector records of Henley have been assiduously collected by established archives, especially the OHC. Categories collected include records of families, businesses, charities, schools and associations. A surprising gap in collections was, other than one or two exceptions, the records of sporting associations, especially those of rowing.

We next undertook a literature search to locate references to records *not* in established archives. We visited the Henley Library to undertake a search of literature about the history of Henley and to find references to undeposited archives. The library has a very good local studies collection – secondary source local histories, trade directories, newspapers.

For Henley researchers it should be noted that the library also has a splendid collection of “cuttings files” which include press cuttings, pamphlets, lists of documents sent to other archives, some original town plans, maps, footpaths etc, nearly all freely available to browse through on many subjects relating to Henley, including: breweries; bridges; churches; coat of arms; community groups; festivals; Friar Park; Kenton Theatre; medical facilities; Phyllis Court; parking; Ravenscroft; regal; Royal Regatta; stores; Town Council; twin Towns; history (4 folders). Some cuttings files are held “in [the] back room”: Parking; Pedestrianisation; Roads; Traffic: Transport studies and schemes.

From the trade directories I found that Henley has/had over 2,000 businesses and other organisations active during the life of the town. Since it was clearly not possible in the time available to check all these, I decided to concentrate on searching for records of the sporting associations for which the town is particularly famous (notably its rowing clubs)<sup>29</sup>.

I looked for publications about the various sporting clubs to see if any in-house archives were referenced. I did indeed find references to and, more rarely, actual citations of, in-house records of the Henley Royal Regatta and the Leander Club, including lists of members, competitors, events and committee minutes. The next step was to talk to established repositories to ask about their collections policies in relation to the records of sporting associations, to ask if they held records not yet referenced in *Discovery* and other catalogues and then to contact the associations themselves.

### *Methodology stage 2: contact with established archive repositories*

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<sup>29</sup> Henley rowing clubs and organisations include: Henley Royal Regatta, Leander Club, Phyllis Court Rowing Club, Upper Thames Rowing Club, Henley Rowing Club, Henley Whalers, Henley Canoe Club, the Henley Dragon Boat Club and the University Women's Rowing Association.

We held meetings and had an extensive email correspondence with Mark Priddey, the OHC Manager (Archives) to discuss OHC's collections policy in relation to Henley's sporting records. OHC holds the archive of the Henley Golf Club, but at this stage has no relationship with other sporting bodies. Lack of resources to carry out pro-active surveys is a major factor.

We also met Natalie Patel, Head of Collections & Exhibitions at the River & Rowing Museum. The Museum opened in 1998 to celebrate the river, the international sport of rowing and the town of Henley-on-Thames. It is an independent Museum and an educational charity. Its collections are not as yet referenced in *Discovery*. The Museum holds an enormous number of documents, photographs and artefacts of the various rowing clubs, including 10,000 items referencing the Henley Royal Regatta, but does not hold any of the administrative record collections of the various clubs. It has tried to develop connections with the various rowing clubs; in particular it has a very good relationship with the Leander Club (eg a joint exhibition was held with them in 2018); but such relations take a long time to develop. As with other archives, resources are at present limited to management of current holdings; pro-active record surveys are not currently an option.

An email exchange with the Berkshire Record Office elicited the information that it had carried out a survey of sporting records but had not included Old Berkshire in its survey.

#### *Methodology stage 3: contacting stakeholders – local history groups and historians*

Henley is well-served with local associations which research its history and work to protect its physical heritage. They include the Henley Society and the Henley Archaeological and Historical Group. We contacted both groups.

#### [The Henley-on-Thames Archaeological & Historical Group](#) (HA&HG).

I met with three members of the Group, Ruth Gibson (the Honorary Secretary), Jackie Fortey and Hilary Fisher. They were very interested in the project and offered their support. They promised to write to prominent information owners and known local owners of family papers in particular to ask them to contact us.

HA&HG was formed in 1976 to provide a forum for archaeologists, historians and others with similar local interests. The group has been active in archaeological excavations and in studying the history of Henley, its surrounding districts and their inhabitants. It is self-financing but has subsidised accommodation for lectures and storage of its administrative and reference material as well as collections such as John Crocker's research notes and his valuable books, mostly out of print, first editions etc. HA&HG keeps a file of minutes of committee meetings in a room in the Town Hall, plus its Newsletters and Journals, copies of which are sent to OHC and to Henley Library. The Group has worked on the listing of collections of other people's documents (e.g. the Baptist Church, Henley Town Council), and, when completed, deposited them with OHC.

Individuals in the group have differing interests, but one primary research field is buildings in the Henley area (HA&HG has compiled a fine collection of files on individual buildings). Deeds are very important as research tools and the random nature of their existence or otherwise in archives is a real issue, as is the cessation of the BRA's historic rescue service for solicitors' papers including deeds. Other barriers to facilitating local research include:

- The distance of Henley from OHC – very difficult by public transport. The group therefore considers that it is important to keep all material representing years of documentary research, transcriptions, old photographs, picture post cards, books, now out of print, and much more, which is of interest to locals, together and in a local facility.
- Cataloguing delays and access restrictions are also an issue. As a rule established archives do not allow access to uncatalogued records other than to the depositors themselves<sup>30</sup>.
- Organizations and individuals which/who are reluctant to allow researchers access or do not see any value in their own records.

When the group and other local history societies hear about organisations and individuals closing down/passing away without making arrangements to preserve their records they let OHC know. They agreed that a more formal methodology for notifying archives would be useful.

The group is very aware of the financial restraints on collecting private sector records currently imposed on established repositories. They felt that our suggestion that retired archivists, students or historians could be mobilised to list records on site prior to transfer to repositories was a good one as it would reduce pressure on archives and encourage the development of good relations with information owners. They were also enthusiastic about, and willing to assist in, advocacy campaigns aimed at information owners about the benefits of good recordkeeping, creation and management of in-house archives or depositing records in local archive repositories which might result from our project's findings and recommendations.

[The Henley Society](#) was formed in 1961 to fight and defeat a major planning application approved by the Henley Borough Council which would have involved the demolition of the handsome Catherine Wheel Hotel in Hart Street and its replacement with a row of 1960's style shops, destroying part of the town's historic street scene. Since then the Society has flourished, ensuring that planning applications are examined by its own planning and conservation experts and it regularly brings its influence to bear on difficult and controversial applications. Additionally this non-political organisation arranges visits and events for members to see and enjoy all manner of historic and interesting places and to appreciate the need for continual vigilance on the environment.

The Society is non-political and is not simply a preservation society. It recognises that trade must prosper if the town is to flourish, but seeks to mitigate any adverse effects of commercial activity. Its aims are as follows:

- The conservation and enhancement of the town, its waterfront and its setting.
- The preservation of the town's historical centre, its fine approaches and its trees
- An appropriate balance between housing and the provision of employment, shopping and leisure facilities
- The relief of traffic congestion with better car parking facilities and improvements to bus and train services

The society therefore has a vested interest in the preservation of the historical record.

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<sup>30</sup> OHC has advised that it 'does permit such access provided we have a reasonable idea what's in the collection (this is where pre-deposit boxlists are helpful!) and we are confident there are no data protection issues' (email from Mark Priddey, OHC, to project researcher, 24 July 2019).

*Methodology stage 4: contacting private sector bodies to ask about their archives*

### **Sporting clubs**

It was obvious, given the lack of records of sporting bodies held in archives (other than artefacts and ephemera – see **Appendix V**; only one sporting club's records are listed) that a sample of the various sporting associations would need to be contacted to see if they had in-house archives. The following associations were contacted:

- Henley Cricket Club
- Henley Rowing Club
- Henley Royal Regatta
- Leander Club
- Phyllis Court

Literature searches (see below) established that when certain local histories were written the HRR and the Leander Club had in-house archives.

Henley Royal Regatta (<https://www.hrr.co.uk/history>) has a potted history on-line; no in-house archives is mentioned but the publication *Regatta Records: 1969-1999* printed by the Stewards of HRR includes lists of winners and indexes of competitors which must have been compiled using in-house resources (no citations are given).

Richard Burnell's *Henley Royal Regatta: a celebration of 150 years*, quotes from committee minutes and states (p.209 Appendix 5) that the committee minute books date from 1867 and before that there exist regatta notices, correspondence and press reports. Unfortunately there are no citations.

The Acknowledgements in Christopher Dodd's *Henley Royal Regatta: 150<sup>th</sup> Anniversary Edition* cite the Regatta Stewards for "allowing me to consult their records". The Bibliography cites "Henley Royal Regatta records 1969-1984", by which are meant lists of competitors and trophy winners.

Michael Jones' (Leander Club archivist at the time of writing this guide), *Guide to the Henley Regatta and Reach* mentions (p.61) the HRR's Constitution and Rules 1885 and that the first Rules were drawn up in 1850. On p.227 he also mentions the *Official Records Books* published since 1903 giving details of all regattas since 1839 and available to buy in the regatta shop.

Leander Club: Richard Burnell and Geoffrey Page's *The Brilliant: A History of the Leander Club*, published by the Club in 1997, mentions (p. 16) 'the Leander archives' and quotes extensively from minute books and Club Rules. The index includes references to Club accounts, general meetings, minutes, rules, subscriptions, membership and the Leander Trust.

Correspondence with HRR and the Henley Rowing Club confirmed the existence of in-house archives; the secretary of the HRR confirmed that its archives are currently only open to members and bona fide, thoroughly vetted, researchers. This may change with time and indeed the HRR might in the future be interested in offers of help with listing and cataloguing<sup>31</sup>. Records of the Henley Golf Club are held by OHC.

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<sup>31</sup> Telephone conversation with David Grist, HRR Secretary, 29<sup>th</sup> April 2019.

It is hoped that the establishment by the project of relationships with the various sporting clubs will, should the project continue, result in more open access to in-house archives or the deposit of some records with either OHC or, when resources permit, the River & Rowing Museum.

### **Business records**

Henley is home to 1,470 businesses and two business parks. The largest business sector is professional, scientific and technical. It has an active business group, The Henley Business Partnership, which meets regularly<sup>32</sup>. Yet the search of the records of businesses (as defined by TNA's taxonomy – see **Appendix V Part 1**) held in archives only yielded six results. Any future advocacy programme aimed at Henley, therefore, should prioritise the records of businesses, particularly those which have been in existence for a length of time, as well as those of sporting clubs and associations.

#### *Methodology stage 5: case study findings*

1. Existing archives. We found that although there is a wealth of existing archival material about Henley (see **Appendix V Parts I-2**), it was patchy in that few records, other than the ephemera and artefacts held by the River & Rowing Museum, are publicly available about the sporting clubs which manage the events for which the town is famous. The records of businesses, too, are largely absent. Much archival material is still held in-house, meaning that while it is safe it is not widely accessible. In-house archives identified include that of HA&HG<sup>33</sup>, the Leander Club, Henley Rowing Club and the Henley Royal Regatta.
2. Collections campaigns. One finding was that, far from running pro-active campaigns to rescue certain categories of records (such as sporting archives), the established archives are constrained by lack of resources from proactively seeking to collect records via targeted campaigns. They also deal with many unsolicited enquiries from potential donors which means that they often cannot deal with requests to deposit records in a timely fashion. This in turn leads to cataloguing backlogs, which contribute to constraints on deposit (see next point).
3. Constraints on depositing record with established archives. We found from our discussions with historical societies, researchers and local institutions that a major obstacle on depositing records with repositories like OHC was physical distance from Henley. Another obstacle was delays on the part of repositories in making deposited records available for research due to lack of resources to catalogue records. Perceived issues like repositories charging for deposit were not founded (we suspect the occasional request for a voluntary donation towards, e.g., transferring records, has been misinterpreted). Another issue was the fear that repositories would split collections or destroy material. There was also some confusion over how repositories manage personal data.

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<sup>32</sup> See the *inward investment fact sheet for Henley-on-Thames*, <https://www.so-business.co.uk/support-for-town-centres/henley-on-thames/>

<sup>33</sup> The HA&HG archive could also be defined as a community archives. It serves both as a business archive for the group and as a repository for research material (especially building-related) about Henley.



4. Preference for keeping archives in-house or in local community archives. There are sensible reasons for the institutions to which we spoke wishing to do this. They include:
  - Convenience. The distance from OHC has already been mentioned.
  - Purpose of the archives. Where members of institutions with in-house archives (and some community archives) are concerned, the archive is there for their use and only secondarily, if at all, for the general public.
  - Organisation of the archive. Some in-house archives have not yet been listed, let alone catalogued. Where in-house archives are concerned the focus of the owning institution is not, of course, its archives, but its business or (in the case of the organisations we contacted) its sporting function. The business benefits of maintaining an in-house archives may not necessarily be recognised.
5. Lack of understanding of the value of records on the part of institutions and individuals. Although we did not find any specific examples other than in a negative sense, in that we assume lack of response from institutions/individuals contacted means lack of interest, all the local societies and established archives we spoke to emphasised that they consider this to be a major issue militating against preservation of records.

*Methodology stage 6: case study recommendations*

1. Issues for established archives: one of the issues identified above is beyond the resources of a finite project to solve and require national action – the constant whittling away of funding for established archives. We hope the new Records at Risk steering group will be in a position to lobby government (national and local) to recognise the importance of our archival heritage. Local history societies and academic researchers should also play a part.
2. Issues for local community or in-house archives. These include lack of facilities for researchers, lack of resources to catalogue records or for conservation and, possibly, embarrassment at the state of their archives. The Records at Risk group is about to embark on an advocacy campaign to private sector organisations and individuals to demonstrate the potential value of their in-house archives, both as internal resources and as public relations vehicles. For Henley specifically, we believe that such a campaign could be spearheaded by the local history societies and, should this project continue, we will work with them to facilitate this.
3. Lack of understanding of the value of records. Again, we suggest that advocacy campaigns are needed to bring the private sector in Henley – especially the sporting and business sector – to a better understanding of how important their records may be to their local and indeed national heritage.
4. A major finding of this case study was that short-term projects cannot establish relationships with information owners sufficient to develop the trust and co-operation necessary to encourage better access to their records (whether by deposit in an archives or opening up records in-house) in the time available.

## Part 3: Preliminary project findings

### 3.1 Issues around collecting background data

- One problem is the limitations of on-line catalogues. TNA's *Discovery* portal is a magnificent creation, but it is constrained by the information it receives from archive repositories. Numerous collections of records may indeed be stored in archives but not yet mentioned in *Discovery* because the repository has not notified TNA of their existence, probably because they are uncatalogued or closed due to confidentiality requirements. Records may also be listed but not accessible via the keywords used by researchers (specific keywords only appear if they have been entered in the record descriptions). The catalogues of local established archives were also examined but are subject to the same constraints as those described above.
- Many local archive collections such as those in community and in-house archives may not be included in *Discovery* because the archives itself has not registered with TNA as a repository. Reasons for this may include simply not knowing that this can be done, that the contents of the archive may include unsorted or uncatalogued material, nervousness about publicising material to which access is restricted due to lack of facilities to make it available or a desire to avoid what might be perceived as interference from established repositories. What this meant for our project methodology was that we had to approach both established repositories for information about holdings which were still not available and community archives to ask to see lists of material held. Some community archives had created catalogues; others had not.
- Gathering data on the collections policies and programmes of established archives and on their relationships with the community they serve. This was reasonably successful, although it would help if collections policies were better publicised. It was made clear during correspondence that private sector records of value would continue to be collected, albeit reactively rather than proactively.
- Eliciting responses from stakeholders: the LRAR project found that "cold calling" (ie sending unsolicited emails to institutions asking for their co-operation in the project) worked fitfully. In the case of established archives and professional archival bodies the response was 100%; in the case of institutions such as businesses or membership organisations the response rate was well below 20%. Nevertheless, due to the very limited timespan of the Oxfordshire project, cold calling was the fastest method of seeking to establish contact and in the case of archives, both established and community, academic bodies and local associations the response rate was almost 100%. As with LRAR, however, responses from businesses and other institutions potentially holding records of value were poor. The inevitable conclusion is that developing fruitful relationships with institutions whose main focus is not records preservation requires time, good timing and tact<sup>34</sup>.

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<sup>34</sup> Our timing was also sometimes unfortunate. I contacted seven local sporting bodies as part of the Henley case study – just at the time when their focus was almost exclusively on planning for the imminent Henley Royal Regatta!

## 3.2 The reduced resources of established UK archive repositories

Findings from the LRAR project were used to inform questions put to the various stakeholders; the issues defined below were the same for private sector records in Oxfordshire as for legal records in general, especially the reduced resources of archive repositories resulting in:

- Inability to carry out pro-active records collection campaigns.
- Revised collections policies curtailing the core categories of records in scope for collection.
- Cataloguing backlogs.
- Cost of archival cataloguing software.
- Space and storage issues.

Our discussions with Oxfordshire repositories confirmed these findings. Almost all repositories contacted advised that they face not only severely curtailed resources but reduced support from their management for collection of material outside their immediate remit. Unless the current economic climate changes it is unlikely that this obstacle will be overcome in the near future<sup>35</sup>. Most archives are now only able to respond reactively – if at all – when they discover that records are at imminent risk of destruction or sale to an outside bidder, by which time it may of course be too late. It should be pointed out, however, that *all* local authority archives contacted stated that they would continue to seek to collect private sector records despite reduced resources. It is therefore clear that established archives could benefit from proactive work on the part of local societies to identify locally held records of value and establish relationships with the information owners which would more easily facilitate the deposit of records in archives.

