

WORK COMPLETED AND NOTABLE EVENTS IN THE ARCHIVE CENTRE

JANUARY TO DECEMBER 2020

Coronavirus shut-downs prevented reader visits after March 20th (except for those already allowed physical access to College). When they were not furloughed, archivists worked predominantly from home and were able to undertake many other activities including (on our occasional on-site days) enhanced research for enquirers and provision of photocopies and scans for those not able to travel.

RESEARCH

- Before March 20th, archivists assisted with:
 - Research towards a book on Cambridge philosophy
 - Research towards a book on certain influential British persons
 - On-line publication of Andrea Spurling's report on Women in Higher Education, in advance of a student project to reconsider the question
- Archivists supported the following College activities:
 - A timeline of King's College School for their website
 - An analysis of the academic and geographical backgrounds of post-1862 Fellows
 - Fundraising flyers for the Gibbs building and Alan Turing-based initiatives
 - COVID newsletters (providing material for quizzes)
 - The continuing development of the Multi-Media guide (providing information, fact-checking and images)

RECORDS MANAGEMENT and DATA PROTECTION

- Data Protection responsibilities this year included:
 - Advice to College offices on COVID data collection and sharing, including writing and publishing a Test and Trace privacy policy
 - Updating the published privacy policies to match revised practices
 - Reviewing data protection aspects of post-Brexit contracts for ongoing College business activities
 - Submission of data breach reports subject to tight legal deadlines
- Archivists serviced the confidential waste consoles monthly
- The Archivist consulted with Tutorial about having a paperless application process for the next round.
- Off-site scanning and on-site digital management of the semi-current annual accounts office papers was initiated, partly to ameliorate the shortage of storage space
- Before lockdown, one College employee was inducted into the Records Management programme

CATALOGUING and COLLECTIONS MANAGEMENT

- Cataloguing this year included:
 - Listing the name of each of EM Forster's BBC broadcast transcripts
 - Material about Hugh Meredith including letters to him from others in our collections (given this year; some of the letters were held already as photocopies)
 - Letters from Duncan Grant and Vanessa Bell to Michael Rothenstein (purchased this year by private donation and the Apelles Fund)

- Scans of mid-20th century photographs of EDSAC, some King's Fellows, and the interior and furnishings of room X2 (given this year)
- Various old photographs of the Chapel interior and College exteriors (given this year by multiple donors)
- Memoirs of two Kingsmen (given this year)
- Multi-spectral images were obtained of a letter from C Hugh O'Donnell Alexander (KC 1928 and Bletchley Park cryptographer) to Alan Turing's mother, which enabled reading words she had effaced
- The calendar of the various copies of Rupert Brooke letters that are held here was continued
- On-line catalogues were upgraded from Cantab/Janus to ArchivesSpace
- A policy and procedures for digital preservation of born-digital content were developed and implemented
- All documents have now been returned from Harwell's

PERSONNEL

- Before March 20th, archivists were managing 2 volunteers, a 2-week placement of an archivist-trainee, and mentoring of an archivist-trainee on a distance learning course
- The Assistant Archivist left King's in December, to be Archivist and Records Manager at another institution

EXHIBITIONS and OUTREACH

- By March 20th exhibitions had been given for:
 - 3 VIP visits for guests of the College
 - Library users during LGBT+ month (in conjunction with the Library; the exhibition is also available on the Library's Special Collections blog)
- The Archivist presented a Zoom talk about King's and WWII to a summer school class at William and Mary
- For the digital alumni weekend the Archivist mediated a Zoom talk given by the Fellow Librarian about EM Forster and King's, in conjunction with an on-line exhibition created by the Archivist
- The College is assisting the Bank of England in their launch of the new £50 note which features a picture of Alan Turing and his work
- As well as providing quiz material for the COVID newsletters, archivists tried to boost members' spirits during lockdown with:
 - Resuming on-line exhibitions, the subjects of which were:
 - Women at King's
 - Alan Turing
 - Rooms Named After Them
 - EM Forster
 - The Apostles
 - Roger Fry
 - Earliest College Buildings
 - Gibbs' Building
 - Pieces on the Library's Special Collections blog:
 - for April Fools' Day
 - about the 1532-3 plague
- The Commons Book loan was extended for the exhibition at the Fitzwilliam Museum
- The Archivist was interviewed for a Radio 4 programme about Antony Blunt
- Measures to improve access for disabled users were investigated

PRIORITIES FOR THE ARCHIVE CENTRE

JANUARY TO DECEMBER 2021

MANAGEMENT OF THE COLLECTIONS

- Catalogue the recent Pull Court and Dalston accessions
- Continue to campaign for further space for the archives
- Catalogue the rest of the Lydia Keynes accession of 2019
- Catalogue the Nicholson/Gardner accession of 2018
- Individually catalogue the photographs in EM Forster's India photo album (EMF/27X; work was begun on this in 2020)

CONSERVATION / PRESERVATION and FACILITIES MANAGEMENT

- Upgrade environmental conditioning equipment

RECORDS MANAGEMENT and DATA PROTECTION

- Draft and institute a College-wide procedure for having electronic copies of minutes be the copy of record
- Continue to manage the records management programme including, when possible to meet in person, inducting all relevant staff who have started since lockdown began
- Perfect the born-digital records management and archives programmes
- Keep the privacy statements up-to-date with current practice
- Monitor data protection legislation post-Brexit and implement any necessary modifications to College procedures
- Continue co-ordinating Data Protection and Freedom of Information requests, and reporting College data breaches when notified of them