

British and Irish Association of Law Librarians (BIALL): Archives, 1964-2022

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BIALL Archives: Series List

BIALL/1: Annual General Meeting (AGM) - Documents, 1969-2017

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 are 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 BIAL/2. Signed AGM minutes are held with Council minutes at BIAL/7.

Item List:

Reference	Title	Dates
BIALL/1/1	Photocopy of the inaugural meeting held April 16 1969 at Harrogate. Includes annotation in ink. Original is held as BIAL/7/1.	1969
BIALL/1/2	First Annual General Meeting	1969
BIALL/1/3	Second Annual General Meeting	1970
BIALL/1/4	Third Annual General Meeting	1971
BIALL/1/5	Extraordinary General Meeting. Includes photocopy from the relevant minute book; correspondence with members; the revised Rules of BIAL	1972
BIALL/1/6	Fourth Annual General Meeting	1972
BIALL/1/7	Fifth Annual General Meeting	1973
BIALL/1/8	Sixth Annual General Meeting	1974
BIALL/1/9	Seventh Annual General Meeting	1975
BIALL/1/10	Eighth Annual General Meeting	1976
BIALL/1/11	Ninth Annual General Meeting	1977

Reference	Title	Dates
BIALL/1/12	Tenth Annual General Meeting	1978
BIALL/1/13	Annual General Meeting 1979	1979
BIALL/1/14	Annual General Meeting 1980	1980
BIALL/1/15	Annual General Meeting 1981	1981
BIALL/1/16	Annual General Meeting 1982	1982
BIALL/1/17	Annual General Meeting 1983	1983
BIALL/1/18	Annual General Meeting 1984	1984
BIALL/1/19	Annual General Meeting 1985	1985
BIALL/1/20	Annual General Meeting 1986	1986
BIALL/1/21	Annual General Meeting 1987	1987
BIALL/1/22	Annual General Meeting 1988	1988
BIALL/1/23	Annual General Meeting 1989	1989
BIALL/1/24	Annual General Meeting 1990	1990
BIALL/1/25	Annual General Meeting 1991	1991
BIALL/1/26	Annual General Meeting 1992	1992
BIALL/1/27	Annual General Meeting 1993	1993
BIALL/1/28	Annual General Meeting 1994	1994
BIALL/1/29	Annual General Meeting 1995	1995
BIALL/1/30	Annual General Meeting 1996	1996
BIALL/1/31	Annual General Meeting 1997	1997
BIALL/1/32	Annual General Meeting 1998	1998
BIALL/1/33	Annual General Meeting 1999	1999
BIALL/1/34	Annual General Meeting 2000	2000
BIALL/1/35	Annual General Meeting 2001	2001
BIALL/1/36	Annual General Meeting 2002	2002
BIALL/1/37	Annual General Meeting 2003	2003
BIALL/1/38	Annual General Meeting 2004	2004
BIALL/1/39	Annual General Meeting 2005 CLOSED until 2026	2005
BIALL/1/40	Annual General Meeting 2006 CLOSED until 2027	2006

Reference	Title	Dates
BIALL/1/41	Annual General Meeting 2007 CLOSED until 2028	2007
BIALL/1/42	Annual General Meeting 2008 CLOSED until 2029	2008
BIALL/1/43	Annual General Meeting 2009: Accompanying Documents (1) CLOSED until 2030	2009
BIALL/1/44	Annual General meeting 2010. CLOSED until 2031	2010
BIALL/1/45	Annual General meeting 2011. CLOSED until 2032	2011
BIALL/1/46	Annual General meeting 2012. CLOSED until 2033 [AGM records 2013-2016 <u>WANTING</u>]	2012
BIALL/1/47	Annual General meeting 2017: agenda and accompanying documents. CLOSED until 2038	2017

BIALL/2: Annual Reports Presented at the AGM, 1969/70 – 2008/9

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 - 2008/9. 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 BIAL/1 for other AGM papers.

Item List:

Reference	Title	Dates
BIALL/2/1	Annual Report 1969/70	1970
BIALL/2/2	Annual Report 1970/71	1971
BIALL/2/3	Annual Report 1971/72	1972
BIALL/2/4	Annual Report 1972/73	1973
BIALL/2/5	Annual Report 1973/74	1974
BIALL/2/6	Annual Report 1974/75	1975
BIALL/2/7	Annual Report 1975/76	1976

BIALL/2/8	Annual Report 1976/77	1977
BIALL/2/9	Annual Report 1977/78	1978
BIALL/2/10	Annual Report 1978/79	1979
BIALL/2/11	Annual Report 1979/80	1980
BIALL/2/12	Annual Report 1980/81	1981
BIALL/2/13	Annual Report 1981/82	1982
BIALL/2/14	Annual Report 1982/83	1983
BIALL/2/15	Annual Report 1983/84	1984
BIALL/2/16	Annual Report 1984/85	1985
BIALL/2/17	Annual Report 1985/86	1986
BIALL/2/18	Annual Report 1986/87	1987
BIALL/2/19	Annual Report 1987/88	1988
BIALL/2/20	Annual Report 1988/89	1989
BIALL/2/21	Annual Report 1989/90	1990
BIALL/2/22	Annual Report 1990/91	1991
BIALL/2/23	Annual Report 1991/92	1992
BIALL/2/24	Annual Report 1992/93	1993
BIALL/2/25	Annual Report 1993/94	1994
BIALL/2/26	Annual Report 1994/95	1995
BIALL/2/27	Annual Report 1995/96	1996
BIALL/2/28	Annual Report 1996/97	1997
BIALL/2/29	Annual Report 1997/98	1998
BIALL/2/30	Annual Report 1998/99	1999
BIALL/2/31	Annual Report 1999/2000	2000
BIALL/2/32	Annual Report 2000/1	2001
BIALL/2/33	Annual Report 2001/2	2002
BIALL/2/34	Annual Report 2002/3	2003
BIALL/2/35	Annual Report 2003/4	2004
BIALL/2/36	Annual Report 2004/5 CLOSED until 2026	2005
BIALL/2/37	Annual Report 2005/6 CLOSED until 2027	2006

BIALL/2/38	Annual Report 2006/7 CLOSED until 2028	2007
BIALL/2/39	Annual Report 2007/8 CLOSED until 2029	2008
BIALL/2/40	Annual Report 2008/9 CLOSED until 2030	2009

BIALL/3: Annual Study Conference - records, 1970-2020

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/3/1	General reference file. Includes list of conference programmes 1970-1999	1999
BIALL/3/2	Documents from 1 st Annual Study Conference 1970, University of Liverpool: The Next Ten Years in Law Librarianship	1970
BIALL/3/3	Documents from 2 nd Annual Study Conference 1971, Southampton: Government Publications and the Law Librarian	1971
BIALL/3/4	Documents from 3 rd Annual Study Conference 1972, University of Birmingham: The Administration of Justice: a Guide for Law Librarians	1972
BIALL/3/5	Documents from 4 th Annual Study Conference 1973, University of Edinburgh: Wide Horizons: an Excursion into Scots and Community Law	1973
BIALL/3/6	Documents from 5 th Annual Study Conference 1974, University of Bristol: Legal Publications: Past, Present and Future	1974
BIALL/3/7	Documents from 6 th Annual Study Conference 1975, University of Nottingham: Reader Services in the Law Library	1975
BIALL/3/8	Documents from 7 th Annual Study Conference 1976, St Edmund Hall, Oxford: Oxford '76.	1976

Reference	Title	Dates
BIALL/3/9	Documents from 8 th Annual Study Conference 1977, University of Durham: Legal Records and Law Books	1977
BIALL/3/10	Documents from 9 th Annual Study Conference 1978, University of Kent at Canterbury: New Aspects of Legal Information	1978
BIALL/3/11	Documents from 10 th Annual Study Conference 1979, Sidney Sussex College, Cambridge: Cambridge '79	1979
BIALL/3/12	Documents from 11 th Annual Study Conference 1980, University of Sheffield 1980: The Next Decade	1980
BIALL/3/13	Documents from 12 th Annual Study Conference 1981: University of Warwick [untitled]	1981
BIALL/3/14	Documents from 13 th Annual Study Conference 1982, New College, Oxford: Information Policy and the Law.	1982
BIALL/3/15	Documents from 14 th Annual Study Conference 1983, University College Cardiff: Trends in Law Librarianship.	1983
BIALL/3/16	Documents from 15 th Annual Study Conference 1984, University of East Anglia: Official Publications.	1984
BIALL/3/17	Documents from 16 th Annual Study Conference 1985, Manchester Polytechnic: Information Technology and Law Libraries.	1985
BIALL/3/18	Documents from 17 th Annual Study Conference 1986, Newnham College, Cambridge: LIM: Law Library Management and Training. Includes <i>Report of the British Library Working Party on Provision for Law</i> , Conference Programme, List of Participants	1986
BIALL/3/19	Documents from 18 th Annual Study Conference 1987, College of Librarianship Wales, Aberystwyth: Legal Knowledge: Knowing Our Business	1987
BIALL/3/20	Documents from 19 th Annual Study Conference 1988, University of Leicester: Meeting in the Middle: Methods of Access to Legal Information	1988
BIALL/3/21	Documents from 20 th Annual Study Conference 1989, New College, Oxford: Challenge of the nineties: the changing legal information environment	1989