The archive sector has already expressed the view that the private sector should take more responsibility for the long-term care of its own records. TNA's 2017 *Understanding Collections at Risk* report suggested one route:

‘A new concept being developed at TNA is that of “emerging archives”... Collections which will remain with their parent organisation, which will benefit from advice on good practice, development and funding and possible partnerships.’<sup>36</sup>

This recommendation chimes with the growing feeling amongst archivists<sup>37</sup> that profit-making institutions in particular (such as large law firms and other established businesses)

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<sup>35</sup> One county archivist advised (email to LRAR, 17 Nov 2018): ‘We have undertaken some more systematic surveys [of records potentially at risk] in the past...However we haven't had the resources to carry out similar exhaustive surveys in recent years, chiefly because outreach and engagement activities are now a much greater part of our work than they were in the 1970s and 1980s and because the amount of new material coming in unsolicited, from new and existing depositors, is as much as we can handle generally. We now routinely ask depositors for voluntary donations towards the cost of processing their records although most do not respond. Given the financial climate, were we to embark on a survey of a particular type of record we would certainly emphasise the need for depositors to contribute to the cost of care of their records.’

<sup>36</sup> Caroline Williams, *Op cit*

<sup>37</sup> Comments to the effect that the taxpayer should not continue to subsidise the archiving of records of law firms have been made at the two TNA records at risk seminars and in emails from local authority archives to LRAR; for example: ‘As you cannot fail to be aware, local authority budgets are shrinking, and it is no longer

should invest in their own in-house archives rather than expect the taxpayer to subsidise their recordkeeping (or sort out the lack of it). Yet, almost unbelievably, the LRAR project was unable to identify one major law firm with a professionally managed in-house archives open to the public as a matter of course<sup>38</sup>. This contrasts sharply with the practice of most of the major UK banks and other commercial enterprises which have set up in-house archives and made the records available to researchers, viewing them as a business benefit<sup>39</sup>.

### 3.3 The role of in-house archives

It was clear from the Henley case study and from an examination of *Discovery* that in-house archives abound in Oxfordshire. Most will be found in the university sector; others, classified by *Discovery* as “special”, include the archives of schools, hospitals, associations, stately homes and one or two businesses<sup>40</sup>. There are 5 “private” archives listed by *Discovery* which are not routinely open to the public. The Henley case study identified, and stakeholders confirmed, the existence of in-house archives in some of the sporting clubs; again, these are not publicly accessible as a matter of routine. It is also probable that many of these “in-house” archives are simply collections of documents which have been stored unlisted and as a rule unused. Some may be at risk where the information owners are unaware of, or do not care about, the potential value of the records as part of the community’s heritage (local and national).

### 3.4 The importance of community archives

Community archives are defined by the ‘vision document’ of the Community and Archives Heritage Group (CAHG) as follows:

‘Community archives and heritage initiatives come in many different forms (large or small, semi-professional or entirely voluntary, long-established or very recent, in partnership with heritage professionals or entirely independent) and seek to document the history of all manner of local, occupational, ethnic, faith and other diverse communities.’<sup>41</sup>

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appropriate to expect the taxpayer to cover the cost of solicitors’ own neglect of their duty to their clients and their clients’ records’ (quoted in LRAR’s **Appendix XI: horror stories** (to be published))

<sup>38</sup> We did locate one law firm, Chadwick Lawrence, which has a very well-managed in-house archives and will, on request, allow members of the public, once vetted, to view certain records. There are, we sincerely hope, more law firms doing the same. A case study of the firm’s management of its current records and archives will be published in the LRAR book.

<sup>39</sup> The Bank of England, Barclays Bank, Lloyds Bank, Rothschild, Santander Group, BBC, BP, BT, British Airways, Diageo, Glaxo Smith Klein, The Guardian, Harrods, ITV, Marks and Spencer, Nestle, Network Rail, Pfizer, Prudential Group, Rolls Royce, Sainsbury, Transport for London and Unilever, to name just a few. The Royal Medical Colleges also have in-house archives. All are open to the public.

<sup>40</sup> As listed in *Discovery*:

[https://discovery.nationalarchives.gov.uk/results/a? q=\\* & anc=42 & ang=437 & ant=198](https://discovery.nationalarchives.gov.uk/results/a? q=* & anc=42 & ang=437 & ant=198).

<sup>41</sup> CAHG. “Community Archives & Heritage Group: Our Vision,” 2017

<http://www.communityarchives.org.uk/content/new-contributions-3/history-and-purpose>

Our project contacted the custodians of the following community archives in Oxfordshire<sup>42</sup>:

1. The HA&HG archive in the Henley-on-Thames Town Hall
2. Iffley History Society (IHS) archive in Iffley Village
3. Friends of Iffley Village (FOIV) Archive
4. Littlemore Local History Society archive.
5. Steeple Aston Village Archive (SAVA)

For details see **Part 2: Testing the methodology** and **Appendix VI: Records of four Oxfordshire villages**.

### **Why community archives?**

A summary of reasons given for creating community archives included:

- Physical distance from established repositories (certainly the case in Henley) making research difficult.
- Cataloguing backlogs in established archives, meaning that deposited records may be inaccessible to researchers for some time.
- A perception that established archives charge for accepting deposits.
- A concern that established archives would not wish to collect, e.g., books of local interest, press cuttings or files containing mostly secondary source material, even where such material is demonstrably of local research value leading to a preference to retain the whole collection locally<sup>43</sup>.

## **3.5 The particular problems of adjusting to the digital age**

A major finding of the LRAR project was that many private sector organisations (and some established archives) are not yet confident of their ability to manage born-digital records so as to ensure their accessibility through time. A further finding of this project is uncertainty, among community archives in particular, about how to digitise hard copy material. Some are managing this well; others considering this step may be unaware of the pitfalls of digitisation without adequate planning.<sup>44</sup> Consultation with established archives such as TNA or a local authority archives is essential, as is practical written guidance on a) how to go about digitisation of hard copy so as to ensure that the potential benefits are realised and b) how to collect, store and manage born-digital material.

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<sup>42</sup> For a list of all community archives in Oxfordshire registered with CAHG see <https://www.communityarchives.org.uk/?s=oxfordshire>

<sup>43</sup> These last two appear to be misapprehensions. We came across no established archives which charge for accepting deposits, although some might ask for a voluntary donation towards costs of physical transfer or conservation on an ad hoc basis. OHC's on-line [Depositing Documents page](#) also specifically states that 'We welcome donations of published or printed material on any aspect of Oxfordshire life and history, including village or family histories, topical studies, periodicals, and electronic publications'.

<sup>44</sup> For example, copyright and data protection requirements may not be taken into account; the overall cost may be underestimated; how and where to store digitised material may not be worked out in advance; the need for file format conversion to ensure continued accessibility may not be understood.

## Part 4: Recommendations

### 4.1 Tweaking the traditional focus of established archives

In the current economic climate it is unlikely that established archives will be able to undertake regular, pro-active, survey work to identify undeposited records. This project additionally found in its discussions with such repositories that, rather than having to seek out records which might be at risk, the repositories are usually in receipt of numerous unsolicited requests from the private sector, particularly individuals, to take in their records.

Archive repositories as a result have little time to do more than briefly list deposited records; cataloguing backlogs are huge and have been given as a reason by two of the local history groups we spoke to for not wishing to deposit material in an archives where the assumption is that the records will languish for possibly several years before being made available. It should be noted, however, that this does not necessarily mean uncatalogued records will be inaccessible to enquirers.

One potential solution has been put into practice by FOIV, which has scanned its community archive to keep it accessible to members and deposited the original documents in OHC.

Another potential solution which was articulated by several local authority archives to which LRAR spoke was for bodies such as the Records at Risk group or CAHG to keep a record of volunteers in various areas with archival experience who could visit organisations, businesses and individuals holding records of potential interest and undertake some on-site appraisal and listing. This would have the further benefit of reducing space problems and cataloguing backlogs in archives, as only material of clear value would be transferred following the appraisal/listing process. It would also mitigate the problem LRAR encountered when asking potential depositors to provide a list of their records – at this stage further communication ceased as doing so, presumably, was seen as too arduous by the would-be depositors.

We also consider that established archives should regularly update and publish their collections policies as widely as possible and provide practical guidance to would-be depositors on, e.g., the categories of records which are of most value, possible repositories etc (the latter is especially critical for individuals, whose papers may have no obvious “local” home). Our examination of Oxfordshire repositories found that, while collections policies are sometimes briefly noted on the various websites, detailed, published collections policies are less in evidence. Clearly advocacy, including unambiguous policies on what the repository collects, aimed at possible donors is necessary not just to explain how to deposit records but why certain categories are more valuable than others<sup>45</sup>.

In summary, we recommend that established archives:

- Publish clear collections policies.
- If they do not already do so, keep a note of obvious gaps in existing holdings.
- If they do not already do so, establish formal relationships with other established archives, local history groups, local researchers and community archives to tap into their local knowledge and to dispel misapprehensions about how established archives work.

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<sup>45</sup> OHC already provides excellent guidance to potential depositors from organisations and businesses: see **Appendix V**. More guidance on a national scale is needed.

- Using information gleaned from the above groups and depending on the time factor, rescue records at imminent risk of loss or notify the Records at Risk Group and/or TNA.
- Establish cordial relations with organisations and businesses holding in-house archives and offer advice and guidance where possible on how to manage their holdings and, potentially, make them publicly available.
- Do the same with community archives and also, where resources permit, offer practical help e.g. by supplying volunteers to box or list records.
- Publish, or input into publications from, e.g., the Records Rescue Group; CAHG – generic, user-friendly, jargon-free guidance<sup>46</sup> aimed at non-professionals on subjects such as:
  - The minimum costs and involvement required to create and manage an archive.
  - Records storage and security standards – what is deemed ‘good enough’.
  - Minimum standards for cataloguing (i.e. what is ‘good enough’).
  - Minimum standards for supervising researchers.
  - Categories of records which are, and are not, deemed to be of archival value.
  - The benefits and pitfalls of digitising hard copy records.
  - Management of born-digital archives, especially on how to manage file format conversion and media obsolescence.
  - Compliance with the Data Protection Act and the General Data Protection Regulation (GDPR).
  - Disposal of collections if the in-house archives or community archives dissolves.

## 4.2 Advocating for archives

All the archives, local history groups and researchers we spoke to articulated the same problems:

- Private sector organisations’ and businesses’ lack of awareness of/interest in their own records and their potential value.
- Ignorance about the existence of archives and/or how they work.
- The need for recordkeeping guidance specifically aimed at non-professionals.

To these our project adds mistrust/misapprehensions about archives. In the course of the LRAR project we found that some parts of the legal sector assumed – quite wrongly – that depositing records in archives would result in some sort of free-for-all public access to records, including those containing personal or otherwise confidential data. Information owners’ fear of losing control of their records was also noted by the Project researcher in discussions with various groups and identified as a barrier to deposit by OHC:

“We do have to tackle the fear of losing control issue. Usually it blows over once depositors realise that that the records are much more accessible (but access *is* controlled) and better documented (even if not yet fully catalogued) in a repository open 5 days per week than they were before.”<sup>47</sup>

This project additionally found that some organisations assumed – incorrectly – that established archives charged for their services, would break up carefully curated collections

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<sup>46</sup> Note: there is already much excellent advice available from TNA and bodies such as the Archives and Records Association and CAHG; some is listed in **Appendix IV: Guidance from the archives sector on recordkeeping and archiving records**. More, and wider circulation, are needed.

<sup>47</sup> Email from Mark Priddey, OHC, to the Project researcher, 4<sup>th</sup> April 2019

without good reason and would destroy unwanted items without notifying the depositors. We also uncovered a degree of embarrassment about revealing the physical state of archives (e.g. where they were not boxed or listed) to a third party, despite reassurances from our side that this is something which archivists are not surprised by and regularly deal with<sup>48</sup>.

We believe that many of the above problems can be solved through advocacy campaigns to educate the private sector, including community archives, about a) the benefits of working with established archives b) the value of their records as a business asset (in the case of businesses) and c) the potential importance of their records as research sources. The LRAR project saw this kind of advocacy as vital and has lobbied the records management sector (in particular the Information and Records Management Society) and the Records at Risk group to establish such programmes.

Clearly advocacy aimed at possible donors/depositors is necessary not just to explain *how* to deposit records but *why* certain categories are more valuable than others. Further advice is necessary on needing to know what is held in a collection (e.g. by creating a basic list of records) before offering material to a repository, emphasising that collecting and preserving records is a costly business (possibly with some up to date figures on e.g. shelf space, boxing, cataloguing costs). The latter would also help those intending to set up community archives.

We also consider that more emphasis should be placed on the obvious advantages to institutions and individuals of depositing records in established archives: these may be summarised and should be emphasised in negotiations with potential depositors as follows:

- Cost savings. Keeping records long-term, whether hard copy or digital, is expensive. At this point in time established repositories in Oxfordshire do not charge to store deposited records. All the costs of conservation, boxing, cataloguing, file format conversion and secure storage will be borne by the repository.
- Better compliance with the DPA and the GDPR. Established repositories are expert at ensuring that records are *only* accessed in compliance with these. Any depositor can be confident that there will be no personal data breaches once records are in the custody of established repositories.
- Respecting the depositors' own confidentiality requirements. In addition to the normal closure periods established archives impose in records (at least 20 years as standard and up to 100 years for personal data), a depositor's own stipulations as to when records can be made accessible to the public will always be respected and will be specified in any deposit agreement.

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<sup>48</sup> TNA also makes this point: 'Managing relationships with potential depositors has to be a critical part of this work. To descend on a community looking to "take away its records" can lead to a long term breakdown of relationships, where a partnership approach to documenting local life might have proved successful. Instead community-based projects with a clear remit to improve the representation in collections can be successful'. <http://www.nationalarchives.gov.uk/documents/archives/collection-development-tools-and-guidance.pdf> p.17



- Excellent public relations. Any depositor placing records in an established archives is demonstrating to the world his/her belief in transparency and understanding of the value of historical records to our local and national heritage and to the protection of our rights as citizens.

### **4.3 Broadening the advocacy role of local history groups and researchers**

For this project we see local history groups<sup>49</sup> and researchers as potential frontline researchers to carry out investigations into undeposited records plus advocacy and lobbying work, given the wide range of interests, useful connections with, e.g., businesses and the undoubted professionalism of the groups and individuals we spoke to. We believe advocacy for archives could be furthered through the history groups' own meetings, publications and websites. The idea has been enthusiastically received by the local history groups and, should the project continue, will be developed further.

Academic researchers, too, could and should be lobbying local and central government to invest properly in their archives as not only repositories of knowledge, both local and national, but as guardians of citizens' rights.

### **4.4 Advocating the business benefits of an in-house archives**

We also consider that, given the reduced resources of established archives, businesses in particular should be actively encouraged to set up their own in-house archives. LRAR saw recognition by businesses of the value of their archives as so crucial that it devoted a whole seminar to the benefits of preserving records and wrote a number of guidance notes to support the seminar's findings<sup>50</sup>. An advocacy programme led by local stakeholders and aimed at, e.g., local chambers of commerce, business groups and business schools, could list the demonstrable business benefits, which far outweigh the cost, of an in-house archives<sup>51</sup>.

### **4.5 Creating and supporting community archives**

For the same reason, setting up and strengthening community archives may be a key way forward. Our preliminary enquiries showed that community archives are carrying out a vital role in preserving the history of their local area, by collecting not only records of local institutions and individual items such as photos and artefacts but by establishing relations with local residents and compiling oral histories. This is history from the 'bottom up' rather than the 'top down' and is of immense value for social historians in particular. Community archives therefore need to be encouraged and supported not only by local government but by the established archive sector, especially since the latter does not necessarily have as

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<sup>49</sup> There are at least 80 of these in Oxfordshire alone – a huge untapped resource. For a list see *Local History On-line*: <https://www.local-history.co.uk/Groups/Oxfordshire.html>

<sup>50</sup> See *Information as an asset: the business benefits to providers of legal services of preserving records*, proceedings of a seminar held at IALS on 23<sup>rd</sup> Nov 2016 (<https://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project/lrar-seminars>) and *Guideline 6: advice to legal institutions on the business benefits of an information and records management programme* (<https://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project/lrar-information-and-records-management>)

<sup>51</sup> Barclays Bank recently saved upwards of £1 billion by being able to produce historic records held in its archives for a court case. See Maria Sienkiewicz (Group Archivist, Barclays Group Archives): '[Take the 109 bus and bring a packed lunch': Confidentiality, reputation and logistics – the challenges and opportunities of opening up business archives](#)'. Presentation at the BAC conference 2014.

many resources as it might wish to pursue the “bottom up” approach to record collecting. Community archives could also have a role as useful staging posts for records which could later be transferred to an established archive repository.

A key part of a stage II project would therefore be a detailed survey of all local history groups and community archives in Oxfordshire.

