

# Records Management Strategy 6: Preserving documents and records of historic interest

---

New policy number: **572**  
 Old instruction number: **MAN A015:a7**  
 Issue date: **16 April 2008**  
 Reviewed as current: **10 May 2023**  
 Owner: **Chief Information Officer (CIO)**  
 Responsible work team: **IM Document Management**

---

## Contents

1 Introduction ..... 2  
 2 Transfer and historical records ..... 2  
 3 Access to records held by the LMA ..... 2  
 Document history ..... 3

## **1 Introduction**

- 1.1 One of the general principles which underpins the LFB's records management strategy states that "The procedure for handling records, and making decision about disposal, must take full account of the need to preserve important information."
- 1.2 The strategy further states: "In order to maintain an historical record of the activities of London's fire and rescue service, records likely to be of historical value are transferred to the London Metropolitan Archives. This is to help build a document collection that tells the story of London and its people, provide the best possible access to the information and ensure that our resources are available to as wide a range of people as possible."
- 1.3 This policy briefly describes how the LFB preserves documents and records of historic interest.

## **2 Transfer and historical records**

- 2.1 The London Fire Commissioner has entered into an agreement with the London Metropolitan Archives (LMA) to transfer records of historic interest. The LMA is run by the City Corporation and already holds records relating to London's fire and rescue service from the late nineteenth century. The continuing transfer of LFB records to the LMA will ensure that a full series of records is available to the public and for future generations.
- 2.2 The first deposit of records made to the LMA identified existing historical records by the Director General's Department archive at the GLC: Some of the records sent included Council papers, committee reports and minutes relating to the brigade as well as fire reports, war emergency plans, senior staff appointments and posters.
- 2.3 These records types are transferred periodically to the LMA and the Information Management Document Management Team (DMT) is responsible for deciding, with the LMA, which records are of historical interest. This uses an agreed method of appraisal which identifies key administrative, financial and legal records and also any records that may have a future evidential or information interest.

## **3 Access to records held by the LMA**

- 3.1 Access to deposited records and to records about London's fire and rescue service deposited by predecessor bodies, can be arrangement through the DMT.

## Document history

### Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	17/04/2008	SDIA	18/05/2023	HSWIA	12/05/2023	RA	
-----	------------	------	------------	-------	------------	----	--

### Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Policy reviewed as current. Minor changes made to content. Please read to familiarise yourself with the content.	20/05/2011
Throughout	This policy has been reviewed as current no amendments required.	09/05/2014
Page 1 Page 3	Minor change to wording of title. 'Subjects list' table - template updated.	19/01/2015
Throughout	This policy has been reviewed as current no amendments required.	11/05/2017
Page 3	HSWIA completion date added.	12/05/2017
Throughout	Minor terminology changes made to the content.	24/08/2020
Page 2	Warning heading added.	12/07/2021
Page 2	Warning removed.	10/05/2023
Throughout	Minor terminology changes made to the content. Reviewed as current.	10/05/2023
Page 3	SDIA updated.	19/05/2023

### Subject list

You can find this policy under the following subjects.

Records management	

# Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

<b>Considered by:</b> (responsible work team)	<b>FOIA exemption</b>	<b>Security marking classification</b>