

Records of Legal Education Project: Archives, 1994-1998

Catalogue

RLEP 01: Administrative Records, 1994-1998.....	2
RLEP 02: Correspondence Files, 1994-1998	2
RLEP 03: Progress Reports, 1994-1998.....	3
RLEP 04: Background Papers on Legal Education.....	3
RLEP 05: Papers Relating to the Guide to Records of Legal Education and Law Schools, 1994-1998	4
RLEP 06: Records relating to publicising the project and its findings, 1994-1998	4
RLEP 07: Records of Legal Education Archives: policy files, 1994-1998.....	5
RLEP 08: Records of Legal Education Archives: individual records collection files, 1994- 1998	6

Records of Legal Education Project archives: Series list

RLEP 01: Administrative Records, 1994-1998

Extent and form: 1 folder

Scope and content: the file contains information concerning the proposal to the Leverhulme Trust, annual reports on progress to the Trust and terms of employment and contract of the Co-ordinator.

RLEP 02: Correspondence Files, 1994-1998

Extent and form: 4 archive boxes

Scope and content: this series contains the correspondence, with related papers, of the Co-ordinator. It includes correspondence with universities, private educational institutions, repositories, libraries, legal publishers, law firms, legal societies, pressure groups and individuals. Contact was primarily for the purpose of obtaining accurate entries for the *Guide to Records of Legal Education and Law Schools*, intended as the major achievement of the Project. Papers filed with the correspondence include background information, lists of relevant records and draft entries for the *Guide*.

Arrangement: the order is chronological by date of first contact letter, with letters numbered 1-163.

Finding aids: there is a key to the papers at the front of RLEP 02/01.

Item list:

Reference	Title	Dates
RLEP 02/01	Nos 1-9. Includes key to contents	1994-1998
RLEP 02/02	No 10 (Law Society)	1994-1998
RLEP 02/03	Nos 11-14	1995-1998
RLEP 02/04	Nos 15-20	1995-1998
RLEP 02/05	Nos 21-27	1995-1998
RLEP 02/06	Nos 28-31	1995-1998
RLEP 02/07	Nos 32-49	1995-1998
RLEP 02/08	No 50 (University of London)	1994-1998
RLEP 02/09	Nos 51-55	1995-1998
RLEP 02/10	Nos 56-65	1995-1998
RLEP 02/11	Nos 66-72	1996-1998
RLEP 02/12	Nos 73-86	1996-1998

Reference	Title	Dates
RLEP 02/13	Nos 87-99	1996-1998
RLEP 02/14	Nos 100-120	1997-1998
RLEP 02/15	Nos 121-163	1997-1998

RLEP 03: Progress Reports, 1994-1998

Extent and form: 4 folders

Administrative history: the Co-ordinator prepared monthly reports on the progress of the Project. These reports were circulated to the members of the Advisory Committee for information and comment. Regular meetings were also held to discuss priorities and progress; reports on these meetings are filed with this series.

Arrangement: the order is chronological.

Item list:

Reference	Title	Dates
RLEP 03/01	Progress reports	1994-1995
RLEP 03/02	Progress reports	1995-1996
RLEP 03/03	Progress reports	1997
RLEP 03/04	Progress reports	1997-1998

RLEP 04: Background Papers on Legal Education

Extent and form: 1 archive box

Scope and content: this series comprises copies of articles collected as background information for the Project. The articles cover both the historical development of legal education in England and Wales and current developments. They are filed alphabetically by author. An early copy of the Select Bibliography which was eventually published in the *Guide* is filed with this class, as most of the articles are included in the Bibliography.

Item list:

Reference	Title	Dates
RLEP 04/01	Articles A-F. Includes copy of Select Bibliography	n.d.
RLEP 04/02	Articles G-K	n.d.
RLEP 04/03	Articles L-R	n.d.
RLEP 04/04	Articles S-Z	n.d.

RLEP 05: Papers Relating to the Guide to Records of Legal Education and Law Schools, 1994-1998

Extent and form: 2 folders

Administrative history: production of the *Guide to Records of Legal Education and Law Schools* was intended as the major outcome of the Project. The files below cover general policy and progress, plus arrangements for publication.

Related material: the monthly progress reports at RLEP 03 contain information of relevance. Copies of individual *Guide* entries will be found with the relevant correspondence files and the Records of Legal Education Archives files.

Related material held elsewhere: a copy of the original 1998 *Guide*, plus a revised version dated 2002, will be found in the IALS Institutional Archives collection at IALS 13/12/18.

Item list:

Reference	Title	Dates
RLEP 05/01	The <i>Guide</i> : policy and progress	1996-1998
RLEP 05/02	Publication of the <i>Guide</i>	1998

RLEP 06: Records relating to publicising the project and its findings, 1994-1998

Extent and form: 1 archive box

Administrative history: a second important aspect of the Project was the provision of records management advice as requested and the publication and dissemination of its findings to assist researchers in law, the humanities and the social sciences and to raise the consciousness of the administrators and teachers of Law concerning the importance of proper records management, not only for efficiency in administration but for posterity. A major aspect was the publication of the *Guide to Records of Legal Education and Law Schools* (see RLEP 05), but a number of other papers were produced dealing with other aspects of record keeping and offering advice. The records listed below represent the efforts of the Project Co-ordinator and the Advisory Committee to achieve these aims.