To avoid the usual problems around management of community archives once the initial enthusiasm has worn off, it is recommended that any group thinking about setting one up develops a clear plan at the outset covering:

- What they intend to collect (e.g. their own administrative records; research papers of members; collections of local records at risk; printed and published material, oral histories etc).
- What they will accept (e.g. offers by members to deposit personal papers).
- Who owns the material they receive and its copyright.
- How and where the collections will be stored and made accessible.
- How personal and otherwise confidential data will be protected.
- Where to seek advice as needed (e.g. from other community archives or professional archive services).
- How the collections will be managed/disposed of in the event that the group ceases to exist or is unable to function effectively (e.g. a clause in the terms of reference stating that in this event the material will be offered to the local authority archives).

Community archives also need advice on the care of the records they manage. Existing guidance (other than that provided by CAHG) tends to be directed primarily at professional archivists; what is needed is jargon-free advice on what is ‘good enough’ ie what can be achieved by non-professionals with limited resources. We also recommend that CAHG takes a more pro-active role in advertising its services to these archives (only one of the community archives looked at in the course of the project was aware of CAHG’s existence and had registered with CAHG).

Lobbying local institutions such as parish councils<sup>52</sup> about the benefits of supporting community archives in terms of public relations, engaging with local communities, protecting civic rights etc is also necessary, and we consider that local historians, academic institutions, local businesses and established archives should play a part here.

## Part 5: Conclusions: possible ways forward

### 5.1 Extending the project

The project has achieved its objective to develop a methodology suggesting ways to identify undeposited records in selected areas of Oxfordshire, but was unable to further develop the last – and possibly the most important – stage of that methodology, which was to suggest ways in which relationships with information owners could be developed so as to encourage

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<sup>52</sup> Three out of the five community archives contacted received support from their local council in terms of providing accommodation for the archives. It is crucial that this support continues.

better accessibility to records of value which they might hold. If the project continues this stage II will be one focus. Prospective achievements could include:

5.1.1 Widening the project to cover research into a broader area of Oxfordshire: due to time constraints we have focused primarily on south east Oxfordshire but a wider focus could enable:

- Development of relationships with all Oxfordshire community archives<sup>53</sup>, to further understand the need for such archives, how they fill the gaps in the holdings of established archives and their own requirements for support and advice.
- Engagement with all 80 Oxfordshire history societies to draw on their local knowledge, particularly where certain records are known to be at risk or where community archives have been or are being created.
- Development of relationships with Oxfordshire businesses and institutions which we believe have records of value, potentially resulting in either more open access to in-house archives or the deposit of some records with established archives.
- Wider publicity for the project. This could be achieved by more articles in local magazines (such as those run by historical associations), by cross-sectoral seminars (one is already tentatively planned at the University of Oxford) or by speaking at civic meetings and public events (such as those held by local pressure groups or business associations).

5.1.2 Consolidation of relationships currently being developed with the various sporting clubs in Henley which could, again, result in either more open access to in-house archives or the deposit of some records with either OHC or the River & Rowing Museum. An extended project could make better use of the following techniques for engagement over time:

- Gaining information owners' co-operation by avoiding terms such as 'records at risk' and being aware of potential reasons for resistance or non-response e.g. secrecy, privacy, confidentiality concerns, embarrassment about the state of the collection or some of its contents.
- Ensuring that local archives are in a position to receive records should they be offered by the information owners.
- Emphasising the benefits of deposit in an established archives: cost savings, better accessibility etc. plus guarantees that access to personal or confidential data will be embargoed according to the law and depositors' wishes.
- Encouraging information owners to join their local community association to reap the benefits of local knowledge and expertise.
- Advising them as to the advice and guidance available to those managing in-house archives.

5.1.3 In consultation with local history groups, community archives and researchers, drafting of practical, jargon-free guidance to assist non-professional researchers and recordkeepers,

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<sup>53</sup> Thirteen are listed on CAHG's website and there may well be more in addition to those we have already discovered, namely the two Iffley archives and Littlemore archives.

to be published by UCL and passed to the Records at Risk group, CAHG and the BRA for circulation.

5.1.4 Encouraging Oxfordshire associations and community archives to widely advocate for archives, stressing their importance to local communities as well as their value to our national heritage.

5.1.5 Encouraging community archives and established archives to recognise the mutual benefits of closer co-operation and more formal relationships. This would need to be a two-way process, with established services recognising the value of support from community archives, and community archives recognising that some collections collected by or offered to them would be better suited for transfer to an established service. Established archives could, for example, provide guidance and support to community archives on selection, appraisal and deaccessioning of records collected and advice on cataloguing<sup>54</sup>, copyright, digitisation and the importance of formal deposit agreements. Community archives, in their turn, should be aware of existing acquisition policies of established archive services, not only county archive services but specialists such as film and audio-visual collections.

## 5.2 Academic involvement

In addition to the possibilities listed above which could be realised by an extension to the project, there is much that could be done by the academic sector to enhance its community engagement and help preserve Oxfordshire's heritage. Suggestions include:

5.2.1 National policy involvement: lobbying by academic researchers of local and central government to better understand the importance of and, by extension, to invest more in archives rather than less, as is the situation at present.

5.2.2 Community involvement: collaboration between the University of Oxford, Oxfordshire archives, and local societies to advocate the research value of records to private sector information owners, particularly in the business and sporting/recreation sectors. A seminar at the University to discuss this strategy is already in the planning stages.

5.2.3 Student involvement:

- The potential for University students to further their own understanding of the importance of primary source material by, for example, physically assisting information owners to sort, list and deposit their records in repositories or to improve access to their own internal in-house archives. This has already been suggested but needs taking forward.
- There is also the potential for substantial postgraduate studies of Oxfordshire historiography and records and possible transnational comparative studies of archives policy, local history associations and practices and community archives.

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<sup>54</sup> TNA, in particular, could more widely advertise the value of its Manage Your Collections (MYC) tool to support standardisation of catalogue formats and dating conventions.

## Appendix I: Archive repositories in Oxfordshire

Unless otherwise stated, the archives listed below will be found in TNA's *Discovery* (last checked 5<sup>th</sup> May 2019), together with information on their record holdings and collections policies (where these have been published). We have added community and in-house archives as they have been located and classified them as 'local', or 'special' where their interests are wider than Oxfordshire.

Many of the archives listed, particularly university archives, do not necessarily hold material relevant to Oxfordshire but all are included because of their physical location. Collections policies are sometimes noted on the various websites; detailed, published collections policies are less in evidence.

Name of archives	Category	Collections policy
Abingdon School	Special	Records of the school
Agricultured Project	Local; not listed in <i>Discovery</i>	Collections based on oral histories of Oxfordshire farmers
Aston Martin Heritage Trust Archive	Special	Records of Aston Martin Ltd, motor car manufacturers
Bampton Community Archive	Local; not listed in <i>Discovery</i>	Records relating to Bampton Village
Banbury Public Library	Local	Papers of Henry William Tancred (1781-1860) Barrister, MP for Banbury
Baptist Missionary Society	Special	Records of the organisation
Bate Collection of Musical Instruments	Special	Papers of individual musicologists
Blenheim Palace	Special	Architects' papers
Bloxham School	Special	Records of the school
Christ's Hospital	Special	Records of the hospital
De La Salle Brothers, Great Britain Provincial Archives	Special	Records of the organisation
Dr South's Church of England Primary School	Special	Records of the school
Fellowship of St Alban and St Sergius	Special	Records of the organisation
Friends of Iffley Village community archives	Local; not listed in <i>Discovery</i>	Records relating to Iffley Village
Grace Baptist Mission	Special	Records of the organisation
Henley Archaeological and Historical group archive	Local not listed in <i>Discovery</i>	Records of the group plus material relating to the history of the town of Henley
House of St Gregory and Macrina Library	Special	Papers of Derwas James Chitty, (1901-1971) church historian
Iffley History Society community archives	Local not listed in <i>Discovery</i>	Records, artefacts and printed material relating to the village
Kingston Bagpuize – a Village Snapshot	Local not listed in <i>Discovery</i>	Records, artefacts and printed material relating to the village
Leander Club	Special; not listed in <i>Discovery</i>	Records of the club

<b>Name of archives</b>	<b>Category</b>	<b>Collections policy</b>
Longworth & District History Society archive	Local not listed in <i>Discovery</i>	Records, including oral histories, artefacts and printed material relating to the district
Magdalen College School	Special	Records of the school
Oxford Brookes University: Oxford Centre for Methodism and Church History	Special	Records of Methodist organisations and individual Methodists
Oxford Brookes University: Special Collections	University	Records of: publishing and contemporary literary prizes; food and drink; history and development of public and allied health; art and architecture; Brookes University Archives
Oxford University Archives	University	Records of the university
Oxford University Catholic Chaplaincy	University	Records of the Cardinal Pole Society, Oxford University
Oxford University Chest	University	Deeds (various counties)
Oxford University Press	Special	Records of the organisation
Oxford University: Alexander Library of Ornithology	University	Records of individual ornithologists and organisations
Oxford University: All Souls College	University	Records of the College, the East India Company and individuals connected to the College
Oxford University: Ashmolean Museum, Department of Antiquities	University	Records of individual archaeologists and antiquarians
Oxford University: Ashmolean Museum, Department of Coins	University	Papers of Charles Godwyn (b 1701), Numismatist
Oxford University: Ashmolean Museum, Print Room	University	Papers of individual painters
Oxford University: Balliol College Archives	University	Records of the College
Oxford University: Balliol College Manuscripts & Special Collections	University	Medieval manuscripts, many early and rare printed books, and holdings of modern literary, scientific and political papers
Oxford University: Blackfriars Library	University	Papers of individual theologians
Oxford University: Bodleian Library, Special Collections	University	Manuscripts and archives, rare books, printed ephemera, maps, music and digitised collections in libraries across Oxford
Oxford University: Bodleian Social Science Library	University	Papers of individuals related to the social sciences
Oxford University: Brasenose College Archives	University	Records of the College
Oxford University: Champion Hall Library	University	Records of the College
Oxford University: Christ Church Archives	University	Records of the College
Oxford University: Corpus Christi College Archives	University	Records of the College
Oxford University: Department of Agriculture	University	Deddington tithes, Deddington, Oxfordshire
Oxford University: Department of Physics	University	Records of the department and of individual physicists
Oxford University: Department of Zoology	University	Papers of individual zoologists
Oxford University: Earth Sciences Library	University	Geological surveys and theses
Oxford University: Economics Library	University	Papers of Herbert Albert Laurens Fisher (1865-1940), historian and statesman
Oxford University: English Faculty Library	University	Papers of individual poets, authors and scholars
Oxford University: Exeter College Archives	University	Records of the College
Oxford University: Forestry Institute	University	Papers of individual botanists and foresters

<b>Name of archives</b>	<b>Category</b>	<b>Collections policy</b>
Oxford University: Greyfriars Priory Library	University	Papers of Andrew George Little (1863-1945) Mediaeval Historian
Oxford University: Griffith Institute	University	Papers of individual Egyptologists and explorers
Oxford University: Hertford College	University	Records of the College
Oxford University: History of Neuroscience Library	University	Papers of individual physiologists and pharmacologists
Oxford University: History of Science Museum	University	Books and archival material related to the history of science and scientific instruments
Oxford University: Institute of Archaeology	University	Papers of individual archaeologists
Oxford University: Institute of Social and Cultural Anthropology	University	Papers of Walter William Skeat (1835-1912), philologist
Oxford University: Institute of Virology	University	Papers of Kenneth Manley Smith (1892-1981), scientist and virologist
Oxford University: Jesus College	University	Records of the College
Oxford University: Keble College Archives	University	Records of the College
Oxford University: Lady Margaret Hall Archives	University	Records of the College
Oxford University: Lincoln College Archives	University	Records of the College
Oxford University: Magdalen College Archives	University	Records of the College
Oxford University: Mansfield College	University	Records of the College
Oxford University: Merton College Library	University	Records of the College and of individual Old Mertonians
Oxford University: Museum of Natural History	University	Records of natural history societies and individuals
Oxford University: New College Archives	University	Records of the College
Oxford University: Nuffield College Library	University	Historical collections on labour and political history; trade union and political party materials; papers relating to individuals or projects associated with Nuffield College
Oxford University: Nuffield Department of Anaesthetics	University	Papers of Joseph Thomas Clover (1825-1882), Anaesthetist
Oxford University: Oriel College Archives	University	Records of the College
Oxford University: Oxford Centre for Hindu Studies Archive	Special	Papers of Hindu individuals and organisations
Oxford University: Pembroke College Archives	University	Records of the College
Oxford University: Philosophy Library	University	Papers of Harriet Shaw Weaver (1876-1961), Editor of <i>The Egoist</i>
Oxford University: Pitt Rivers Museum: Manuscript Collections	University	Papers of individual anthropologists
Oxford University: Queen's College Library	University	Records of the College plus collections on classics and theology
Oxford University: Radcliffe Science Library	University	Papers of individual scientists
Oxford University: Regent's Park College, Angus Library and Archive	University	Records of Baptist individuals and organisations
Oxford University: Sackler Library	University	Records of the Ashmolean Museum and papers of individual archaeologists
Oxford University: School of Geography Library	University	Papers of individual geographers

<b>Name of archives</b>	<b>Category</b>	<b>Collections policy</b>
Oxford University: Sherardian Library of Plant Taxonomy	University	Papers of individual botanists
Oxford University: Somerville College	University	Records of the College
Oxford University: St Antony's College: Middle East Centre Archive	University	Personal and official papers relating to the Middle East
Oxford University: St Edmund Hall College Archive	University	Records of the College
Oxford University: St Hilda's College Archive	University	Records of the College
Oxford University: St Hugh's College Archive	University	Records of the College
Oxford University: St John's College Library	University	Theological records and papers of individual theologians
Oxford University: St. Peter's College Archives	University	Records of the College
Oxford University: Tate Library	University	Records of the College and its members, as well as prominent Unitarians
Oxford University: Taylor Institution Library	University	Collections and resources in Modern European Languages and Literatures other than English.
Oxford University: Trinity College Library	University	Papers of individual classicists and theologians
Oxford University: University College Archives	University	Records of the College
Oxford University: University Laboratory of Physiology Library	University	Papers of individual physiologists
Oxford University: Wadham College Library	University	Records of the College
Oxford University: Wolfson College Archives	University	Records of the College
Oxford University: Wolfson College Library	University	Papers of individual scientists
Oxford University: Worcester College Library	University	Records of the College and members
Oxfordshire and Buckinghamshire Light Infantry Museum	National	Regimental records
Oxfordshire Family History Society	Local; not listed in <i>Discovery</i>	Genealogical resource material relating to Oxfordshire
Oxfordshire Health Archives	National	Records of local hospitals and individual philanthropists
Oxfordshire History Centre	Local	Records pertaining to Oxfordshire
Plunkett Foundation	Special	Papers of politicians and statesmen
PowerGen Library	Special	Papers of individual management researchers
Pusey House Library	Special	Material on the Tractarians and the Oxford Movement, records of Anglo-Catholic societies and monastic orders; letters and papers of Anglican churchmen; memorabilia of Pusey and Pusey House; collection of theological and ecclesiastical pamphlets
Radley College Archives	Special	Records of the college
Ripon College	Special	Records of the college
River & Rowing Museum, Henley (independent Museum; not listed in <i>Discovery</i> )	Special	Records and artefacts of the river, the international sport of rowing and the town of Henley-on-Thames
Servants of Mary (Servite Friars)	Special	Records of the organisation
St Barnabas Society	Special	Records of the Society



<b>Name of archives</b>	<b>Category</b>	<b>Collections policy</b>
St Edward's School	Special	Records of the school
St John's Priory School	Special	Records of the school
Soldiers of Oxfordshire Trust/Museum	Local; not listed in <i>Discovery</i>	Collections of the Queen's Own Oxfordshire Hussars, The Oxfordshire and Buckinghamshire Light Infantry and Oxford University Officers' Training Corps
Steeple Aston village archive	Local; not listed in <i>Discovery</i>	Records of Steeple and Middle Aston in Oxfordshire
Stonor Park	Special	Papers of the Stonor family
The Beazley Archive	Special	Papers of Sir John Davidson Beazley (1885-1970) Knight Classical Art Historian
Tolsey Museum	Special	Records of the Burford Charity Trustees
Vintage Sports Car Club	Special	Records of the Club
Wesley & Methodist Studies Centre	Special	Records of Methodist organisations and individuals
Young Enterprise	Special	Records of the organisation

## Appendix II: Overview of Oxfordshire records in established archives

1. By subject category
2. By repository
3. By keyword
4. By name of individual
5. By family name

### 1. By subject category

**Oxfordshire record creators:** *Discovery* lists the records of 2,543 'record creators' (i.e. the original owner of the information). TNA's taxonomy is used; clicking on any sub-category leads the user to lists of the records of individual organisations, businesses or persons. (<https://discovery.nationalarchives.gov.uk/results/c? q=oxfordshire& ps=60>).

Records of families, estates and organisations such as societies, associations universities, schools and churches are well-represented; businesses less so.

