

## **British and Irish Association of Law Librarians (BIALL): Archives, 1969-2017**

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## BIALL Archives: Series List

### BIALL 01 Annual General Meeting (AGM): Documents, 1969-2012

Extent and form: paper files; 2 archive boxes

Scope and contents: the files contain the papers as provided for the meeting to the members and generally comprise Agenda, Minutes of the previous year's AGM (not signed), attendance list, and related correspondence, auditors' reports or financial summary. From 1978 they contain Secretary's Notes; and from 1980 the Honorary Treasurer's Notes. From 2011 the Agenda is also included.

Access: open 20 years after last date on file. **Closed items are designated in red.**

System of arrangement: originally the individual year folders were housed together in hanging files as: Documents 1969-1972; Documents 1973-1978; Documents 1978-1987; Documents 1988-1999; Documents 2000-2009. The folder structure had been disregarded and the material listed by individual years by Mary Blake. Further material comprising minutes from 2005 onwards was added to this series in 2022.

Related Material: the Annual Reports presented at the AGM by the officers of the Association are catalogued as BIALl 02. Signed AGM minutes are held with Council minutes at BIALl 07.

#### Item List:

Reference	Title	Dates
BIALL 01/01	Photocopy of the inaugural meeting held April 16 1969 at Harrogate. Includes annotation in ink. Original is held as BIALl 07/01. <b>Both items MISSING</b>	1969
BIALL 01/02	First Annual General Meeting	1969
BIALL 01/03	Second Annual General Meeting	1970
BIALL 01/04	Third Annual General Meeting	1971
BIALL 01/05	Extraordinary General Meeting. Includes photocopy from the relevant minute book; correspondence with members; the revised Rules of BIALl	1972
BIALL 01/06	Fourth Annual General Meeting	1972
BIALL 01/07	Fifth Annual General Meeting	1973
BIALL 01/08	Sixth Annual General Meeting	1974
BIALL 01/09	Seventh Annual General Meeting	1975
BIALL 01/10	Eighth Annual General Meeting	1976
BIALL 01/11	Ninth Annual General Meeting	1977

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 01/12	Tenth Annual General Meeting	1978
BIALL 01/13	Annual General Meeting 1979	1979
BIALL 01/14	Annual General Meeting 1980	1980
BIALL 01/15	Annual General Meeting 1981	1981
BIALL 01/16	Annual General Meeting 1982	1982
BIALL 01/17	Annual General Meeting 1983	1983
BIALL 01/18	Annual General Meeting 1984	1984
BIALL 01/19	Annual General Meeting 1985	1985
BIALL 01/20	Annual General Meeting 1986	1986
BIALL 01/21	Annual General Meeting 1987	1987
BIALL 01/22	Annual General Meeting 1988	1988
BIALL 01/23	Annual General Meeting 1989	1989
BIALL 01/24	Annual General Meeting 1990	1990
BIALL 01/25	Annual General Meeting 1991	1991
BIALL 01/26	Annual General Meeting 1992	1992
BIALL 01/27	Annual General Meeting 1993	1993
BIALL 01/28	Annual General Meeting 1994	1994
BIALL 01/29	Annual General Meeting 1995	1995
BIALL 01/30	Annual General Meeting 1996	1996
BIALL 01/31	Annual General Meeting 1997	1997
BIALL 01/32	Annual General Meeting 1998	1998
BIALL 01/33	Annual General Meeting 1999	1999
BIALL 01/34	Annual General Meeting 2000	2000
BIALL 01/35	Annual General Meeting 2001	2001
BIALL 01/36	Annual General Meeting 2002 CLOSED until 2023	2002
BIALL 01/37	Annual General Meeting 2003 CLOSED until 2024	2003
BIALL 01/38	Annual General Meeting 2004 CLOSED until 2025	2004
BIALL 01/39	Annual General Meeting 2005 CLOSED until 2026	2005
BIALL 01/40	Annual General Meeting 2006 CLOSED until 2027	2006

Reference	Title	Dates
BIALL 01/41	Annual General Meeting 2007 CLOSED until 2028	2007
BIALL 01/42	Annual General Meeting 2008 CLOSED until 2029	2008
BIALL 01/43	Annual General Meeting 2009 CLOSED until 2030	2009
BIALL 01/44	Annual General meeting 2010. CLOSED until 2031	2010
BIALL 01/45	Annual General meeting 2011. CLOSED until 2032	2011
BIALL 01/46	Annual General meeting 2012. CLOSED until 2033	2012

## BIALL 02 Annual Reports Presented at the AGM, 1969/70 – 2008/09

Extent and form: paper files; 1 archive box

Scope and contents: originally titled “AGM Documents (2)” by Mary Blake. Includes General Reports of the Executive Committee and its Sub-Committees and Standing Committees presented at the AGM.

Access: open 20 years after last date on file. **Closed items are designated in red.**

System of arrangement: originally held in hanging files covering: 1969/70-1979/80; 1980/81-1983/84; 1984/85-1994/95; 1995/96-1998/99; 1999/00 - 2008/09. The folder structure had been disregarded and the material listed by individual years. Further material comprising Annual Reports from 2002 onwards was added to this series in 2022.

Related Material: see BIALl 01 for other AGM papers.

### Item List:

Reference	Title	Dates
BIALL 02/01	Annual Report 1969/70	1970
BIALL 02/02	Annual Report 1970/71	1971
BIALL 02/03	Annual Report 1971/72	1972
BIALL 02/04	Annual Report 1972/73	1973
BIALL 02/05	Annual Report 1973/74	1974
BIALL 02/06	Annual Report 1974/75	1975
BIALL 02/07	Annual Report 1975/76	1976
BIALL 02/08	Annual Report 1976/77	1977
BIALL 02/09	Annual Report 1977/78	1978
BIALL 02/10	Annual Report 1978/79	1979
BIALL 02/11	Annual Report 1979/80	1980

BIALL 02/12	Annual Report 1980/81	1981
BIALL 02/13	Annual Report 1981/82	1982
BIALL 02/14	Annual Report 1982/83	1983
BIALL 02/15	Annual Report 1983/84	1984
BIALL 02/16	Annual Report 1984/85	1985
BIALL 02/17	Annual Report 1985/86	1986
BIALL 02/18	Annual Report 1986/87	1987
BIALL 02/19	Annual Report 1987/88	1988
BIALL 02/20	Annual Report 1988/89	1989
BIALL 02/21	Annual Report 1989/90	1990
BIALL 02/22	Annual Report 1990/91	1991
BIALL 02/23	Annual Report 1991/92	1992
BIALL 02/24	Annual Report 1992/93	1993
BIALL 02/25	Annual Report 1993/94	1994
BIALL 02/26	Annual Report 1994/95	1995
BIALL 02/27	Annual Report 1995/96	1996
BIALL 02/28	Annual Report 1996/97	1997
BIALL 02/29	Annual Report 1997/98	1998
BIALL 02/30	Annual Report 1998/99	1999
BIALL 02/31	Annual Report 1999/2000	2000
BIALL 02/32	Annual Report 2000/01	2001
BIALL 02/33	Annual Report 2001/02 CLOSED until 2023	2002
BIALL 02/34	Annual Report 2002/03 CLOSED until 2024	2003
BIALL 02/35	Annual Report 2003/04 CLOSED until 2025	2004
BIALL 02/36	Annual Report 2004/05 CLOSED until 2026	2005
BIALL 02/37	Annual Report 2005/06 CLOSED until 2027	2006
BIALL 02/38	Annual Report 2006/07 CLOSED until 2028	2007
BIALL 02/39	Annual Report 2007/08 CLOSED until 2029	2008
BIALL 02/40	Annual Report 2008/09 CLOSED until 2030	2009



## BIALL 03 Annual Study Conference: records, 1970-2018

Extent and form: paper files; 3 archive boxes

Scope and contents: includes programmes; delegate lists; conference schedules; exhibition material; some papers presented; earlier items contain conference administration and related correspondence.

System of arrangement: originally compiled and arranged by Mary Blake. Further Annual Study Conference material dating from 2001 was added to this series in 2022.

Access: open

Related Material held elsewhere: see <https://biall.org.uk/annual-conference/> for a list of conference titles.

### Item list:

Reference	Title	Dates
BIALL 03/01	General reference file. Includes list of conference programmes 1970-1999	1999
BIALL 03/02	Documents from 1 <sup>st</sup> Annual Study Conference 1970, University of Liverpool: <b>The Next Ten Years in Law Librarianship</b>	1970
BIALL 03/03	Documents from 2 <sup>nd</sup> Annual Study Conference 1971, Southampton: <b>Government Publications and the Law Librarian</b>	1971
BIALL 03/04	Documents from 3 <sup>rd</sup> Annual Study Conference 1972, University of Birmingham: <b>The Administration of Justice: a Guide for Law Librarians</b>	1972
BIALL 03/05	Documents from 4 <sup>th</sup> Annual Study Conference 1973, University of Edinburgh: <b>Wide Horizons: an Excursion into Scots and Community Law</b>	1973
BIALL 03/06	Documents from 5 <sup>th</sup> Annual Study Conference 1974, University of Bristol: <b>Legal Publications: Past, Present and Future</b>	1974
BIALL 03/07	Documents from 6 <sup>th</sup> Annual Study Conference 1975, University of Nottingham: <b>Reader Services in the Law Library</b>	1975
BIALL 03/08	Documents from 7 <sup>th</sup> Annual Study Conference 1976, St Edmund Hall, Oxford: <b>Oxford '76.</b>	1976
BIALL 03/09	Documents from 8 <sup>th</sup> Annual Study Conference 1977, University of Durham: <b>Legal Records and Law Books</b>	1977
BIALL 03/10	Documents from 9 <sup>th</sup> Annual Study Conference 1978, University of Kent at Canterbury: <b>New Aspects of Legal Information</b>	1978

Reference	Title	Dates
BIALL 03/11	Documents from 10 <sup>th</sup> Annual Study Conference 1979, Sidney Sussex College, Cambridge: <b>Cambridge '79</b>	1979
BIALL 03/12	Documents from 11 <sup>th</sup> Annual Study Conference 1980, University of Sheffield 1980: <b>The Next Decade</b>	1980
BIALL 03/13	Documents from 12 <sup>th</sup> Annual Study Conference 1981: University of Warwick [untitled]	1981
BIALL 03/14	Documents from 13 <sup>th</sup> Annual Study Conference 1982, New College, Oxford: <b>Information Policy and the Law.</b>	1982
BIALL 03/15	Documents from 14 <sup>th</sup> Annual Study Conference 1983, University College Cardiff: <b>Trends in Law Librarianship.</b>	1983
BIALL 03/16	Documents from 15 <sup>th</sup> Annual Study Conference 1984, University of East Anglia: <b>Official Publications.</b>	1984
BIALL 03/17	Documents from 16 <sup>th</sup> Annual Study Conference 1985, Manchester Polytechnic: <b>Information Technology and Law Libraries.</b>	1985
BIALL 03/18	Documents from 17 <sup>th</sup> Annual Study Conference 1986, Newnham College, Cambridge: <b>LIM: Law Library Management and Training.</b> Includes <i>Report of the British Library Working Party on Provision for Law</i> , Conference Programme, List of Participants	1986
BIALL 03/19	Documents from 18 <sup>th</sup> Annual Study Conference 1987, College of Librarianship Wales, Aberystwyth: <b>Legal Knowledge: Knowing Our Business</b>	1987
BIALL 03/20	Documents from 19 <sup>th</sup> Annual Study Conference 1988, University of Leicester: <b>Meeting in the Middle: Methods of Access to Legal Information</b>	1988
BIALL 03/21	Documents from 20 <sup>th</sup> Annual Study Conference 1989, New College, Oxford: <b>Challenge of the nineties: the changing legal information environment</b>	1989
BIALL 03/22	Documents from 21 <sup>st</sup> Annual Study Conference 1990, Trinity College, Dublin: <b>Making Connections: the Impact of Europe and Computers</b>	1990
BIALL 03/23	Documents from 22 <sup>nd</sup> Annual Study Conference 1991, College of Ripon and York St John, York: <b>Getting It Right- Approaches to Management</b>	1991

Reference	Title	Dates
BIALL 03/24	Documents from 23 <sup>rd</sup> Annual Study Conference 1992, University of Edinburgh: <b>Wider Horizons</b>	1992
BIALL 03/25	Documents from 24 <sup>th</sup> Annual Study Conference 1993, University of Kent at Canterbury: <b>Canterbury Tales</b>	1993
BIALL 03/26	Documents from 25 <sup>th</sup> Annual Study Conference 1994, Grand Hotel, Birmingham: <b>Silver Celebrations in the Second City</b>	1994
BIALL 03/27	Documents from 26 <sup>th</sup> Annual Study Conference 1995, University of Manchester: <b>Locks and keys – Assessing Legal Information</b>	1995
BIALL 03/28	Documents from 27 <sup>th</sup> Annual Study Conference 1996: <b>Adapting to Reality Law, Computers and Change in Libraries</b> . Includes Annual Study Conference evaluation	1996
BIALL 03/29	Documents from 28 <sup>th</sup> Annual Study Conference 1997, The Old Assembly Rooms, Newcastle upon Tyne: <b>Bridging the Gap</b>	1997
BIALL 03/30	Documents from 29 <sup>th</sup> Annual Study Conference 1998, The Guildhall, Portsmouth: <b>Books, Bytes and Boats</b>	1998
BIALL 03/31	Documents from 30 <sup>th</sup> Annual Study Conference 1999, Royal Concert Hall, Glasgow: <b>Competencies, Changes and Challenges to the Legal Information Profession</b>	1999
BIALL 03/32	Documents from 31 <sup>st</sup> Annual Study Conference 2000, Bristol: <b>Managing or Just Managing?</b>	2000
BIALL 03/33	Documents from 32 <sup>nd</sup> Annual Study Conference & Exhibition 2001 Cork: <b>Keeping the Customer Satisfied</b>	2001
BIALL 03/34	Documents from 33 <sup>rd</sup> Annual Study Conference & Exhibition 2002, Adelphi Hotel, Liverpool: <b>We've gotta have IT</b>	2002
BIALL 03/35	Documents from 34 <sup>th</sup> Annual Study Conference & Exhibition 2003, Cardiff: <b>Knowledge Without Frontiers</b> .	2003
BIALL 03/36	Documents from 35 <sup>th</sup> Annual Study Conference & Exhibition 2004, Edinburgh Conference Centre: <b>Changing Times, New Challenges</b> .	2004
BIALL 03/37	Documents from 36 <sup>th</sup> Annual Study Conference & Exhibition 2005, Harrogate: <b>Gateways, Gatekeepers and Gatecrashers</b> .	2005
BIALL 03/38	Documents from 37 <sup>th</sup> Annual Study Conference & Exhibition 2006, Brighton: <b>Facing the Front</b>	2006