Reference	Title	Dates
BIALL/3/22	Documents from 21 st Annual Study Conference 1990, Trinity College, Dublin: Making Connections: the Impact of Europe and Computers	1990
BIALL/3/23	Documents from 22 nd Annual Study Conference 1991, College of Ripon and York St John, York: Getting It Right- Approaches to Management	1991
BIALL/3/24	Documents from 23 rd Annual Study Conference 1992, University of Edinburgh: Wider Horizons	1992
BIALL/3/25	Documents from 24 th Annual Study Conference 1993, University of Kent at Canterbury: Canterbury Tales . Includes newspaper clippings	1993
BIALL/3/26	Documents from 25 th Annual Study Conference 1994, Grand Hotel, Birmingham: Silver Celebrations in the Second City	1994
BIALL/3/27	Documents from 26 th Annual Study Conference 1995, University of Manchester: Locks and keys – Assessing Legal Information	1995
BIALL/3/28	Documents from 27 th Annual Study Conference 1996, , University of Ulster, Jordanstown: Adapting to Reality Law, Computers and Change in Libraries . Includes Annual Study Conference evaluation	1996
BIALL/3/29	Documents from 28 th Annual Study Conference 1997, The Old Assembly Rooms, Newcastle upon Tyne: Bridging the Gap	1997
BIALL/3/30	Documents from 29 th Annual Study Conference 1998, The Guildhall, Portsmouth: Books, Bytes and Boats	1998
BIALL/3/31	Documents from 30 th Annual Study Conference 1999, Royal Concert Hall, Glasgow: Competencies, Changes and Challenges to the Legal Information Profession	1999
BIALL/3/32	Documents from 31 st Annual Study Conference 2000, Bristol: Managing or Just Managing?	2000
BIALL/3/33	Documents from 32 nd Annual Study Conference & Exhibition 2001 Cork: Keeping the Customer Satisfied	2001
BIALL/3/34	Documents from 33 rd Annual Study Conference & Exhibition 2002, Adelphi Hotel, Liverpool: We've gotta have IT	2002
BIALL/3/35	Documents from 34 th Annual Study Conference & Exhibition 2003, Cardiff: Knowledge Without Frontiers .	2003

Reference	Title	Dates
BIALL/3/36	Documents from 35 th Annual Study Conference & Exhibition 2004, Edinburgh Conference Centre: Changing Times, New Challenges.	2004
BIALL/3/37	Documents from 36 th Annual Study Conference & Exhibition 2005, Harrogate: Gateways, Gatekeepers and Gatecrashers.	2005
BIALL/3/38	Documents from 37 th Annual Study Conference & Exhibition 2006, Brighton: Facing the Front	2006
BIALL/3/39	Documents from 38 th Annual Study Conference & Exhibition 2007, Sheffield: Too Much Information.	2007
BIALL/3/40	Documents from 39 th Annual Study Conference & Exhibition 2008, Dublin: Beyond the Pale, Planning for the next Information Generation.	2008
BIALL/3/41	Documents from 40 th Annual Study Conference & Exhibition 2009, Manchester: Locks and Keys: Safeguarding Legal Information	2009
BIALL/3/42	Documents from 41 st Annual Study Conference & Exhibition 2010, Brighton: Risks and Opportunities: Managing information in difficult times.	2010
BIALL/3/43	Documents from 42 nd Annual Study Conference & Exhibition, 2011, The Sage, Gateshead, Newcastle: Sharing Experience: Building Value in Legal Information. Brochure only	2011
BIALL/3/44	Documents from 43 rd Annual Study Conference & Exhibition, 2012, Hastings Europa Belfast: No frontiers: Crossing the Borders of Legal Information. Brochure only	2012
BIALL/3/45	Documents from 44 th Annual Study Conference & Exhibition, 2013, Hilton Hotel Glasgow: The Business of Law. Brochure only	2013
BIALL/3/44	Documents from 45 th Annual Study Conference & Exhibition, 2014, Harrogate International Centre: Data, Data Everywhere. Brochure and programme	2014
BIALL/3/47	Documents from 46 th Annual Study Conference & Exhibition, 2015, Hilton Brighton Metropole: Charting the C's – Collaboration, Co-operation, Connectivity. Brochure and programme	2015

Reference	Title	Dates
BIALL/3/48	Documents from 47th Annual Study Conference & Exhibition, 2016, Hilton Hotel, Dublin: The Value of Change . Brochure and programme	2016
BIALL/3/49	Documents from 48th Annual Study Conference & Exhibition, 2017, The Principal, Manchester: Together or Apart? Effective Ways of Working . Brochure and programme	2017
BIALL/3/50	Documents from 49th Annual Study Conference & Exhibition, 2018, Hilton Birmingham Metropole: Designing our Future: debate, develop, deliver . Brochure and programme	2018
BIALL/3/51	Documents from 50th Annual Conference. <i>Legal Information Management</i> Anniversary edition. Brochure and programme	2019
BIALL/3/52	Documents from 51st Annual Study Conference & Exhibition [no title], 11–13 June 2020, Harrogate Convention Centre. Provisional programme and registration form only	2020

BIALL/4 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 to co-ordinate future conferences.

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

Arrangement: sub-series BIAL/4/1-02 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 BIAL/22.

BIALL/4/1: 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 BIAL/ 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 BIAL/33.

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/4/1/1	Conference Organisation: Papers to Council etc	File compiled by Mary Blake of papers and reports regarding format of the conference and its organisation.	1989-2003
BIALL/4/1/2	(BIALL Conference Committee) Annual Reports CLOSED until 2030	These are copies of the reports presented at the AGM.	2001-2009
BIALL/4/1/3	Minutes: Papers relating to meetings of Conference Committees before the formal establishment of the Conference Committee		1993-1996
BIALL/4/1/4	(Conference Committee) Minutes CLOSED until 2026		2001-2005
BIALL/4/1/5	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/4/1/6	Joint Conferences: (Papers re potential joint conference with AALL in 1979)		1977
BIALL/4/1/7	First JSI (Joint Study Institute) Conference	Includes delegate pack, conference planning progress reports.	1996-1998
BIALL/4/1/8	JSI (Joint Study Institute) 1998	Conference organisation file	1997-1998
BIALL/4/1/9	JSI (Joint Study Institute) 2006. CLOSED until 2026	Conference Committee reports to BIALl Council	2004-2005
BIALL/4/1/10	Conference Grants	Includes correspondence and documents re policy and procedure.	1979-2004

Reference	Title	Scope and Contents	Dates
BIALL/4/1/11	Quinquennial Review of Grants		1984-1987
BIALL/4/1/12	CLW (College of Librarianship Wales) Bursary	Includes correspondence with bursary recipients.	1983-1991
BIALL/4/1/13	Notes for Conference Organisers	Copies of semi-regularly updated "Notes for Conference Organisers"	1973-1991
BIALL/4/1/14	Joint conferences: Forward to 2001: an Information Odyssey, Signet Library, Edinburgh, 2000	BIALL Brochure stating that BIALl is "associated with this Conference".	2000

BIALL/4/2: 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

Item list

Reference	Title	Extent	Dates
BIALL/4/2/1	Notes of a BIALl Meeting on Conferences 7 July 1994	1 item	1994
BIALL/4/2/2	Conference Planning Committee Minutes, Nov 1995	1 item	1995
BIALL/4/2/3	Conference Planning Committee Minutes, June 1996	1 folder	1996
BIALL/4/2/4	Conference Planning Committee Minutes, July, Oct and Nov 1997	1 folder	1997
BIALL/4/2/5	Conference Planning Committee Minutes, January, March, June October and December meetings 1998. Includes 1998 Conference Evaluation	1 folder	1998

Reference	Title	Extent	Dates
BIALL/4/2/6	Conference Committee Minutes and papers, Mar, July, Sept, Dec 1999. Includes aims of the Committee	1 item	1999
BIALL/4/2/7	Conference Committee Minutes and papers, Feb, May, July, Sept, Dec 2000	1 item	2000
BIALL/4/2/8	Conference Committee Minutes and papers, Feb, May, July, Sept 2001	1 item	2001
BIALL/4/2/9	Conference Committee Minutes, May and Agenda, July 2004.	2 items	2004

BIALL/4/3: 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 04/3/10-16 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

Reference	Title	Dates
BIALL/4/3/1	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/4/3/2	BIALL Conference Survey	1994
BIALL/4/3/3	Conference 1995, Manchester, planning and evaluation papers	1995
BIALL/4/3/4	Conference 1997, Newcastle, planning and evaluation papers	1997
BIALL/4/3/5	Conference Planning File: Conference 1998, Portsmouth: <i>Books Bytes and Boats</i>	1998
BIALL/4/3/6	Correspondence re Cork Conference, 2000 and potential topics for 2002. This item is MISSING	2000

Reference	Title	Dates
BIALL/4/3/7	Conference Planning File: Conference 2003 and 2004.	2003-2004
BIALL/4/3/8	Conference Planning File: Conference 2004, Edinburgh: Changing Times, New Challenges.	2004
BIALL/4/3/9	Invitation to Tender for the Provision of Conference Organising Services from 2007.	2004
BIALL/4/3/10	Conference Planning File: Conference 2005, Harrogate: Gateways, Gatekeepers and Gatecrashers. CLOSED until 2026	2005
BIALL/4/4/11	Conference Planning File: Conference at Hilton Brighton Metropole, 2006. CLOSED until 2026	2005-2006
BIALL/4/3/12	Conference Planning File: Conference 2006, Brighton: Facing the Front. CLOSED until 2027	2006
BIALL/4/3/13	Conference Planning File: Conference 2007, Sheffield. CLOSED until 2028	2007
BIALL/4/3/14	Questions and answers from 2010 BIALl conference. CLOSED until 2030	2010
BIALL/4/3/15	Letter from Glasgow City Marketing Bureau re Glasgow Conference 2013. CLOSED until 2034	2013

BIALL/5: 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/5/1	Regulations and Standing Orders No Longer Currently in Force		1994