Item list:

Reference	Title	Dates
RLEP 06/01	Correspondence and papers concerning publicising the Project, including background material, publication of Project details, attendance at conferences and seminars	1994-1998
RLEP 06/02	Papers prepared for dissemination/publication by the Project Co-ordinator:-	1995-1997

Reference	Title	Dates
	i) <i>The Value of Records Management and Archives</i> , 1994 (prepared for Gray's Inn)	
	<i>Records of Legal Education: the importance of retaining Records</i> , 1995 (given at the Annual SPTL Conference)	
	ii) <i>The Integration of Law Teaching and the Management of Records of Legal Education</i> , 1996 (prepared for Annual ALT Conference)	
	iii) <i>The IALS's Legal Education Project and the Study of Legal Education</i> , 1997 (prepared for Theory in Legal Education Colloquium, IALS, 1997)	
	iv) <i>Archives and Information Management</i> : revised paper no i), 1997, updated at the request of several agencies seeking records management advice	
RLEP 06/03	IALS: survey of records and recommendations on information management, by Project Co-ordinator	1996
RLEP 06/04	IALS: survey and collection of records of historical interest for projected anniversary history, by a trainee archivist supervised by the Project Co-ordinator	1996-1997
RLEP 06/05	Papers concerning collection of information for and production of <i>Archives and Information Management: Guidelines for Law Schools</i> by the Project Co-ordinator, to be published by the SPTL. Includes draft <i>Guidelines</i>	1997-1998

RLEP 07: Records of Legal Education Archives: policy files, 1994-1998

Extent and form: 5 folders

Administrative history: the third aim of the Project was to take into custody at IALS records of agencies and individuals who could not find or did not already have an established institutional repository for their papers. Resources for this service were limited, and the Project Co-ordinator was to make such offers only as a last resort, i.e. where no alternative custodian was appropriate.

Space was made available in the IALS Library for this archive, named the Records of Legal Education Archives (RLEA; since subsumed into the [IALS Archives](#)), and agreements were made with various agencies and individuals for the transfer of their records on a regular basis. Access to records varied according to the terms of each individual deposit. A *Guide to the Records of Legal Education Archives* was produced as part of the Project, for publication by IALS, and training seminars were given by the Project Co-ordinator to Library staff in the care of the Archives following the Project's completion.

Item list:

Reference	Title	Dates
RLEP 07/01	Information papers on general archive policy, codes of practice and guidelines	n.d.
RLEP 07/02	Papers relating to copyright	n.d.
RLEP 07/03	Papers relating to formulation of RLEA policy on collection, deposit agreements, access, regulations for use	1995-1998
RLEP 07/04	Papers relating to production of the <i>Guide to the Records of Legal Education Archives</i>	1996-1998
RLEP 07/05	Papers relating to training of Library staff	1998

RLEP 08: Records of Legal Education Archives: individual records collection files, 1994-1998

Extent and form: 2 archive boxes

Scope and content: the files listed below contain details of the acquisition and maintenance of each collection of records in the RLEA, plus a copy of each series list.

Arrangement: alphabetical by agency.

Item list:

Reference	Title	Dates
RLEP 08/01	ALT: Association of Law Teachers archive	1995-1998
RLEP 08/02	BAR: Barrow Inquiry - papers deposited by Ruth Deech	1995-1998
RLEP 08/03	CHULS: Committee of Heads of University Law Schools archive	1996-1997
RLEP 08/04	CLE: Council of Legal Education archive	1993-1998
RLEP 08/05	CLEA: Commonwealth Legal Education Association archive	1995-1997
RLEP 08/06	CLRP: Commonwealth Legal Records Project archive	1995-1997
RLEP 08/07	LLM: University of London LLM Review papers	1995-1997
RLEP 08/08	LSRG: Legal Skills Research Group, IALS - papers of Professor T Daintith	1996
RLEP 08/09	MARSH: papers deposited by Dr S B Marsh	1996-1998
RLEP 08/10	READ: papers deposited by Professor J S Read	1997
RLEP 08/11	RLEP: Records of Legal Education project archive	1994-1998
RLEP 08/12	SALS: Society for Advanced Legal Studies archive	1997
RLEP 08/13	SCLE: Standing Conference on Legal Education - minutes	1995-1997

Reference	Title	Dates
RLEP 08/14	SLSA: Socio-Legal Studies Association archive	1996-1997
RLEP 08/15	SPTL: Society of Public Teachers of Law archive	1994-1998
RLEP 08/16	TWIN: papers deposited by Professor W L Twining	1995-1998
RLEP 08/17	UKNCCCL: United Kingdom National Committee of Comparative Law archive	1997