Record creator category	Principal record categories	Sub-categories
<a href="#">Organisation</a> (1,773)		
	<a href="#">Societies and Associations</a> (525)	<a href="#">Womens institutes</a> (98) <a href="#">Learned, scientific, literary and debating</a> (74) <a href="#">Religious</a> (61) <a href="#">Recreational and sporting</a> (60) <a href="#">Welfare and charitable</a> (38) <a href="#">Social</a> (35) <a href="#">Music and the arts</a> (33) <a href="#">Pressure and promotional</a> (29) <a href="#">Freemasons and friendly societies</a> (25) <a href="#">Local funds</a> (23) <a href="#">Educational</a> (19) <a href="#">Youth</a> (14) <a href="#">Agricultural and livestock</a> (12) <a href="#">Nursing</a> (9) <a href="#">Protection of property</a> (8) <a href="#">Temperance</a> (4) <a href="#">Local authority</a> (1) <a href="#">National libraries and museums</a> (1) <a href="#">Petty sessions (magistrates courts)</a> (1)

Record creator category	Principal record categories	Sub-categories
	<a href="#">Government (local)</a> (243)	<a href="#">Parish and community councils</a> (105) <a href="#">Boards of health and district councils</a> (22) <a href="#">Petty sessions (magistrates courts)</a> (19) <a href="#">Poor law unions, boards of guardians</a> (17) <a href="#">Boroughs, improvement commissions, town councils</a> (13) <a href="#">Coroner</a> (10) <a href="#">Lieutenancy and civil defence</a> (10) <a href="#">Sheriff and assize</a> (9) <a href="#">Commissioners for assessed taxes</a> (8) <a href="#">Quarter sessions</a> (7) <a href="#">Highway boards</a> (6) <a href="#">Fire service authorities</a> (5) <a href="#">County councils</a> (3) <a href="#">Commissioners for lay subsidies</a> (2) <a href="#">Drainage and waterway authorities</a> (2) <a href="#">Forests</a> (1) <a href="#">Gaols, prisons and prison boards</a> (1) <a href="#">Hundreds</a> (1) <a href="#">Local funds</a> (1) <a href="#">Local libraries and museums</a> (1) <a href="#">Police authorities and forces</a> (1) <a href="#">School boards and education authorities</a> (1)
	<a href="#">Christian denominations</a> (239)	<a href="#">Methodists</a> (132) <a href="#">Roman Catholics</a> (39) <a href="#">Quakers</a> (23) <a href="#">Baptists</a> (18) <a href="#">Congregationalist/United Reformed Church</a> (18) <a href="#">Other denominations</a> (4) <a href="#">Religious orders</a> (3) <a href="#">Missions</a> (1) <a href="#">Schools</a> (1) <a href="#">Unitarians</a> (1)
	<a href="#">Parishes</a> (215)	<a href="#">Other denominations</a> (1)
	<a href="#">Schools and Education</a> (161)	<a href="#">Schools</a> (107) <a href="#">Universities</a> (39) <a href="#">Further education colleges</a> (9) <a href="#">Collegiate churches</a> (6) <a href="#">Sunday schools</a> (4) <a href="#">Benedictine monks</a> (2) <a href="#">Theological colleges</a> (2) <a href="#">Committees, Commissions, Boards etc</a> (1) <a href="#">Dean and chapters</a> (1) <a href="#">Educational</a> (1) <a href="#">Religious orders</a> (1)
	<a href="#">Charities (local)</a> (99)	<a href="#">Chantries and fraternities</a> (1) <a href="#">Protection of property</a> (1)
	<a href="#">Landholding</a> (83)	<a href="#">Enclosures and commons</a> (32) <a href="#">Tithes</a> (26) <a href="#">Estate papers</a> (25)

Record creator category	Principal record categories	Sub-categories
	<a href="#">Health and social care</a> (44)	<a href="#">Hospitals</a> (27) <a href="#">Health authorities</a> (5) <a href="#">Residential homes</a> (5) <a href="#">Hospital management committees</a> (3) <a href="#">Community health councils</a> (1) <a href="#">Joint hospital boards</a> (1) <a href="#">Universities</a> (1)
	<a href="#">Religious Institutions (Pre-Reformation)</a> (32)	<a href="#">Universities</a> (8) <a href="#">Augustinian Canons</a> (7) <a href="#">Collegiate churches</a> (6) <a href="#">Benedictine monks</a> (5) <a href="#">Nuns</a> (5) <a href="#">Other monastic orders</a> (5) <a href="#">Chantries and fraternities</a> (4)
	<a href="#">Infrastructure: roads, bridges and harbours</a> (23)	<a href="#">Turnpike Trusts</a> (19) <a href="#">Bridge Trusts</a> (4)
	<a href="#">Political Parties</a> (23)	<a href="#">Labour Party</a> (9) <a href="#">Conservative Party</a> (8) <a href="#">Liberal Party/Liberal Democrats</a> (4) <a href="#">Communist Party</a> (1) <a href="#">Other parties</a> (1)
	<a href="#">Government (central)</a> (20)	<a href="#">Air Ministry</a> (4) <a href="#">Committees, Commissions, Boards etc</a> (3) <a href="#">Agriculture Departments</a> (2) <a href="#">Board of Inland Revenue</a> (2) <a href="#">Home Office</a> (2) <a href="#">Historical Manuscripts Commission</a> (1) <a href="#">Information Departments</a> (1) <a href="#">Ministry of Food 1939-55</a> (1) <a href="#">Ministry of Pensions and National Insurance</a> (1) <a href="#">Universities</a> (1)
	<a href="#">Libraries, museums and institutes</a> (17)	<a href="#">Local institutes and reading rooms</a> (8) <a href="#">Local libraries and museums</a> (6) <a href="#">National libraries and museums</a> (3) <a href="#">County councils</a> (1) <a href="#">Educational</a> (1) <a href="#">Religious</a> (1)
	<a href="#">Church of England</a> (16)	<a href="#">Rural deaneries</a> (9) <a href="#">Post-reformation anglican orders</a> (2) <a href="#">Archdeaconries</a> (1) <a href="#">Dean and chapters</a> (1) <a href="#">Dioceses</a> (1) <a href="#">Peculiars</a> (1) <a href="#">Universities</a> (1)

Record creator category	Principal record categories	Sub-categories
	<a href="#">Labour and Trade Union movement</a> (16)	<a href="#">Agricultural and fishing unions</a> (3) <a href="#">Co-operative movement</a> (3) <a href="#">Engineering unions</a> (2) <a href="#">Paper, printing and publishing unions</a> (2) <a href="#">Trades councils</a> (2) <a href="#">Central and local government unions</a> (1) <a href="#">Educational unions</a> (1) <a href="#">Non-manual unions</a> (1) <a href="#">Retail and distributive unions</a> (1) <a href="#">Shop stewards and works committees</a> (1)
	<a href="#">Trade and Employers Associations</a> (7)	<a href="#">General and chambers of commerce</a> (2) <a href="#">Agriculture, forestry and fisheries</a> (1) <a href="#">Business services</a> (1) <a href="#">Commerce and distributive services</a> (1) <a href="#">Domestic and leisure services</a> (1) <a href="#">Mechanical engineering</a> (1) <a href="#">Miscellaneous manufacturers</a> (1)
	<a href="#">Guilds</a> (6)	<a href="#">Textiles and clothing</a> (4) <a href="#">Merchants and other retailers</a> (1) <a href="#">Services</a> (1) <a href="#">Timber and furniture</a> (1)
	<a href="#">Parliament and elections</a> (6)	-
	<a href="#">Army</a> (5)	<a href="#">Home Guard</a> (3) <a href="#">Infantry</a> (1) <a href="#">Territorials and Volunteers</a> (1)
	<a href="#">Professional Associations</a> (5)	<a href="#">Advertising and public relations</a> (1) <a href="#">Educational</a> (1) <a href="#">Legal</a> (1) <a href="#">Library, museum and archive</a> (1) <a href="#">Medical</a> (1) <a href="#">Universities</a> (1)
	<a href="#">Exhibitions and events</a> (3)	<a href="#">Local funds</a> (1)
	<a href="#">Religious Faiths (Non-Christian)</a> (3)	<a href="#">Judaism</a> (3)
	<a href="#">Markets, fairs and exchanges</a> (1)	-
	<a href="#">Ships</a> (1)	<a href="#">Merchant vessels</a> (1)
<a href="#">Business</a> (330)		
	<a href="#">Agriculture, forestry and fisheries</a> (65)	<a href="#">Farmers and growers</a> (61) <a href="#">Agricultural contracting</a> (3) <a href="#">Agricultural machinery</a> (3) <a href="#">Mechanical engineering (general)</a> (2) <a href="#">Iron founding and casting</a> (1) <a href="#">Nurserymen and market gardeners</a> (1)

Record creator category	Principal record categories	Sub-categories
	<a href="#">Business and professional services</a> (48)	<a href="#">Legal services</a> (25) <a href="#">Property services</a> (10) <a href="#">Medical services</a> (5) <a href="#">Miscellaneous business services</a> (3) <a href="#">Builders</a> (2) <a href="#">Chemists</a> (2) <a href="#">Financial services</a> (2) <a href="#">Architects</a> (1) <a href="#">Opticians</a> (1) <a href="#">Photographers</a> (1)
	<a href="#">Shops, merchants and distributors</a> (32)	<a href="#">Chemists</a> (6) <a href="#">Grocers, provisions merchants</a> (6) <a href="#">Ironmongers and tool merchants</a> (4) <a href="#">Wine and spirits merchants</a> (3) <a href="#">Builders merchants</a> (2) <a href="#">General merchants</a> (2) <a href="#">Household goods dealers</a> (2) <a href="#">Jewellers</a> (2) <a href="#">Vehicle dealers</a> (2) <a href="#">Builders</a> (1) <a href="#">Co-operative societies</a> (1) <a href="#">Fuel merchants</a> (1) <a href="#">Furnishing and decorating</a> (1) <a href="#">Jewellery and precious metal working</a> (1) <a href="#">Masonry and stonework</a> (1) <a href="#">Medical services</a> (1) <a href="#">Miscellaneous merchants and dealers</a> (1) <a href="#">Newsagents, confectioners and tobacconists</a> (1) <a href="#">Opticians</a> (1) <a href="#">Overseas merchants</a> (1) <a href="#">Sawmilling</a> (1) <a href="#">Watches and clocks</a> (1)
	<a href="#">Building and construction</a> (28)	<a href="#">Builders</a> (20) <a href="#">Masonry and stonework</a> (7) <a href="#">Furnishing and decorating</a> (5) <a href="#">Plumbing, heating and ventilation</a> (2) <a href="#">Property services</a> (2) <a href="#">Builders merchants</a> (1) <a href="#">Vehicle manufacturers</a> (1) <a href="#">Woodworking</a> (1) <a href="#">Woodworking</a> (1)
	<a href="#">Food, drink and tobacco</a> (26)	<a href="#">Brewing and malting</a> (15) <a href="#">Bread and flour confectionery</a> (6) <a href="#">Grain milling</a> (2) <a href="#">Butchers and poulterers</a> (1) <a href="#">Dairy products manufacturers</a> (1) <a href="#">Jams, marmalade, jellies</a> (1) <a href="#">Miscellaneous textile merchants</a> (1)

Record creator category	Principal record categories	Sub-categories
	<a href="#">Domestic and leisure services</a> (23)	<a href="#">Hotels and public houses</a> (9) <a href="#">Cinemas</a> (4) <a href="#">Theatres</a> (4) <a href="#">Laundries</a> (3) <a href="#">Baths and spas</a> (1) <a href="#">Garages</a> (1) <a href="#">Hairdressers</a> (1) <a href="#">Vehicle manufacturers</a> (1)
	<a href="#">Paper, printing and packaging</a> (23)	<a href="#">Publishing</a> (12) <a href="#">Booksellers and stationers</a> (8) <a href="#">Printing and engraving</a> (3) <a href="#">Paper manufacture</a> (2) <a href="#">Furniture and upholstery</a> (1)
	<a href="#">Textiles</a> (22)	<a href="#">Clothing</a> (10) <a href="#">Miscellaneous textile merchants</a> (5) <a href="#">Wool</a> (4) <a href="#">Rope, twine and net</a> (2) <a href="#">Bread and flour confectionery</a> (1) <a href="#">Glovers</a> (1)
	<a href="#">Engineering: Mechanical</a> (16)	<a href="#">Agricultural machinery</a> (7) <a href="#">Vehicle manufacturers</a> (7) <a href="#">Mechanical engineering (general)</a> (6) <a href="#">Agricultural contracting</a> (3) <a href="#">Machinery manufacturers</a> (2) <a href="#">Copper and brass manufacturers</a> (1) <a href="#">Furnishing and decorating</a> (1) <a href="#">Garages</a> (1) <a href="#">Iron founding and casting</a> (1) <a href="#">Ordnance and small arms</a> (1) <a href="#">Woodworking</a> (1)
	<a href="#">Finance</a> (10)	<a href="#">Banking and bill discounting</a> (4) <a href="#">Savings banks</a> (3) <a href="#">Building societies</a> (2) <a href="#">Other financial institutions</a> (1)
<a href="#">Family</a> (217)	-	-
<a href="#">Manor</a> (93)	-	-
<a href="#">Person</a> (70)	<a href="#">Male</a> (60) <a href="#">Female</a> (10)	-
<a href="#">Diaries</a> (60)	<a href="#">Male</a> (42) <a href="#">Female</a> (17) <a href="#">Not stated</a> (1)	-

## 2. By repository

Source: *Discovery* (last checked 30<sup>th</sup> April 2019)

(<https://discovery.nationalarchives.gov.uk/results/r?q=oxfordshire&hb=oth>)

Name of repository	Number of records held	Principal record categories
The National Archives	96,569	Ordnance surveys; parish and local authority returns; reports; boards and committee reports and returns; education files; statistics; revenue records
Oxfordshire History Centre	19,223 (excludes about 25% of OHC catalogued collections which are still only accessible on cards)	Court records; records of businesses; religious groups; schools; prisons; turnpike trusts; bridges
Historic England Archive	11,126	Farm and estate records and photographs
Oxfordshire Health Archives	4,046	Records of various hospitals
Warwickshire County Record Office	784	Estate papers; title deeds; plans; evaluations
London Metropolitan Archives, City of London	760	Estate papers; title deeds; plans
Gloucestershire Archives	481	Estate papers; title deeds
Birmingham Archdiocesan Archives	472	Baptism records; accounts; administration papers
Berkshire Record Office	458	Estate papers; title deeds; leases
Leicestershire, Leicester and Rutland, Record Office for	358	Estate papers; title deeds
Museum of English Rural Life	323	Rural associations' papers; estate papers

Oddly, *Discovery* does not include in the above the numerous records of Oxfordshire-based individuals and organisations held in the Bodleian Libraries Special Collections, though many can be located via a list available here:

<https://discovery.nationalarchives.gov.uk/details/a/A13530333>. There may be other omissions.

## 3. By keyword

Source: *Discovery* (last checked 15<sup>th</sup> May 2019), linking advanced search terms "Oxfordshire" and relevant keyword. The aim was to identify obvious gaps in holdings. The names of places where surveys were carried out are included. Keywords may refer to both collections and a simple reference to the relevant subject in other collections. Wills, deeds, family and estate papers, church, hospital and college/university records predominate. Records of entertainment and sport are the least represented.

Keyword	Number of records (ie mention of keyword)	Number of record creators (ie collections of individuals or organisations)
Almshouse	159	7



Keyword	Number of records (ie mention of keyword)	Number of record creators (ie collections of individuals or organisations)
Association	482	77
Bank	926	7
Barrister	27	0
Brewery	176	6
Building society	96	3
Campaign	34	2
Church	5,804	97
Charity	873	80
College	4,163	92
Commerce	33	0
Deeds	7,604	0
Diaries	60	60
Donnington	45	2
Education	2,547	12
Entertainment	25	0
Estate agent	181	5
Estate papers	2,854	0
Family	3,773	232
Festival	102	3
Hospital	5,384	36
Henley-on-Thames	2,150	52
Iffley	415	5
Institute	1,289	101
Isis (river)	39	0
Judge	225	0
Law	1,494	8
Legal	488	2
Littlemore	1,154	4
Museum	731	6
Property	7,671	2
Recreation	357	0
Regatta	209	0
Rose Hill	31	1
School	2,995	121
Societies	614	141
Solicitor	1,423	25
Sport	46	1
Steeple Aston	182	3
Thames (river)	676	1
Trade	674	5
University	3,835	110
Wills	19,537	0
Women	930	117

#### 4. By name of individual

Source: *Discovery* (last checked 15<sup>th</sup> July 2019) using the terms Oxfordshire; Record creators; Persons and Diaries. The individuals below are classified as having lived in, having strong links to, or whose papers refer to, Oxfordshire events or locations.

Note: the list below shows that living or working in Oxfordshire does not automatically guarantee that the repository of the papers will be an Oxfordshire one. In many cases the repository is chosen because the papers or diaries are relevant to the specialism of that person's professional life or interests. For this reason there may also be multiple repositories (see, for example, the entry for Benjamin Jowett).