Reference	Title	Scope and Contents	Dates
BIALL/5/2	Working Group on the Role of Council: Minutes taken at BIALL Council Meeting 6 April 1993		1993
BIALL/5/3	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/5/4	Rules: Correspondence arising from (1976)	Correspondence regarding the lack of Irish representative on the [Executive] Committee.	1976
BIALL/5/5	Rules: Construction Documents, 1969		1969
BIALL/5/6	Rules: Construction Documents, 1971		1971
BIALL/5/7	Rules: Construction Documents, 1972		1972
BIALL/5/8	Rules: Postal Ballot on New Rules, 1972		1972
BIALL/5/9	Rules Subcommittee 1978	Correspondence and minutes from the Rules Sub-Committee; drafts and revisions of the 1978 rules.	1976-1978
BIALL/5/10	Postal Ballot 1978		1978
BIALL/5/11	1983 Rules Sub-Committee	Correspondence and minutes from the Rules Sub-Committee; drafts and revisions of the 1983 rules.	1982-1983
BIALL/5/12	Postal Ballot 1983		1983
BIALL/5/13	1989 Emendations		1983-1989
BIALL/5/14	Constitution 1994		1994

Reference	Title	Scope and Contents	Dates
BIALL/5/15	BIALL Constitution and Regulations 1994		1994
BIALL/5/16	BIALL fact sheet		1994
BIALL/5/17	Standing Orders Adopted by Council on 14 October 1994, with 1996 emendation		1994-1996
BIALL/5/18	BIALL Standing Committees: Terms of Reference (June 1999)		1999
BIALL/5/19	Papers re BIAL Administration		2004
BIALL/5/20	Committee Structure Review. CLOSED until 2026		2005
BIALL/5/21	File: Review of Committee Structure and Establishment of the Awards and Bursaries Committee. CLOSED until 2026		2005
BIALL/5/22	Information Pack for New Committee Members. CLOSED until 2026		2005
BIALL/5/23	Standing Committees: Background Note for Chairs and Members. CLOSED until 2026		2005
BIALL/5/24	BIALL Strategic Review 2006. CLOSED until 2027		2006
BIALL/5/25	Revisions, 2008 CLOSED until 2029		2008

BIALL/6: 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
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Reference	Title	Scope and Contents	Dates
BIALL/6/1	Council General Documents CLOSED until 2027	Chair's Manifesto 1993/94; BIALL Working Party: Profile & Awareness, 1999; BIALl Strategic Review, April 2004; BIALL Strategic Review, 2006	1993-2006
BIALL/6/2	Papers re standing committees for July 1994 council meeting	Standing Order No 3; list of standing committee members.	1994
BIALL/6/3	Report of BIALl Networking Group	Presented to Council July 1996	July 1996
BIALL/6/4	Institutional Members' Entitlements: Report from the Hon Secretary	Council meeting 5 July 1996, agenda item 13	July 1996
BIALL/6/5	BIALL Working Party: Profile and Awareness	Presented to Council 16 April 1996	1999
BIALL/6/6	Papers re BIALl Display Stand. CLOSED until 2031		2010
BIALL/6/7	BIALL Official Representation at Overseas Conferences, Paper E. CLOSED until 2032		Jan 2011
BIALL/6/8	Correspondence with SLA Legal Division, Paper F, and draft memorandum of understanding. CLOSED until 2032		Jan 2011
BIALL/6/9	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/6/10	Report from CILIP Future Skills Autumn 2013. CLOSED until 2034		2012

BIALL/7: Council - Minutes, 1969-2017

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/7/1-10 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
BIALL/7/1	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/7/2	Minute book 2: Oct 1975-June 1984	1 volume		1975-1984
BIALL/7/3	BIALL Minute Book no3, AGM 1984 – July 1989	1 volume		1984-1989
BIALL/7/4	BIALL Minute Book AGM 1989 – Oct 1993	1 volume		1989-1993
BIALL/7/5	BIALL Minute Book no 5: Jan 1994 – April 1995	1 volume		1994-1995
BIALL/7/6	BIALL Minute Book no 6: July 1995 – Jan 1997	1 volume		1995-1997
BIALL/7/7	BIALL Minute Book no 7: March 1997 – Oct 1998	1 volume		1997-1998
BIALL/7/8	Signed Council/ AGM Minutes Jan 1999-Oct 2001	1 folder		1999-2001
BIALL/7/9	Signed Council/ AGM Minutes Jan 2002 – Oct 2004.	1 folder	Unsigned copy of AGM 2004 minutes.	2002-2004

Reference	Title	Extent	Scope and Contents	Dates
BIALL/7/10	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/7/12	BIALL Signed Council Meeting Minutes 2010. CLOSED until 2031	1 folder	January, April, July and October meetings	2010
BIALL/7/13	BIALL Signed Council Meeting Minutes 2011. CLOSED until 2032	1 folder	January, April, July and October meetings	2011
BIALL/7/14	BIALL Signed Council Meeting Minutes 2012. CLOSED until 2033	1 folder	April, July and October meetings only	2012
BIALL/7/15	BIALL Signed Council Meeting Minutes 2015. CLOSED until 2036	1 folder	April and July meetings only.	2015
BIALL/7/16	BIALL Signed Council Meeting Minutes 2016. CLOSED until 2037	1 folder	January meeting	2016
BIALL/7/17	BIALL Signed Council Meeting Minutes 2017. CLOSED until 2038	1 folder	January meeting	2017

BIALL/8: Files on Council Related Matters, 1972-2001

Extent and form: 7 folders

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/8/1	Election of Council	Correspondence, nomination forms, blank invitations for nominations and nominations procedures.	1977-2001

Reference	Title	Scope and Contents	Dates
BIALL/8/2	Proxy/ Postal Voting	Correspondence and minutes of the Rules Sub-Committee re: postal voting.	1977-1978
BIALL/8/3	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/8/3	Role of Council: Working Group 1992-1994	Minutes, Reports and Correspondence.	1992-1994
BIALL/8/4	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/8/5	List of Officers, Council Members, and Post Holders 1994-1995	2 items	1994
BIALL/8/6	List of Officers, Council Members, and Post Holders 1995-1996	1 item	1995

BIALL/9: Administration, 1973-2005

Extent and form: 6 folders

Access: open except for BIALl/9/2 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/9/1	Briefing Notes for New Vice Chair of BIALl		1999

BIALL/9/2	Administrator. Personal data. CLOSED until 2071	Papers re appointment of administrator, 1991-1994; administrator job description; review of administrator role	1991-2005
BIALL/9/3	Guides to Admin (WWSB)	Wallace Breem's guidelines for finance, membership, producing, document disposal, BIALL Annual Calendar.	1973-1976
BIALL/9/4	"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/9/5	Bibliographical Enquiry Service	Report discussing low usage of the service and indicating measures to address this	1980
BIALL/9/6	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
BIALL/10/1	Law – UK	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/10/2	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

Reference	Title	Scope and Contents	Dates
BIALL/10/3	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/10/4	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/10/5	Allied Groups J-Z	Includes Library Association; Library and Information Statistics Unit, Loughborough University; University of the Witwatersrand, Johannesburg; SCONUL.	1969-1997
BIALL/10/6	Joint Consultative Committee	The Joint Consultative Committee represented Aslib, Institute of Information Scientists, the Library Associations, SCONUL and the Society of Archivists.	1983-1984
BIALL/10/7	BIALL papers re Affiliation to Other Associations		1997
BIALL/10/8	Articles on Law Libraries and Law Librarians	Photocopies of articles from magazines and journals.	1964-2006
BIALL/10/9	Membership flyer for the Association of Law Librarians in Central England		[21 st 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/11/1/1	Mary Blake's research for <i>A History of the British and Irish Association of Law Librarians 1969-1999</i> .	1 folder	Includes suggestions and comments re content and requests for information	1968-1999
BIALL/11/1/2	Two copies of <i>A History of the British and Irish Association of Law Librarians 1969-1999</i> .	2 volumes; 1 PDF		
BIALL 1/1/3	Reviews of, and congratulatory letters re, <i>A History of the British and Irish Association of Law Librarians 1969-1999</i>	1 folder		

Reference	Title	Extent	Scope and Contents	Dates
BIALL/11/2	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/11/3	Harrogate Workshops 1968 and 1969	1 file	Wallace Breem's collection of paperwork with his annotations and explanations.	1968-1969
BIALL/11/4	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: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/12/1	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
BIALL/13/1	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/14/4/1 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://biail.org.uk/biail-committees/>

BIALL/14/1: Committees and Services correspondence, 1976-2005

Extent and form: 4 files

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/14/1/1	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

Reference	Title	Scope and Contents	Dates
BIALL/14/1/2	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
BIALL/14/1/3	Standing Committees	Includes terms of reference for Standing Committees, 1999; 1999 Review of BIALL Standing Committees; Report <i>BIALL Working Party: Profile & Awareness; copies of standing orders</i>	1986-1999
BIALL/14/1/4	Committee Membership – General		1981-1993

BIALL/14/2: 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/14/2/1	Committees: Acquisitions 1972-1975	Correspondence and minutes of Acquisitions Sub-Committee which operated 1971-1975	1972-1975

BIALL/14/3: 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/14/3/1	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/14/4: 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/14/20/1).

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/14/4/7 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:

Reference	Title	Scope and Contents	Dates
BIALL/14/4/1	Awards and Bursaries Committee correspondence. CLOSED until 2027		2006
BIALL/14/4/2	(Awards and Bursaries Committee) Annual Reports. CLOSED until 2030		1993-2009
BIALL/14/4/3	(Awards and Bursaries Committee) Minutes		1993-2004
BIALL/14/4/4	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/14/4/5	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/14/4/6	Wallace Breem Award: publicity material.	Includes correspondence and copy of the award certificate.	1990-2004
BIALL/14/4/7	Wallace Breem Memorial Appeal Fund: Donors. CLOSED until 2026	Correspondence, publicity and account book.	1990-2005
BIALL/14/4/8	Wallace Breem Award: recipients	Submissions, notifications and responses.	1992-1998
BIALL/14/4/9	Law Library Organisations and Journals		1996

Reference	Title	Scope and Contents	Dates
BIALL/14/4/10	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/14/5: 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 44/1	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/14/6: Sub-Committee on Rules of the Association, 1982

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Dates
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BIALL/14/6/1 Statement to British Library Ad Hoc Working Party on 1982
Access to Law.

