



ST. HUGH'S COLLEGE, OXFORD

**MANAGEMENT OF COLLEGE DIGITAL COMMITTEE MINUTES**

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Author/Responsible Officer: Archivist

Committee Responsible: Library and Archive Subcommittee

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# Management of College Digital Committee Minutes

## Introduction

This policy sets out the process for digital storage and archival retention of St Hugh's College committee minutes and supporting papers.

## Committee Minutes and Papers

All committee minutes and their associated papers are designated for permanent retention in the College Archive and are eligible for external research access under the terms of the archive's Access Policy.

There are two storage areas for minutes and supporting papers as working documents:

- Managers' Shared Drive – for their assembly and semi-current storage
- Microsoft SharePoint – for their circulation (access to folders provided to recipients)

Permanent archival storage is in the Digital Archive, which is on the W: drive. This is a read-only drive with access restricted to relevant individuals via the Archivist.

There is a rolling schedule for the transfer of files from the managers' drive to the Digital Archive. Over time, the archive will also be populated with digitised historic minutes.

Minutes will be kept in the Managers' Shared Drive for a period of ten years.

At the end of each academic year the managers' drive is reviewed.

After three years, copies of the minutes and supporting papers are transferred to the Digital Archive. At this point anything sensitive or contentious is flagged and these notes are stored with the archive copies.

Transfer takes place via a project folder in SharePoint, accessible via the College Archivist and College Secretary, where copies are stored for review and then deleted.

The Digital Archive has folders arranged to reflect the archive catalogue. Each committee will have its own folder (which will then have further sub-folders for unreserved/reserved minutes where relevant and then decade) and will also have its own code which relates to the archive catalogue number.

Where minutes are stored as reserved and unreserved copies, only the reserved copies are transferred to the Digital Archive for permanent retention.

## Separate note for Governing Body minutes

The Digital Archive has separate folders for reserved and unreserved Governing Body minutes. Before 2000, all digitised minutes are in the unreserved folder, as there was no separation into reserved and unreserved before this time. Where unreserved papers have been kept, they are designated by the addition of 'u' to their file title.

From 2020 onwards, all committee minutes and papers are stored in digital format only, with the exception of Governing Body. For Governing Body, the College Secretary prints a hard copy of the previous meeting's minutes, which are signed by the Principal once they have been approved. These are then stored (with their associated papers) in the Bursary until the end of the academic year,

before transferral to the archive for permanent retention. The transferral takes place as part of the review process at the end of each academic year.

## Filing and Naming Conventions

There will be a maximum of two files for each meeting: one for minutes and one for supporting papers. All supporting papers be gathered together in a single PDF file with the agenda as the first page and the subsequent papers following the agenda/minute points. Minutes will also be in PDF format.

The PDF filenames will follow a straightforward convention, formed from the committee code, the date of the meeting (yyyymmdd) and a code denoting minutes/supporting papers a (with 'r' added to denote where the papers are reserved and 'u' where any unreserved papers have been digitised).