Reference	Title	Dates
BIALL 03/39	Documents from 38 <sup>th</sup> Annual Study Conference & Exhibition 2007, Sheffield: <b>Too Much Information.</b>	2007
BIALL 03/40	Documents from 39 <sup>th</sup> Annual Study Conference & Exhibition 2008, Dublin: <b>Beyond the Pale, Planning for the next Information Generation.</b>	2008
BIALL 03/41	Documents from 40 <sup>th</sup> Annual Study Conference & Exhibition 2009, Manchester: <b>Locks and Keys: Safeguarding Legal Information. This item is MISSING</b>	2009
BIALL 03/42	Documents from 41 <sup>st</sup> Annual Study Conference & Exhibition 2010, Brighton: <b>Risks and Opportunities: Managing information in difficult times.</b>	2010
BIALL 03/43	Documents from 42 <sup>nd</sup> Annual Study Conference & Exhibition, 2011, The Sage, Gateshead, Newcastle: <b>Sharing Experience: Building Value in Legal Information.</b> Brochure only	2011
BIALL 03/44	Documents from 43 <sup>rd</sup> Annual Study Conference & Exhibition, 2012, Hastings Europa Belfast: <b>No frontiers: Crossing the Borders of Legal Information.</b> Brochure only	2012
BIALL 03/45	Documents from 44 <sup>th</sup> Annual Study Conference & Exhibition, 2013, Hilton Hotel Glasgow: <b>The Business of Law.</b> Brochure only	2013
BIALL 03/44	Documents from 45 <sup>th</sup> Annual Study Conference & Exhibition, 2014, Harrogate International Centre: <b>Data, Data Everywhere.</b> Brochure only	2014
BIALL 03/47	Documents from 46 <sup>th</sup> Annual Study Conference & Exhibition, 2015, Hilton Brighton Metropole: <b>Charting the C's – Collaboration, Co-operation, Connectivity.</b> Brochure only	2015
BIALL 03/48	Documents from 47 <sup>th</sup> Annual Study Conference & Exhibition, 2016, Hilton Hotel, Dublin: <b>The Value of Change.</b> Brochure only	2016
BIALL 03/49	Documents from 48 <sup>th</sup> Annual Study Conference & Exhibition, 2017, The Principal, Manchester: <b>Together or Apart? Effective Ways of Working.</b> Brochure only	2017
BIALL 03/50	Documents from 49 <sup>th</sup> Annual Study Conference & Exhibition, 2018, Hilton Birmingham Metropole: <b>Designing our Future: debate, develop, deliver.</b> Brochure only	2018

## **BIALL 04 Conference: Planning and Conference Committee Records, 1977-2009**

Extent and form: paper files; 3.5 archive boxes

Administrative history: the Conference Committee was set up after the 1996 Conference in order to co-ordinate future conferences.

Scope and contents: papers relating to the organization of the conference, and of the Conference Committee.

Arrangement: sub-series BIALl 04/01-02 were compiled and arranged by Mary Blake. Subsequent material was added to the series in 2022.

Access: open 20 years after last date on file. **Closed items are designated in red.**

Related material: Conference photographs will be found at BIALl 22.

### **BIALL 04/01 Conference planning: Annual Study Conference and other conferences, 1977-2009**

Scope and content: this series comprises planning both for the Annual Study Conference and for other conferences in which BIALl participated.

Arrangement: compiled and arranged by Mary Blake. Subsequent material was added to the series in 2022.

Related material: later Joint Study Institute papers will be found at BIALl 33.

#### Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 04/01/01	Conference Organisation: Papers to Council etc CLOSED until 2024	File compiled by Mary Blake of papers and reports regarding format of the conference and its organisation.	1989-2003
BIALL 04/01/02	(BIALL Conference Committee) Annual Reports CLOSED until 2030	These are copies of the reports presented at the AGM.	2001-2009
BIALL 04/01/03	Minutes: Papers relating to meetings of Conference Committees before the formal establishment of the Conference Committee		1993-1996

Reference	Title	Scope and Contents	Dates
BIALL 04/01/04	(Conference Committee) Minutes CLOSED until 2026		2001-2005
BIALL 04/01/05	Conferences post 1981: Sub Committee on Future Conferences	Includes papers relating to the Sub-Committee on Future Conferences (convened 1979-1980), and surveys and questionnaires relating to conferences.	1979-1997
BIALL 04/01/06	Joint Conferences: (Papers re potential joint conference with AALL in 1979)		1977
BIALL 04/01/07	First JSI (Joint Study Institute) Conference	Includes delegate pack, conference planning progress reports.	1996-1998
BIALL 04/01/08	JSI (Joint Study Institute) 1998	Conference organisation file	1997-1998
BIALL 04/01/09	JSI (Joint Study Institute) 2006. CLOSED until 2026	Conference Committee reports to BIALl Council	2004-2005
BIALL 04/01/10	Conference Grants CLOSED until 2025	Includes correspondence and documents re policy and procedure.	1979-2004
BIALL 04/01/11	Quinquennial Review of Grants		1984-1987
BIALL 04/01/12	CLW (College of Librarianship Wales) Bursary	Includes correspondence with bursary recipients.	1983-1991
BIALL 04/01/13	Notes for Conference Organisers	Copies of semi-regularly updated "Notes for Conference Organisers"	1973-1991
BIALL 04/01/14	Joint conferences: <b>Forward to 2001: an Information Odyssey,</b> Signet Library, Edinburgh, 2000	BIALl Brochure stating that BIALl is "associated with this Conference".	2000

## **BIALL 04/02 Conference Committee: minutes and papers, 1994-2004**

See BIALl website <https://biall.org.uk/biall-committees/conference-committee/>

Extent and form: 7 items and 3 folders

Access: open 20 years after last date on file. **Closed items are designated in red.**

### Item list

<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Dates</b>
BIALL 04/02/01	Notes of a BIALl Meeting on Conferences 7 July 1994	1 item	1994
BIALL 04/02/02	Conference Planning Committee Minutes, Nov 1995	1 item	1995
BIALL 04/02/03	Conference Planning Committee Minutes, June 1996	1 folder	1996
BIALL 04/02/04	Conference Planning Committee Minutes, July, Oct and Nov 1997	1 folder	1997
BIALL 04/02/05	Conference Planning Committee Minutes, January, March, June October and December meetings 1998. Includes 1998 Conference Evaluation	1 folder	1998
BIALL 04/02/06	Conference Committee Minutes and papers, Mar, July, Sept, Dec 1999. Includes aims of the Committee	1 item	1999
BIALL 04/02/07	Conference Committee Minutes and papers, Feb, May, July, Sept, Dec 2000	1 item	2000
BIALL 04/02/08	Conference Committee Minutes and papers, Feb, May, July, Sept 2001	1 item	2001
<b>BIALL 04/02/09</b>	<b>Conference Committee Minutes, May and Agenda, July 2004. CLOSED until 2025</b>	<b>2 items</b>	<b>2004</b>

## **BIALL 04/03 Conference planning: Annual Study Conference, 1991-2013**

Extent and form: 7 items

Scope and content: planning files for the Annual Study Conference, assembled by Mary Blake other than items 04/03/10-16 which were assembled by David Hart.

Arrangement: roughly chronological.

Access: open 20 years after the last date on file. Closed items are designated in red.

Item list

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 04/03/01	File: Conferences. Includes Conference programmes for 1997 and organising correspondence; 1992 Conference programme; 1991 Conference publicity; 1993 Conference publicity; admin for 1999 conference	1991-1999
BIALL 04/03/02	BIALL Conference Survey	1994
BIALL 04/03/03	Conference 1995, Manchester, planning and evaluation papers	1995
BIALL 04/03/04	Conference 1997, Newcastle, planning and evaluation papers	1997
BIALL 04/03/05	Conference Planning File: Conference 1998, Portsmouth: <i>Books Bytes and Boats</i>	1998
BIALL 04/03/06	Correspondence re Cork Conference, 2000 and potential topics for 2002. This item is MISSING	2000
BIALL 04/03/07	Conference Planning File: Conference 2003 and 2004. CLOSED until 2025	2003-2004
BIALL 04/03/08	Conference Planning File: Conference 2004, Edinburgh: <i>Changing Times, New Challenges</i> . CLOSED until 2025	2004
BIALL 04/03/09	Invitation to Tender for the Provision of Conference Organising Services from 2007. CLOSED until 2025	2004
BIALL 04/03/10	Conference Planning File: Conference 2005, Harrogate: <i>Gateways, Gatekeepers and Gatecrashers</i> . CLOSED until 2026	2005
BIALL 04/04/11	Conference Planning File: Conference at Hilton Brighton Metropole, 2006. CLOSED until 2026	2005-2006
BIALL 04/03/12	Conference Planning File: Conference 2006, Brighton: <i>Facing the Front</i> . CLOSED until 2027	2006
BIALL 04/03/13	Conference Planning File: Conference 2007, Sheffield. CLOSED until 2028	2007



Reference	Title	Dates
BIALL 04/03/14	Questions and answers from 2010 BIALl conference. CLOSED until 2030	2010
BIALL 04/03/15	Letter from Glasgow City Marketing Bureau re Glasgow Conference 2013. CLOSED until 2034	2013

## **BIALL 05 Constitution, Rules, Regulations, and Standing Orders, 1969-2008**

Extent and form: 25 files (2 archive boxes)

Scope and contents: files relating to the governance of the Association revisions of the constitutional documents of BIALl.

Arrangement: the first 15 items were compiled and arranged by Mary Blake; later material was added to the series in 2022.

Access: open 20 years after last date on file. **Closed items are designated in red.**

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 05/01	Regulations and Standing Orders No Longer Currently in Force		1994
BIALL 05/02	Working Group on the Role of Council: Minutes taken at BIALl Council Meeting 6 April 1993		1993
BIALL 05/03	Earlier versions [of Rules and Constitution]	Comprises: 1969 Constitution; Rules, 1972; Rules, 1978; Constitution and Regulations, 1983; Standing Order no 1 regarding votes; Constitution and Regulations, 1989 version and 1990 amendment; Transitional Arrangements, 1983 to 1994.	1969- 1994
BIALL 05/04	Rules: Correspondence arising from (1976)	Correspondence regarding the lack of Irish representative on the [Executive] Committee.	1976
BIALL 05/05	Rules: Construction Documents, 1969		1969

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 05/06	Rules: Construction Documents, 1971		1971
BIALL 05/07	Rules: Construction Documents, 1972		1972
BIALL 05/08	Rules: Postal Ballot on New Rules, 1972		1972
BIALL 05/09	Rules Subcommittee 1978	Correspondence and minutes from the Rules Sub-Committee; drafts and revisions of the 1978 rules.	1976-1978
BIALL 05/10	Postal Ballot 1978		1978
BIALL 05/11	1983 Rules Sub-Committee	Correspondence and minutes from the Rules Sub-Committee; drafts and revisions of the 1983 rules.	1982-1983
BIALL 05/12	Postal Ballot 1983		1983
BIALL 05/13	1989 Emendations		1983-1989
BIALL 05/14	Constitution 1994		1994
BIALL 05/15	BIALL Constitution and Regulations 1994		1994
BIALL 05/16	BIALL fact sheet		1994
BIALL 05/17	Standing Orders Adopted by Council on 14 October 1994, with 1996 emendation		1994-1996
BIALL 05/18	BIALL Standing Committees: Terms of Reference (June 1999)		1999
BIALL 05/19	Papers re BIALl Administration Review CLOSED until 2025		2004
BIALL 05/20	Committee Structure Review. CLOSED until 2026		2005

Reference	Title	Scope and Contents	Dates
BIALL 05/21	File: Review of Committee Structure and Establishment of the Awards and Bursaries Committee. CLOSED until 2026		2005
BIALL 05/22	Information Pack for New Committee Members. CLOSED until 2026		2005
BIALL 05/23	Standing Committees: Background Note for Chairs and Members. CLOSED until 2026		2005
BIALL 05/24	BIALL Strategic Review 2006. CLOSED until 2027		2006
BIALL 05/25	Revisions, 2008 CLOSED until 2029		2008

## BIALL 06 BIAL Council: General Files and Papers Presented, 1993-2012

Extent and form: 1 file

Access: open 20 years after last date on file. Closed items are designated in red.

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 06/01	Council General Documents CLOSED until 2027	Chair's Manifesto 1993/94; BIALL Working Party: Profile & Awareness, 1999; BIAL Strategic Review, April 2004; BIALL Strategic Review, 2006	1993-2006
BIALL 06/02	Papers re standing committees for July 1994 council meeting	Standing Order No 3; list of standing committee members.	1994
BIALL 06/03	Report of BIAL Networking Group	Presented to Council July 1996	July 1996
BIALL 06/04	Institutional Members' Entitlements: Report from the Hon Secretary	Council meeting 5 July 1996, agenda item 13	July 1996
BIALL 06/05	BIALL Working Party: Profile and Awareness	Presented to Council 16 April 1996	1999

Reference	Title	Scope and Contents	Dates
BIALL 06/06	Papers re BIALl Display Stand. CLOSED until 2031		2010
BIALL 06/07	BIALL Official Representation at Overseas Conferences, Paper E. CLOSED until 2032		Jan 2011
BIALL 06/08	Correspondence with SLA Legal Division, Paper F, and draft memorandum of understanding. CLOSED until 2032		Jan 2011
BIALL 06/09	Papers relating to the BIALl Legal Information Literacy Survey 2012. CLOSED until 2033	BIALL Legal Information Literacy Survey covering email; Introduction to the BIALl Legal Information Literacy Statement; Introduction to the Legal Information Literacy Toolkit (LILT): working draft version 5	2012
BIALL 06/10	Report from CILIP Future Skills Autumn 2013. CLOSED until 2034		2012

## BIALL 07 Council: Minutes, 1969-2008

Extent and form: 7 volumes; 17 folders

Scope and contents: comprises signed minutes, except where indicated.

Arrangement: until 1984 the minutes were recorded in minute books. Between 1984 and 1999 the minutes were placed in plastic sleeves and bound into volumes. From 1999 onwards the minutes were housed loose in files. Items BIALl 07/01-10 were compiled and arranged by Mary Blake; later material comprising minutes from 2009 was added to the series in 2022.

