

## **Law Society corporate archive policy (Web version)**

**Version 2.1 October 2012**

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## **1 Purpose and definition**

This policy establishes the library responsibilities towards the management and preservation the Society's official records and archive collection. The policy relates mainly to material which business units across the Society, in consultation with the library, have selected for permanent retention.

The corporate archive collection is maintained as evidence by the Society in pursuance of legal obligations or in the transaction of its business. As a general rule, the collection is arranged in the chronological order in which the records were created or received. The aim of the collection is to add to the history, knowledge and understanding of the organisation and to provide accountability to our members of our actions and policies. At the present time, the corporate archive only has the facility to permanently preserve material on paper and/or microfilm.

For clarification, references to the 'Society', include The Law Society (TLS) and Solicitors Regulation Authority (SRA).

## **2 Council and Committees material (see schedule 1)**

The library retains minutes and agenda papers from the Council, Boards, and selected policy making Committees as specified in schedule 1 below. These will be microfilmed and the minutes bound for the corporate archive collection. Once microfilmed, all original agenda papers are destroyed as confidential waste.

## **3 Law Society Publications (published material)**

The library also seeks to obtain published material by the Law Society and Solicitors Regulation Authority (SRA). The library aims to permanently preserve copies of the following within the corporate archive collection:

- constitutional material (ie charter, byelaws and general regulations)
- policy material (the Law Society, SRA)
- representation material (the Law Society)
- regulatory material (SRA)
- responses and consultations (the Law Society, SRA)
- practice Notes (the Law Society)
- annual reports (the Law Society)
- research documents (the Law Society, SRA)
- SRA publications such as: (SRA)
  - regulations and rules
  - guides eg Students' Guide to qualification as a Solicitor
  - leaflets eg Becoming a Solicitor
  - booklets
- Parliamentary briefs (the Law Society)
- All priced publications including directories and multimedia packages (one copy)

In addition the library seeks to obtain photographs, architectural drawings, Grant of Arms and other Constitutional documents relating to the Law Society as well as selected ephemera that will add to the history and understanding of the organisation.

The library will consider the acquisition of selected material on the history of the solicitors' profession which may include early legal documents, admission certificates and law firm histories. The acquisition of ephemera is at the discretion of the Library Resource Manager.

Where a hard copy is available, a copy of all Society publications should be sent to the library for the corporate archive collection c/o Library Resource Manager. Electronic copies should be e-mailed to [library@lawsociety.org.uk](mailto:library@lawsociety.org.uk). Electronic copies are printed and stored in paper and/or microfilm.

The library does not acquire the following for the corporate archive collection:

- application forms
- panel accreditation procedures and details eg of the various specialist panels
- course or conference details - general or specific
- forms generally
- loose sheets of paper, covering letters etc (except where they add to the provenance of material)
- records of individuals such as disciplinary proceedings, appeals.
- findings and Orders
- training records which relate to living individual members of the profession or solicitors firms.
- general correspondence of the office holders
- correspondence relating to events held at the Society

### **Monitor and review**

This policy is scheduled for review by October 2013. This review will be conducted by the Library Resource Manager.

### **Authorisation**

This policy has been approved by:

Fausto Felice

Head of Service Delivery (last checked: October 2012)

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**Schedule 1**

List of current Council/Committees material to be sent to the Corporate Archive  
(correct as at September 2012):

<b>Name of Committee</b>	<b>Minutes retained</b>	<b>Agenda papers retained</b>
Council	✓	✓
Audit Committee	✓	✓
Business Oversight Board	✓	✓
Council Members' Conduct Committee	✓	✓
Council Membership Committee	✓	✓
Equality and Diversity Committee	✓	✓
Law Society/SRA/LCS Forum	✓	✓
Legal Affairs and Policy Board	✓	✓
Access to Justice Committee	✓	✓
Civil Justice Committee	✓	✓
Company Law Committee	✓	✓
Conveyancing and Land Law Committee	✓	✓
Criminal Law Committee	✓	✓
Employment Law Committee	✓	✓
EU Committee	✓	✓
Family Law Committee	✓	✓
Children Law Sub-Committee	✓	✓
Housing Law Committee	✓	✓
Immigration Law Committee	✓	✓
International Human Rights Committee	✓	✓
International Issues Committee	✓	✓
Mental Health and Disability Committee	✓	✓
Money Laundering Task Force	✓	✓
Planning and Environmental Law Committee	✓	✓
Tax Law Committee	✓	✓
Technology & Law Reference Group (formerly Electronic Law Committee)	✓	✓
Wales Committee	✓	✓
Wills and Equity Committee	✓	✓
Management Board	✓	✓
Membership Board	✓	✓
Regulatory Affairs Board	✓	✓
Education & Training (Rep)	✓	✓
Professional Indemnity Insurance Committee	✓	✓
Regulatory Processes Committee	✓	✓

Rules & Ethics (Rep)	✓	✓
Remuneration Committee	✓	✓
Scrutiny and Performance Review Committee	✓	✓
SRA Board	✓	✓
Education & Training Committee	✓	✓
Finance and Resources Committee	✓	✓
Financial Protection Committee	✓	✓
Regulatory Risk Committee	✓	✓
Standards Committee	✓	✓
Law Society Charity Trustees	✓	✓