BIALL/14/7 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 BIAL/14/13 for further records.

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/14/7/1	Standing Committee on Cataloguing and Classification	Correspondence and blank questionnaires to be sent to law libraries re cataloguing.	1967-1995
BIALL/14/7/2	(Standing Committee on Cataloguing and Classification): Annual Reports		1973-1993
BIALL/14/7/3	(Standing Committee on Cataloguing and Classification): Minutes		1972-1993

BIALL/14/8: 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:

Reference	Title	Scope and Contents	Dates
BIALL/14/8/1	Committee on	File Includes two copies of the final	1970-1973

Co-operation report and minutes of meetings.

BIALL/14/9: 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:

Reference	Title	Scope and Contents	Dates
BIALL/14/9/1	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

Reference	Title	Dates
BIALL/14/10/1	Memorandum to the Cataloguing Rules Committee on the Revision of the AACR, 1967	1973
BIALL/14/10/2	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 BIAL/14/27/1.

Item list:

Reference	Title	Scope and Contents	Dates
BIAL/14/11/1	Education and Training	Includes correspondence and publicity material.	1977-1992
BIAL/14/11/2	Annual Reports		1972-1992
BIAL/14/11/3	Minutes	Wanting: minutes for meeting 2 Dec 1977, 14 June 1978 and meetings post 27 March 1991.	1978-1992
BIAL/14/11/4	Membership	Lists of committee members and correspondence.	1977-1990
BIAL/14/11/5	Careers	Correspondence re production of BIAL leaflet <i>Career Opportunities in Law Librarianship</i> . Includes copies of leaflet.	1980-1988
BIAL/14/11/6	Placements and Exchanges		1976-1991
BIAL/14/11/7	Joint Ventures		1977-1994
BIAL/14/11/8	Library Association Licentiate Scheme		1982-1990
BIAL/14/11/9	Legal Practice and Research Skills	Correspondence and publicity re training courses.	1990-1991
BIAL/14/11/10	National Vocational Qualifications		1989-1992
BIAL/14/11/11	PCL/ BIAL Course	Correspondence re courses run in conjunction with the Polytechnic of Central London.	1982-1990
BIAL/14/11/12	Short Courses 1972-1992	Correspondence and guidelines on organising short courses.	1981-1990
BIAL/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 BIAL/14/13 for the records of SCOLIP.

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/14/12/1	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/14/12/2	Annual Reports 1976/77 – 1992/93		1977-1993
BIALL/14/12/3	Standing Committee on Library Provision and Information Services: Minutes	Includes 1979-1980 minutes of the BIAL 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/14/12/4	SCOLPIS: Establishment 1976 and Membership to 1992		1976-1992
BIALL/14/12/5	LAWLIP (Law library and information plan)	Correspondence and articles re LAWLIP.	1989-1992
BIALL/14/12/6	Working party on Computer-Assisted Legal Information Retrieval		1979-1985
BIALL/14/12/7	Surveys of [legal on- line information retrieval] Services		1981-1983
BIALL/14/12/8	UK Library Database System		1982-1983
BIALL/14/12/9	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 BIAL/14/12 for records of the Standing Committee on Library Provision and Information Services, and its predecessors.

Item list:

Reference	Title	Scope and Contents	Dates
BIAL/14/13/1	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
BIAL/14/13/2	Annual Reports 1992/93 – 1998/99		1993-1999
BIAL/14/13/3	Minutes	Some minutes <u>wanting</u>	1993-1999
BIAL/14/13/4	BILETA [British and Irish Legal Education Technology Association]		1986-1996
BIAL/14/13/5	Cataloguing and Classification [Sub-Committee]		1992-1996
BIAL/14/13/6	Copyright		1978-1995
BIAL/14/13/7	Networking	Correspondence, predominantly re electronic communications with the membership of BIAL.	1989-1996

BIAL/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

Reference	Title	Scope and Contents	Dates
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Reference	Title	Scope and Contents	Dates
BIALL/14/14/1	File: Willi Steiner Memorial Lecture. CLOSED until 2028	Includes proposals to establish Memorial Lecture; publicity relating to Inaugural Lecture 2005	2003-2007
BIALL/14/14/2	Correspondence, minutes and reports re the WSML.		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/14/15/1	Membership Services. CLOSED until 2026	Includes copies of membership packs and handbooks; and correspondence re membership categories and benefits.	1999-2005
BIALL/14/15/2	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/14/15/3	Minutes. CLOSED until 2027		1998-2006
BIALL/14/15/4	Information Pack for New Council Members, Chairs and Committee Members 1999/2000		1999
BIALL/14/15/5	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:

Reference	Title	Dates
BIALL/14/16/1	Nominations [Sub-Committee]	1994-1996
BIALL/14/16/2	Invitation for Nominations: completed nomination form on reverse. CLOSED until 2033	2012
BIALL/14/16/3	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:

Reference	Title	Dates
BIALL/14/17/1	Official Publications Standing Committee	1977-1992
BIALL/14/17/2	Annual Reports 1982/83 – 1992/93	1983-1993
BIALL/14/17/3	Minutes	1983-1989
BIALL/14/17/4	National Forum on EC Information	1978-1987
BIALL/14/17/5	[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/14/17/7	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 BIAL/14/4 for records of the Standing Committee on External Affairs and the Standing Committee on Awards and Bursaries.

Item list:

Reference	Title	Dates
BIALL/14/18/1	Standing Committee on Overseas Representation	1989-1992
BIALL/14/18/2	Annual Reports 1990/91 – 1991/92	1991-1992
BIALL/14/18/3	Minutes	1990-1992
BIALL/14/18/4	Bursaries	1990-1992
BIALL/14/18/5	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), 1992-2006

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.

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

Related material: see BIAL/14/11 for the records of the Standing Committee on Education and Training and BIAL/14/24 for an earlier Committee on Professional Standards. The records of the current Professional development Committee are at BIAL/14/27/1.

Item list:

Reference	Title	Extent and form	Dates
BIALL/14/19/1	Professional Standards and Development re purpose and aims of SCOPSAD; training remit; and proposed training provision. CLOSED until 2027	1 folder	1992-2006
BIALL/14/19/2	Annual Reports 1992/3-2008/9. CLOSED until 2030	1 folder	1993-2009
BIALL/14/19/3	Social Events: publicity material	1 folder	1993-2004
BIALL/14/19/4	Short Courses. Publicity material	1 folder	1992-2005
BIALL/14/19/5	Course material: Legal Reference Materials – An Introduction	1 folder	2000-2001
BIALL/14/19/6	Course material: Legal Reference Materials – An Introduction	1 folder	2002
BIALL/14/19/7	Course material: Legal Reference Materials – An Introduction	1 folder	2002
BIALL/14/19/8	Presentation slides: Copyright for commercial organisations. From the BIALL Seminar 7 Nov 2002. <u>Copyright</u> : NLA	1 folder	2002
BIALL/14/19/9	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 2027	1 folder	1993-2006

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/14/20/1	PR and Promotions. CLOSED until 2030	Includes annual reports, Committee terms of reference and BIALl Working Party Report: "Public Relations & Recruitment"	1997-2009
BIALL/14/20/2	Committee on PR and Promotion Minutes 2008. CLOSED until 2029	Signed minutes of meeting held in October 2008	2008
BIALL/14/20/3	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/14/20/4	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/14/20/1	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/14/20/6	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 BIAL/27.

Arrangement: files 14/21/1-72 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 BIAL/14/21/11-12; BIAL/14/21/14-32; and BIAL/14/21/40-72. Later files have been added as they were transferred.

Access: open 20 years after last date on file other than BIAL/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 BIAL/26/1 and records of the Editorial Board of the *Law Librarian* and of *Legal Information Management* are at BIAL/27.

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

Item list:

Reference	Title	Scope and Contents	Dates
BIAL/14/21/1	Publications (General file). CLOSED until 2028	Includes publishing policy for BIAL, 1976; Chairman's Notes on Union List of Law Reports, 1981; correspondence.	1973-2007
BIAL/14/21/2	Annual Reports 1971/72 – 2008/9. CLOSED until 2030		1972-2009
BIAL/14/21/3	Minutes		1972-1986
BIAL/14/21/4	Minutes. CLOSED until 2029		1994-2008
BIAL/14/21/5	Publications by title		1973-1986
BIAL/14/21/6	BIAL Brochures and prospectus	Copies of each brochure and some related correspondence.	1972-1992
BIAL/14/21/7	Careers Leaflets		1980-[2009?]
BIAL/14/21/8	Bibliography of Commonwealth Law Reports	Project file.	1980-1992
BIAL/14/21/9	[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 st 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 nd edition		1981-1988
BIALL/14/21/39	Newsletter	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

Reference	Title	Scope and Contents	Dates
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 Information 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: open

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

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/14/22/1	Special Interest Groups	Correspondence and reports re the formation and purpose of Special Interest Groups.	1989-2002

BIALL/14/2: Sponsorship Committee, 1994-1996

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/14/23/1	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:

Reference	Title	Scope and Contents	Dates
BIALL/14/24/1	Sub-Committee on Standards	Includes terms of reference and minutes.	1974-1983
BIALL/14/24/2	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/14/24/3	Sub-Committee on Multiple Copies in Law Libraries	Minutes and reports.	1970-1972
BIALL/14/24/4	Sub-Committee on Staffing in University Law Libraries	Correspondence and replies to questionnaire.	1979-1981
BIALL/14/24/5	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:

Reference	Title	Scope and Contents	Dates
BIALL/14/25/1	Strategy and Finance (General file). CLOSED until 2026	Copies of strategic plans and documents re organisational structure of BIALl.	1992-2005
BIALL/14/25/2	(Standing Committee on Strategy and Finance) Annual Reports 1992/93 to 2006/7. CLOSED until 2028		1993-2007
BIALL/14/25/3	(Standing Committee on Strategy and Finance) Minutes. CLOSED until 2028		1993-2007
BIALL/14/25/4	Strategy and Finance Committee: papers and correspondence regarding the Committee's foundation		1993
BIALL/14/25/5	Strategy and Finance Committee meetings 1993	Agenda for February meeting; Agenda and Minutes for May meeting	1993

Reference	Title	Scope and Contents	Dates
BIALL/14/25/6	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
BIALL/14/25/7	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/14/25/8	Strategy and Finance Committee meetings 1996	Agenda and Minutes for May meeting; minutes from 1995 meeting.	1995-1996
BIALL/14/25/9	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

Reference	Title	Scope and Contents	Dates
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/14/26/1	Supplier Liaison Group meeting minutes, 2013	Minutes for meetings held in February, April and August 2013	2013

BIALL/14/27: Professional Development Committee: records, 2012-2022

Extent and form: 3 folders, 34 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/

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

Item list:

BIALL/14/27/1 Professional Development Committee minutes, 2012-2022

Item list:

Reference	Title	Extent and form	Dates
BIALL/14/27/1/1	PDC meeting minutes, Dec 2012. CLOSED until 2033	1 folder	2012
BIALL/14/27/1/2	PDC meeting minutes, Feb 2013. CLOSED until 2034	1 folder	2013
BIALL/14/27/1/3	PDC meeting minutes, 31 May 2013. CLOSED until 2034	1 folder; 1 PDF file	2013
BIALL/14/27/1/4	PDC meeting minutes, 6 August 2013. CLOSED until 2034	1 folder; 1 PDF file	2013
BIALL/14/27/1/5	PDC meeting minutes, 6 Dec 2013. CLOSED until 2034	1 PDF file	2013
BIALL/14/27/1/6	PDC meeting minutes, 30 May 2014. CLOSED until 2035	1 PDF file	2014
BIALL/14/27/1/7	PDC meeting minutes, 12 Sept 2014. CLOSED until 2035	1 PDF file	2014
BIALL/14/27/1/8	PDC meeting minutes, 18 Dec 2014. CLOSED until 2035 [PDC meeting minutes, 27 March 2015 <u>WANTING</u>]	1 PDF file	2014
BIALL/14/27/1/9	PDC meeting minutes, 20 July 2015. CLOSED until 2036	1 PDF file	2015
BIALL/14/27/1/10	PDC meeting minutes, 20 Nov 2015. CLOSED until 2036	1 PDF file	2015
BIALL/14/27/1/11	PDC meeting minutes, 15 Feb 2016. CLOSED until 2037	1 PDF file	2016
BIALL/14/27/1/12	PDC meeting minutes, 20 Apr 2016. CLOSED until 2037	1 PDF file	2016
BIALL/14/27/1/13	PDC meeting minutes, 23 May 2016. CLOSED until 2037 [PDC meeting minutes 2017. <u>WANTING</u>]	1 PDF file	2016

Reference	Title	Extent and form	Dates
	[PDC meeting minutes 22 May 2018. <u>WANTING</u>]		
BIALL/14/27/1/14	PDC meeting minutes, 13 Sept 2018. CLOSED until 2039	1 PDF file	2018
BIALL/14/27/1/15	PDC meeting minutes, 5 Dec 2018. CLOSED until 2039	1 PDF file	2018
	[PDC meeting minutes Mar 2019. <u>WANTING</u>]		
BIALL/14/27/1/16	PDC meeting minutes, 30 May 2019. CLOSED until 2040	1 PDF file	2019
BIALL/14/27/1/17	PDC meeting minutes, 16 July 2019. CLOSED until 2040	1 PDF file	2019
BIALL/14/27/1/18	PDC meeting minutes, 1 Oct 2019. CLOSED until 2040	1 PDF file	2019
BIALL/14/27/1/19	PDC agenda for meeting 23 July 2020. CLOSED until 2041	1 PDF file	2020
BIALL/14/27/1/20	PDC meeting minutes 23 Jul 2020. CLOSED until 2041	1 PDF file	2020
BIALL/14/27/1/22	PDC meeting minutes, 5 Nov 2020. CLOSED until 2042	1 PDF file	2020
BIALL/14/27/1/22	PDC agenda for meeting 2 Feb 2021. CLOSED until 2042	1 PDF file	2021
BIALL/14/27/1/23	PDC meeting minutes, 2 Feb 2021. CLOSED until 2042	1 PDF file	2021
BIALL/14/27/1/24	PDC agenda for meeting 22 Apr 2021. CLOSED until 2042	1 PDF file	2021
	[PDC meeting minutes 22 Apr 2021. <u>WANTING</u>]		
BIALL/14/27/1/25	PDC agenda for meeting 16 July 2021. CLOSED until 2042	1 PDF file	2021
BIALL/14/27/1/26	PDC meeting minutes, 16 July 2021. CLOSED until 2042	1 PDF file	2021

Reference	Title	Extent and form	Dates
BIALL/14/27/1/27	PDC agenda for meeting 5 Nov 2021. CLOSED until 2042	1 PDF file	2021
BIALL/14/27/1/28	PDC meeting minutes, 5 Nov 2021. CLOSED until 2042	1 PDF file	2021
BIALL/14/27/1/29	PDC agenda for meeting 2 nd March 2022. CLOSED until 2043	1 PDF file	2022
BIALL/14/27/1/30	PDC meeting minutes 2 nd March 2022. . CLOSED until 2043	1 PDF file	2022
BIALL/14/27/1/31	PDC agenda for meeting 9 June 2022. CLOSED until 2043	1 PDF file	2022
BIALL/14/27/1/32	PDC meeting minutes 9 June 2022. CLOSED until 2043	1 PDF file	2022
BIALL/14/27/1/33	PDC agenda for meeting 20 Oct 2022. CLOSED until 2043	1 PDF file	2022
BIALL/14/27/1/34	PDC meeting minutes 20 Oct 2022. CLOSED until 2043	1 PDF file	2022
BIALL/14/27/1/35	PDC agenda for meeting 12 Dec 2022. CLOSED until 2043	1 PDF file	2022
BIALL/14/27/1/36	PDC meeting minutes 12 Dec 2022. CLOSED until 2043	1 PDF file	2022

BIALL/14/27/2: Professional Development Committee courses, 2015

Item list:

Reference	Title	Dates
BIALL/14/27/2/1	Course Handbook: Foreign and International Law, IALS, 18 Feb 2015	2015

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/15/1	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/16/1) 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/16/1: Finance – general, 1970-2009

Item list:

Reference	Title	Dates
BIALl/16/1/1	Treasurer’s reports; strategic reviews on BIALl finance and correspondence.	1987-2004
BIALl/16/1/2	Honorary Treasurers’ Statements. CLOSED until 2030	1971-2009
BIALl/16/1/3	Subscriptions: membership categories	1970-1995
BIALl/16/1/4	Annual Budget 1985/86 – 1987/88	1985-1987
BIALl/16/1/5	Expenses: procedure	1978-2000
BIALl/16/1/6	Handling BIALl money: procedure	1973-1987

BIALl/16/2: 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/16/2/1	Annual Accounts	1974-1999
BIALL/16/2/2	Annual Accounts.	2000-2004
BIALL/16/2/3	Accounts for year ended 31 March 2011, signed. CLOSED until 2032	2011
BIALL/16/2/4	Accounts for year ended 31 March 2013, signed. CLOSED until 2034	2013
BIALL/16/2/5	Accounts for year ended 31 March 2014, signed. CLOSED until 2035	2014
BIALL/16/2/6	Accounts for year ended 31 March 2015, signed. CLOSED until 2036	2015
BIALL/16/2/7	Accounts for year ended 31 March 2016, signed. CLOSED until 2037	2016

BIALL/16/3: 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/16/3/1	BIALL: Expenses Claims Guidelines for Members	1 item	2000
BIALL/16/3/2	Letters from BIALII thanking BIALI for donation. CLOSED until 2034	2 items	2012-2013
BIALL/16/3/3	Letter from Oceana Publications	1 item	1997

BIALL/17: Institute of Advanced Legal Studies correspondence, 1985-1992

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Dates
BIALL/17/1	Institute of Advanced Legal Studies: Correspondence	1985-1992

BIALL/18: Insurance, 1976-1988

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Dates
BIALL/18/1	Insurance: correspondence and policies	1976-1988

BIALL/19: Marketing, 1989-1990

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/19/1	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/20/2-05 which are closed for 75 years under the Data Protection Act. **Closed items are designated in red.**

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/20/1	Membership Categories.	Includes correspondence, copies of the Constitution and report: "Membership Review Project", 2004.	1978-2004
BIALL/20/2	Membership Secretary	Treasurer's reports to Membership Secretary; Reports of the Membership Secretary. Contains personal data - CLOSED until 2069	1988-1993
BIALL/20/3	Membership Lists		1969-1971

Reference	Title	Scope and Contents	Dates
BIALL/20/4	[Membership] Lists. CLOSED until 2053		1972-1977
BIALL/20/5	[Membership] Lists. CLOSED until 2064.	At this point membership lists were transferred to the computer.	1978-1988
BIALL/20/6	Mailing List and Membership Database	Correspondence re database and use of mailing list.	1987-1993
BIALL/20/7	Life/Retired Membership	Procedure documents, correspondence re procedures and correspondence with recipients of life membership.	1983-2002
<u>BIALL/20/8</u>	<u>Obituaries</u>		<u>2002-2006, 2016</u>
BIALL/20/8/1	Obituaries of members	Photocopies from publications.	2002-2006
BIALL/20/8/2	Obituary of Derek Way	Obituary drafted by Mary Blake	2016
BIALL/20/9	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/21/1	Memoranda – Outgoing	Includes copies of memoranda, correspondence and procedures for compiling official memoranda.	1967-2001