Access: open 20 years after last date on file. **Closed items are designated in red.**

Item list:

Reference	Title	Extent	Scope and Contents	Dates
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<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 07/01	Minutes of Committee Meetings 1969-Sept 1975	1 volume	Includes summary of the agreement to form an Ad Hoc Committee and the committee's constitution, made at the First Workshop on Law Librarianship, Harrogate 5-9 February 1968.	1969-1975
BIALL 07/02	Minute book 2: Oct 1975-June 1984	1 volume		1975-1984
BIALL 07/03	BIALL Minute Book no3, AGM 1984 – July 1989	1 volume		1984-1989
BIALL 07/04	BIALL Minute Book AGM 1989 – Oct 1993	1 volume		1989-1993
BIALL 07/05	BIALL Minute Book no 5: Jan 1994 – April 1995	1 volume		1994-1995
BIALL 07/06	BIALL Minute Book no 6: July 1995 – Jan 1997	1 volume		1995-1997
BIALL 07/07	BIALL Minute Book no 7: March 1997 – Oct 1998	1 volume		1997-1998
BIALL 07/08	Signed Council/ AGM Minutes Jan 1999-Oct 2001	1 folder		1999-2001
BIALL 07/09	Signed Council/ AGM Minutes Jan 2002 – Oct 2004. CLOSED until 2025	1 folder	Unsigned copy of AGM 2004 minutes.	2002-2004
BIALL 07/10	Council/ AGM Minutes 2005-2008. CLOSED until 2029	1 folder	Unsigned minutes: July 2005, Oct 2005, Jan 2006, Oct 2006, AGM 2007, AGM 2008.	2005-2008
BIALL07/11	BIALL Signed Council Meeting Minutes 2009. CLOSED until 2030	1 folder	July and October meetings only.	2009
BIALL 07/12	BIALL Signed Council Meeting Minutes 2010 CLOSED until 2031	1 folder	January, April, July and October meetings	2010

<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 07/13	BIALL Signed Council Meeting Minutes 2011. CLOSED until 2032	1 folder	January, April, July and October meetings	2011
BIALL 07/14	BIALL Signed Council Meeting Minutes 2012. CLOSED until 2033	1 folder	April, July and October meetings only	2012
BIALL 07/15	BIALL Signed Council Meeting Minutes 2015. CLOSED until 2036	1 folder	April and July meetings only.	2015
BIALL 07/16	BIALL Signed Council Meeting Minutes 2016. CLOSED until 2037	1 folder	January meeting	2016
BIALL 07/17	BIALL Signed Council Meeting Minutes 2017. CLOSED until 2038	1 folder	January meeting	2017
BIALL 07/18	BIALL Signed Council Meeting Minutes 2009. CLOSED until 2030	1 folder	July and October meetings only.	2009
BIALL 07/19	BIALL Signed Council Meeting Minutes 2010. CLOSED until 2031	1 folder	January, April, July and October meetings	2010
BIALL 07/20	BIALL Signed Council Meeting Minutes 2011. CLOSED until 2032	1 folder	January, April, July and October meetings	2011
BIALL 07/21	BIALL Signed Council Meeting Minutes 2012. CLOSED until 2033	1 folder	April, July and October meetings only	2012
BIALL 07/22	BIALL Signed Council Meeting Minutes 2015. CLOSED until 2036	1 folder	April and July meetings only.	2015
BIALL 07/23	BIALL Signed Council Meeting Minutes 2016. CLOSED until 2037	1 folder	January, April, July and December meetings	2016
BIALL 07/24	BIALL Signed Council Meeting Minutes 2017. CLOSED until 2038	1 folder	January meeting	2017

## **BIALL 08 Files on Council Related Matters, 1972-2001**

Extent and form: 7 folders

Access: open 20 years after last date on file

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 08/01	Election of Council	Correspondence, nomination forms, blank invitations for nominations and nominations procedures.	1977-2001
BIALL 08/02	Proxy/ Postal Voting	Correspondence and minutes of the Rules Sub-Committee re: postal voting.	1977-1978
BIALL 08/03	Executive Committee minutes of Reserved Business	Correspondence and minutes re recommending Willi Steiner to Honours and Awards Committee; and regarding gift to Elizabeth Moys in acknowledgement of unpaid work on the <i>Manual of Law Librarianship</i>	1977-1984
BIALL 08/03	Role of Council: Working Group 1992-1994	Minutes, Reports and Correspondence.	1992-1994
BIALL 08/04	Membership (of Council)	Annual lists of Committee, Council Members and Post-holders, 1972/3-2000/1 (wanting: 1974-1975; 1975-1976; 1992-1993; 1993-1994); correspondence; reports of the roles of Treasurer, 1986-1988.	1972-1988
BIALL 08/05	List of Officers, Council Members, and Post Holders 1994-1995	2 items	1994
BIALL 08/06	List of Officers, Council Members, and Post Holders 1995-1996	1 item	1995

## **BIALL 09 Administration, 1973-2005**

Extent and form: 6 folders

Access: open except for BIALL 09/02 which is closed for 75 years in accordance with Data Protection legislation. **Closed items are designated in red.**

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 09/01	Briefing Notes for New Vice Chair of BIALL		1999
<b>BIALL 09/02</b>	<b>Administrator. CLOSED until 2071</b>	<b>Papers re appointment of administrator, 1991-1994; administrator job description; review of administrator role</b>	<b>1991-2005</b>
BIALL 09/03	Guides to Admin (WWSB)	Wallace Breem's guidelines for finance, membership, producing, document disposal, BIALL Annual Calendar.	1973-1976
BIALL 09/04	"Master Letters" & Forms	Comprises: Honorary Secretary Annual Calendar; Membership Secretary job details; Secretary's Guide to BIALL Administration; Stationery Master Copies; Annual Documentation/Conference/Samples.	1975-1987
BIALL 09/05	Bibliographical Enquiry Service	Report discussing low usage of the service and indicating measures to address this	1980
BIALL 09/06	Equipment and Supplies	Primarily re purchase of a computer to list membership records	1986-1992

## **BIALL 10 Allied/Affiliate Groups, 1964-2006**

Extent and form: 9 folders

Scope and contents: Mary Blake's subject files compiled from third party literature and correspondence from the group and copies or originals of correspondence and documents created by BIALL.

Related material held elsewhere: for a list of current affiliate groups see BIALL website: <https://biall.org.uk/affiliate-groups/>

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
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Reference	Title	Scope and Contents	Dates
BIALL 10/01	Law – UK <b>MISSING</b>	Third party material from small <i>Law Librarian</i> associations based in the UK. Memo from Robert Logan to BIALl Council re BIALl Representation to Other Law Library Associations.	[1990s]
BIALL 10/02	CLLG City Law Librarians Group	Comprising folder marked: “City Law Librarians Group – Connection with BIALl”, containing copies of BIALl documents; and printed material from CLLG.	1982-1989
BIALL 10/03	Allied Groups A-B	Includes American Association of Law Libraries; Aslib Business and Information Group; Arbeitsgemeinschaft fur juristisches Bibiotheks- und Dokumentationswesam; Australian Special Libraries Group; and British Library.	c.1970- c.1991
BIALL 10/04	Allied Groups C-I	Includes Canadian Association of Law Libraries; Caribbean Association of Law Libraries; Commonwealth Association of Law Librarians; Dutch Association of Law Librarians; European Bureau of Library, Documentation and Information Associations; Institute of Information Scientists; International Association of Law Librarians; Internal Association of Library Associates; BIALl Irish Minutes	1985-1997
BIALL 10/05	Allied Groups J-Z	Includes Library Association; Library and Information Statistics Unit, Loughborough University; University of the Witwatersrand, Johannesburg; SCONUL.	1969-1997
BIALL 10/06	Joint Consultative Committee	The Joint Consultative Committee represented Aslib, Institute of Information Scientists, the Library Associations, SCONUL and the Society of Archivists.	1983-1984

Reference	Title	Scope and Contents	Dates
BIALL 10/07	BIALL papers re Affiliation to Other Associations		1997
BIALL 10/08	Articles on Law Libraries and Law Librarians	Photocopies of articles from magazines and journals.	1964-2006
BIALL 10/09	Membership flyer for the Association of Law Librarians in Central England		[21 <sup>st</sup> century?]

### BIALL 11 BIAL History, 1964-1999

Extent and form: 4 hard copy files, 1 PDF file and 2 audio tapes

Scope and content: Mary Blake's research for, and papers collected in relation to, *A History of the British and Irish Association of Law Librarians 1969-1999*. This is a hybrid series that contains both paper and digital files.

Access: open

Item list:

Reference	Title	Extent	Scope and Contents	Dates
BIALL 11/01	Research for A History of the British and Irish Association of Law Librarians 1969-1999.	1 hard copy file; 1 PDF	Mary Blake's research for, and two copies of <i>A History of the British and Irish Association of Law Librarians 1969-1999</i> .	1968-1999

Reference	Title	Extent	Scope and Contents	Dates
BIALL 11/02	Before Harrogate 1964	1 file and 2 audio tapes	Correspondence from Mark Blake to EAP Hart re his proposal to form a law library association; copy of circular sent to law libraries re the formation of the Ad Hoc Committee, 1964-1969. Two oral history tapes: Don Daintree's Reminiscences of why the 1968 Harrogate Workshop was Organised (May 1998).	1964-1998
BIALL 11/03	Harrogate Workshops 1968 and 1969	1 file	Wallace Breem's collection of paperwork with his annotations and explanations.	1968-1969
BIALL 11/04	Birth of BIALl: Papers gathered by Willi Steiner	1 file	Correspondence, minutes and reports.	1969-1971

## BIALL 12 BIALl Logo and Name, 1981-2002

Extent and form: 1 file

Access: **CLOSED until 2023**

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 12/01	BIALL Logo and Name	Papers re registration of BIALl logo as a trademark; and design work.	1981-2002

## BIALL 13 Charitable Status, 1976-1984

Extent and form: 1 file

Access: open.

Item list:

Reference	Title	Scope and Contents	Dates
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BIALL 13/01 Charitable Status Correspondence and papers regarding BIALl potentially becoming a registered charity. 1976-1984

## BIALL 14: BIALl Committees, 1967-2009

Extent and form: 22 archive boxes

Scope and content: includes committee minutes, annual reports and correspondence of standing committees and subcommittees.

Arrangement: arranged according to subject matter. The original committee structure was compiled by Mary Blake; in 2022 several additions were made to existing series and new committee series added. Records of working and specialist groups were removed to a new series.

Access: open 20 years after last date on file except for BIALl 14/04/01 which is closed for 75 years in accordance with Data Protection legislation. **Closed items are designated in red.**

Related material held elsewhere: see BIALl website <https://biall.org.uk/biall-committees/>

### BIALL 14/01: Committees and Services correspondence, 1976-2005

Extent and form: 4 files

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 14/01/01	Brief Notes on Committees other than the Executive Committee set up to undertake activities on behalf of BIALl since 1969. CLOSED until 2051	Wallace Breen's notes.	1976
BIALL 14/01/02	Working Group on Standing Committees. CLOSED until 2026	Includes draft 1992 reports, correspondence, and proposal for the BIALl Council Sub-Committee on the Review of Standing Committee Communication and Structure.	1992-2005

Reference	Title	Scope and Contents	Dates
BIALL 14/01/03	Standing Committees	Includes terms of reference for Standing Committees, 1999; 1999 Review of BIALl Standing Committees; Report <i>BIALL Working Party: Profile &amp; Awareness; copies of standing orders</i>	1986-1999
BIALL 14/01/04	Committee Membership – General		1981-1993

### **BIALL 14/02: Acquisitions Sub-Committee, 1972-1975**

Extent and form: 1 file

Administrative History: The Acquisition Sub-Committee was set up by recommendation of the Report of the Committee on Co-operation.

Access: Open after 10 years

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 14/02/01	Committees: Acquisitions 1972-1975	Correspondence and minutes of Acquisitions Sub-Committee which operated 1971-1975	1972-1975

### **BIALL 14/03: Standing Committee on Automation and Union Catalogues, 1971-1976**

Extent and form: 1 file

Administrative History: This committee merged with the Sub-Committee on Cataloguing and Classification in 1976.

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 14/03/01	Committees: Automation & Union Catalogues 1971-1975	Correspondence and minutes of the Standing Committee on Automation and Union Catalogues. Includes Report <i>Automation or Research and Development?</i> By D Raistrick.	1971-1976

## **BIALL 14/04 Awards and Bursaries Committee, 1968-2010**

Extent and form: 10 files

Scope and content: minutes, reports and records for the External Affairs Committee and its successor body, the Awards and Bursaries Committee.

Administrative history: the Standing Committee on External Affairs (SCEA) was formed in January 1993, arising from the work of the Standing Committee on Overseas Representation. In 2006 it was renamed the Awards and Bursaries Committee (ABC) and its remit extended “to include the promotion, supervision and administration of current awards and the consideration of proposals for new awards.” (BIALL 14/20/01).

### **Aim:**

- To co-ordinate and propose the award of all BIALl Bursaries
- To co-ordinate and organise various BIALl awards to individuals and organisations
- To co-ordinate and organise all other ad-hoc awards

### **Terms of Reference:**

1. To establish conditions for the award of all bursaries
2. To allocate bursaries for BIALl conferences, BIALl events and where appropriate for other professional development events
3. To allocate bursaries for overseas legal information conferences and events as appropriate
4. To liaise with the Hon Treasurer in the issuing of monetary prizes for awards and payment of bursaries and in management of the separate memorial award bank accounts.

Access: open 20 years after last date on file except for BIALl 14/04/07 which is closed for 75 years in accordance with Data Protection legislation. **Closed items are designated in red.**

Related material: see BIALl 14/18 for records of the Standing Committee on Overseas Representation.

Related material held elsewhere: see BIALl website <https://biall.org.uk/biall-committees/awards-and-bursaries-committee/>

### Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
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Reference	Title	Scope and Contents	Dates
BIALL 14/04/01	Awards and Bursaries Committee correspondence. CLOSED until 2027		2006
BIALL 14/04/02	(Awards and Bursaries Committee) Annual Reports. CLOSED until 2030		1993-2009
BIALL 14/04/03	(Awards and Bursaries Committee) Minutes CLOSED until 2025		1993-2004
BIALL 14/04/04	Other Awards and Memorials. CLOSED until 2026	Copies of relevant BIALl Council Agenda items on the proposed Alex McVitty bursary; proposed <i>Law Librarian of the Year Award</i> ; Betty Moys'; Bequest; Willi Steiner Memorial Lecture.	2004-2005
BIALL 14/04/05	Wallace Breem Award. CLOSED until 2026	Papers relating to the setting up and administration of the Award which was established in 1990.	1968-2005
BIALL 14/04/06	Wallace Breem Award: publicity material. CLOSED until 2025	Includes correspondence and copy of the award certificate.	1990-2004
BIALL 14/04/07	Wallace Breem Memorial Appeal Fund: Donors	Correspondence, publicity and account book.	1990-2005
BIALL 14/04/08	Wallace Breem Award: recipients	Submissions, notifications and responses.	1992-1998
BIALL 14/04/09	Law Library Organisations and Journals		1996

Reference	Title	Scope and Contents	Dates
BIALL 14/04/10	Awards and Bursaries Committee publicity material  CLOSED until 2031 other than publicity material	Flyers for 2009 and 2010; draft press release re 2010 awards; Customer Relationship initiative Award 2008 – nominations, award announcement, call for nominations, press release re award announcement, internal instructions for administering the award; publicity material for Legal Journals Award 2008 ,2009 and 2010; nominations and administration for 2008 Legal Journals Award; internal instructions for administering the Legal Awards Journal	2008-2010

#### **BIALL 14/05: Wallace Breem Memorial Award Committee, 1990-2005**

Extent and form: 1 folder

Access: closed until 2036

Item list

Reference	Title	Scope and Contents	Dates
BIALL 44/01	Papers relating to the Wallace Breem Memorial Award and Wallace Breem Memorial Committee	Correspondence re setting up and administration of the fund; minutes of the Wallace Breem Memorial Committee	1990-2005

#### **BIALL 14/06: Sub-Committee on Rules of the Association**

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Dates
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BIALL 14/06/01 Statement to British Library Ad Hoc Working Party on 1982  
Access to Law.