<b>Name</b>	<b>Repository</b>
Adam, of Eynsham (c1155-1233), hagiographer	British Library, Manuscript Collections
Adams, John Kenneth (1915-2003), journalist and editor of 'Country Life'	Manchester University: University of Manchester Library
Allington, Charles (fl 1731)	Wellcome Library
Arlidge, J, brickmaker, Bloxham	Northamptonshire Record Office
Arnold, William Thomas (1852-1904), journalist and historian	Manchester University: University of Manchester Library
Ashby, Paul Ogilvie (1867-1937), Anglican clergyman	Lincolnshire Archives
Bagot, Charlotte (1835-1925), Harpsden	University of Birmingham: Cadbury Research Library: Special Collections
Barry, Stanley Leonard (1873-1943) Colonel, CMG, CBE	Oxfordshire History Centre
Baskerville, John (fl 1856-1877), Crowley Park	Oxfordshire History Centre
Bayly, Richard (fl 1748-1750) of Bridgerule	Cornwall Record Office
Belinger, Alan Wayland (b 1932) University teacher, Kilmarnock	Glasgow University Library, Special Collections Department
Biscoe, Frances Letitia (fl 1788-1860) gentlewoman, Holton Park	Oxfordshire History Centre
Blackburn, John (1773-1784)	Oxford University: Bodleian Library, Special Collections
Blakeway, Richard John Phillips (1919-2012), Anglican clergyman	Durham University Library, Special Collections
Blount, Michael (1719-1792) Landowner in Oxfordshire	Collection held privately; enquiries to TNA
Boulton, Mary Anne (1795-1829), nee Wilkinson, wife of Matthew Robinson Boulton	Birmingham: Archives, Heritage and Photography Service
Boulton, Matthew Piers Watt (1820-1894), J.P., philosopher	Birmingham: Archives, Heritage and Photography Service
Boulton, Matthew Robinson (1770-1842), engineer	Birmingham: Archives, Heritage and Photography Service and Cornwall Record Office
Bromley, Dorothy Mary (fl 1900-2000), teacher, Banbury	Oxfordshire History Centre
Braun, Thomas (1935-2008), classicist	Oxford University: Bodleian Library, Special Collections
Broster, Dorothy Kathleen (1877-1950), writer	See Location register of 20 <sup>th</sup> century English literary MSS 1988
Browne, John Geoffrey (1841-1842), rector of Kiddington	Oxfordshire History Centre
Browne, Richard (1748-1838), rector of Launton	The National Archives

<b>Name</b>	<b>Repository</b>
Calleson, Peter Friederich (fl 1831-1846), Gravenstein	Tyne and Wear Archives
Chandler, Henry (1855-1945), tailor, Oxford	Oxfordshire History Centre
Cheatle, Thomas Henry (1831-1906), doctor	London University: King's College Archives
Cobb, Peter George (1937-2010), Vicar of All Saints, Clifton, Librarian of Pusey House	Bristol Archives
Cole, J S (fl 1815), travel diarist of Bristol	University of Birmingham: Cadbury Research Library: Special Collections
Coppard, Winifred May (1893-1969), author and physician	British Library, Manuscript Collections
Cowling, Peter (fl 1786-1810), Fenstanton	Cambridge University Library: Department of Manuscripts and University Archives
Cross, Gillian C (b 1945), children's author	Seven Stories, the Centre for Children's Books
Cross, Richard (1788-1852), weaver, merchant and parish clerk of Shipton-under-Wychwood	Oxfordshire History Centre
Crum, Michael (d 1992), mathematician, Oxford	Surrey History Centre
Dandridge, Edward (fl 1781-1782), Rousham	Oxford University: Bodleian Library, Special Collections
Davies, Sir Rees (1938-2005), Professor of medieval history	National Library of Wales: Department of Collection Services
Delafield, Thomas (d 1755) Oxfordshire Antiquary	Oxford University: Bodleian Library, Special Collections
Denington, Richard (fl 1623-1624), Mayor of Wallingford	Berkshire Record Office
Donaldson, John (fl 1900-2000), poet, Oxford	Oxfordshire History Centre
Dowse, Charles E (fl 1934-1982), architect	Durham County Record Office
Early, Charles William (1850-1943), blanket mfr, Witney	Oxfordshire History Centre
Early, Janet Dolton (1884-1974), Witney	Oxfordshire History Centre
Farrer, Katharine Dorothy (1911-1972), novelist	Oxford University: Bodleian Library, Special Collections
Fletcher, John Henry (fl 1819) of Oxford	Oxford University: Bodleian Library, Special Collections
Foley, Edward Walwyn (c1810-1900), Anglican minister	Wigan Archives and Local Studies
Foley, John (fl 1792-1795) Commoner at Wadham College, Oxford	Oxford University: Wadham College Library
Gann, Lewis Henry (1924-1997), historian, political scientist and archivist	Stanford University, Hoover Institution on War Revolution and Peace
Gardner, George (1806-1856), legal clerk and High Bailiff of Banbury	Oxfordshire History Centre

<b>Name</b>	<b>Repository</b>
Gili, Jonathan (1943-2004), film maker, editor and researcher	British Film Institute, Special Collections
Gill, David (fl 1979-2012), professor of archaeological heritage of Swansea	Swansea University: Richard Burton Archives
Gomm, Amy Frances (b 1899),diarist of Charlbury	Brunel University Library
Greenwood, Nathaniel (fl 1662) Oxfordshire Antiquary	Oxford University: Bodleian Library, Special Collections
Gregory, Thomas (fl 1820-1840) of Wolvercote	Oxfordshire History Centre
Gruffydd, Robert Geraint (1928-2015), Welsh scholar and critic	National Library of Wales: Department of Collection Services
Harris, Charles (fl 1686-1705), diarist of Oxford	Oxford University: Queen's College Library
Harwood, Richard (fl 1796) Brewer, Charlbury	Wiltshire and Swindon History Centre
Hatch, Ethel Charlotte Chase (fl 1887-1889) Painter, Oxford	Oxfordshire History Centre
Hatch, Evelyn Maud (fl 1889), Oxford	Oxfordshire History Centre
Hatton, Mimi Olga (1915-2009), teacher of Kingston Bagpuize	Berkshire Record Office
Hawking, Stephen William (1942-2018), mathematician, cosmologist and author	Cambridge University Library: Department of Archives and Modern Manuscripts
Hedges, John Kirby (1811-1901) Berkshire and Oxfordshire JP, local historian	Berkshire Record Office
Herbert, George (fl 1800-1900) Shoemaker, Banbury	Oxfordshire History Centre
Heron, George (1805-1894), clergyman	Oxford University: Bodleian Library, Special Collections
Hinton, Henry (1749-1816) Oxfordshire Antiquary	Oxford University: Bodleian Library, Special Collections
Hobley, Frederick (1833-1908), school teacher of Thame	Brunel University Library
Hodgkin, Sir Alan Lloyd (1914-1998) Knight, physiologist	Cambridge University: Trinity College Library; Cambridge University: Churchill Archives Centre; London University: University College London (UCL) Special Collections
Holland, Roy (1923-2013), philosopher	Swansea University: Richard Burton Archives
Hopkins, John (fl 1700-1709) Clergyman, Drayton	British Library, Manuscript Collections
Howse, Violet (B1906), Stanford-in-the-vale	Berkshire Record Office
Hughes, Peter (b 1956), poet and editor	Cambridge University Library: Department of Archives and Modern Manuscripts
Hunt, James (1795-1857) Oxfordshire Antiquary	Oxford University: Bodleian Library, Special Collections
James, Thomas Terry (1933-2016), Welsh composer and orchestral conductor	National Library of Wales: Department of Collection Services
Jones, David Lewis (1945-2010), House of Lords librarian	Ceredigion Archives

<b>Name</b>	<b>Repository</b>
Jones, Sydney Langford (1888-1948), artist, of Blewbury	Berkshire Record Office
Jowett, Benjamin (1817-1893), biblical and classical scholar Master of Balliol College	Oxford University: Balliol College Manuscripts & Special Collections; Oxford University: Bodleian Library, Special Collections; National Library of Scotland, Manuscript Collections; Baylor University Library; British Library: Asian and African Studies; National Library of Wales: Department of Collection Services; Derbyshire Record Office; British Library, Manuscript Collections; Lambeth Palace Library; Imperial College Archives and Corporate Records Unit; West Sussex Record Office; Pusey House Library; St Andrews University Library; National Portrait Gallery; Collection held privately; Hove Central Library; Huntington Library
Knight, William Bruce (1785-1845), Welsh scholar, ecclesiastic and theologian	Sherborne School Archives
Latimer, Elizabeth Mary Jones (1800-1891), Headington	Oxfordshire History Centre
Lewis, David (fl 1962-1992), researcher in Jewish history of Oxford	Oxfordshire History Centre
Lovell, John (fl 1778-1789), Oxford undergraduate of Oxford	Wiltshire and Swindon History Centre
Lucy, Catherine Susanna (fl 1884-1894), of Woodstock Road, Oxford	Oxfordshire History Centre
McDonald, Ilse Judy (fl 1951-1954), student, Dorset House School of Occupational Therapy	Oxford Brookes University: Special Collections
McHardy, Rev William Duff (1911-2000), Hebrew scholar, Regius Professor of Hebrew, University of Oxford	Aberdeen University, Special Collections Centre
Maisey, Charles (fl 1882-1900) Merchant Seaman, Witney	Oxfordshire History Centre
Martin, E V M (fl 1922-1945), mother and diarist of Oxford	Oxfordshire History Centre
Mason, Timothy Wright (1940-1990), historian	Bishopsgate Institute
Moriarty, John (1938-2007), Irish author, poet and philosopher	Trinity College Dublin
Morley, Agnes Headlam- (1902-1986), Professor of International Relations	Cambridge University: Churchill Archives Centre
Morrell, B (fl 1808-1848), landowner of Moulsoford	Oxford University: Bodleian Library, Special Collections
Morris, John Douglas (1871-1894), Eastbourne	East Sussex Record Office
Murray, Dame Rosemary (1913 - 2004), academic	Cambridge University: New Hall Archive
Musgrave, Thomas Henry (fl 1832), of Tetsworth (Oxfordshire), gentleman	Birmingham: Archives, Heritage and Photography Service

<b>Name</b>	<b>Repository</b>
Offer, Clifford Jesse (fl 1918-1971), honorary canon of Rochester of Ightham	Oxfordshire History Centre; Kent History and Library Centre
Palin, Michael Edward (b1943), comedian, actor, writer and television presenter	British Library, Manuscript Collections
Pearce, Francis (fl 1908-1913), head gardener, Eynsham Hall of Eynsham Hall	Museum of English Rural Life
Penney, William George (1909-1991) Baron Penney, nuclear scientist	Imperial College Archives and Corporate Records Unit; Cambridge University: Churchill Archives Centre; Institution of Mechanical Engineers Archive
Phillips, Charles Thomas Ellis (1883-1943), librarian	Chetham's Library
Pointer, James (d1796), student of Oxford	Lambeth Palace Library
Powell, Villiers Barcham Vaughan (b 1904), education officer and Nigerian Olympic Team manager	Oxford University: Bodleian Library, Special Collections
Price, Francis Douglas (d c1983), historian fellow of Keble College, Oxford	Gloucestershire Archives
Rayson, Thomas (1888-1976), architect	Essex Record Office; Devon Archives and Local Studies Service (South West Heritage Trust); Suffolk Record Office, Ipswich Branch; Norfolk Record Office
Reynolds, John Stewart (b 1919), vicar	Northamptonshire Record Office
Richardson, Charles (1760-1827), antiquary	Oxford University: Bodleian Library, Special Collections
Riden, Philip J (b1952) Historian	Derbyshire Record Office
Ridler, Vivian H (1913-2009), printer, typographer and scholar	Bristol Archives
Rix, Mary Bright (fl 1930-1947), of Boars Hill, Oxford	Oxford University: Bodleian Library, Special Collections
Sandars, Nancy (c1920-2000), of The Manor House, Little Tew	Oxfordshire History Centre
Shaw-Hellier, Thomas (fl 1859-1890)	Oxfordshire History Centre
Smith, William (d 1872), factory worker of Witney	Oxfordshire History Centre
Stonor, Sir Henry (d 1625) Knight of Blunt's Court Oxfordshire	The National Archives
Stride, William John Francis Keatley (fl 1920-1936) Rector Of Besselsleigh, Besselsleigh	Berkshire Record Office
Swinford, George (fl 1887-1958) Builder, Filkins	Oxfordshire History Centre
Taverner, John (c1490-1545), English composer and organist	British Library, Music Collections
Tempest, Miss (fl 1816-1818), Broughton Hall	Yale University Libraries: Beinecke Library

Name	Repository
Tottenham, Sir Alexander Robert Loftus (1873-1946), Knight, Companion of the Order of the Indian Empire, Indian Civil Service	Devon Archives and Local Studies Service (South West Heritage Trust)
Turner, William Henry (d 1880) Oxfordshire Antiquary	Oxford University: Bodleian Library, Special Collections
Unnamed female(fl 1946), librarian of Oxford	Sussex University Library Special Collections
Unnamed male(fl 1939), student of Oxford	Sussex University Library Special Collections
Unnamed male(fl 1941-1942), student of Andover	Sussex University Library Special Collections
Upton, Christopher (b1911), Friends' Relief Service	Devon Archives and Local Studies Service (South West Heritage Trust)
Upton, Sybil (b1912), Friends' Relief Service	Religious Society of Friends Library
Villiers, Arthur George Child (1883-1969) Deputy-Lieutenant of Oxfordshire	London Metropolitan Archives: City of London
Wanley, Humfrey (1672-1726), antiquary, archivist, librarian	British Library, Manuscript Collections; British Library, Music Collections; Oxford University: Bodleian Library, Special Collections; Royal Institution of Great Britain; Essex Record Office; Cambridge University Library: Department of Manuscripts and University Archives
Warcup, Sir Edmund (d 1712) Knight of Northmore Oxfordshire	Oxford University: Bodleian Library, Special Collections
Ward, Mary Augusta (1851-1920), novelist and social worker	Claremont Colleges: Honnold Library; Columbia University Libraries: Rare Book and Manuscript Library; Claremont Colleges: Honnold/Mudd Library; Mary Ward Centre; London University: University College London (UCL) Special Collections; Oxford University: Balliol College Manuscripts & Special Collections; Oxford University: Bodleian Library, Special Collections; New York Public Library: Manuscripts and Archives Division; British Library, Manuscript Collections; Washington University in St Louis; Wellcome Library; Castle Howard; Leeds University Library, Special Collections; National Library of Scotland, Manuscript Collections; London University: London School of Economics Library, Archives and Special Collections; Huntington Library; London Metropolitan Archives: City of London
Wells, J (fl 1914-1919), Warden at Eadham College, Oxford	Oxford University: Wadham College Library
Williams, Lady Masha (1914-1994), author and co-founder of the Diplomatic Wives Association	Oxford University: Bodleian Library, Special Collections
Wright, Nicholas Thomas (b1948), Bishop of Durham	Durham University Library, Special Collections

## 5. By family name

Source: *Discovery* (last checked 10<sup>th</sup> May 2019), using the terms Oxfordshire/Records creators/Families

<https://discovery.nationalarchives.gov.uk/results/c? q=oxfordshire& naet=F>

Some families have multiple archive entries; where this is the case only papers relating to their Oxfordshire estates etc are listed

<b>Family name</b>	<b>Repository</b>
Addington family, Viscounts Sidmouth	Devon Archives and Local Studies Service (South West Heritage Trust)
Albright family of Edgbaston	Birmingham: Archives, Heritage and Photography Service
Annesley family, Viscounts Valentia	OHC
Ashurst family of Waterstock	Oxford University: Bodleian Library, Special Collections
Aston family, baronets, of Aston Hall	Warwickshire Record Office
Atkins family of Kingston Lisle	Berkshire Record Office
Ballard family of Rock House, Washington	West Sussex Record Office
Barrington family, Berkshire	Berkshire Record Office; OHC
Baskerville family of Crowsley Park	OHC
Baskerville family of Sunningwell	Berkshire Record Office
Beach, Hicks family, Earls St Aldwyn	Gloucestershire Archives
Belson family, formerly of Aston Rowant and Kingston Blount	Berkshire Record Office; OHC
Berkeley, family, Earls of Berkeley	Berkeley Castle Muniments
Binfield family of Henley	OHC
Tyndale-Biscoe family of Holton Park	OHC
Blackall family of Great Haseley	OHC
Blackwell family of Oxford also Tubney, Fyfield and elsewhere in Oxfordshire	OHC
Blaggrave family, formerly of Calcot Park	Berkshire Record Office
Blount family of Mapledurham	No records known to survive
Bouverie, Pleydell- family, Earls of Radnor	Wiltshire and Swindon History Centre
Bowers family of Eynsham	National Library of Wales: Department of Collection Services
Bowles family, formerly of Streatley	Berkshire Record Office
Bowyer family of Denham Court	Berkshire Record Office
Bradfield family of Milton	Berkshire Record Office
Brain, Braun family of Berlin and Oxford	Oxford University: Bodleian Library, Special Collections
Brooks, family of Henley	OHC
Clerke Brown family of Kingston Blount	OHC
Browne family, baronets, of Kiddington	OHC
Burdett family, baronets, of Foremark	Wiltshire and Swindon History Centre
Butler family of Wantage	Berkshire Record Office
Campbell, family, Dukes of Argyll	National Records of Scotland (formerly National Archives of Scotland); Glamorgan Archives



