WORK COMPLETED AND NOTABLE EVENTS
IN THE ARCHIVE CENTRE
JANUARY TO DECEMBER 2019

RESEARCH

- Archivists assisted non-College production of:
  - a book about gardens
  - documentaries about: the Chapel and choir, EM Forster, and TS Eliot
  - new editions of EM Forster novels
- Talks about the benefits of using archives were given to:
  - Cambridge students in a TS Eliot seminar
  - Cambridge students, staff and Fellows interested in researching Legacies of Slavery
- Archivists supported College research into:
  - Bodley's building and court
  - Chapel ventilation
  - 18th and early 20th century Chapel woodwork
  - Catching up with obituaries for the College's Annual Report
  - Hospitality gifts from the Development Office
  - Legacies of Slavery
  - The College's developing Multi-Media guide (providing information and images)

RECORDS MANAGEMENT and DATA PROTECTION

- Data Protection support to the College included:
  - Advice on a contract with the Choir's tour agents and ensuring compliance for processing personal data of minors
  - Ensuring the published privacy policies match current practice and needs
  - Rewriting the Data Protection section of the updated staff handbook
  - Updating the retention schedule so it serves as a Data Asset Register
- Converted about 45 3.5” disks to more robust storage, and acquired Dropbox space for safer back-up of digital records
- Wrote and implemented a policy for born-digital semi-current records
- Inducted 5 new staff into Records Management
- Confidential waste consoles were implemented from August to facilitate shredding
- Hosted, with the Colleges' Data Protection Officer, an event on Data Protection for Cambridge bursars and archivists

CATALOGUING and COLLECTIONS MANAGEMENT

- Cataloguing this year included:
  - Previously unlisted architectural drawings for King's Lane and the Wilkins' building
  - Material related to Tim Munby
  - Letters from Rosamond Lehmann to her sister
  - Mid-20th century photographs of the bridge and river, of Dadie Rylands and of Hal Dixon
  - Records of mid-20th century BBC recordings of the Choir
- An important collection of 15th century College lists was conserved (KCA/684)
- 45 crates of cleaned estates records were returned and reshelved
• Keynes photos catalogued last year were re-packaged for easier access
• A calendar of the various copies of Rupert Brooke letters that are held here is being prepared

FACILITIES MANAGEMENT

• New environmental monitors and their software, and new intruder alarm software were instituted
• Drafted and instituted a reading room photography policy
• A new dehumidifier was installed in the College Archives
• Management of the critically short storage space included:
  ➢ Sourcing and moving about 50 boxes to an offsite storage facility
  ➢ Rearranging the shelves to create more efficient storage of semi-current records
  ➢ Assessing loft space at the top (fourth floor) of Bodley's as a records store

MENTORING

Archivists managed two volunteers this year, a 2-week placement of an archivist-trainee, and mentoring of an archivist-trainee who is on a distance learning course.

EXHIBITIONS AND OUTREACH

• Exhibitions given this year were:
  ➢ 3 exhibitions on Alan Turing
  ➢ 3 exhibitions on JM Keynes' popular 1919 The Economic Consequences of the Peace
  ➢ 6 VIP visits for guests of the College and other University groups
  ➢ In collaboration with the Library, exhibitions for the Fellows' Summer Supper Party and for an outside group through the KC Development Office
  ➢ A talk to a Rotary group followed-up with an exhibition
  ➢ Poster sessions on Turing and on Women at King's were given at University-wide archives showcase events
• A Commons Book was loaned to an exhibition at the Fitzwilliam Museum and a short piece written about it for the catalogue
MANAGEMENT OF THE COLLECTIONS

• Catalogue the recent Pull Court and Dalston accessions.
• Continue to campaign for further space for the archives.

CONSERVATION / PRESERVATION and FACILITIES MANAGEMENT

• Continue to monitor environmental conditions with a view to scoping the planned upgrade of environmental conditioning equipment
• Manage the continuing return of Harwell-treated College archive documents.

RECORDS MANAGEMENT and DATA PROTECTION

• Draft and institute a College-wide policy for having electronic copies of minutes be the copy of record.
• Continue to manage the records management programme including inducting new staff.
• Continue and extend the born-digital records management programme, in particular bringing Dropbox into the procedures as an off-site backup.
• Keep the privacy statements up-to-date with current practice; monitor compliance with Data Protection legislation now and after Brexit
• Continue obligations under Data Protection and Freedom of Information requests.