### **BIALL 14/07 Standing Committee on Cataloguing and Classification, 1967-1995**

Extent and form: 3 files

Administrative History: This was originally the Sub-Committee on Legal Thesauri. It quickly became known as the Sub-Committee on Cataloguing and Classification. In 1976 it merged with the Standing Committee on Automation and Union Catalogues. In 1992/3 it became a sub-committee of the Standing Committee on Library and Information Provision (SCOLIP) – see BIALl 14/13 for further records.

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/07/01	Standing Committee on Cataloguing and Classification	Correspondence and blank questionnaires to be sent to law libraries re cataloguing.	1967-1995
BIALL 14/07/02	(Standing Committee on Cataloguing and Classification): Annual Reports		1973-1993
BIALL 14/07/03	(Standing Committee on Cataloguing and Classification): Minutes		1972-1993

### **BIALL 14/08 Committee on Co-operation, 1970-1973**

Extent and form: 1 file

Administrative history: the Committee on Co-operation was appointed at the 1970 AGM to investigate the potential of greater co-operation between law libraries. It presented its report in 1971.

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/08/01	Committee on	File Includes two copies of the final	1970-1973

Co-operation report and minutes of meetings.

### **BIALL 14/09 Sub-committee on Court Libraries, 1972-1980**

Extent and form: 1 file

Administrative history: the committee was originally set up in 1972 when BIALl approached the Lord Chancellor's Department offering to prepare a memo on staff and holdings for the libraries of the new Crown Courts. BIALl's proposals were subsequently rejected.

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/09/01	Sub-committee on Court Libraries	Includes questionnaires completed by court libraries.	1972-1980

### **BIALL 14/10 Cataloguing Rules Committee, 1973-1975**

Extent and form: 2 folders

Access: open

Item list

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 14/10/01	Memorandum to the Cataloguing Rules Committee on the Revision of the AACR, 1967	1973
BIALL 14/10/02	Memorandum and supplementary memorandum to the Cataloguing Rules Committee on the Revision of the AACR, 1967	1975

### **BIALL 14/11 Standing Committee on Education and Training, 1972-1994**

Extent and form: 15 files

Administrative history: the Report of the recommended the formation of the

The Committee on the Training of Law Librarians was formed in 1971 on the recommendation of the Committee on Co-operation. By 1975 it was known as the Standing Committee on Education and Training (of Law Librarians). It was succeeded by the Standing Committee on Professional Standards and Development in 1993.

Access: open

Related material: for records of the Standing Committee on Professional Standards and Development see BIALL 14/27/01.

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/11/01	Education and Training	Includes correspondence and publicity material.	1977-1992
BIALL 14/11/02	Annual Reports		1972-1992
BIALL 14/11/03	Minutes	Wanting: minutes for meeting 2 Dec 1977, 14 June 1978 and meetings post 27 March 1991.	1978-1992
BIALL 14/11/04	Membership	Lists of committee members and correspondence.	1977-1990
BIALL 14/11/05	Careers	Correspondence re production of BIALL leaflet <i>Career Opportunities in Law Librarianship</i> . Includes copies of leaflet.	1980-1988
BIALL 14/11/06	Placements and Exchanges		1976-1991
BIALL 14/11/07	Joint Ventures		1977-1994
BIALL 14/11/08	Library Association Licentiate Scheme		1982-1990
BIALL 14/11/09	Legal Practice and Research Skills	Correspondence and publicity re training courses.	1990-1991
BIALL 14/11/10	National Vocational Qualifications		1989-1992
BIALL 14/11/11	PCL/ BIALL Course	Correspondence re courses run in conjunction with the Polytechnic of Central London.	1982-1990
BIALL 14/11/12	Short Courses 1972-1992	Correspondence and guidelines on organising short courses.	1981-1990
BIALL 14/11/13	Short Courses 1972-1992	Publicity material for short courses held between 1972 and 1992, arranged chronologically by course.	1972-1992

Reference	Title	Scope and Contents	Dates
BIALL 14/11/14	Visits and Social Events	Publicity material and correspondence.	1981-1991
BIALL 14/11/15	Working Party on Reader Instruction	Correspondence re travelling workshops experiment and tape and slide presentations.	1979-1981

### **BIALL 14/12 Standing Committee on Library Provision and Information Services (SCOLPIS), 1976-1997**

Extent and form: 14 files

Administrative history: the Sub-Committee on Law Library Provision was formed in 1976, with its focus to be “All matters relating to the provision of legal literature and law library services”. In 1980 this committee merged with the Working Party on Computer-Assisted Legal Information to form the Standing Committee on Library Provision and Information Services. In 1992/3 SCOLPIS was replaced by the Standing Committee on Library and Information Provision (SCOLIP).

Access: open

Related material: see BIALl 14/13 for the records of SCOLIP.

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 14/12/01	Committees: Law Library Provision	Includes notes for verbal report to Council regarding the hand-over of work to the newly formed SCOLPIS.	1976-1992
BIALL 14/12/02	Annual Reports 1976/77 – 1992/93		1977-1993
BIALL 14/12/03	Standing Committee on Library Provision and Information Services: Minutes	Includes 1979-1980 minutes of the BIALl Working Party on Computerised Legal Information Retrieval.  <u>Wanting</u> minutes from 1976/77 (2 meetings); 1977/78 (1 meeting); 1983/84 June (?) meeting; 1988; 27 June 1990; 11 September 1991.	1979-1990

BIALL 14/12/04	SCOLPIS: Establishment 1976 and Membership to 1992		1976-1992
BIALL 14/12/05	LAWLIP (Law library and information plan)	Correspondence and articles re LAWLIP.	1989-1992
BIALL 14/12/06	Working party on Computer-Assisted Legal Information Retrieval		1979-1985
BIALL 14/12/07	Surveys of [legal on- line information retrieval] Services		1981-1983
BIALL 14/12/08	UK Library Database System		1982-1983
BIALL 14/12/09	Legal Technology and Databases	Includes correspondence and photocopies of articles.	1981-1985
BIALL 14/12/10	Lexis		1983-1991
BIALL 14/12/11	Libraries Advisory Council	Includes BIALl's submission to the Future Development of Libraries Working Party of the Library Advisory Council, 1981.	1979-1981
BIALL 14/12/12	LINCC [Library and Information Co- operation Council]		1988-1997
BIALL 14/12/13	LISC [Library and Information Services Working Council]		1983-1996
BIALL 14/12/14	Submission to the Royal Commission on Legal Services		1976-1979

### **BIALL 14/13 Standing Committee on Legal Information Provision (SCOLIP), 1978-1999**

Extent and form: 7 files

Administrative history: replaced the Standing Committee on Library Provision and Information Services in 1992/3. In 1999 SCOLIP was disbanded.

Access: open

Related material: see BIALL 14/12 for records of the Standing Committee on Library Provision and Information Services, and its predecessors.

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/13/01	SCOLIP	Correspondence re membership; reports; and Committee's aims. Includes copy of the publication <i>Law and Order: Trends in Legal Information Provision</i> .	1992-1999
BIALL 14/13/02	Annual Reports 1992/93 – 1998/99		1993-1999
BIALL 14/13/03	Minutes	Some minutes <u>wanting</u>	1993-1999
BIALL 14/13/04	BILETA [British and Irish Legal Education Technology Association]		1986-1996
BIALL 14/13/05	Cataloguing and Classification [Sub-Committee]		1992-1996
BIALL 14/13/06	Copyright		1978-1995
BIALL 14/13/07	Networking	Correspondence, predominantly re electronic communications with the membership of BIALL.	1989-1996

#### **BIALL 14/14: Willi Steiner Memorial Lecture Committee, 2003-2007**

Extent and form: 2 folders

Access: open 20 years after the last date on file. **Closed items are designated in red.**

Item list

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
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Reference	Title	Scope and Contents	Dates
BIALL 14/14/01	File: Willi Steiner Memorial Lecture. CLOSED until 2028	Includes proposals to establish Memorial Lecture; publicity relating to Inaugural Lecture 2005	2003-2007
BIALL 14/14/02	Correspondence, minutes and reports re the WSML. CLOSED until 2025		2004

### BIALL 14/15 Standing Committee on Membership Services, 1993-2009

Extent and form: 5 folders

Administrative history: the Standing Committee on Membership Services was set up in 1992 to promote membership of BIALL and to liaise with the Special Interest Groups and the independent regional groups.

Access: open 20 years after last date on file. Closed items are designated in red.

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 14/15/01	Membership Services. CLOSED until 2026	Includes copies of membership packs and handbooks; and correspondence re membership categories and benefits.	1999-2005
BIALL 14/15/02	Annual Reports. CLOSED until 2030	Annual Reports of the Membership Services Committee, 1992/93-2008/9 and Duplicates Exchange Scheme, 1999/2000 – 2008/9.	1993-2009
BIALL 14/15/03	Minutes. CLOSED until 2027		1998-2006
BIALL 14/15/04	Information Pack for New Council Members, Chairs and Committee Members 1999/2000		1999
BIALL 14/15/05	Correspondence, Minutes and Agendas		1994-1999

## **BIALL 14/16 Nominations/Nominations and Volunteers Committee, 1994-2013**

Extent and form: 3 folders

Access: open other than items containing personal data.

Related material held elsewhere: see BIALl website <https://biall.org.uk/biall-committees/nominations-volunteers-committee/>

Item list:

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 14/16/01	Nominations [Sub-Committee]	1994-1996
BIALL 14/16/02	Invitation for Nominations: completed nomination form on reverse. CLOSED until 2033	2012
BIALL 14/16/03	Council Nominations: nomination forms and candidates' statements. Presented at the Glasgow Conference, June 2013 CLOSED until 2034	2013

## **BIALL 14/17 Official Publications Standing Committee, 1977-1995**

Extent and form: 7 folders

Administrative history: the Official Publications Standing Committee was set up in c1982 in order to ensure better communication with HMSO and other bodies producing official publications. In 1992 it became part of the Standing Committee on Legal Information Provision (SCOLIP).

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 14/17/01	Official Publications Standing Committee	1977-1992
BIALL 14/17/02	Annual Reports 1982/83 – 1992/93	1983-1993
BIALL 14/17/03	Minutes	1983-1989
BIALL 14/17/04	National Forum on EC Information	1978-1987
BIALL 14/17/05	[Library Association's] Standing Committee on Official Publications (SCOOP). Includes papers re Library Association/ HMSO Services Working Party	1983-1995
BIALL 14/17/0	Correspondence, Minutes and Agendas	1993-1999
BIALL 14/17/07	Agenda and Minutes for August meeting, 1997	1997



## **BIALL 14/18 Standing Committee on Overseas Representation, 1984-1992**

Extent and form: 5 files

Administrative history: the Standing Committee on Overseas Representation was set up in 1990 at the recommendation of the Working Party on Overseas Representation. In 1992 this became the Standing Committee on External Affairs, and then in 2006 Awards and Bursaries.

Access: open

Related material: see BIALl 14/04 for records of the Standing Committee on External Affairs and the Standing Committee on Awards and Bursaries.

Item list:

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 14/18/01	Standing Committee on Overseas Representation	1989-1992
BIALL 14/18/02	Annual Reports 1990/91 – 1991/92	1991-1992
BIALL 14/18/03	Minutes	1990-1992
BIALL 14/18/04	Bursaries	1990-1992
BIALL 14/18/05	Overseas Bursaries pre 1990. Predominantly bursaries for attending the conferences of the American Association of Law Librarians, the International Association of Law Librarians and the Canadian Association of Law Librarians	1984-1992

## **BIALL 14/19 Standing Committee on Professional Standards and Development (SCOPSAD)**

Extent and form: 14 folders

Administrative note: the Standing Committee on Professional Standards and Development was formed in 1992 as the successor body of the Standing Committee on Education and Training. It was in turn succeeded by the Professional Development Committee.

Scope and content: this is a hybrid series that contains both paper and digital files.

Access: open 20 years after the last date on file. **Closed items are designated in red.**

Related material: see BIALl 14/11 for the records of the Standing Committee on Education and Training and BIALl 14/24 for an earlier Committee on Professional Standards. The records of the current Professional development Committee are at BIALl 14/27/01.

Item list:

Reference	Title	Extent and form	Dates
BIALL 14/19/01	Professional Standards and Development re purpose and aims of SCOPSAD; training remit; and proposed training provision. CLOSED until 2027	1 folder	1992-2006
BIALL 14/19/02	Annual Reports 1992/3-2008/9. CLOSED until 2030	1 folder	1993-2009
BIALL 14/19/03	Social Events: publicity material	1 folder	1993-2004
BIALL 14/19/04	Short Courses. Publicity material	1 folder	1992-2005
BIALL 14/19/05	Course material: Legal Reference Materials – An Introduction	1 folder	2000-2001
BIALL 14/19/06	Course material: Legal Reference Materials – An Introduction	1 folder	2002
BIALL 14/19/07	Course material: Legal Reference Materials – An Introduction	1 folder	2002
BIALL 14/19/08	Presentation slides: Copyright for commercial organisations. From the BIALL Seminar 7 Nov 2002. <u>Copyright</u> : NLA	1 folder	2002
BIALL 14/19/09	Course material: EU Legal Information – An Introduction	1 folder	2003
BIALL 14/19/10	BIALL <i>Legal Research Training Pack</i>	1 folder	2006
BIALL 14/19/11	BIALL <i>Legal Research Training Pack</i>	1 folder	2007
BIALL 14/19/12	BIALL Legal Research Self-test Questions and Answers	1 folder	2000
BIALL 14/19/13	Publicity for Visits	1 folder	1997-2001
BIALL 14/19/14	Minutes. CLOSED until 2024	1 folder	1993-2003

## BIALL 14/20 Public Relations and Promotions Committee, 1997-2012

Extent and form: 6 folders

Administrative history: formed in 2006/7, the purpose of the PR and Promotions Committee is to promote the Association in the wider legal world and provide responses to matters affecting members.

Access: open 20 years after last date on file. Closed items are designated in red.