<b>Family name</b>	<b>Repository</b>
Castle, family of Home Farm, Charlton, Wantage	Berkshire Record Office
Chamberlain family of Shirburn	Collection held privately: enquiries to The National Archives, Archives Sector Development
Cherry family of Denford	Hertfordshire Archives and Local Studies
Churchill, Spencer- family, Dukes of Marlborough	Berkshire Record Office
Clarke family of Ardington	Berkshire Record Office
Wiseman-Clarke family, formerly of Abbey Dore Court and Malpas Court	Berkshire Record Office
Cleland family of Stormont Castle, co Down: Abingdon	Public Record Office of Northern Ireland (PRONI)
Clerke family of Aston Rowant	OHC
Coke, family, Earls of Leicester	OHC
Coker family of Bicester	Oxford University: Bodleian Library, Special Collections
Collier family of Witney	Collection held privately: enquiries to The National Archives, Archives Sector Development
Colston family, Barons Roundway	Berkshire Record Office ; Wiltshire and Swindon History Centre
Colston family of Roundway	Wiltshire and Swindon History Centre
Cope family, baronets, of Brewherne	Hampshire Archives and Local Studies; Kent History and Library Centre
Cope family, baronets, of Hanwell	OHC; Hampshire Archives and Local Studies; Kent History and Library Centre
Coventry family, Earls of Coventry	Warwickshire Record Office
Coventry family of Burgate	Hampshire Archives and Local Studies
Croke family of Studley	OHC
Danvers family, baronets, of Culworth	British Library, Manuscript Collections
Dashwood family, baronets, of Kirtlington	OHC
Dashwood family, baronets, of West Wycombe	OHC
Dawkins family of Over Norton	Oxford University: Bodleian Library, Special Collections
Denton family of Hillesden	Centre for Buckinghamshire Studies
Dillon family, Viscounts Dillon	OHC
Dobson, family of Henley-on-Thames	OHC
Cottrell-Dormer family of Rousham	Collection held privately: enquiries to The National Archives, Archives Sector Development
Drake, Tyrwhitt- family of Shardeloes	OHC
Druce family of Eynsham	OHC
Dutton family of Bampton	OHC

<b>Family name</b>	<b>Repository</b>
Edwards family of Bristol	Gloucestershire Archives
Elwes family of Colesbourne	Collection held privately: enquiries to Gloucestershire Archives
Evetts family of Tackley Park	OHC
Eyston family of East Hendred	Collection held privately: enquiries to Gloucestershire Archives
Fermor family of Tusmore	OHC
Fettiplace family of Childrey	Berkshire Record Office; Oxford University: Queen's College Library; Gwent Archives; Nottinghamshire Archives
Fettiplace, family of Letcombe Regis, Berkshire	Westminster Abbey Library and Muniment Room
Fiennes, Twistleton-Wykeham- family, Barons Saye and Sele	OHC
Fleming family, Merrimoles estate, Nettlebed	University of Reading: Special Collections
Flower family, baronets, of Lobb	OHC
Edwards-Freeman family of Batsford Park	Gloucestershire Archives
Gardiner family, baronets, of Roche Court	Hampshire Archives and Local Studies
Cherry-Garrard family of Lamer	Hertfordshire Archives and Local Studies
Garrett, family, builders and parish clerks, of Newland	Berkshire Record Office
Gibbons family of Stanwell	LMA
Gist family of Wormington Grange	Warwickshire County Record Office
Goodlake family of Wadley House	Berkshire Record Office
Gough, family of Souldern	OHC
Gray, family of London and Brighton	East Sussex Record Office
Grenville, family, Dukes of Buckingham	LMA
Grimston family, Earls of Verulam	Hertfordshire Archives and Local Studies
Gutch, family of Oxford and London	OHC
Hall, family of Barton Abbey, Steeple Barton	OHC
Hamersley family of Pyrton Manor	Oxford University: Bodleian Library, Special Collections
Harcourt family of Stanton Harcourt	Oxford University: Bodleian Library, Special Collections
Hatton, Finch- family, Earls of Winchilsea and Nottingham	Northamptonshire Record Office
Hedges family of Wallingford	Berkshire Record Office
Henley family of Waterperry	Oxford University: Bodleian Library, Special Collections
Fermor-Hesketh family, Barons Hesketh	Northamptonshire Record Office
Hibbert family of Birtles and Chalfont	Centre for Buckinghamshire Studies

<b>Family name</b>	<b>Repository</b>
Hill, family, Marquesses of Downshire	Berkshire Record Office
Hippisley, family of Sparsholt	Berkshire Record Office
Hodges family of Harpsden	OHC
Holbech family of Farnborough	Warwickshire Record Office
Holloway family of Thame	Centre for Buckinghamshire Studies
Hopkins family of Steventon	Berkshire Record Office
Howard family, Earls of Effingham	OHC
Howard, Fitzalan- family, Dukes of Norfolk	Arundel Castle
Howland family of Thame	Oxford University: Bodleian Library, Special Collections
Huckvale family of Over Norton	OHC
Jerningham family of Costessey, Norfolk: Drayton Estate	OHC
Jervoise family of Herriard	Hampshire Archives and Local Studies
Jones family of Witney	OHC
Whitmore-Jones family of Chastleton	OHC
Knight family of Chawton	Hampshire Archives and Local Studies
Lee family, Earls of Lichfield: Ditchley Park	OHC
Leigh, family, Barons Leigh	Warwickshire Record Office
Lenthall family of Bessels Leigh	Berkshire Record Office
Loggan family of Idbury	Leicestershire, Leicester and Rutland, Record Office for
Longland family of Abingdon and Radley,	Berkshire Record Office
Loveday family of Williamscoote	Oxford University: Bodleian Library, Special Collections
Lovelace family, Barons Lovelace	Berkshire Record Office; British Library, Manuscript Collections
Lowndes-Stone-Norton family of Brightswell	OHC
Loyd family of Haughton House, Churchill	OHC
Loyd family of Lockinge	Berkshire Record Office
Powys-Lybbe family of Hardwick House	OHC; Oxford University: Bodleian Library, Special Collections
Makins family, baronets, of Rotherfield Court	Hampshire Archives and Local Studies
Mallam family of Radley	Oxford University: Bodleian Library, Special Collections
Marshall family of Little Tew	OHC
Martin family, baronets, of Lockynge	British Library, Manuscript Collections
Mason family of Eynsham Hall	University of Reading: Special Collections
Massingberd family of Checkendon	OHC
Methuen family, Barons Methuen	Wiltshire and Swindon History Centre

<b>Family name</b>	<b>Repository</b>
Freeman-Mitford family, Barons Redesdale	Gloucestershire Archives
Morrell family of Headington Hill Hall	OHC
Musgrave family, baronets, of Hayton	Oxford University: Bodleian Library, Special Collections
Wykeham-Musgrave family of Swalcliffe	Oxford University: Bodleian Library, Special Collections
Neate family of Alvescot	OHC
Neville, family, Barons Braybrooke	Berkshire Record Office
North family, Earls of Guilford	Kent History and Library Centre; Oxford University: Bodleian Library, Special Collections
Oakeley, family of Lydham, Shropshire and Launton, Oxfordshire.	Shropshire Archives
O'Malley family late of Denton House, Oxfordshire, and Co Mayo	National Library of Ireland
Ormond, family of Wantage	OHC
Ovey family of Hernes	Collection held privately: enquiries to The National Archives, Archives Sector Development
Packer family of Bucklebury	Collection held privately: enquiries to Berkshire Record Office
Paget, family, Marquesses of Anglesey	Staffordshire and Stoke-on-Trent Archive Service: Staffordshire County Record Office
Paget family of Chipping Norton	Doncaster Archives
Painter family of North Oxfordshire	OHC
Pares family of Hopwell Hall	Derbyshire Record Office
Parker family, Earls of Macclesfield: Shirburn Castle	Collection held privately: enquiries to The National Archives, Archives Sector Development
Peers family of Chislehampton	OHC; LMA
Perry family of Bitham Hall	Warwickshire Record Office
Pettipher family of Sibford Ferris	Oxford University: Bodleian Library, Special Collections
Peyton family, baronets, of Doddington, Cambs: Stoke Lyne	OHC
Phillimore family, Barons Phillimore	Oxford University: Christ Church Archives
Pleydell family of Coleshill	Berkshire Record Office
Popham family of North Charford	Hampshire Archives and Local Studies
Potts, family of Banbury	OHC
Pratt family, Marquesses Camden	LMA
Preedy family of North Oxfordshire	OHC
Pusey family of Pusey	Berkshire Record Office
Pye family, Faringdon, Berks	Berkshire Record Office
Raymond family of Barton Court	Keele University Library Special Collections and Archives

<b>Family name</b>	<b>Repository</b>
Reade family of Shipton Court, Shipton-under-Wychwood	OHC
Risley, Barber and Cotton families of Adderbury and Deddington	Oxford University: Bodleian Library, Special Collections
Roberts family of Stanton Harcourt	Gloucestershire Archives
Robertson family of East Hendred	Warwickshire Record Office
Robinson family of Blewbury	Berkshire Record Office
Ruck-Keene family of Swyncombe House	OHC
Sackville, family, Barons Sackville	Hampshire Archives and Local Studies
Sawyer family of Heywood	Berkshire Record Office; OHC
Scott, Montagu-Douglas- family, Dukes of Buccleuch	Warwickshire Record Office
Sidney, family, Viscounts de l'Isle	Kent History and Library Centre
Simeon family, baronets, of Chilworth	OHC
Smith, family of Charlbury	OHC
Snell family of St George's, Bloomsbury	Centre for Buckinghamshire Studies
Somerset, family, Dukes of Beaufort	Gloucestershire Archives
Southby, family of Carswell, Buckland	Berkshire Record Office
Southby family of West Ilsley	Wiltshire and Swindon History Centre
Spencer, family, Earls Spencer	British Library, Manuscript Collections
Spokes family formerly of Wallingford	Berkshire Record Office; Oxford University: Bodleian Library, Special Collections
St John family, Viscounts Bolingbroke	Berkshire Record Office
Stanley, family, Earls of Derby	Lancashire Archives
Stapleton family, baronets, of the Leeward Islands	Berkshire Record Office
Stevens family of Bradfield	Berkshire Record Office
Stonehouse family of Radley	Berkshire Record Office
Stonor family, Barons Camoys: Henley-on-Thames	TNA
Stonor family, Barons Camoys: Watlington Park	OHC
Stopes family of Britwell Prior	OHC
Strangways, Fox- family, Earls of Ilchester	Dorset History Centre
Stuart, Crichton- family, Marquesses of Bute	Cardiff Central Library
Stuart, family, Dukes of Lennox	TNA
Talbot, Chetwynd- family, Earls of Shrewsbury	Berkshire Record Office; OHC

<b>Family name</b>	<b>Repository</b>
Taylor, family of Shutford	OHC
Throckmorton, family, baronets, of Coughton Court	Berkshire Record Office; Warwickshire Record Office
Thynne, family, Marquesses of Bath	Longleat House
Tilson family of Watlington Park	OHC
Tipping family of Wheatfield and Ewelme	Hampshire Archives and Local Studies
Tipping family of Woolley Park	Berkshire Record Office
Tomkins family of Abingdon	Berkshire Record Office
Travell, family of Southrop	OHC
Treacher family of Begbroke	OHC
Trotman family of Bucknell	Centre for Buckinghamshire Studies
Tubb family of Chesterton Lodge	OHC
Tubb family of Clifton Hampden, Shillingford and Warborough	Oxford University: Bodleian Library, Special Collections
Page-Turner family of Ambrosden	OHC
Child-Villiers family, Earls of Jersey: Middleton Park	OHC
Viret family of Watlington	OHC
Walker family of Oxford	OHC
Wall family of Burford, Oxfordshire,	Oxford University: Bodleian Library, Special Collections
Walter family, baronets, of Sarsden	TNA
Warriner family of Weston House	Warwickshire Record Office
Webb family of Wentsland and Bryngwyn	Gwent Archives
Weedon, family of Souldern	OHC
Weld family of Lulworth	Oxford University: Bodleian Library, Special Collections
Wellesley family, Dukes of Wellington	University of Reading: Special Collections
Weyland family of Wood Eaton	Hertfordshire Archives and Local Studies
Wheate family of Glympton	OHC
Whorwood family of Headington	Gloucestershire Archives
Greswolde-Williams family of Malvern Hall	Warwickshire Record Office
Willoughby family, baronets, of Baldon House	OHC
Willoughby, Heathcote-Drummond-family, Earls of Ancaster	Warwickshire Record Office
Witts family of Upper Slaughter	Collection held privately: enquiries to Gloucestershire Archives
Wrey family, baronets, of Trebitch	Huntington Library
Wroughton family of Woolley Park	Berkshire Record Office

<b>Family name</b>	<b>Repository</b>
Wykes family of Haselbech	Northamptonshire Record Office
Yate family, baronets, of Buckland	Warwickshire Record Office

## Appendix III: Contacts

### *Individuals*

- Dr Oliver Cox, Heritage Engagement Fellow, TORCH, The Oxford Research Centre in the Humanities, Radcliffe Humanities, University of Oxford
- Sheila Fairfield, local historian
- Hilary Fisher, local historian
- Jackie Fortey, local historian
- Philip Gale, Head of Standards and Improvement Team, Archives Sector Development, TNA
- Ruth Gibson, local historian and Honorary Secretary, HA&HG
- David Grist, Secretary, Henley Royal Regatta
- Tony Hadland, former Chairman, OLHA
- Hannah Jones, Sector Development Manager East and Arts, TNA
- Martin Lipson, Chairman, Steeple Aston Village Archive
- Lucy McCann, Senior Archivist, Bodleian Library
- Lindsay McCormack, Archivist, Lincoln College, University of Oxford
- Natalie Patel, Head of Collections & Exhibitions at the River & Rowing Museum, Henley
- Dr Caroline Pond, Chair, FOIV
- Mark Priddey, History Centre Manager (Archives), OHC
- Liz Shatford, local historian
- Mary Steele, Littlemore Local History Society
- Lisa Taylor, PhD student researching the history of women in rowing
- Ellie Thorne, Senior Archivist, Berkshire Record Office
- Dr Elizabeth Wells, Foreign, Comparative, and International Law Librarian, Bodleian Law Library and Chair, Iffley History Society
- Liz Woolley, local historian

### *Archive repositories and professional archive groups*

- Berkshire Record Office
- Bodleian Libraries Special Collections
- Community Archives and Heritage Network
- Gloucestershire Archives
- Henley Library Local Studies Collection
- Oxfordshire History Centre
- River and Rowing Museum, Henley
- Surrey History Centre

### *Community archives*

- Friends of Iffley Village Archive
- Henley Archaeological & Historical Group archive
- Iffley History Society archive
- Littlemore Village Archive
- Steeple Aston Village Archive

### *Local historical associations*



- Henley Archaeological & Historical Group
- Henley Society
- Iffley History Society
- Littlemore Local History Society
- Oxfordshire Family History Society
- Oxfordshire Local History Association
- Oxfordshire Records Society

*Institutions*

- Henley Cricket Club
- Henley Rowing Club
- Henley Royal Regatta
- Leander Club
- Phyllis Court Club

## Appendix IV: Guidance from the archives sector on recordkeeping and archiving records

The following advice has been selected as especially useful for in-house and community archives or to those thinking of creating them.

**The National Archives** publishes a raft of advice on keeping records and archives (<http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/>), especially:

- *Advice on managing archives for non-archivists:*  
<https://webarchive.nationalarchives.gov.uk/+http://www.nationalarchives.gov.uk/documents/information-management/archive-principles-and-practice-an-introduction-to-archives-for-non-archivists.pdf>
- *Advice to private archives:* <http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/running-your-organisation/advice-to-private-archives/>
- *Archives and data protection law in the UK – an overview:*  
<http://www.nationalarchives.gov.uk/archives-sector/legislation/archives-data-protection-law-uk/overview/>
- *Cataloguing:* <https://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/developing-collections/cataloguing-archive-collections/>
- *Managing collections:* <http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/managing-records/>
- *Preserving digital collections: how to get started:*  
<http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/preserving-digital-collections/how-to-get-started/>
- *Protecting archives and manuscripts against disasters:*  
<http://www.nationalarchives.gov.uk/documents/information-management/memo6.pdf>
- *What are archives?* <http://www.nationalarchives.gov.uk/help-with-your-research/start-here/what-are-archives/>
- *What to keep and why - help for private and third sector organisations to understand the records they hold and their value:*  
<http://nationalarchives.gov.uk/documents/archives/what-to-keep-and-why.pdf>
- *Where should I go for advice on conservation?:*  
<http://www.nationalarchives.gov.uk/documents/information-management/advice-on-conservation.pdf>

**The Archives and Records Association** (ARA) publishes a number of guidelines (<https://www.archives.org.uk/publications/best-practice-guidelines.html>), especially:

- *Best Practice Guideline 6 film and sound archives in non-specialist repositories:*  
[https://www.archives.org.uk/images/Film\\_BPG.pdf](https://www.archives.org.uk/images/Film_BPG.pdf)

- *Your Data At Risk: why you should be worried about preserving electronic records:*  
<https://www.archives.org.uk/images/documents/yourdataatrisk.pdf>

The ARA's **Section for Specialist Repositories (SSR)** was established in 1979 in order to provide a forum for non-local government archivists. Its affiliates include the Religious Archives Group; Historic Houses Archivists Group; Health Archives and Records Group; Charity Archivists and Records Managers; Association of Performing Arts Collections Group; School Archivists Group. Its webpages (<https://www.archives.org.uk/about/sections-interest-groups/specialist-repositories-group-srg.html>) include:

- *SSR Advice & Guidance Series: Lone Archivists* (available to download)
- *SSR Managing research data records:*  
[https://www.archives.org.uk/images/Specialist\\_Repositories/SSR\\_Managing\\_research\\_data\\_records.pdf](https://www.archives.org.uk/images/Specialist_Repositories/SSR_Managing_research_data_records.pdf)

### **The Campaign for voluntary sector archives**

(<http://www.voluntarysectorarchives.org.uk/>) has launched a toolkit created as part of a British Academy Research Project 'Digitising the Mixed Economy of Welfare in Britain' a collaborative, interdisciplinary project that promotes the preservation of voluntary sector archives:

- Georgina Brewer, *Records management improvement toolkit:*  
<http://toolkit.voluntarysectorarchives.org.uk/knipo0d14o/introduction/>

**The Charity Archivists and Records Managers Group (CHARM;** <http://charm-online.org.uk/>) is made up of people responsible for or involved with the management and care of the records and archives of charities and voluntary organisations. It has a section for support and guidance (<http://charm-online.org.uk/support-and-guidance/>) offering useful advice on where to seek help.