BIALL/22: Photographs, 1976-2008

Extent and form: 13 folders; 2 archive boxes

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

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/22/1	Memorandum from Mary Blake re article in the Newsletter requesting photographs for the archive.		1996
BIALL/22/2	Photograph album: BIALl members attending conferences and events. CLOSED until 2084		1976-2008
BIALL/22/3	Photographs of Publication Party for Manual of Law Librarianship		1976
BIALL/22/4	Cambridge 1986. CLOSED until 2062		1986
BIALL/22/5	Aberystwyth 1987	Photographs of scenery and campus.	1987
BIALL/22/6	Edinburgh. CLOSED until 2068		1992
BIALL/22/7	Canterbury 1993. CLOSED until 2069		1993
BIALL/22/8	Birmingham 1994. CLOSED until 2070		1994
BIALL/22/9	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 th Anniversary Dinner	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/22/13	Photographs of the Glasgow Conference, 1999. CLOSED until 2075	With captions identifying delegates	1999

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

Extent and form: 9 files

Access: open

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

Item list:

Reference	Title	Dates
BIALL/23/1	Prof O Hood Phillips; Lord Justice James; Lord Justice Scarman; Prof LCB Gower	1972-1978
BIALL/23/2	Dr KW Humphreys	1983-1986
BIALL/23/3	WAFP Steiner.	1983-2004
BIALL/23/4	WWS Breem	1988-1992
BIALL/23/5	Betty Moys: Obituaries and papers relating to bequest	2002-2003
BIALL/23/6	EM Moys; DM Blake; BM Tearle	1987-2003
BIALL/23/7	Correspondence between Mary Blake and Hilary Boucher re roles of office-holders	1989

Reference	Title	Dates
BIALL/23/8	Correspondence between Mary Blake and Barbara Tearle re role of BIALl President.	2000-2004
BIALL/23/9	Vice-President: WWS Breem; EM Moys; DM Blake; M Anderson; DJ Way.	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/24/1	Salaries file	1983-1993
BIALL/24/2	File: Salary Surveys. Copies of blank questionnaires; Salary Survey 1991; and correspondence CLOSED until 2027	1991-2006
BIALL/24/3	Salary Survey 1994/95	1995
BIALL/24/4	Salary Survey 1996/97	1997
BIALL/24/5	Salary Survey 1998/99	1998
BIALL/24/6	Salary Survey 1999/2000	2000
BIALL/24/7	Salary Survey 2000/2001	2001
BIALL/24/8	Salary Survey 2001/2002	2002
BIALL/24/9	Salary Survey 2002/2003	2003

BIALL/25: Statistics, 1971-1994

Extent and form: 1 file

Access: open

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/25/1	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/26/1: *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

Item list:

Reference	Title	Extent	Dates
BIALL/26/1/1	<i>Law Librarian</i> Volumes 1-4, 1970-1973	1 bound volume	1970-1973
BIALL/26/1/2	Volumes 5-8, 1974-1977	1 bound volume	1974-1977
BIALL/26/1/3	<i>Law Librarian</i> Volumes 9-12 and index, 1978-1981	1 folder	1978-1981
BIALL/26/1/4	<i>Law Librarian</i> Volumes 13-16 and index, 1982-1985	1 folder	1982-1985
BIALL/26/1/5	<i>Law Librarian</i> Volumes 17-20 and index, 1986-1989	1 folder	1986-1989
BIALL/26/1/6	<i>Law Librarian</i> Volumes 21-24 and index, 1990-1993	2 folders	1990-1993
BIALL/26/1/7	<i>Law Librarian</i> Volume 25 nos 1-4, 1994	4 items	1994
BIALL/26/1/8	<i>Law Librarian</i> Volume 26 nos 1-4, 1995	4 items	1995
BIALL/26/1/9	<i>Law Librarian</i> Volume 27 nos 1-4, 1996	4 items	1996
BIALL/26/1/10	<i>Law Librarian</i> Volume 28 nos 1-4, 1997	4 items	1997
BIALL/26/1/11	<i>Law Librarian</i> Volume 29 nos 1-4, 1998	4 items	1998
BIALL/26/1/12	<i>Law Librarian</i> Volume 30 nos 1-4, 1999 (plus Report "Law and Order: Trends in Legal Information Provision")	5 items	1999
BIALL/26/1/13	<i>Law Librarian</i> Volume 31 nos 1-4, 2000	4 items	2000
BIALL/26/1/14	<i>Legal Information Management</i> Volume 1, nos 1-4, 2001	4 items	2001

Reference	Title	Extent	Dates
BIALL/26/1/15	<i>Legal Information Management</i> Volume 2 nos 1-4, 2002	4 items	2002
BIALL/26/1/16	<i>Legal Information Management</i> Volume 3 nos 1-3/4, 2003. Willi Steiner RIP issue	3 items	2003
BIALL/26/1/17	<i>Legal Information Management</i> Volume 4 nos 1-4, 2004	4 items	2004
BIALL/26/1/18	<i>Legal Information Management</i> Volume 5 nos 1-4, 2005	4 items	2005
BIALL/26/1/19	<i>Legal Information Management</i> Volume 6 nos 1-4, 2006	4 items	2006
BIALL/26/1/20	<i>Legal Information Management</i> Volume 7 nos 1-4, 2007	4 items	2007
BIALL/26/1/21	<i>Legal Information Management</i> Volume 8 nos 1-4, 2008	4 items	2008
BIALL/26/1/22	<i>Legal Information Management</i> Volume 9 nos 1-4, 2009	4 items	2009
BIALL/26/1/23	<i>Legal Information Management</i> Volume 10 nos 1-4, 2010	4 items	2010
BIALL/26/1/24	<i>Legal Information Management</i> Volume 11 nos 1-4, 2011	4 items	2011
BIALL/26/1/25	<i>Legal Information Management</i> Volume 12 nos 1-4, 2012	4 items	2012
BIALL/26/1/26	<i>Legal Information Management</i> Volume 13 nos 1-4, 2013	4 items	2013
BIALL/26/1/27	<i>Legal Information Management</i> Volume 14 nos 1-4, 2014	4 items	2014
BIALL/26/1/28	<i>Legal Information Management</i> Volume 15 nos 1-4, 2015	4 items	2015
BIALL/26/1/29	<i>Legal Information Management</i> Volume 16 nos 1-4, 2016	4 items	2016
BIALL/26/1/30	<i>Legal Information Management</i> Volume 17 nos 1-4, 2017	4 items	2017
BIALL/26/1/31	<i>Legal Information Management</i> Volume 18 nos 1-4, 2018	4 items	2018

Reference	Title	Extent	Dates
BIALL/26/1/32	<i>Legal Information Management</i> Volume 19 nos 1-4, 2019	4 items	2019
BIALL/26/1/33	<i>Legal Information Management</i> Volume 20 nos 1-4, 2020	4 items	2020
BIALL/26/1/34	<i>Legal Information Management</i> Volume 21 nos 1-3/4, 2021	3 items	2021
BIALL/26/1/35	<i>Legal Information Management</i> Volume 22 nos 1-2, 2022	2 items	2022

BIALL/26/2: Newsletters, 1983-2019

Extent and form: 5 archive 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

Reference	Title	Extent	Dates
BIALL/26/2/1	Newsletters, 1983	2 items	1983
BIALL/26/2/2	Newsletters, 1984	3 items	1984
BIALL/26/2/3	Newsletters, 1985	3 items	1985
BIALL/26/2/4	Newsletters, 1986	3 items	1986
BIALL/26/2/5	Newsletters, 1987	3 items	1987
BIALL/26/2/6	Newsletters, 1988	3 items	1988
BIALL/26/2/7	Newsletters, 1989	3 items	1989
BIALL/26/2/8	Newsletters, 1990	3 items	1990
BIALL/26/2/9	Newsletters, 1991	3 items	1991
BIALL/26/2/10	Newsletters, 1992	4 items	1992
BIALL/26/2/11	Newsletters, 1993	4 items	1993
BIALL/26/2/12	Newsletters, 1994	4 items	1994
BIALL/26/2/13	Newsletters, 1995	4 items	1995
BIALL/26/2/14	Newsletters, 1996	4 items	1996

Reference	Title	Extent	Dates
BIALL/26/2/15	Newsletters, 1997	4 items	1997
BIALL/26/2/16	Newsletters, 1998	4 items	1998
BIALL/26/2/17	Newsletters, 1999	4 items	1999
BIALL/26/2/18	Newsletters, 2000	4 items	2000
BIALL/26/2/19	Newsletters, Feb, May, Aug, Nov 2001	4 items	2001
BIALL/26/2/20	Newsletters, Feb, May, Aug, Nov 2002	4 items	2002
BIALL/26/2/21	Newsletters, Feb, May, Aug, Nov 2003	4 items	2003
BIALL/26/2/22	Newsletters, Feb, May, Aug, Nov 2004	4 items	2004
BIALL/26/2/23	Newsletters, Feb, May, Aug, Nov 2005	4 items	2005
BIALL/26/2/24	Newsletters, Feb, May, Aug, Nov 2006	4 items	2006
BIALL/26/2/25	Newsletters, Feb, May, Aug, Nov 2007	4 items	2007
BIALL/26/2/26	Newsletters, Jan, Mar, May, July, Sept, Nov 2008	6 items	2008
BIALL/26/2/27	Newsletters, Jan, Mar, May, July, Sept, Nov 2009	6 items	2009
BIALL/26/2/28	Newsletters, Jan, Mar, May, July, Sept 2010	5 items	2010
BIALL/26/2/29	Newsletters, Jan, Mar, May, Jul, Sept, Nov 2011	6 items	2011
BIALL/26/2/30	Newsletters, Jan, July 2012	2 items	2012
BIALL/26/2/31	Newsletters, Jan, Mar, Nov 2013	3 items	2013
BIALL/26/2/32	Newsletters, Jan, Mar, May, Sept, Nov 2014	5 items	2014
BIALL/26/2/33	Newsletters, Jan, Mar, May, July, Sept, Nov 2015	6 items	2015