Related material held elsewhere: see BIALl website <https://biall.org.uk/biall-committees/pr-promotions-committee/>

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 14/20/01	PR and Promotions. CLOSED until 2030	Includes annual reports, Committee terms of reference and BIALl Working Party Report: "Public Relations & Recruitment"	1997-2009
BIALL 14/20/02	Committee on PR and Promotion Minutes 2008. CLOSED until 2029	Signed minutes of meeting held in October 2008	2008
BIALL 14/20/03	Public Relations and Promotions Committee Agendas and Minutes, 2009. CLOSED until 2030	Signed minutes of meetings held in March, July and November 2009.	2009
BIALL 14/20/04	Public Relations and Promotions Committee Agendas and Minutes, 2010. CLOSED until 2031	Signed minutes of meetings held in March, July and November 2010.	2010
BIALL 14/20/01	Public Relations and Promotions Committee Agendas and Minutes 2011. CLOSED until 2032	Agendas and unsigned minutes of meetings held in March, July and November 2011.	2011
BIALL 14/20/06	Public Relations and Promotions Committee Agendas and Minutes 2012. CLOSED until 2033	Agendas and unsigned minutes of meetings held in March, July and November 2012.	2012

### **BIALL 14/21 Publications Committee, 1969-2014**

Extent and form: 85 folders

Administrative history: a Sub-Committee on Publications was set up in November 1969. In 1977 it became a Standing Committee. In 1979 full responsibility for *The Law Librarian* (later *Legal Information Management*) was given to the Honorary Editor and a reconstituted Editorial Board, and the Publications Committee focussed on books and other publications.

Scope and contents: includes the records of the Standing Committee on Publications and some records of the Editor and Editorial Board of *The Law Librarian* and *Legal Information Management*. For the bulk of records of the Editorial Board and its predecessor see BIALL 27.

Arrangement: files 14/21/01-72 were catalogued in the order in which they were arranged by Mary Blake. Records relating to *The Law Librarian* and *Legal Information Management* are found at BIALL 14/21/11-12; BIALL 14/21/14-32; and BIALL 14/21/40-72. Later files have been added as they were transferred.

Access: open 20 years after last date on file other than BIALL 14/21/16 which is closed for 75 years in accordance with data protection legislation. **Closed items are designated in red.**

Related material: publications are catalogued as BIALL 26/01 and records of the Editorial Board of the *Law Librarian* and of *Legal Information Management* are at BIALL 27.

Related material held elsewhere: see BIALL website <https://biall.org.uk/biall-committees/publications-committee/>

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/21/01	Publications (General file). CLOSED until 2028	Includes publishing policy for BIALL, 1976; Chairman's Notes on Union List of Law Reports, 1981; correspondence.	1973-2007
BIALL 14/21/02	Annual Reports 1971/72 – 2008/9. CLOSED until 2030		1972-2009
BIALL 14/21/03	Minutes		1972-1986
BIALL 14/21/04	Minutes. CLOSED until 2029		1994-2008
BIALL 14/21/05	Publications by title		1973-1986
BIALL 14/21/06	BIALL Brochures and prospectus	Copies of each brochure and some related correspondence.	1972-1992
BIALL 14/21/07	Careers Leaflets		1980-[2009?]
BIALL 14/21/08	Bibliography of Commonwealth Law Reports	Project file.	1980-1992
BIALL 14/21/09	[European Economic] Community Law Bibliography	Progress reports.	1972-1973

Reference	Title	Scope and Contents	Dates
BIALL 14/21/10	[European Economic] Community Law Bibliography Correspondence		1972-1974
BIALL 14/21/11	Directory of Law Libraries	Project file.	1975-1976
BIALL 14/21/12	Directory [of Law Libraries] Eds 2-8. CLOSED until 2027	Publicity flyers and correspondence.	1983-2006
BIALL 14/21/13	Index to Legal Essays	Project file.	1978-1989
BIALL 14/21/14	<i>The Law Librarian</i>	Includes correspondence; Report and Financial Plan, 1992; and publicity material.	1977-c.1992
BIALL 14/21/15	Editor [of <i>The Law Librarian</i> ]	Correspondence from the Honorary Editor	1977-1992
BIALL 14/21/16	Editor [of <i>The Law Librarian</i> ]	Correspondence re the appointment of a salaried editor.	1993-1998
BIALL 14/21/17	Editorial Board [of <i>The Law Librarian</i> ]	Correspondence, reports and minutes.	1988-2000
BIALL 14/21/18	Annual Reports of the Editorial Board of <i>The Law Librarian</i> , 1985/86 – 2000/1		1986-2001
BIALL 14/21/19	Minutes of the Editorial Board of <i>The Law Librarian</i>		1985-2001
BIALL 14/21/20	Advertising (for and in <i>The Law Librarian</i> )	Reports and correspondence re advertising the <i>Law Librarian</i> and carrying advertising in the law librarian.	1986-1996
BIALL 14/21/21	Back Issues (of <i>The Law Librarian</i> )		1987-1992
BIALL 14/21/22	Construction Documents: 1971 and contract (for <i>The Law Librarian</i> )		1969-1971

Reference	Title	Scope and Contents	Dates
BIALL 14/21/23	Construction Documents: 1975 and contract (for <i>The Law Librarian</i> )		1975
BIALL 14/21/24	Correspondence re Vols 1 and 2 (of <i>The Law Librarian</i> )		1969-1972
BIALL 14/21/25	Correspondence (re <i>The Law Librarian</i> )		1973-1976
BIALL 14/21/26	1986 Contract (for <i>The Law Librarian</i> )		1986
BIALL 14/21/27	<i>Law Librarian Report and Financial Plan</i>		1992
BIALL 14/21/28	Notes for Contributors (of <i>The Law Librarian</i> )		1973-1987
BIALL 14/21/29	Subscribers and Mailing (of <i>The Law Librarian</i> )		1976-1987
BIALL 14/21/30	Working Party on <i>The Law Librarian</i>		1989-1990
BIALL 14/21/31	<i>Legal Information Management Contracts.</i> CLOSED until 2029		2003-2008
BIALL 14/21/32	Editorial Board – <i>Legal Information Management.</i> CLOSED until 2030	Annual reports.	2001-2009
BIALL 14/21/33	Correspondence re <i>Manual of Law Librarianship</i>		1970-1976
BIALL 14/21/34	Construction Documents (for <i>Manual of Law Librarianship</i> )		c.1972
BIALL 14/21/35	Contract with Deutsch (for <i>Manual of Law Librarianship</i> )		1972
BIALL 14/21/36	Editor's Instructions to Contributors and Correspondence		1972-1976
BIALL 14/21/37	Reviews of 1 <sup>st</sup> Edition of <i>Manual of Law Librarianship</i>	Photocopies of articles.	1977

Reference	Title	Scope and Contents	Dates
BIALL 14/21/38	<i>Manual of Law Librarianship</i> 2 <sup>nd</sup> edition		1981-1988
BIALL 14/21/39	Newsletter. CLOSED until 2024	Correspondence and sponsorship agreement.	1981-2003
BIALL 14/21/40	Assorted Editorial Correspondence 1971-72 (Moys)		1971-1972
BIALL 14/21/41	Assorted Editorial Correspondence 1973 (Moys)		1973
BIALL 14/21/42	Assorted Editorial Correspondence 1974 (Moys)		1974
BIALL 14/21/43	Assorted Editorial Correspondence 1975 (Moys)		1975
BIALL 14/21/44	Assorted Editorial Correspondence 1976 (Moys)		1976
BIALL 14/21/45	<i>Law Librarian</i> Correspondence re Commercial Matters 1975-77 (Moys)		1975-1977
BIALL 14/21/46	Assorted Editorial Correspondence 1977 (Moys)		1977
BIALL 14/21/47	Assorted Editorial Correspondence 1978-1983 (Raistrick)		1978-1983
BIALL 14/21/48	<i>The Law Librarian</i> Editor's Correspondence Issues Dec 1984 – Dec 1986	Donald Raistrick's file	1984-1986
BIALL 14/21/49	<i>The Law Librarian</i> Editor's Correspondence Issues Apr 1987 – Dec 1987		1987
BIALL 14/21/50	<i>The Law Librarian</i> Editor's Correspondence Issues Apr 1988 – Dec 1989		1988-1989

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/21/51	Agreements and correspondence with the publishers, Sweet & Maxwell		1984-1990
BIALL 14/21/52	Correspondence with the printers		1983-1990
BIALL 14/21/53	Miscellaneous 1988-1990	Correspondence file.	1988-1990
BIALL 14/21/54	<i>The Law Librarian</i> Editor's Correspondence Dec 1990		1990
BIALL 14/21/55	<i>The Law Librarian</i> April 1991 Correspondence		1991
BIALL 14/21/56	<i>The Law Librarian</i> December 1991 letters		1991
BIALL 14/21/57	<i>The Law Librarian</i> June 1992 Letters		1992
BIALL 14/21/58	<i>The Law Librarian</i> September 1992 Correspondence		1992
BIALL 14/21/59	<i>The Law Librarian</i> December 1992 Correspondence		1992
BIALL 14/21/60	<i>The Law Librarian</i> March 1993 Correspondence		1993
BIALL 14/21/61	<i>The Law Librarian</i> June 1993 Correspondence		1993
BIALL 14/21/62	<i>The Law Librarian</i> September 1993 Correspondence Special Info Services		1993
BIALL 14/21/63	<i>The Law Librarian</i> December 1993 Correspondence		1993
BIALL 14/21/64	<i>The Law Librarian</i> Editorial Board	Correspondence and meeting notes.	1985-1994
BIALL 14/21/65	<i>The Law Librarian</i> Printer		1978-c.1984
BIALL 14/21/66	<i>The Law Librarian</i> August 1990 [correspondence]		1990
BIALL 14/21/67	<i>The Law Librarian</i> April 1990 [correspondence]		1990



Reference	Title	Scope and Contents	Dates
BIALL 14/21/68	<i>The Law Librarian</i> Administration		1975-1987
BIALL 14/21/69	<i>The Law Librarian</i> March 1994 Correspondence		1994
BIALL 14/21/70	<i>The Law Librarian</i> June 1994 Environmental Info Correspondence		1994
BIALL 14/21/71	<i>The Law Librarian</i> September 1994 Correspondence Copyright Issue		1994
BIALL 14/21/72	<i>The Law Librarian</i> December 1994 Correspondence		1994
BIALL 14/21/73	BIALL Handbook of Legal Information Management: Correspondence file with publishers, Ashgate. CLOSED until 2026	Includes an unsigned copy of the contract and drafts of the memorandum of agreement	2003-2005
BIALL 14/21/74	Newsletter Sponsorship Guidance: circular for potential sponsors		1 March 2014
BIALL 14/21/75	Publications Committee Report to Council. CLOSED until 2033	1 item	July 2012
BIALL 14/21/76	Publications Committee Annual Report to Council 2012/2013. CLOSED until 2034	1 item	2013
BIALL 14/21/77	Publications Committee budget 2013/2014. CLOSED until 2034	1 item	2013
BIALL 14/21/78	Publications Committee – Formal Proposal to BIALl Council regarding BIALl Directory of British and Irish Law Libraries. CLOSED until 2032	1 item	January 2011

Reference	Title	Scope and Contents	Dates
BIALL 14/21/79	BIALL Directory – further proposal to BIALl Council. CLOSED until 2033	1 item	11 January 2012
BIALL 14/21/80	Publications Committee Minutes 2009 CLOSED until 2030	Minutes of meetings held in February, July and September.	2009
BIALL 14/21/81	Publications Committee Minutes 2010 CLOSED until 2031	Minutes of meetings held in March, August and November.	2010
BIALL 14/21/82	Publications Committee Minutes 2011 CLOSED until 2032	Minutes of meetings held in April, July and December.	2011
BIALL 14/21/83	Publications Committee Minutes 2012 CLOSED until 2033	Minutes of meetings held in March, July and October.	2012
BIALL 14/21/84	Publications Committee Minutes 2013 CLOSED until 2034	Minutes of meetings held in January, May and October.	2013
BIALL 14/21/85	Publications Committee Minutes 2014 CLOSED until 2035	Minutes of meetings held in February and May.	2014

### **BIALL 14/22 Standing Committee on Special Interest groups, 1989-2002**

Extent and form: 1 file

Administrative history: from 1992 overseeing the Special Interest Groups became the responsibility of the Standing Committee on Membership Services.

Access: closed until 2023

Related material: records of special interest and working groups themselves are at BIALl 29.

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 14/22/01	Special Interest Groups	Correspondence and reports re the formation and purpose of Special Interest Groups.	1989-2002

## **BIALL 14/23 Sponsorship Committee, 1994-1996**

Extent and form: 1 file

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/23/01	Sponsorship	Material relating to the BIALL Sponsorship Committee (set up Oct 1995) and Sponsorship Working Group.	1994-1996

## **BIALL 14/24 Professional Standards Committee, 1970-1995**

Extent and form: 5 files

Scope and contents: series of files relating to professional standards.

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/24/01	Sub-Committee on Standards	Includes terms of reference and minutes.	1974-1983
BIALL 14/24/02	BIALL Standards and Recommended Book Holdings	Copies of <i>Law Librarian</i> December 1981 and January 1983 which contain Standards for Law Libraries.	1981-1983
BIALL 14/24/03	Sub-Committee on Multiple Copies in Law Libraries	Minutes and reports.	1970-1972
BIALL 14/24/04	Sub-Committee on Staffing in University Law Libraries	Correspondence and replies to questionnaire.	1979-1981
BIALL 14/24/05	SPTL	Correspondence re SPTL and standards for law libraries.	1985-1995

## **BIALL 14/25 Standing Committee on Strategy and Finance, 1992-2007**

Extent and form: 16 folders

Administrative history: the Standing Committee on Strategy and Finance was formed in 1992/3 in order to oversee the financial management and strategy of the Association.

Access: open 20 years after last date on file. **Closed items are designated in red.**

Related material held elsewhere: see BIALl website <https://biall.org.uk/biall-committees/strategy-and-finance-committee/>

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/25/01	Strategy and Finance (General file). <b>CLOSED until 2026</b>	Copies of strategic plans and documents re organisational structure of BIALl.	1992-2005
BIALL 14/25/02	(Standing Committee on Strategy and Finance) Annual Reports 1992/93 to 2006/07. <b>CLOSED until 2028</b>		1993-2007
BIALL 14/25/03	(Standing Committee on Strategy and Finance) Minutes. <b>CLOSED until 2028</b>		1993-2007
BIALL 14/25/04	Strategy and Finance Committee: papers and correspondence regarding the Committee's foundation		1993
BIALL 14/25/05	Strategy and Finance Committee meetings 1993	Agenda for February meeting; Agenda and Minutes for May meeting	1993
BIALL 14/25/06	Strategy and Finance Committee meetings 1994	Minutes for February meeting; supporting papers and Minutes for May meeting; agenda and minutes for December meeting. Paper circulated to committee: <i>The Information Resources Sector Consultation Paper</i> , Alliance of Archives, Libraries and Records Management.	1994

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 14/25/07	Strategy and Finance Committee meetings 1995	Agenda and minutes for March meeting; minutes for December 1994 meeting; Agenda and Minutes for June meeting; Minutes for December meeting	1994-1995
BIALL 14/25/08	Strategy and Finance Committee meetings 1996	Agenda and Minutes for May meeting; minutes from 1995 meeting.	1995-1996
BIALL 14/25/09	Strategy and Finance Committee meetings 1997	Agenda and Minutes for May meeting; Minutes for November 1996 meeting	1996-1997
BIALL 14/25/10	Strategy and Finance Committee meetings 1998	Agenda and Minutes for November meeting.	1998
BIALL 14/25/11	Strategy and Finance Committee meetings 1998	Agenda and Minutes for March meeting.	1999
BIALL 14/25/12	Strategy and Finance Committee meetings 2000	Agenda for February meeting; Minutes for November 1999 meeting; Agenda and Minutes for November meeting.	2000
BIALL 14/25/13	Strategy and Finance Committee Minutes 2009. CLOSED until 2030	Signed minutes for meetings held in February and October 2009.	2009
BIALL 14/25/14	Strategy and Finance Committee Minutes 2010 Feb and Jun. CLOSED until 2031	Signed minutes for meeting held in February, unsigned minutes for June, July and October 2010.	2010
BIALL 14/25/15	Strategy and Finance Committee Minutes 2011. CLOSED until 2032	Unsigned minutes for meetings held in February, June and October.	2011
BIALL 14/25/16	Strategy and Finance Committee Minutes 2012. CLOSED until 2033	Unsigned minutes for meetings held in February and September.	2012

### **BIALL 14/26 Supplier Liaison Group: records, 2013**

Administrative background: this group is in fact a committee with the following aims:

- To promote the better administration and exploitation of resources in member libraries
- To develop relationships with information providers including publishers, agents and distributors of all media
- To represent the interests of members in appropriate forums

Related material held elsewhere: see BIALL website <https://biall.org.uk/biall-committees/supplier-liaison-group-committee/>

Extent and form: 1 folder

Access: closed until 2034

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 14/26/01	Supplier Liaison Group meeting minutes, 2013	Minutes for meetings held in February, April and August 2013	2013

### **BIALL 14/27 Professional Development Committee: records, 2012-2021**

Extent and form: 3 folders, 26 PDF files

Scope and content: this is a hybrid series that contains both paper and digital files.