**The Community Archives and Heritage Group** was established specifically to support and promote community archives in the UK and Ireland. It publishes much useful, practical guidelines on managing collections (<https://www.communityarchives.org.uk/resources>), grouped by topic as follows:

- [Your organisation: objectives, people and buildings](#): Topics in this section will help you start up a community archive and decide what it is you wish to do. You'll also find guidance on managing volunteers, premises and finance.
- [Help with finding funding](#): Guidance on organisations that provide funding and on raising money for projects.
- [Managing your collections](#): What you need to know on how to best manage what you collect, how to create catalogues, plus technical guidance on how to preserve and display your collection.
- [Making your collections accessible](#): Helping you think about who your audiences are or ought to be and how you can attract new ones, how you tell people about your group and its resources, how you publicise your collections and how you can measure how successful your activities have been.

The following guidelines are especially useful:

- *Cataloguing guidelines for community archives:*  
<https://www.communityarchives.org.uk/content/resource/cataloguing-guidelines>
- *Community archives and GDPR:*  
<https://www.communityarchives.org.uk/content/resource/community-archives-gdpr>
- *Digital preservation for community archives:*  
<http://www.communityarchives.org.uk/wp-content/uploads/2018/02/Digital-Preservation-for-Community-Archives-V1.4-2018.pdf>
- *Film and videotape and the community archive:*  
<https://www.communityarchives.org.uk/content/resource/film-and-videotape-and-the-community-archive-2>

**The Historic Houses Archivists Group** (<http://www.hhagarchivists.org/>) was formed by archivists responsible for looking after the historical records of private historic family homes. Its publications include:

- Elizabeth Lomas, *A Guide to the Retention of Modern Records on Landed Estates*

**The Oxfordshire History Centre** has produced guidelines for the private sector on the deposit of records (copies available from OHC on request). These are reproduced in full below:

### 1. Oxfordshire History Centre: Guidelines for businesses

This guidance is for businesses wishing to transfer their archives to Oxfordshire History Centre (OHC) for long-term preservation of and general access to the documents. It assumes that the records under consideration are no longer required by the business for legal or administrative purposes.

Due to factors of available storage space and staff time, documents in the schedule marked 'destroy' should be disposed of by the business. Material earmarked for deposit at the History Centre should be box-listed prior to being brought in, so that staff are aware of the potential quantity and types. Ownership of the records can be retained by the business, or can be transferred to OHC. Any items following appraisal by OHC staff will be offered back to the business or destroyed securely, depending on what was agreed at time of deposit.

Any commercially sensitive records should be brought specifically to the attention of OHC staff. For records not covered by the schedule below, or for any material held in digital form, please ask History Centre staff for specific advice.

Type of record	Action	Notes
COMPANY RECORDS		
Foundation documents - charters or Memorandum of Association	Transfer to OHC for permanent preservation	
Certificates of Incorporation	Transfer to OHC for permanent preservation	
Share registers and share ledgers	Transfer to OHC for appraisal	
Dividend lists	Destroy	
MINUTES AND MEETINGS		
Board/ Researchers minutes	Transfer to OHC for permanent preservation	

Other major series of minutes e.g. other committees	Transfer to OHC for appraisal	
ACCOUNTING AND TAX		More than 7 years old
Annual accounts and/or annual reports	Transfer to OHC for permanent preservation	
Nominal and personal ledgers	Transfer to OHC for permanent preservation	
Other ledgers, e.g. purchase/ bought, sales	Transfer to OHC for permanent preservation	
Cash books	Transfer to OHC for appraisal	
Petty cash books	Transfer to OHC for appraisal	
Cheques and cheque book stubs	Destroy	
Bank books, paying in books	Transfer to OHC for appraisal	
Bank statements	Transfer to OHC for appraisal	
Journals	Transfer to OHC for permanent preservation	
Insurance policies	Transfer to OHC for appraisal	
EMPLOYEE AND PENSION RECORDS		
Staff lists/ employee registers	Transfer to OHC for permanent preservation	
Wages ledgers	Transfer to OHC for appraisal	
Apprenticeship indentures	Transfer to OHC for permanent preservation	
Other major series of minutes e.g. other committees	Transfer to OHC for appraisal	
Job/role descriptions	Transfer to OHC for appraisal	
Pension scheme trust deeds and rules	Transfer to OHC for appraisal	
Pension scheme trustee meeting minute books	Transfer to OHC for appraisal	
Pension fund annual accounts	Transfer to OHC for appraisal	
Pension fund investment records	Destroy	
HEALTH & SAFETY RECORDS		
Accident books	Transfer to OHC for appraisal	
PROPERTY RECORDS		
Title deeds & leases	Transfer to OHC for permanent preservation	
Property/ title deed registers	Transfer to OHC for permanent preservation	
Business development records - major building projects/ relocation or reorganisation of premises	Transfer to OHC for appraisal	
Building plans	Transfer to OHC for appraisal	
PUBLICITY AND PROMOTIONAL RECORDS		
Advertising records	Transfer to OHC for appraisal	N.B. OHC is unable to accept artefacts which may have formed part of promotional campaigns
Articles/ press cuttings	Transfer to OHC for appraisal	
Conference proceedings	Destroy	
Circulars or industry-specific publications	Destroy	

Company brochures and in-house publications	Transfer to OHC for appraisal	
Photographs, films and videos	Transfer to OHC for appraisal	
Press releases	Transfer to OHC for appraisal	
MANUFACTURING/ PRODUCTION RECORDS		
Order books	Transfer to OHC for permanent preservation	
Letter books/ business correspondence series	Transfer to OHC for appraisal	
Machinery Registers/ plans & specifications	Transfer to OHC for permanent preservation	
Price lists	Transfer to OHC for appraisal	
Diaries - business or production	Transfer to OHC for appraisal	
Trademarks	Transfer to OHC for permanent preservation	
Licenses and patents	Transfer to OHC for permanent preservation	
Product design and sales literature	Transfer to OHC for appraisal	
STAFF SOCIAL EVENTS/ SPORTS AND RECREATION CLUBS		
Staff reminiscences	Transfer to OHC for permanent preservation	
Staff outings/ photographs	Transfer to OHC for appraisal	
Minute books	Transfer to OHC for permanent preservation	
Accounts	Transfer to OHC for appraisal	
Photographs, films and videos	Transfer to OHC for appraisal	
Posters, programmes and tickets	Transfer to OHC for appraisal	
OTHER		
Customer records	Transfer to OHC for appraisal	
Strike/ industrial action	Transfer to OHC for permanent preservation	
Trade union records	Transfer to OHC for permanent preservation	
Employee welfare records, e.g. subsidised housing or medical schemes	Transfer to OHC for permanent preservation	
Official company histories	Transfer to OHC for permanent preservation	
Records of other businesses acquired by the company	use same criteria as above for individual business elements, but treat each business as a discrete unit	

.....

## 2. Oxfordshire History Centre: Guidelines for organisations

This guidance is for organisations wishing to transfer their archives to Oxfordshire History Centre (OHC) for long-term preservation of and general access to the documents. It assumes

that the records under consideration are no longer required for legal or administrative purposes.

Due to factors of available storage space and staff time, documents in the schedule marked 'destroy' should be disposed of by the business. Material earmarked for deposit at the History Centre should be box-listed prior to being brought in, so that staff are aware of the potential quantity and types. Ownership of the records can be retained by the organisation or can be transferred to OHC. Any items following appraisal by OHC staff will be offered back to the depositor or destroyed securely, depending on what was agreed at time of deposit.

For records not covered by the schedule below, or for any material held in digital form, please ask History Centre staff for specific advice.

Type of record	Action	Notes
ADMINISTRATIVE		
Minutes	Transfer to OHC for permanent preservation	
Draft minutes	Destroy (if signed minutes exist)	
Correspondence on key policies, strategies or projects	Transfer to OHC for appraisal	
Routine correspondence, copies of circulars, appeals for charitable donations	Destroy	
Title deeds or other documents relating to title, acquisition, disposal or rights over a property	Transfer to OHC for appraisal	
Membership lists, registers, personnel records	Transfer to OHC for appraisal	
Annual reports of group activities	Transfer to OHC for appraisal	
FINANCIAL		If more than 7 years old
Annual audited accounts	Transfer to OHC for permanent preservation	
Other subsidiary financial paperwork, draft accounts, monthly account reconciliations	Destroy	
Insurance policies	Transfer to OHC for appraisal	
Bank statements	Transfer to OHC for appraisal	
Paying-in books	Transfer to OHC for appraisal	
Cheque book stubs	Destroy	
PUBLICITY		N.B. OHC is unable to accept artefacts which may have formed part of promotional campaigns
Programmes	Transfer to OHC for appraisal	
Posters	Transfer to OHC for appraisal	
Scrapbooks	Transfer to OHC for appraisal	
Newsletters or magazines	Transfer to OHC for appraisal	
Photographs	Transfer to OHC for appraisal	
Press cuttings	Transfer to OHC for appraisal	
Press releases	Transfer to OHC for appraisal	
MAJOR PROJECTS, CAMPAIGNS OR INITIATIVES		

Minutes, accounts, tenders, specifications, plans, buildings plans relating to each project	Transfer to OHC for appraisal	Project files should be weeded prior to transfer, to remove ephemeral or duplicate material
Invoices, receipts and vouchers	Destroy	



## Appendix V: Records of Henley-on-Thames

### 1. Henley records in established archives listed by category

Source: TNA's *Discovery*, 29 Jan 2019:

[https://discovery.nationalarchives.gov.uk/results/c?\\_q=%22Henley%20on%20Thames%22&\\_srt=5](https://discovery.nationalarchives.gov.uk/results/c?_q=%22Henley%20on%20Thames%22&_srt=5).

The table below has been compiled using TNA's records classification taxonomy. Fifty-two record creators based in Henley have been identified. There are no doubt more records held which have not yet been catalogued and are therefore not included in returns sent to TNA by archives.

Creator type	Category	Sub-category	Records of:	Repository
<a href="#">Business</a> (6)	<a href="#">Business and professional services</a> (2)	<a href="#">Legal services</a> (1)	Cooper, solicitors of Henley-on-Thames and Marlow	OHC
		<a href="#">Medical services</a> (1)	Unnamed doctor, Henley-on-Thames	OHC
	<a href="#">Finance</a> (2)	<a href="#">Building societies</a> (1)	Henley-on-Thames and District 685th Starr-Bowkett Building Society	OHC
		<a href="#">Savings banks</a> (1)	Henley Savings Bank	OHC
	<a href="#">Food, drink and tobacco</a> (2)	<a href="#">Brewing and malting</a> (2)	WH Brakspear & Sons Ltd, brewers; Holmes & Steward, brewers	OHC
<a href="#">Family</a> (4)	[None]	[None]	Binfield family; Brooks family; Dobson family; Stonor family, Barons Camoys	OHC; OHC; OHC; TNA
<a href="#">Organisation</a> (4 2)	<a href="#">Charities (local)</a> (2)	[None]	Henley Charities; Henley Educational Charity	OHC OHC
	<a href="#">Christian denominations</a> (5)	<a href="#">Baptists</a> (1)	Henley Baptist Church	OHC
		<a href="#">Congregationalist/United Reformed Church</a> (1)	Christ Church United Reformed Church, Henley-on-Thames	OHC
		<a href="#">Methodists</a> (1)	Henley-on-Thames Methodist Church	OHC
		<a href="#">Quakers</a> (1)	Henley Preparative Meeting	BRO
		<a href="#">Roman Catholics</a> (1)	Sacred Heart Roman Catholic parish, Henley-on-Thames	Birmingham Archdiocesan Archives
	<a href="#">Church of England</a> (1)	<a href="#">Rural deaneries</a> (1)	Henley Rural Deanery	OHC

Creator type	Category	Sub-category	Records of:	Repository
	<a href="#">Government (local)</a> (11)	<a href="#">Boroughs, improvement commissions, town councils</a> (3) <a href="#">Petty sessions (magistrates courts)</a> (3) <a href="#">Poor law unions, boards of guardians</a> (2) <a href="#">Boards of health and district councils</a> (1) <a href="#">Lieutenancy and civil defence</a> (1) <a href="#">Quarter sessions</a> (1)	Not private sector	n/a
	<a href="#">Health and social care</a> (2)	<a href="#">Residential homes</a> (1)	Kathleen Schlesinger Home (Delicate Children), Henley	London Metropolitan Archives: City of London (LMA)
		[None]	Henley-on-Thames Smith Hospital	OHC
	<a href="#">Infrastructure: roads, bridges and harbours</a> (2)	<a href="#">Bridge Trusts</a> (1)	Henley-on-Thames bridge	OHC
		<a href="#">Turnpike Trusts</a> (1)	Henley and Dorchester Turnpike Trust	OHC
	<a href="#">Landholding</a> (3)	<a href="#">Estate papers</a> (3)	Thomas Cooper of Henley; George Hewett of Henley-on-Thames; James Shaw of Henley-on-Thames	OHC; Hertfordshire Archives and Local Studies; Collection held privately: enquiries to Staffordshire County Record Office
	<a href="#">Libraries, museums and institutes</a> (1)	<a href="#">Local libraries and museums</a> (1)	Henley Parochial Lending Library	University of Reading: Special Collections
	<a href="#">Parishes</a> (1)	[None]	Henley-on-Thames parish	OHC
	<a href="#">Political Parties</a> (2)	<a href="#">Conservative Party</a> (1)	Salisbury Club	OHC
		<a href="#">Labour Party</a> (1)	Henley Constituency Labour Party	OHC
	<a href="#">Schools and Education</a> (5)	<a href="#">Schools</a> (4)	Greencoat school Henley Grammar School;  Lady Periam's School United Charity Schools	OHC; Unknown location & OHC; OHC; OHC
		<a href="#">Universities</a> (1)	Henley Business School	University of Reading: Special Collections

Creator type	Category	Sub-category	Records of:	Repository
	<a href="#">Societies and Associations</a> (6)	<a href="#">Pressure and promotional</a> (3)	Central Rights of Way Committee; Council for the Protection of Rural England: Henley and Mapledurham area; National Council of Women of Great Britain: Henley-on-Thames branch	Museum of English Rural Life; OHC;  OHC
		<a href="#">Protection of property</a> (1)	Henley Association for the Protection of Property	OHC
		<a href="#">Recreational and sporting</a> (1)	Henley Golf Club	OHC
		<a href="#">Womens institutes</a> (1)	Henley-on-Thames Womens Institute	OHC
	<a href="#">Trade and Employers Associations</a> (1)	<a href="#">General and chambers of commerce</a> (1)	National Chamber of Trade	LMA

## 2. Henley records in established archives listed by record creators

Source: *Discovery* and OHC, 30<sup>th</sup> April 2019. The alphabetical list below includes organisations, families, businesses, charities, associations, schools and churches. Records of local government and the courts are excluded as they are not part of the private sector.