Reference	Title	Extent	Dates
BIALL/26/2/34	Newsletters, Jan, Mar, May, July, Sept, Nov 2016	6 items	2016
BIALL/26/2/35	Newsletters, Jan, Mar, May, July, Sept 2017	5 items	2017
BIALL/26/2/36	Newsletters, Mar, May, July 2018	3 items	2018
BIALL/26/2/37	Newsletters, Jan, Apr, Oct 2019	3 items	2019

BIALL/26/3: Directories of British and Irish Law Libraries, 1976-2006

Extent and form: 9 volumes

Item list:

Reference	Title	Dates
BIALL/26/3/1	Directory of British and Irish Law Libraries	1976
BIALL/26/3/2	Directory of British and Irish Law Libraries, 2nd edition	1984
BIALL/26/3/3	Directory of British and Irish Law Libraries, 3rd edition	1988
BIALL/26/3/4	Directory of British and Irish Law Libraries, 4th edition	1992
BIALL/26/3/5	Directory of British and Irish Law Libraries, 5th edition	1995
BIALL/26/3/6	Directory of British and Irish Law Libraries, 6th edition	1998
BIALL/26/3/7	Directory of British and Irish Law Libraries, 7th edition	2002
BIALL/26/3/8	Directory of British and Irish Law Libraries, 8th edition	2006

BIALL/26/4: BIALl publications, 1971-2013

Extent and form: 11 volumes

Item list:

Reference	Title	Extent	Dates
BIALL/26/4/1	British and Irish Association of Law Librarians <i>Report of the Committee on Co-Operation</i>	1 volume	1971
BIALL/26/4/2	<i>Community Law</i> , compiled by CR Lutyens	1 volume	1973
BIALL/26/4/3	<i>Manual of Law Librarianship</i> , ed Elizabeth M Moys	1 volume	1976
BIALL/26/4/4	<i>Manual of Law Librarianship, 2nd edition</i> , ed Elizabeth M Moys	1 volume	1987

Reference	Title	Extent	Dates
BIALL/26/4/5	<i>Index to Legal Essays</i> , ed Barbara Tearle	1 volume	1983
BIALL/26/4/6	<i>Bibliography of Commonwealth Law Reports</i> , ed Walter Broom and Sally Phillips	1 volume	1991
BIALL/26/4/7	<i>Sources of Biographical Information on Past Lawyers</i> , Guy Holborn	1 volume	1999
BIALL/26/4/8	Reviews of <i>Sources of Biographical Information</i>	1 volume	1999
BIALL/26/4/9	<i>A History of the British and Irish Association of Law Librarians 1969-1999</i> , Mary Blake	1 volume	2000
BIALL/26/4/10	<i>BIALL Handbook of Legal Information Management</i> , ed Loyita Worley	1 volume	2006
BIALL/26/4/11	Elizabeth M Moys <i>Manual of Law Librarianship, 5th edition</i> , ed Diana Morris, Helen Garner, Sarah Wheeler	1 volume	2013
BIALL/26/4/12	<i>Pursuing a Career in Legal Information</i>	1 item	21st century

BIALL/26/5: BIAL Legal Research Training Packs, 2011-2013

Extent and form: 2 volumes

Related material: see BIAL/14/27/1/10 and BIAL/14/27/1/11 for 2006 and 2007 editions.

Item list:

Reference	Title	Dates
BIALL/26/5/1	<i>BIALL Legal Research Training Packs 4th edition</i>	2011
BIALL/26/5/2	<i>BIALL Legal Research Training Packs 5th edition</i>	2013

BIALL/27: Records of Legal Information Management Editorial Board, 1994-2006

See BIAL 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 BIAL/27/6 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 BIAL/26/1.

BIALL/27/1: 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 BIAL/27/5/1.

Item list:

Reference	Title	Scope and Contents	Dates
BIALL/27/1/1	Agendas and minutes		1995-2003
BIALL/27/1/2	Agendas and supporting papers. CLOSED until 2027		2003-2006
BIALL/27/1/3	Minutes. CLOSED until 2027		2001-2006
BIALL/27/1/4	Editorial Board	Agendas and supporting papers, minutes and correspondence.	2000-2001
BIALL/27/1/5	<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/27/1/6	Agenda, minutes and papers CLOSED until 2038	Annotated by Jules Winterton	Nov 2013- Nov 2017

BIALL/27/2: Finance and management records, 1997-2004

Extent and form: 2 files

Access: open

Item list:

Reference	Title	Dates
BIALL/27/2/1	<i>LIM</i> Aims and Objectives	2004

Reference	Title	Dates
BIALL/27/2/2	<i>Law Librarian-</i> Finance	1997-2004

BIALL/27/3: 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/27/3/1	Correspondence with CUP. CLOSED until 2026	2004-2005
BIALL/27/3/2	Correspondence re <i>Legal Information Management</i> . CLOSED until 2027	2003-2006
BIALL/27/3/3	Notes Arising from Contract Discussions [with CUP]	2003
BIALL/27/3/4	Publisher Proposals	2001-2002
BIALL/27/3/5	<i>Law Librarian</i> - Correspondence	1994-2000
BIALL/27/3/6	Correspondence between Jules Winterton and Christine Miskin re copyright in article for <i>Legal Information Management</i> .	2004

BIALL/27/4: *Legal Information Management* Marketing Reports, 2004-2006

Extent and form: 3 volumes

Item list:

Reference	Title	Dates
BIALL/27/4/1	<i>Legal Information Management Marketing Report 2003/4</i>	2004
BIALL/27/4/2	<i>Legal Information Management Marketing Report 2004/5</i>	2005
BIALL/27/4/3	<i>Legal Information Management Marketing Report 2005/6</i>	2006

BIALL/27/5: 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/27/5/1	J Gordon-Till papers. CLOSED until 2027	1 volume	Includes Editorial Board Minutes and correspondence.	2001-2006
BIALL/27/5/2	Gillian Sands Memorial Essay Competition. CLOSED until 2026	1 file	Competition rules and publicity.	2005

BIALL/27/6: 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/27/6/1	“Report for Council on Proposed Changes to Publication Methods and Frequency of the Law Librarian”	1 item		1990
BIALL/27/6/2	Meeting Minutes 1995	1 folder	March and October meeting	1995
BIALL/27/6/3	Meeting Minutes 1996	1 folder	February, June and November meetings	1996
BIALL/27/6/4	Report for the Year 1995-1996	1 item		1996
BIALL/27/6/5	Provisional Budget 1996-1997	1 item		1996
BIALL/27/6/6	Meeting Minutes 1997	1 folder	April and August	1997

BIALL/27/6/7 Meeting Minutes 2000 1 folder meetings
September and 2000
November meetings

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 BIAL/27.

BIALL/28/1: 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
BIALL/28/1/1	Web Editorial Board meeting minutes, 1998	Minutes from October meeting; related correspondence	1998
BIALL/28/1/2	Web Editorial Board meeting minutes, 2000	Agenda and minutes for May, September and December meetings	2000
BIALL/28/1/3	Web Editorial Board meeting minutes, 2001	Minutes for March, July and October meetings	2001
BIALL/28/1/4	Web Editorial Board meeting minutes, 2002	Minutes for Jan, April, July and October meetings	2002
BIALL/28/1/5	Web Editorial Board meeting minutes, 2003	Minutes for March and October meetings	2003
BIALL/28/1/6	Web Editorial Board meeting minutes, 2004. CLOSED until 2035	Minutes for Jan, April, July and October meetings	2004
BIALL/28/1/7	Web Editorial Board meeting minutes, 2005. CLOSED until 2036	Minutes for January meeting	2005

Reference	Title	Scope and Contents	Dates
	[Minutes for 2006-2008 WANTING]		
BIALL/28/1/8	Web Editorial Board meeting minutes, 2009. CLOSED until 2030	Minutes from meetings held in February, July and September 2009.	2009
BIALL/28/1/9	Web Editorial Board meeting minutes, 2010. CLOSED until 2031	Minutes from meetings held in February, September and November 2010.	2010
BIALL/28/1/10	Web Committee meeting minutes, 2011. CLOSED until 2032	Minutes from meetings held in January, March, May, July, October and November.	2011
BIALL/28/1/11	Web Committee meeting minutes 2012. CLOSED until 2033	Minutes from meetings held in March, May, July and October 2012	2012
BIALL/28/1/12	Web Committee meeting minutes, 2013. CLOSED until 2034	Minutes of meetings held in March and May 2013.	2013
BIALL/28/1/13	Web Committee meeting minutes, 2014. CLOSED until 2035	Minutes of meetings held in March, May, July and November 2014.	2014
BIALL/28/1/14	Web Committee meeting minutes, 2015. CLOSED until 2036	Minutes of meetings held in March and May 2015	2015

BIALL/28/2: 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/28/2/1	Annual Reports 1998/99 - 2007/8; reports; Web Editorial Survey; Web Editorial Board terms of reference. CLOSED until 2029	1996-2008

Reference	Title	Dates
BIALL/28/2/2	Correspondence and Response to Lord Chancellor's Department Consultation Paper on metadata scheme for websites in the legal and advice sectors	2000-2001
BIALL/28/2/3	<i>Draft Proposal for a BIALL Communications Policy</i> Annotated by Susan Scorey. CLOSED until 2032	2011
BIALL/28/2/4	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/29/1: Legal Information Group: papers, 1995-2011

Extent and form: 5 folders

Administrative history: the Legal Information Group (LIG) 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:

Reference	Title	Dates
BIALL/29/1/1	LIG publicity, reports and correspondence. CLOSED until 2026	2002-2005
BIALL/29/1/2	Annual Reports 1999/2000-2008/9. CLOSED until 2030	2000-2009
BIALL/29/1/3	Minutes. CLOSED until 2030	1995-2009
BIALL/29/1/4	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/29/2 Irish Group: Papers, 1995-2000

Administrative background: the group meets three times a year to discuss topical issues and to exchange information and ideas. It also runs occasional training courses in conjunction with the Professional development Committee. See <https://biall.org.uk/working-groups/>

Arrangement: these papers were collated by John Furlong, a member of the Group.