Administrative background: the aim of the Committee is to promote and support the continuing professional development of Members in conformity with the strategic objectives of the Council. see BIALL website [https://biall.org.uk/biall-committees/professional\\_development\\_committee/](https://biall.org.uk/biall-committees/professional_development_committee/)

Access: open 20 years after the last date on file. Closed items are designated in red.

Item list:

### **BIALL 14/27/01 Professional Development Committee minutes, 2012-2021**

Item list:

Reference	Title	Extent and form	Dates
BIALL 14/27/01/01	PDC meeting minutes, Dec 2012. CLOSED until 2023	1 folder	2012
BIALL 14/27/01/02	PDC meeting minutes, 31 May 2013. CLOSED until 2024	1 folder; 1 PDF file	2013
BIALL 14/27/01/03	PDC meeting minutes, 6 August 2013. CLOSED until 2024	1 folder; 1 PDF file	2013

Reference	Title	Extent and form	Dates
BIALL 14/27/01/04	PDC meeting minutes, 6 Dec 2013. CLOSED until 2024	1 PDF file	2013
BIALL 14/27/01/05	PDC meeting minutes, 30 May 2014. CLOSED until 2025	1 PDF file	2014
BIALL 14/27/01/06	PDC meeting minutes, 12 Sept 2014. CLOSED until 2025	1 PDF file	2014
BIALL 14/27/01/07	PDC meeting minutes, 18 Dec 2014. CLOSED until 2025  [PDC meeting minutes, 27 March 2015 <u>WANTING</u> ]	1 PDF file	2014
BIALL 14/27/01/08	PDC meeting minutes, 20 July 2015. CLOSED until 2026	1 PDF file	2015
BIALL 14/27/01/09	PDC meeting minutes, 20 Nov 2015. CLOSED until 2026	1 PDF file	2015
BIALL 14/27/01/10	PDC meeting minutes, 15 Feb 2016. CLOSED until 2027	1 PDF file	2016
BIALL 14/27/01/11	PDC meeting minutes, 20 Apr 2016. CLOSED until 2027	1 PDF file	2016
BIALL 14/27/01/12	PDC meeting minutes, 23 May 2016. CLOSED until 2027  [PDC meeting minutes 2017. <u>WANTING</u>  [PDC meeting minutes 22 May 2018. <u>WANTING</u> ]	1 PDF file	2016
BIALL 14/27/01/13	PDC meeting minutes, 13 Sept 2018. CLOSED until 2029	1 PDF file	2018
BIALL 14/27/01/14	PDC meeting minutes, 5 Dec 2018. CLOSED until 2029  [PDC meeting minutes Mar 2019. <u>WANTING</u> ]	1 PDF file	2018
BIALL 14/27/01/15	PDC meeting minutes, 30 May 2019. CLOSED until 2030	1 PDF file	2019

Reference	Title	Extent and form	Dates
BIALL 14/27/01/16	PDC meeting minutes, 16 July 2019. CLOSED until 2030	1 PDF file	2019
BIALL 14/27/01/17	PDC meeting minutes, 1 Oct 2019. CLOSED until 2030	1 PDF file	2019
BIALL 14/27/01/18	PDC agenda for meeting 23 July 2020. CLOSED until 2031	1 PDF file	2020
BIALL 14/27/01/19	PDC meeting minutes 23 Jul 2020. CLOSED until 2031	1 PDF file	2020
BIALL 14/27/01/20	PDC meeting minutes, 5 Nov 2020. CLOSED until 2032	1 PDF file	2020
BIALL 14/27/01/21	PDC agenda for meeting 2 Feb 2021. CLOSED until 2032	1 PDF file	2021
BIALL 14/27/01/22	PDC meeting minutes, 2 Feb 2021. CLOSED until 2032	1 PDF file	2021
BIALL 14/27/01/23	PDC agenda for meeting 22 Apr 2021. CLOSED until 2032  [PDC meeting minutes 22 Apr 2021. <u>WANTING</u> ]	1 PDF file	2021
BIALL 14/27/01/24	PDC agenda for meeting 16 July 2021. CLOSED until 2032	1 PDF file	2021
BIALL 14/27/01/25	PDC meeting minutes, 16 July 2021. CLOSED until 2032	1 PDF file	2021
BIALL 14/27/01/26	PDC agenda for meeting 5 Nov 2021. CLOSED until 2032	1 PDF file	2021
BIALL 14/27/01/27	PDC meeting minutes, 5 Nov 2021. CLOSED until 2032	1 PDF file	2021

### **BIALL 15 Duplicates Exchange Scheme: records, 1971-1993**

Extent and form: 1 folder

Administrative history: this scheme was set up in 1971 to facilitate the sharing of resources by all libraries through obtaining missing periodical parts, old textbooks and directories and off-loading surplus material. There is no obligation on any participant to offer materials on the list. The scheme is not run on an “item for item” basis. It operates three times a year, with



exchanges in October, February and June. Its work was managed by the Standing Committee on Legal Information Provision (1992-1999) and then the Standing Committee on Membership Services (from 1999). See BIALl website: <https://biall.org.uk/duplicates-exchange-scheme/>

Access: open

Item list:

Reference	Title	Dates
BIALL 15/01	Duplicates Exchange Scheme	1971-1993

## **BIALL 16 Financial records, 1970-2014**

Extent and form: 12 folders

Scope and content: the first 6 items (see BIALl 16/01) were compiled and arranged by Mary Blake; later material was added to the series in 2022.

Access: open 20 years after last date on file. **Closed items are designated in red.**

### **BIALL 16/01: Finance – general, 1970-2009**

Item list:

Reference	Title	Dates
BIALL 16/01/01	Treasurer's reports; strategic reviews on BIALl finance and correspondence. <b>CLOSED until 2025</b>	<b>1987-2004</b>
BIALL 16/01/02	Honorary Treasurers' Statements. <b>CLOSED until 2025</b>	<b>1971-2009</b>
BIALL 16/01/03	Subscriptions: membership categories	1970-1995
BIALL 16/01/04	Annual Budget 1985/86 – 1987/88	1985-1987
BIALL 16/01/05	Expenses: procedure	1978-2000
BIALL 16/01/06	Handling BIALl money: procedure	1973-1987

### **BIALL 16/02 Annual Accounts 1974-2014**

Extent and form: 3 items

Access: open 20 years after the last date on file. **Closed items are designated in red.**

Item list

Reference	Title	Dates
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Reference	Title	Dates
BIALL 16/02/01	Annual Accounts	1974-1999
BIALL 16/02/02	Annual Accounts. CLOSED until 2025	2000-2004
BIALL 16/02/03	Accounts for year ended 31 March 2011, signed. CLOSED until 2032	2011
BIALL 16/02/04	Accounts for year ended 31 March 2013, signed. CLOSED until 2034	2013
BIALL 16/02/05	Accounts for year ended 31 March 2014, signed. CLOSED until 2035	2014
BIALL 16/02/06	Accounts for year ended 31 March 2015, signed. CLOSED until 2036	2015
BIALL 16/02/07	Accounts for year ended 31 March 2016, signed. CLOSED until 2037	2016

### **BIALL 16/03 Honorary Treasurer's Correspondence, 1997-2013**

Extent and form: 3 items

Access: open 20 years after the last date on file. Closed items are designated in red.

#### Item list

Reference	Title	Extent	Dates
BIALL 16/03/01	BIALL: Expenses Claims Guidelines for Members	1 item	2000
BIALL 16/03/02	Letters from BIALII thanking BIALI for donation. CLOSED until 2024	2 items	2012-2013
BIALL 16/03/03	Letter from Oceana Publications	1 item	1997

### **BIALL 17 Institute of Advanced Legal Studies, 1985-1992**

Extent and form: 1 file

Access: open

#### Item list:

Reference	Title	Dates
BIALL 17/01	Institute of Advanced Legal Studies: Correspondence	1985-1992

## **BIALL 18 Insurance, 1976-1988**

Extent and form: 1 file

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 18/01	Insurance: correspondence and policies	1976-1988

## **BIALL 19 Marketing, 1989-1990**

Extent and form: 1 file

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 19/01	Promotion of BIALl at Library Schools	Correspondence and discussion papers.	1989-1990

## **BIALL 20 Membership, 1969-2006**

Extent and form: 8 files

Scope and content: the first 8 items were compiled and arranged by Mary Blake; later material was added to the series in 2022.

Access: open 20 years after last date on file other than BIALl 20/02-05 which are closed for 75 years under the Data Protection Act. **Closed items are designated in red.**

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 20/01	Membership Categories. CLOSED until 2025	Includes correspondence, copies of the Constitution and report: "Membership Review Project", 2004.	1978-2004
BIALL 20/02	Membership Secretary	Treasurer's reports to Membership Secretary; Reports of the Membership Secretary. CLOSED until 2069	1988-1993
[BIALL 20/03	[Membership] Lists	WANTING	1969-1971]

Reference	Title	Scope and Contents	Dates
BIALL 20/04	[Membership] Lists. CLOSED until 2053		1972-1977
BIALL 20/05	[Membership] Lists. CLOSED until 2064.	At this point membership lists were transferred to the computer.	1978-1988
BIALL 20/06	Mailing List and Membership Database	Correspondence re database and use of mailing list.	1987-1993
BIALL 20/07	Life/Retired Membership. CLOSED until 2023	Procedure documents, correspondence re procedures and correspondence with recipients of life membership.	1983-2002
BIALL 20/08	Obituaries	Photocopies from publications.	2002-2006
BIALL 20/09	BIALL members' information pack		2000
BIALL 20/10	BIALL Membership Services Survey 2010. CLOSED until 2031	Annotated [by Susan Scorey?]	2010
BIALL 20/11	BIALL Membership Database brief. CLOSED until 2032		2011

## BIALL 21 Memoranda, 1967-2001

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 21/01	Memoranda – Outgoing	Includes copies of memoranda, correspondence and procedures for compiling official memoranda.	1967-2001

## BIALL 22 Photographs, 1976-2008

Extent and form: 11 items

Access: open other than items closed for 75 years under the Data Protection Act. **Closed items are designated in red.**

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 22/01	Memorandum from Mary Blake re article in the Newsletter requesting photographs for the archive.		1996
BIALL 22/02	Photograph album: BIALl members attending conferences and events. CLOSED until 2084	MISSING	1976-2008
BIALL 22/03	Photographs of Publication Party for Manual of Law Librarianship		1976
BIALL 22/04	Cambridge 1986. CLOSED until 2062		1986
BIALL 22/05	Aberystwyth 1987	Photographs of scenery and campus.	1987
BIALL 22/06	Edinburgh. CLOSED until 2068		1992
BIALL 22/07	Canterbury 1993. CLOSED until 2069		1993
BIALL 22/08	Birmingham 1994. CLOSED until 2070		1994
BIALL 22/09	University of Ulster, BIALl Conference 1996. CLOSED until 2072	Sent to Mary Blake by Rosemary Zoro.	1996
BIALL 22/10	Pages from photograph album: BIALl members attending events. CLOSED until 2067	Including Canterbury Conference, 1993; Butterworths 175 <sup>th</sup> Anniversary Dinner; Ulster, 1996.	1993-1996
BIALL 22/11	Photo of contributors to Manual of Law Librarianship plus newspaper clippings		1976-2007

Reference	Title	Scope and Contents	Dates
BIALL 22/12	Photograph of the Manchester Conference, September 1995	People identified by Jules Winterton as (from left to Right): Guy Holborn, Lincoln's Inn, Honorary Secretary of BIALl; Jules Winterton, Chair of BIALl; Phil Cohen, founder of Oceana Publications Inc, special guest of BIALl; associate of Phil Cohen; Lady Mayoress of Manchester; Mayor of Manchester; Mary Blake, Honorary President of BIALl. CLOSED until 2071	1995

### BIALL 23 President: Mary Blake's files relating to, 1972-2004

Extent and form: 9 files

Access: open 20 years after last date on file. Closed items are designated in red.

Related material: other president/chair papers are held at BIALl 52.

Item list:

Reference	Title	Dates
BIALL 23/01	Prof O Hood Phillips; Lord Justice James; Lord Justice Scarman; Prof LCB Gower	1972-1978
BIALL 23/02	Dr KW Humphreys	1983-1986
BIALL 23/03	WAFP Steiner. CLOSED until 2025	1983-2004
BIALL 23/04	WWS Breem	1988-1992
BIALL 23/05	Betty Moys: Obituaries and papers relating to bequest. CLOSED until 2024	2002-2003
BIALL 23/06	EM Moys; DM Blake; BM Tearle. CLOSED until 2024	1987-2003
BIALL 23/07	Correspondence between Mary Blake and Hilary Boucher re roles of office-holders	1989

Reference	Title	Dates
BIALL 23/08	Correspondence between Mary Blake and Barbara Tearle re role of BIALl President. CLOSED until 2025	2000-2004
BIALL 23/09	Vice-President: WWS Breem; EM Moys; DM Blake; M Anderson; DJ Way. CLOSED until 2025	1985-2004

## BIALL 24 Salaries, 1983-2006

Extent and form: 9 files

Access: open 20 years after last date on file. Closed items are designated in red.