Name	TNA classification	Repository
Binfield, family of Henley	Family	OHC
Brooks, family of Henley	Family	OHC
Central Rights of Way Committee	Organisation	Museum of English Rural Life
Christ Church United Reformed Church, Henley-on-Thames	Organisation	OHC
Cooper, solicitors of Henley-on-Thames and Marlow	Business	OHC
Council for the Protection of Rural England: Henley and Mapledurham area	Organisation	OHC
Dobson, family of Henley-on-Thames	Family	OHC
Doctor, unnamed	Business	OHC
George Hewett of Henley-on-Thames	Organisation	Hertfordshire Archives and Local Studies
Greencoat School, Henley	Organisation	OHC
Henley Association for the Protection of Property	Organisation	OHC
Henley Baptist Church	Organisation	OHC
Henley Business School	Organisation	University of Reading: Special Collections
Henley Charities	Organisation	OHC
Henley College	Organisation	OHC
Henley Constituency Labour Party	Organisation	OHC
Henley Corporation	Organisation	OHC

Henley Educational Charity	Organisation	OHC
Henley Golf Club	Organisation	OHC
Henley Grammar School	Organisation	Unknown location & OHC
Henley Parochial Lending Library	Organisation	University of Reading: Special Collections
Henley Poor Law Union	Organisation	OHC
Henley Preparative Meeting	Organisation	Berkshire RO
Henley Rifle Volunteer Corps	Organisation	OHC
Henley Rural Deanery	Organisation	OHC
Henley Savings Bank	Business	OHC
Henley Standard	Business	OHC
Henley Workhouse	Organisation	OHC
Henley-on-Thames and District 685th Starr-Bowkett Building Society	Business	OHC
Henley-on-Thames bridge	Organisation	OHC
Henley-on-Thames Methodist Church	Organisation	OHC
Henley-on-Thames parish	Organisation	OHC
Henley-on-Thames Smith Hospital	Organisation	OHC
Henley-on-Thames Women's Institute	Organisation	OHC
Holmes & Steward, brewers	Business	OHC
James Shaw of Henley-on-Thames	Organisation	Collection held privately: enquiries to Staffordshire County Record Office
Kathleen Schlesinger Home (Delicate Children), Henley	Organisation	LMA
Lady Periam's School, Henley	Organisation	OHC
National Chamber of Trade	Organisation	LMA
National Council of Women of Great Britain: Henley-on-Thames branch	Organisation	OHC
Sacred Heart Roman Catholic parish, Henley-on-Thames	Organisation	Birmingham Archdiocesan Archives
Salisbury Club	Organisation	OHC
Simmons & Sons estate agents	Business	OHC
Stonor family, Barons Camoys: Henley-on-Thames	Family	TNA
Thomas Cooper of Henley	Organisation	OHC
United Charity Schools, Henley	Organisation	OHC
WH Brakspear & Sons Ltd, brewers	Business	OHC

### 3. Henley: undeposited records

Source: Internet and literature searches (last checked 26<sup>th</sup> March 2019). The list, which is by no means comprehensive, comprises organisations which have not deposited records in established archives but which the project researcher has identified as potentially holding

records of research value. It is quite probable that many have in-house archives, but if so these are not available for public access.

The list was sent to OHC on 27<sup>th</sup> Mar 2019 and the records of three bodies were identified by OHC as being held, as yet uncatalogued, by the repository: Henley College/Henley Grammar School, Simmons & Sons estate agents and the Henley Standard: 1892 to date. They have been removed from this list and added to **Part 2**.

Organisation/business	Category	Notes
<a href="#">AFC Henley</a>	Sport	Founded 1974 as Henley Boys & Girls Football Club
<a href="#">Badgemore Park Golf Club</a>	Sport	Founded 1972
<a href="#">The Eyot Centre</a>	Community centre (sport)	Home to The Henley Canoe Club, The Henley Dragon Boat Club
<a href="#">Citizens' Advice Henley</a>	Charity	A branch of Citizens Advice Oxfordshire South & Vale
<a href="#">Henley Canoe Club</a>	Sport	No info on website
<a href="#">Henley Cricket Club</a>	Sport	Founded 1869
<a href="#">Henley Dragon Boat Club</a>	Sport	Founded 1991
<a href="#">Henley Festival</a>	Entertainment	held each July celebrating the best of UK and International music and arts
Henley Hawks	Sport	Uses Henley Rugby Football Club website
<a href="#">Henley Hockey Club</a>	Sport	Began in earnest between 1947 and 1951 as Old Henleians Hockey Club. Very detailed history on website
<a href="#">Henley Leisure Centre</a>	Community services	Began 1993
<a href="#">Henley Literary Festival</a>	Culture	Founded 2007
<a href="#">Henley-on-Thames Bowling Club</a>	Sport	No info
<a href="#">Henley-on-Thames School of Art</a>	Culture	No info
<a href="#">Henley Organ Trust</a>	Charity	Founded 1971 as Henley and District Theatre Organ Trust
<a href="#">Henley Rowing Club</a>	Sport	Founded 1839
<a href="#">Henley Rugby Football Club</a>	Sport	No info
<a href="#">Henley Synchronised Swimming Club</a>	Sport	Founded 1977
Henley Temperance Society	Pressure group	Defunct
<a href="#">Henley Tennis Club</a>	Sport	No info
<a href="#">Henley Town F.C</a>	Sport	website not working
<a href="#">Henley Squash and Racketball Club</a>	Sport	Based in Henley Leisure Centre
<a href="#">Henley Whalers</a>	Sport	Founded 1993
<a href="#">Kenton Theatre</a>	Entertainment	Founded 1805
<a href="#">Phyllis Court Club</a>	Business	Founded 1906. Some records in <i>Discovery</i> but not the Club's own records
<a href="#">Phyllis Court Rowing Club</a>	Sport	Has an on-line photo gallery
<a href="#">Red Lion Hotel</a>	Business	Built c.1531. Detailed on-site history
Regal Cinema	Entertainment	Defunct – pulled down. Organ saved by Henley Organ Trust
<a href="#">The River Thames Society</a>	Pressure group	Founded 1962. Some records in <i>Discovery</i> but not the Club's own records
<a href="#">Springbox Gymnastics Club</a>	Sport	Based in Henley for 25 years
<a href="#">Upper Thames Rowing Club</a>	Sport	Founded 1963

## Appendix VI: Records of four Oxfordshire villages

### 1. Iffley village

Iffley is a village in a designated Conservation Area in Oxfordshire. It lies within the boundaries of the city of Oxford, between Cowley and the estates of Rose Hill and Donnington, and in proximity to the River Thames (Isis). Iffley parish no longer exists.

Iffley boasts two local associations with community archives. They are:

1. Friends of Iffley Village (FOIV). The Society was founded in 1959 'to conserve Iffley's essential character for the benefit of its residents, businesses and visitors; to monitor and guide plans proposed for the future of the village, and to foster community spirit' (<http://www.iffley-village.co.uk/home/4592463935>). It is an all-volunteer group of around 400 members, funded from annual subscriptions. It holds events and publishes newsletters and leaflets.

FOIV assembled its archives in 2016. About a thousand documents of general interest, including FOIV's newsletters from 1984, minutes of Annual General Meetings from 1960 and maps, records etc. about the development of Iffley were scanned. They were assembled into .pdf files with searchable, explanatory notes. In September 2016, the physical archives was donated to The Oxfordshire History Centre, where anyone can apply to examine them. FOIV publishes its own archival records on-line, as well as photographs of the village and obituaries of residents. See <http://www.iffley-village.co.uk/archives/4592464102>

2. Iffley History Society: founded in 1994 as the Iffley Local History Society by John Perrot, its membership recently topped 100 and its management committee includes active historians. It holds eight meetings each year and has produced some excellent research material, including a series of 15 scholarly publications to date. It is an institutional member of the OLHA and has informal ties with the OHC.

Its principal goals (see <https://iffleyhistory.wordpress.com/>) are

- a. To research in depth the history of Iffley.
- b. To promote interest in that, and related, history.
- c. To develop an archive of documents and images and to act as a repository for records and artefacts.
- d. To publish historical material based on the Society's findings.

Its archives was set up in the mid-1990s by Sheila Fairfield, a respected local historian. The collection is stored in the Village Hall and awaits cataloguing. It includes books, press cuttings, photographs and artefacts as well as primary source material such as research notes on buildings and occupants. Almost nothing in the archive is pre-Victorian and acquisition of material has been informal rather than systematic. The Society is seeking a small grant to finish cataloguing its archives.

The archive has not been offered to an established repository as local access for members is seen as important; additionally it is thought that some material (artefacts, press clippings etc) might not be of interest to a repository such as OHC, which it is

believed also charges to take in records. There are concerns over the limited access to the material, inevitable when an archive depends on volunteers for its management.

These two Iffley societies comprise a rich pool of well-informed, mainly retired, individuals with a wealth of local knowledge which could be a great help to local repositories such as OHC. Both societies would equally benefit from more formal relations established repositories, which could offer expert help and advice on the management of their archives (and dispel some misapprehensions about how established archives operate).

Records in established archives – source: *Discovery*:

[https://discovery.nationalarchives.gov.uk/results/c?\\_srt=5&\\_q=%22Iffley%22+AND+Oxfordshire](https://discovery.nationalarchives.gov.uk/results/c?_srt=5&_q=%22Iffley%22+AND+Oxfordshire): 308 references; 5 record creators as follows:

Organisation	Repository
Cowley Fish and Good Neighbours Scheme	OHC
Iffley Parish Council	Collection held privately: enquiries to OHC
Iffley School	Oxford University: Bodleian Library: Special Collections
Iffley tithe	OHC
Iffley Womens Institute	OHC

## 2. Littlemore and Sandford villages

The first Littlemore Local History Society (LLHS) started in the 1960s and continued until about 2009 when the Society advertised locally for someone to care for the archives (some of which were transferred to the Bodleian Library). The Society lapsed until 2011, when it was reformed. The Society has a website and is on Facebook. It holds regular events and displays and has relationships with the Bodleian and (informally) with OHC.

The original extensive collection was primarily gathered together over 40 years by the original society formed in the 1960s. The re-formed society is archiving and adding to this mainly via local advertising and talking to older local people. This elicited a good response from local inhabitants, although the preference was often to offer duplicate rather than primary materials. The archive is housed in locked cupboards in the village's Community Centre.

Recently the focus has been on inventorying and listing the collection. LLHS has compiled a very good catalogue of its archives' current holdings, which include both primary and secondary source material relating to Littlemore village and its residents. Holdings are mainly C20 copies of original source material with some exceptions and include material relating to the priory, charities, schools, Sandford registers and extracts, some research notes re earlier periods, enclosures, maps, wills, close rolls; parish magazines and records relating to prominent individuals such as Cardinal Newman and Henry Broadhurst.

Access is very much a community enterprise. Outside requests are answered by letter/ email. Access for outside researcher wanting extended access would be problematic due to issues over supervision and costs of opening the facility (though this is often waived as the enterprise is seen as a community asset). Trusted members may borrow items.

The Society would welcome advice and help on archiving and preserving records (especially photos and digital material) and on digitisation<sup>55</sup>.

Records relating to Littlemore village in established archives – source: *Discovery*: [https://discovery.nationalarchives.gov.uk/results/c?\\_srt=5&\\_q=Littlemore+AND+Oxfordshire](https://discovery.nationalarchives.gov.uk/results/c?_srt=5&_q=Littlemore+AND+Oxfordshire): 868 references to Littlemore village; 4 records creators as follows:

Organisation	Repository
Church of England Temperance Society: Littlemore branch Boys Union	Oxford University: Bodleian Library: Special Collections
Littlemore Hospital	OHC; Oxfordshire Health Archives; Collection held privately: enquiries to OHC
Littlemore Parish Council	OHC
Littlemore Priory (Benedictine)	Oxford University: Bodleian Library: Special Collections

Records relating to Sandford village in established archives – source: *Discovery*: [https://discovery.nationalarchives.gov.uk/results/c?\\_aq=Sandford%20Oxfordshire&\\_dss=range&\\_ro=any&\\_st=adv](https://discovery.nationalarchives.gov.uk/results/c?_aq=Sandford%20Oxfordshire&_dss=range&_ro=any&_st=adv): 345 references to Sandford village (but note that there are two in Oxfordshire); 2 records creators as follows:

Organisation	Repository
Cannon & Clapperton Mill, paper manufacturers	OHC
Sandford Temple (Later Order of St John of Jerusalem or Knights Hospitaller)	TNA; Oxford University: Bodleian Library, Special Collections

### 3. Steeple Aston Village

This village was chosen because it holds a well-managed and supported community archive which could serve as a valuable role model for other such archives, given its success in collecting unique a large amount of material relating to the village and providing a publicly accessible service to researchers, both local and from elsewhere.

*Discovery* lists 182 records relating to Steeple Aston and its environs held in established archives; the bulk of these are wills of local inhabitants held by TNA but there are numerous records in local repositories, with OHC holding the majority; they comprise in the main parish records, papers of local families and estates records, especially deeds: [https://discovery.nationalarchives.gov.uk/results/r?\\_q=%22Steeple%20Aston%22%20AND%20Oxfordshire](https://discovery.nationalarchives.gov.uk/results/r?_q=%22Steeple%20Aston%22%20AND%20Oxfordshire). Three records creators are listed as follows:

Organisation	Repository
Cottrell-Dormer family of Rousham	Collection held privately: enquiries to The National Archives, Archives Sector Development
Hall, family of Barton Abbey, Steeple Barton	OHC
Steeple Aston parish	OHC

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<sup>55</sup> Email from Mary Steele, LLHS, to Prof William Twining, 10<sup>th</sup> May 2019



Steeple Aston Village Archive (SAVA; <https://www.steepleastonarchive.org.uk/>) is a self-financing, non-profit-making, registered charity – a village community organisation of unpaid volunteer residents. It covers the two villages of Steeple Aston and Middle Aston in Oxfordshire, England. The Archive was inaugurated on 11th January 2000, and was officially "opened" on 25th September 2000, by the Oxfordshire County Archivist. The function of the archive is to collect and preserve documents and material reflecting the life and times of the villages and their heritage; it is open to the public. SAVA runs annual and well-attended exhibitions in the village hall on a different theme each year and self-publishes high quality booklets following each one.

SAVA's archive includes interviews and oral histories of its 'village personalities', numerous photographs, the records of institutions such as local schools and associations and details of auctions and estate sales, as well as archaeological artefacts, books and other secondary source material relating to the village. These are all listed in an excellent, comprehensive catalogue (available to download from the website) which SAVA developed using expert on-line guidance from organisations such as TNA. Researchers usually contact SAVA via its website with family history queries and members often reply with detailed histories. There are no charges for this service but donations are often received.

We had a fruitful correspondence with Martin Lipson, the SAVA Chairman, who advised us that SAVA is a member of the OLHA which it finds to be an excellent umbrella group. SAVA occasionally receives items of interest to other history groups in Oxfordshire, and the OLHA's listings are very useful to establish contact. Martin considers that it is a very good idea to raise awareness about businesses and organisations keeping historical records, especially those at risk, advising that: 'There are trails that go cold all too frequently in research on such matters'<sup>56</sup>.

SAVA is unusual compared to the other Oxfordshire community archives we have surveyed in that it publishes its catalogue on-line and provides ready access to researchers from outside the village in a purpose-built Village History Centre. To achieve this and the necessary equipment to manage an archive it has applied for, and received, grants from a number of local and national organisations including the Heritage Lottery Fund. The Parish Council assists with hall hire costs, but otherwise the archive is self-financing through the sales of booklets and CDs and voluntary donations for day-to-day running costs, lectures and exhibitions. It is a member of CAHG.

SAVA is an excellent model for other community archives to follow.

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<sup>56</sup> Email from Martin Lipson, SAVA, to the project Researcher, 1<sup>st</sup> May 2019

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Maria Sienkiewicz (Group Archivist, Barclays Group Archives): '[Take the 109 bus and bring a packed lunch](#)': *Confidentiality, reputation and logistics – the challenges and opportunities of opening up business archives*. Presentation at the BAC conference 2014.

### **Websites of stakeholder organisations**

Berkshire Record Office: <https://www.berkshirerecordoffice.org.uk/>

Bodleian Libraries Special Collections: <https://www.bodleian.ox.ac.uk/subjects-and-libraries/collections>

Community Archives and Heritage Group: <https://www.communityarchives.org.uk/>

Friends of Iffley Village: <http://www.iffley-village.co.uk/>

Henley Archaeological and Historical Group: <https://www.henley-on-thamesarchaeologicalandhistoricalgroup.org.uk/>

Henley Library: [https://www.oxfordshire.gov.uk/residents/leisure-and-culture/libraries/find-library/henley-library?utm\\_source=FURL-1&utm\\_medium=Henleylibrary&utm\\_term=nil&utm\\_content=&utm\\_campaign=Henleylibrary](https://www.oxfordshire.gov.uk/residents/leisure-and-culture/libraries/find-library/henley-library?utm_source=FURL-1&utm_medium=Henleylibrary&utm_term=nil&utm_content=&utm_campaign=Henleylibrary)

Iffley History Society: <https://iffleyhistory.wordpress.com/>

Littlemore Local History Society: <https://littlemorelocalhistorysociety.wordpress.com/> and <https://www.facebook.com/groups/927737143980442>

Oxford Archivists' Consortium: <https://oac.web.ox.ac.uk>

Oxfordshire History Centre: [https://www.oxfordshire.gov.uk/residents/leisure-and-culture/history/oxfordshire-history-centre?utm\\_term=nil&utm\\_content=](https://www.oxfordshire.gov.uk/residents/leisure-and-culture/history/oxfordshire-history-centre?utm_term=nil&utm_content=)

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River & Rowing Museum, Henley: <https://www.rrm.co.uk/>

Steeple Aston Village Archive: <https://www.steepleastonarchive.org.uk/>

The National Archives' *Discovery* portal: <https://discovery.nationalarchives.gov.uk/>