Item list

Reference	Title	Dates
BIALL/29/2/1	Correspondence, minutes and papers relating to the Group's activities	1999-2000

BIALL/30: Press Cuttings and Articles, 2010

Extent and form: 1 item

Access: open.

Item list

Reference	Title	Scope and Contents	Dates
BIALL/30/1	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: 2 folders

Access: open 20 years after last date on file.

Item list:

Reference	Title	Dates
BIALL/31/1	Memorandum of Agreement between BIALL and Ashgate Publishing re <i>BIALL Handbook of Legal Information Management</i>	2003
BIALL/31/2	Deed of Agreement dated 7 February 2014 between BIALL and Justis Publishing Ltd to terminate a Sponsorship Agreement dated 14 June 2008. CLOSED until 2035	2014

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/32/1	Consultation of future provision of library services at Inner and Middle Temple. CLOSED until 2030	2009
BIALL/32/2	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/4/1.

BIALL/33/1: Joint Study Institute Delegate Packs, 1998-2013

Extent and form: 2 items

Item list:

Reference	Title	Extent	Dates
BIALL/33/1/1	Conference Pack: <i>Joint Study Institute Cambridge</i>	1 item	1998
BIALL/33/1/2	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/33/2: Joint Study Institute Planning and Admin, 1997-2006

Extent and form: 5 items

Item list

Reference	Title	Extent	Dates
BIALL/33/2/1 Parts 1-2	Planning file: <i>Joint Study Institute 1998</i> <i>Volume one</i>	2 folders	1997-1998

Reference	Title	Extent	Dates
BIALL/33/2/2 Parts 1-2	Planning file: <i>Joint Study Institute 1998</i> <i>Volume two</i>	2 folders	1998-1999
BIALL/33/2/3	Joint Study Institute 1998, hardcopy printouts of web pages	1 file	1999
BIALL/33/2/4 Parts 1-3	[Planning file]: Joint Study Institute Oxford 2006. CLOSED until 2027	3 folders	2004-2006
BIALL/33/2/5	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 BIAL/34/3 and BIAL/34/5 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 BIAL/1-25.

Item list

Reference	Title	Extent	Scope and Contents	Dates
BIALL/34/1	Standing Committee on External Affairs, correspondence re applications for bursaries; reports; and minutes	1 folder		1993-1998
BIALL/34/2	File: GRIP/SCOLIP	1 folder		1993-1999
BIALL/34/3	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/34/4 Parts 1-2	File: BIAL Council Secretary's File Jan 1997-Oct 1999	2 folders		1997-1999

Reference	Title	Extent	Scope and Contents	Dates
BIALL/34/5	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/34/6	File: Proposed Revision of Dewey Decimal Classification	1 folder		2000
BIALL/34/7	BIALL Secretary's File Jan 2000 to Oct 2001 Parts 1-2	2 folders		2000-2001
BIALL/34/8	BIALL Secretary's File 2002	1 file		2002
BIALL/34/9	File: BIAL Council 2003	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 BIAL/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 BIAL/1-25.

BIALL/35/1: Jules Winterton (Chair 1994-1995) - papers, 1995-1999

Extent and form: 4 folders

Access: open

Item list

Reference	Title	Dates
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BIALL/35/1/1	Letter from President to Members of the Standing Committee on Strategy and Finance re importance of SCOSAF	1995
BIALL/35/1/2	Correspondence with JW re chairing conference session	1996
BIALL/35/1/3	Correspondence with Mary Blake re BIALl History	1996-1999
BIALL/35/1/4	Correspondence	1997-1998

BIALL/35/2: Barbara Tearle (Chair 1995-1996) - papers, 1996

Extent and form: 1 item

Access: open

Item list:

Reference	Title	Extent	Dates
BIALL/35/2/1	Correspondence re <i>Law Librarian</i> and Conference	1 folder	1996

BIALL/35/3: 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/35/2/2 which contains personal data and is closed for 75 years. **Closed items are designated in red.**

Item list

Reference	Title	Dates
BIALL/35/3/1	Correspondence from David R Hart, Chair of BIALl/1996-1997 and Loyita Worley, Chair of BIALl/1997-1998	1996-1998
BIALL/35/3/2	File: Role and Appointment of Conference Administrator for Glasgow Conference 1999. CLOSED until 2063	1998
BIALL/35/3/3	Papers re survey: Management of Legal Information in the 21 st Century. Includes working paper: <i>Management of Legal Information in the 21st Century. "Law and Order: Trends in Legal Information Provision"</i> .	1998-1999

BIALL/35/4: Elaine Blaxter (Chair 1999-2000) - papers, 1997-2000

Extent and form: 2 folders

Access: open

Item list

Reference	Title	Dates
BIALL/35/4/1	Vice Chair Correspondence 98/99	1999
BIALL/35/4/2	Chairman's Correspondence	1997-2000

BIALL/35/5: John Furlong (Vice Chair 1999-2000 and Chair 2000-2001) - papers, 1994-2001

Extent and form: 2 folders

Access: open

Item list

Reference	Title	Dates
BIALL/35/7/1	John Furlong's summary file of structure, membership and terms of membership of committees, Council and officers	1 folder Includes copies of constitution and regulations and details of expenses and journals 1994-2001
BIALL/35/7/2	Correspondence as Vice Chair, primarily on Council- related matters	1 folder 1999-2000
BIALL/35/7/3 Pts 1-2	Correspondence as Chair, primarily on Council and committee- related matters	2 folders 2000-2001

BIALL/35/6 Susan Doe (Chair 2004-2005) - papers, 2004-2005

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
BIALL/35/6	Correspondence. CLOSED until 2026	2004-2005

BIALL/35/7: 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/35/7/1	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/35/7/2	Annotated copies of BIALl Catalogue: Final Report, BIALl Catalogue, BIALl Archive Cataloguing project. CLOSED until 2031	1 folder	2010
BIALL/35/7/3	Letter of condolence from Susan Scorey to CILIP President re death of Bob McKee, Chief Executive of CILIP. CLOSED until 2031	1 item	2010
BIALL/35/7/4	Letter from Solicitors Regulation Authority re Legal Education and Training Review. CLOSED until 2032	1 item	2011
BIALL/35/7/5	Letter from BIALl President, Susan Scorey to Law Society Gazette re role of libraries in law firms. CLOSED until 2032	1 item	2011
BIALL/35/7/6	Thank you letter and card from Christine Miskin for having been awarded life membership. CLOSED until 2032	2 items	2011
BIALL/35/7/7	Correspondence re BAILII. CLOSED until 2032	1 item	2011
BIALL/35/7/8	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/35/7/9	Circular from the President, Susan Scorey, re Belfast Conference 2012. CLOSED until 2033	1 item	2012

BIALL/35/8: Karen Palmer (President 2015-2016) - papers, 2015-2016

Extent and form: 1 folder

Access: Closed until 2037.

Item list:

Reference	Title	Dates
BIALL/35/8	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
	CLOSED until 2037	

BIALL/36: Artefacts and other ephemera, n.d., 1986, 2004

Extent and form: 5 items

Access: open

Item list:

Reference	Title	Format	Dates
BIALL/36/1	Corkscrew presented to BIALl by the President of IALL at Cambridge 1986	Corkscrew	1986
BIALL/36/2	Labelled shoulder bag, 35th conference, Edinburgh	Cloth bag	2004
BIALL/36/3	Box of BIALl labels with BIALl logo	1 box	n.d.
BIALL/36/4	Poster advertising a Joint Study Institute and BIALl conference "Righting the World", St Anne's College, Oxford, 10 th – 13 th Aug 2006	1 o/s board	2006
BIALL/36/5	Gavel given to BIALl by Sweet & Maxwell (date unknown) and used at Council meetings until 2024, when it was "retired" to the Archives	1 object	n.d.

BIALL/37: BIALl Archives - records, 1973-2017

Extent and form: 1 folder

Administrative history: discussions on the BIALl archives began to be held in the 1980s; at that time BIALl records were held in a number of locations, including the homes of BIALl officers, the University of Birmingham and the IALS. In the 1990s Mary Blake began collecting records and developing a classification system for them; she also made repeated overtures to BIALl officers requesting that they send her files and BIALl publications.

In 2010 it was agreed that the BIALl archive as a whole should be housed in the IALS, where it remains today.

Archival history: the records in this series comprise Mary Blake's files on the development of the archives. The files were transferred to the IALS in 2023 after her death.

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

Item list:

Reference	Title	Dates
BIALL/37/1	Correspondence and reports relating to the creation of the archives by Mary Blake. CLOSED until 2030: Lists of records held at IALS and elsewhere: <ul style="list-style-type: none">• Correspondence with BIALl members re depositing records• Guidelines on retention• Guidelines on transfer of records to the archives• Draft classification scheme• Draft standing order on archives• Report to Council on the archives	1973-2009
BIALL/37/2	Correspondence relating to the deposit of archives with IALS plus lists of records transferred. CLOSED until 2031	2010
BIALL/37/3	Mary Blake's correspondence concerning the bequeathing of the personal diaries of Derek Way to the BIALl archives (apparently not followed up). CLOSED until 2038	2016-2017