Item list:

Reference	Title	Dates
BIALL 24/01	Salaries file	1983-1993
BIALL 24/02	File: Salary Surveys. Copies of blank questionnaires; Salary Survey 1991; and correspondence CLOSED until 2027	1991-2006
BIALL 24/03	Salary Survey 1994/95	1995
BIALL 24/04	Salary Survey 1996/97	1997
BIALL 24/05	Salary Survey 1998/99	1998
BIALL 24/06	Salary Survey 1999/2000	2000
BIALL 24/07	Salary Survey 2000/2001	2001
BIALL 24/08	Salary Survey 2001/2002. CLOSED until 2023	2002
BIALL 24/09	Salary Survey 2002/2003. CLOSED until 2024	2003

## BIALL 25 Statistics, 1971-1994

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL 25/01	Statistics	Includes BIALl statistics re membership, officers etc and correspondence with British Library Research and Development Department, Loughborough University.	1971-1994

## **BIALL 26 Publications, 1970-2015**

Extent and form: 8 boxes, 20 volumes, and 2 items

Access: open

### **BIALL 26/01 *The Law Librarian/Legal Information Management, 1970-2015***

Extent and form: 6 boxes

Scope and contents: titled *The Law Librarian* from 1970 to 2000, it was renamed *Legal Information Management* in 2001.

Wanting:

- *Legal Information Management*, Volume 10, Numbers 2 and 4, 2010
- *Legal Information Management*, Volume 11, Numbers 1 and 4, 2011
- *Legal Information Management*, Volume 12, Numbers 2 and 4, 2012
- *Legal Information Management*, Volume 14, 2014
- *Legal Information Management*, Volume 15, Numbers 2-4, 2015

Item list:

<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Dates</b>
BIALL 26/01/01	<i>Law Librarian</i> Volumes 1-4, 1970-1973	1 bound volume	1970-1973
BIALL 26/01/02	Volumes 5-8, 1974-1977	1 bound volume	1974-1977
BIALL 26/01/03	<i>Law Librarian</i> Volumes 9-12 and index, 1978-1981	1 folder	1978-1981
BIALL 26/01/04	<i>Law Librarian</i> Volumes 13-16 and index, 1982-1985	1 folder	1982-1985
BIALL 26/01/05	<i>Law Librarian</i> Volumes 17-20 and index, 1986-1989	1 folder	1986-1989
BIALL 26/01/06	<i>Law Librarian</i> Volumes 21-24 and index, 1990-1993	2 folders	1990-1993
BIALL 26/01/07	<i>Law Librarian</i> Volume 25 nos 1-4, 1994	4 items	1994
BIALL 26/01/08	<i>Law Librarian</i> Volume 26 nos 1-4, 1995	4 items	1995
BIALL 26/01/09	<i>Law Librarian</i> Volume 27 nos 1-4, 1996	4 items	1996
BIALL 26/01/10	<i>Law Librarian</i> Volume 28 nos 1-4, 1997	4 items	1997
BIALL 26/01/11	<i>Law Librarian</i> Volume 29 nos 1-4, 1998	4 items	1998



<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Dates</b>
BIALL 26/01/12	<i>Law Librarian</i> Volume 30 nos 1-4, 1999 (plus Report "Law and Order: Trends in Legal Information Provision")	5 items	1999
BIALL 26/01/13	<i>Law Librarian</i> Volume 31 nos 1-4, 2000	4 items	2000
BIALL 26/01/14	<i>Legal Information Management</i> Volume 1, nos 1-4, 2001	4 items	2001
BIALL 26/01/15	<i>Legal Information Management</i> Volume 2 nos 1-4, 2002	4 items	2002
BIALL 26/01/16	<i>Legal Information Management</i> Volume 3 nos 1-3/4, 2003. Willi Steiner RIP issue	3 items	2003
BIALL 26/01/17	<i>Legal Information Management</i> Volume 4 nos 1-4, 2004	4 items	2004
BIALL 26/01/18	<i>Legal Information Management</i> Volume 5 nos 1-4, 2005	4 items	2005
BIALL 26/01/19	<i>Legal Information Management</i> Volume 6 nos 1-4, 2006	4 items	2006
BIALL 26/01/20	<i>Legal Information Management</i> Volume 7 nos 1-4, 2007	4 items	2007
BIALL 26/01/21	<i>Legal Information Management</i> Volume 8 nos 1-4, 2008	4 items	2008
BIALL 26/01/22	<i>Legal Information Management</i> Volume 9 nos 1-4, 2009	4 items	2009
BIALL 26/01/23	<i>Legal Information Management</i> Volume 10 nos 1-4, 2010	4 items	2010
BIALL 26/01/24	<i>Legal Information Management</i> Volume 11 nos 1-4, 2011	4 items	2011
BIALL 26/01/25	<i>Legal Information Management</i> Volume 12 nos 1-4, 2012	4 items	2012
BIALL 26/01/26	<i>Legal Information Management</i> Volume 13 nos 1-4, 2013	4 items	2013
BIALL 26/01/27	<i>Legal Information Management</i> Volume 14 nos 1-4, 2014	4 items	2014
BIALL 26/01/28	<i>Legal Information Management</i> Volume 15 nos 1-4, 2015	4 items	2015

<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Dates</b>
BIALL 26/01/29	<i>Legal Information Management</i> Volume 16 nos 1-4, 2016	4 items	2016
BIALL 26/01/30	<i>Legal Information Management</i> Volume 17 nos 1-4, 2017	4 items	2017
BIALL 26/01/31	<i>Legal Information Management</i> Volume 18 nos 1-4, 2018	4 items	2018
BIALL 26/01/32	<i>Legal Information Management</i> Volume 19 nos 1, 3-4, 2019	3 items	2019
BIALL 26/01/33	<i>Legal Information Management</i> Volume 20 nos 1-2, 4, 2020	3 items	2020
BIALL 26/01/34	<i>Legal Information Management</i> Volume 21 nos 1-3/4, 2021	3 items	2021

## **BIALL 26/02 Newsletters, 1983-2012**

Extent and form: 2 boxes

Scope and contents: includes inserts and flyers. The Newsletter became quarterly in 1992 and then bi-monthly in 2008. From February 2008, the Newsletter became wholly electronic, with only retired and unemployed members receiving hardcopy issues. See [BIALL website](#) for electronic copies (accessed October 2014).

### Item list

<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Dates</b>
BIALL 26/02/01	Newsletters, 1983	2 items	1983
BIALL 26/02/02	Newsletters, 1984	3 items	1984
BIALL 26/02/03	Newsletters, 1985	3 items	1985
BIALL 26/02/04	Newsletters, 1986	3 items	1986
BIALL 26/02/05	Newsletters, 1987	3 items	1987
BIALL 26/02/06	Newsletters, 1988	3 items	1988
BIALL 26/02/07	Newsletters, 1989	3 items	1989
BIALL 26/02/08	Newsletters, 1990	3 items	1990
BIALL 26/02/09	Newsletters, 1991	3 items	1991
BIALL 26/02/10	Newsletters, 1992	4 items	1992

<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Dates</b>
BIALL 26/02/11	Newsletters, 1993	4 items	1993
BIALL 26/02/12	Newsletters, 1994	4 items	1994
BIALL 26/02/13	Newsletters, 1995	4 items	1995
BIALL 26/02/14	Newsletters, 1996	4 items	1996
BIALL 26/02/15	Newsletters, 1997	4 items	1997
BIALL 26/02/16	Newsletters, 1998	4 items	1998
BIALL 26/02/17	Newsletters, 1999	4 items	1999
BIALL 26/02/18	Newsletters, 2000	4 items	2000
BIALL 26/02/19	Newsletters, 2001	4 items	2001
BIALL 26/02/20	Newsletters, 2002	4 items	2002
BIALL 26/02/21	Newsletters, 2003	4 items	2003
BIALL 26/02/22	Newsletters, 2004	4 items	2004
BIALL 26/02/23	Newsletters, 2005	4 items	2005
BIALL 26/02/24	Newsletters, 2006	4 items	2006
BIALL 26/02/25	Newsletters, 2007	4 items	2007
BIALL 26/02/26	Newsletters, 2008	6 items	2008
BIALL 26/02/27	Newsletters, 2009	6 items	2009
BIALL 26/02/28	Newsletters, 2010	2 items	2010
BIALL 26/02/29	Newsletters, 2011: Jul, Sept, Nov	3 items	2011
BIALL 26/02/30	Newsletters, 2012: Jan	1 item	2012

### **BIALL 26/03 Directories of British and Irish Law Libraries, 1976-2006**

Extent and form: 9 volumes

Item list:

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 26/03/01	Directory of British and Irish Law Libraries	1976
BIALL 26/03/02	Directory of British and Irish Law Libraries, 2nd edition	1984
BIALL 26/03/03	Directory of British and Irish Law Libraries, 3rd edition	1988
BIALL 26/03/04	Directory of British and Irish Law Libraries, 4th edition	1992

Reference	Title	Dates
BIALL 26/03/05	Directory of British and Irish Law Libraries, 5th edition	1995
BIALL 26/03/06	Directory of British and Irish Law Libraries, 6th edition	1998
BIALL 26/03/07	Directory of British and Irish Law Libraries, 7th edition	2002
BIALL 26/03/08	Directory of British and Irish Law Libraries, 8th edition	2006

### BIALL 26/04 BIALl publications, 1971-2013

Extent and form: 11 volumes

Item list:

Reference	Title	Extent	Dates
BIALL 26/04/01	British and Irish Association of Law Librarians <i>Report of the Committee on Co-Operation</i>	1 volume	1971
BIALL 26/04/02	<i>Community Law</i> , compiled by CR Lutyens	1 volume	1973
BIALL 26/04/03	<i>Manual of Law Librarianship</i> , ed Elizabeth M Moys	1 volume	1976
BIALL 26/04/04	<i>Manual of Law Librarianship, 2nd edition</i> , ed Elizabeth M Moys	1 volume	1987
BIALL 26/04/05	<i>Index to Legal Essays</i> , ed Barbara Tearle	1 volume	1983
BIALL 26/04/06	<i>Bibliography of Commonwealth Law Reports</i> , ed Walter Broom and Sally Phillips	1 volume	1991
BIALL 26/04/07	<i>Sources of Biographical Information on Past Lawyers</i> , Guy Holborn	1 volume	1999
BIALL 26/04/08	Reviews of <i>Sources of Biographical Information</i>	1 volume	1999
BIALL 26/04/09	<i>A History of the British and Irish Association of Law Librarians 1969-1999</i> , Mary Blake	1 volume	2000
BIALL 26/04/10	<i>BIALL Handbook of Legal Information Management</i> , ed Loyita Worley	1 volume	2006
BIALL 26/04/11	Elizabeth M Moys <i>Manual of Law Librarianship, 5th edition</i> , ed Diana Morris, Helen Garner, Sarah Wheeler	1 volume	2013
BIALL 26/04/12	<i>Pursuing a Career in Legal Information</i>	1 item	21st century

## **BIALL 26/05 BIALL Legal Research Training Packs, 2011-2013**

Extent and form: 2 volumes

Related material: see BIALL 14/27/01/10 and BIALL 14/27/01/11 for 2006 and 2007 editions.

Item list:

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 26/05/01	<i>BIALL Legal Research Training Packs 4<sup>th</sup> edition</i>	2011
BIALL 26/05/02	<i>BIALL Legal Research Training Packs 5<sup>th</sup> edition</i>	2013

## **BIALL 27 Records of Legal Information Management Editorial Board, 1994-2006**

See BIALL website <https://biall.org.uk/biall-committees/legal-information-management-committee/>

Extent and form: 17 files

Access: open 20 years after last date on file. **Closed items are designated in red.**

Related material: see BIALL 27/06 for the predecessor board's minutes, editor's correspondence files and correspondence relating to *The Law Librarian* and *Legal Information Management*. Copies of *The Law Librarian* and *Legal Information Management* are catalogued as BIALL 26/01.

### **BIALL 27/01 Records of Meetings of the Editorial Board, 1995-2006**

Extent and form: 5 files

Access: c

Related material: minutes are also found amongst J Gordon-Till papers, ref BIALL 27/05/01.

Item list:

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 27/01/01	Agendas and minutes. <b>CLOSED until 2024</b>		<b>1995-2003</b>
BIALL 27/01/02	Agendas and supporting papers. <b>CLOSED until 2027</b>		<b>2003-2006</b>
BIALL 27/01/03	Minutes. <b>CLOSED until 2027</b>		<b>2001-2006</b>
BIALL 27/01/04	Editorial Board	Agendas and supporting papers, minutes and correspondence.	2000-2001

Reference	Title	Scope and Contents	Dates
BIALL 27/01/05	<i>Law Librarian Chair</i>	Agendas, minutes, budget, publishing agreement, correspondence with editors, correspondence re name change, annual reports and correspondence re web survey	1995-2001
	[Agenda, minutes and papers for 2002-2013 WANTING]		
BIALL 27/01/06	Agenda, minutes and papers CLOSED until 2038	Ex Acc 2018/18 Annotated by Jules Winterton	Nov 2013- Nov 2017

### **BIALL 27/02 Finance and management records, 1997-2004**

Extent and form: 2 files

Access: closed until 2025

Item list:

Reference	Title	Dates
BIALL 27/02/01	<i>LIM Aims and Objectives</i>	2004
BIALL 27/02/02	<i>Law Librarian- Finance</i>	1997-2004

### **BIALL 27/03 Correspondence files, 1994-2006**

Extent and form: 6 files

Access: open 20 years after last date on file. Closed items are designated in red.

Item list:

Reference	Title	Dates
BIALL 27/03/01	Correspondence with CUP. CLOSED until 2026	2004-2005
BIALL 27/03/02	Correspondence re <i>Legal Information Management</i> . CLOSED until 2027	2003-2006
BIALL 27/03/03	Notes Arising from Contract Discussions [with CUP] . CLOSED until 2024	2003

Reference	Title	Dates
BIALL 27/03/04	Publisher Proposals. CLOSED until 2023	2001-2002
BIALL 27/03/05	<i>Law Librarian</i> - Correspondence	1994-2000
BIALL 27/03/06	Correspondence between Jules Winterton and Christine Miskin re copyright in article for <i>Legal Information Management</i> . CLOSED until 2025	2004

### **BIALL 27/04 *Legal Information Management* Marketing Reports, 2004-2006**

Extent and form: 3 volumes

Item list:

Reference	Title	Dates
BIALL 27/04/01	<i>Legal Information Management Marketing Report 2003/4</i>	2004
BIALL 27/04/02	<i>Legal Information Management Marketing Report 2004/5</i>	2005
BIALL 27/04/03	<i>Legal Information Management Marketing Report 2005/6</i>	2006

### **BIALL 27/05 Subject Files, 2001-2006**

Extent and form: 1 volume; 1 file

Access: open 20 years after last date on file. Closed items are designated in red.

Item list:

Reference	Title	Extent	Scope and Contents	Dates
BIALL 27/05/01	J Gordon-Till papers. CLOSED until 2027	1 volume	Includes Editorial Board Minutes and correspondence.	2001-2006
BIALL 27/05/02	Gillian Sands Memorial Essay Competition. CLOSED until 2026	1 file	Competition rules and publicity.	2005

### **BIALL 27/06 Editorial Board of the Law Librarian, 1990-2000**

Extent and form: 7 items

Administrative history: this Board was the predecessor to the Legal Information Management Board.

Access: open

Item list

Reference	Title	Extent	Scope and Contents	Dates
BIALL 27/06/01	“Report for Council on Proposed Changes to Publication Methods and Frequency of the Law Librarian”	1 item		1990
BIALL 27/06/02	Meeting Minutes 1995	1 folder	March and October meeting	1995
BIALL 27/06/03	Meeting Minutes 1996	1 folder	February, June and November meetings	1996
BIALL 27/06/04	Report for the Year 1995-1996	1 item		1996
BIALL 27/06/05	Provisional Budget 1996-1997	1 item		1996
BIALL 27/06/06	Meeting Minutes 1997	1 folder	April and August meetings	1997
BIALL 27/06/07	Meeting Minutes 2000	1 folder	September and November meetings	2000

### **BIALL 28: Web Editorial Board, 1996-2013**

Extent and form: 2 files

Access: open 20 years after last date on file. **Closed items are designated in red.**

Related material: records relating to *The Law Librarian* and *Legal Information Management* are at BIALl 27.

### **BIALL 28/01 Web Editorial Board Minutes, 1998-2013**

Extent and form: 7 folders

Access: open 20 years after the last date on file. **Closed items are designated in red.**

Item list

Reference	Title	Scope and Contents	Dates
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<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 28/01/01	Web Editorial Board meeting minutes, 1998	Minutes from October meeting; related correspondence	1998
BIALL 28/01/02	Web Editorial Board meeting minutes, 2000	Agenda and minutes for May, September and December meetings	2000
BIALL 28/01/03	Web Editorial Board meeting minutes, 2001	Minutes for March, July and October meetings	2001
BIALL 28/01/04	Web Editorial Board meeting minutes, 2002	Minutes for Jan, April, July and October meetings	2002
BIALL 28/01/05	Web Editorial Board meeting minutes, 2003	Minutes for March and October meetings	2003
BIALL 28/01/06	Web Editorial Board meeting minutes, 2004	Minutes for Jan, April, July and October meetings	2004
BIALL 28/01/07	Web Editorial Board meeting minutes, 2005  [Minutes for 2006-2008 WANTING]	Minutes for January meeting	2005
BIALL 28/01/08	Web Editorial Board meeting minutes, 2009	Minutes from meetings held in February, July and September 2009.	2009
BIALL 28/01/09	Web Editorial Board meeting minutes, 2010	Minutes from meetings held in February, September and November 2010.	2010
BIALL 28/01/10	Web Committee meeting minutes, 2011	Minutes from meetings held in January, March, May, July, October and November.	2011
BIALL 28/01/11	Web Committee meeting minutes 2012. CLOSED until 2033	Minutes from meetings held in March, May, July and October 2012	2012
BIALL 28/01/12	Web Committee meeting minutes, 2013. CLOSED until 2034	Minutes of meetings held in March and May 2013.	2013

Reference	Title	Scope and Contents	Dates
BIALL 28/01/13	Web Committee meeting minutes, 2014. CLOSED until 2035	Minutes of meetings held in March, May, July and November 2014.	2014
BIALL 28/01/14	Web Committee meeting minutes, 2015. CLOSED until 2036	Minutes of meetings held in March and May 2015	2015

### **BIALL 28/02 Papers of the Web Editorial Board, 1996-2013**

Extent and form: 4 items

Access: open 20 years after the last date on file. Closed items are designated in red.

#### Item list

Reference	Title	Dates
BIALL 28/02/01	Annual Reports 1998/99 - 2007/08; reports; Web Editorial Survey; Web Editorial Board terms of reference	1996-2008
BIALL 28/02/02	Correspondence and Response to Lord Chancellor's Department Consultation Paper on metadata scheme for websites in the legal and advice sectors	2000-2001
BIALL 28/02/03	Draft <i>Proposal for a BIALl Communications Policy</i> Annotated by Susan Scorey	2011
BIALL 28/02/04	BIALL Website Access Policy. CLOSED until 2034	July 2013

### **BIALL 29: Special Interest and Working Groups**

Extent and form: 4 folders

Related material: see BIALl 14/22 for records of the Standing Committee on Special Interest groups.

Related material held elsewhere: for current working and special interest groups see the BIALl website (<https://biall.org.uk/working-groups/>)

### **BIALL 29/01 Legal Information Group: papers, 1995-2011**

Extent and form: 5 folders

Administrative history: the Legal Information Group took over the responsibilities of the Group on Relations with Information Providers in 1999.

Scope and content: this sub-series originally formed part of Mary Blake's committee series. It was moved to a new series for special interest and working groups in 2022 and further material added to the sub-series. Accruals of records of working and special interest groups are expected.

Access: open 20 years after last date on file. **Closed items are designated in red.**

Item list:

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 19/01/01	LIG publicity, reports and correspondence. CLOSED until 2026	2002-2005
BIALL 29/01/02	Annual Reports 1999/2000-2008/9. CLOSED until 2030	2000-2009
BIALL 14/14/03	Minutes. CLOSED until 2030	1995-2009
BIALL 14/14/04	Circular to members re Informa pricing structure; letter to Lloyd's List Group re Informa; terms of reference for Legal Information Group; Report to Council Jul 2011. CLOSED until 2032	2010-2011

### **BIALL 30 Press Cuttings and Articles, 2010**

Extent and form: 1 item

Access: open.

Item list

<b>Reference</b>	<b>Title</b>	<b>Scope and Contents</b>	<b>Dates</b>
BIALL 30/01	Article: <i>A candle in the wind or a beacon for the future? Professional associations - facing an uncertain future?</i> Oriole Newgass, Business Information Review 2010 27: 112	Refers to BIALL.	2010

### **BIALL 31 Legal Agreements, 2003**

Extent and form: 1 item

Access: **closed until 2024**

Item list:

Reference	Title	Dates
BIALL 31	Memorandum of Agreement between BIALl and Ashgate Publishing re <i>BIALL Handbook of Legal Information Management</i>	2003

### **BIALL 32 Consultations and Official Responses, 1976-2009**

Extent and form: 2 items

Access: open 20 years after last date on file. Closed items are designated in red.

Item list

Reference	Title	Dates
BIALL 32/01	Consultation of future provision of library services at Inner and Middle Temple. CLOSED until 2030	2009
BIALL 32/02	Court Libraries: A Memorandum submitted by the British and Irish Association of Law Librarians	1976

### **BIALL 33 Joint Study Institute, 1997-2013**

Extent and form: 6 items

Administrative history: the Joint Study Institute was sponsored by the various associations of law libraries. The first conference in 1998 was sponsored by BIALl.

Access: open 20 years after the last date on file. Closed items are designated in red.

Related material: some earlier Joint Study Institute papers will be found at BIALl 04/01.

### **BIALL 33/01 Joint Study Institute Delegate Packs, 1998-2013**

Extent and form: 2 items

Item list:

Reference	Title	Extent	Dates
BIALL 33/01/01	Conference Pack: <i>Joint Study Institute Cambridge</i>	1 item	1998
BIALL 33/01/02	Conference Pack: <i>Joint Study Institute: The Australian Legal Landscape: Global and Comparative Perspectives, 13-16 February 2013.</i> CLOSED until 2034	1 item	2013

## BIALL 33/02 Joint Study Institute Planning and Admin, 1997-2006

Extent and form: 5 items

### Item list

Reference	Title	Extent	Dates
BIALL 33/02/01 Parts 1-2	Planning file: <i>Joint Study Institute 1998</i> <i>Volume one</i>	2 folders	1997-1998
BIALL 33/02/02 Parts 1-2	Planning file: <i>Joint Study Institute 1998</i> <i>Volume two</i>	2 folders	1998-1999
BIALL 33/02/03	Joint Study Institute 1998, hardcopy printouts of web pages	1 file	1999
BIALL 33/02/04 Parts 1-3	[Planning file]: Joint Study Institute Oxford 2006. CLOSED until 2027	3 folders	2004-2006
BIALL 33/02/05	letter from Lord Woolf's PA declining invitation to address 2006 conference. CLOSED until 2026	1 item	2005

## BIALL 34 Honorary Secretary's records, 1993-2003

Extent and form: 10 items

Access: open 20 years from the last date on file, **except for BIALl 34/03 and BIALl 34/05 which contain personal data and are closed for 75 years. Closed items are designated in red.**

Related material: records of the Honorary Secretary before this date were arranged by Mary Blake into the various subject classifications at BIALl 01-25.

### Item list

Reference	Title	Extent	Scope and Contents	Dates
BIALL 34/01	Standing Committee on External Affairs, correspondence re applications for bursaries; reports; and minutes	1 folder		1993-1998
BIALL 34/02	File: GRIP/SCOLIP	1 folder		1993-1999

Reference	Title	Extent	Scope and Contents	Dates
BIALL 34/03	File re Nominations Committee CLOSED until 2076	1 folder	Includes terms of reference for the committee; invitations to members to stand for offices.	1993-2001
BIALL 34/04 Parts 1-2	File: BIALl Council Secretary's File Jan 1997-Oct 1999	2 folders		1997-1999
BIALL 34/05	Honorary Secretary's correspondence file. CLOSED until 2077	1 folder	Includes papers re Standing Committee on Publications, correspondence re initiatives in Europe, correspondence re Sweet and Maxwell.	1998-2002
BIALL 34/06	File: Proposed Revision of Dewey Decimal Classification	1 folder		2000
BIALL 34/07 Parts 1-2	BIALL Secretary's File Jan 2000 to Oct 2001	2 folders		2000-2001
BIALL 34/08	BIALL Secretary's File 2002. CLOSED until 2023	1 file		2002
BIALL 34/09	File: BIALl Council 2003. CLOSED until 2024	1 file		2002-2003
BIALL 34/10	Correspondence with Liz Carpenter, Honorary Secretary, re website	1 folder		1999-2001

## BIALL 35 Chair and President's Papers, 1995-2012

Extent and form: 18 folders

Scope and contents: from 1994 the presidency effectively lasted three years with the role of Vice Chair and Immediate Past President preceding and succeeding the presidential year.

Access: open 20 years after the last date on file. **Closed items are designated in red.**

Administrative history: in 2008 the office of Chair became President.

Related material: see BIALL 23 for other President/Chair's papers assembled by Mary Blake. Most Presidents' papers prior to 1995 were included by Mary Blake in the subject classifications at BIALL 01-25.

### **BIALL 35/01 Papers of Jules Winterton (Chair 1994-1995): papers, 1995-1999**

Extent and form: 4 folders

Access: open

Item list

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 35/01/01	Letter from President to Members of the Standing Committee on Strategy and Finance re importance of SCOSAF	1995
BIALL 35/01/02	Correspondence with JW re chairing conference session	1996
BIALL 35/01/03	Correspondence with Mary Blake re BIALL History	1996-1999
BIALL 35/01/04	Correspondence	1997-1998

### **BIALL 35/02 Barbara Tearle (Chair 1995-1996): papers, 1996**

Extent and form: 1 item

Access: open

Item list:

<b>Reference</b>	<b>Title</b>	<b>Extent</b>	<b>Dates</b>
BIALL 35/02/01	Correspondence re <i>Law Librarian</i> and Conference	1 folder	1996

### **BIALL 35/03 Loyita Worley (Chair 1998-1999): papers, 1996-1999**

Extent and form: 3 folders

Access: open 20 years after the last date on file, except for BIALL 35/02/02 which contains personal data and is closed for 75 years. **Closed items are designated in red.**

Item list

<b>Reference</b>	<b>Title</b>	<b>Dates</b>
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Reference	Title	Dates
BIALL 35/03/01	Correspondence from David R Hart, Chair of BIALl 1996-1997 and Loyita Worley, Chair of BIALl 1997-1998	1996-1998
BIALL 35/03/02	File: Role and Appointment of Conference Administrator for Glasgow Conference 1999. CLOSED until 2063	1998
BIALL 35/03/03	Papers re survey: Management of Legal Information in the 21 <sup>st</sup> Century. Includes working paper: <i>Management of Legal Information in the 21<sup>st</sup> Century. "Law and Order: Trends in Legal Information Provision"</i> .	1998-1999

### BIALL 35/04 Elaine Blaxter (Chair 1999-2000) papers, 1997-2000

Extent and form: 2 folders

Access: open

Item list

Reference	Title	Dates
BIALL 35/04/01	Vice Chair Correspondence 98/99	1999
BIALL 35/04/02	Chairman's Correspondence	1997-2000

### BIALL 35/05 Susan Scorey (President 2010-2011): papers, 2009-2012

Extent and form: 7 items and 3 folders

Access: open 20 years after last date on file. Closed items are designated in red.

Item list:

Reference	Title	Extent	Dates
BIALL 35/05/01	Susan Scorey misc papers from presidential year Includes nominations, discussion re transfer of Archive, handover notes from Daniella King. CLOSED until 2032	1 folder	2009-2011
BIALL 35/05/02	Annotated copies of BIALl Catalogue: Final Report, BIALl Catalogue, BIALl Archive Cataloguing project. CLOSED until 2031	1 folder	2010



Reference	Title	Extent	Dates
BIALL 35/05/03	Letter of condolence from BIALl President, Susan Scorey to CILIP President re death of Bob McKee, Chief Executive of CILIP. CLOSED until 2031	1 item	2010
BIALL 35/05/04	Letter from Solicitors Regulation Authority re Legal Education and Training Review. CLOSED until 2032	1 item	2011
BIALL 35/05/05	Letter from BIALl President, Susan Scorey to Law Society Gazette re role of libraries in law firms. CLOSED until 2032	1 item	2011
BIALL 35/05/06	Thank you letter and card from Christine Miskin for having been awarded life membership. CLOSED until 2032	2 items	2011
BIALL 35/05/07	Correspondence re BAILII. CLOSED until 2032	1 item	2011
BIALL 35/05/08	Running order for Awards at Annual Dinner 2012, briefing info for Legal Journals and Wallace Breem Memorial Award. CLOSED until 2033	1 folder	2012
BIALL 35/05/09	Circular from the President, Susan Scorey, re Belfast Conference 2012. CLOSED until 2033	1 item	2012

### **BIALL 35/06 Karen Palmer (President 2015-2016): papers, 2015-2016**

Extent and form: 1 folder

Access: open 20 years after last date on file. Closed items are designated in red.

Item list:

Reference	Title	Dates
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<b>Reference</b>	<b>Title</b>	<b>Dates</b>
BIALL 35/06 File CLOSED until 2037	Letter to Mary Blake regarding death of Daphne 'Rikki' Breem, and reply from Mark Blake;	2015
	Letter to Lord Justice Moore-Bick regarding proposals to reduce the size of Inner Temple Library	2015
	Submission to Historic England in support of the listing of the Inner Temple Treasury Office, Library and Hall, Dec 2016	2015
	Letter offering Life Membership (2 copies, 1 signed)	2016
	Letters to various post holders, thanking them for their service that year	2016