



## Business and corporate governance

### Museum and Archives Collections Development Policy

The Collections Development Policy sets out the framework for developing the British Red Cross Museum and Archives collections for the period from 2022 to 2025

<b>Policy owner</b>	Executive Director of Strategy, Advocacy and Communications
<b>Policy lead</b>	Curator and Archivist
<b>Audience</b>	All staff, volunteers and members of the public
<b>Legislation and regulation</b>	<ul style="list-style-type: none"> <li>- UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002.</li> <li>- Dealing in Cultural Objects (Offences) Act 2003.</li> <li>- Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.</li> <li>- The Board of Trustees of the British Red Cross in its capacity as the governing body of the British Red Cross Museum and Archives will be guided by the Museums Association Code of Ethics for Museums (2008), the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002) and the Archives and Records Association Code of Conduct (2012). We work towards achieving the standards outlined in The National Archives Standard for Record Repositories (2004).</li> </ul>
<b>Formally endorsed by</b>	Board of Trustees of the British Red Cross
<b>Endorsement date</b>	May 2012
<b>Last reviewed</b>	June 2022
<b>Next review</b>	June 2025

# 1 Introduction

- 1.1 The British Red Cross Museum and Archives exist to collect, preserve and make accessible to a wide audience the history of the organisation and its place in the context of the International Red Cross and Red Crescent Movement, and to actively support the work of the British Red Cross today.
- 1.2 This policy sets out how we will develop, manage and make accessible the collections with transparency and meet the ethical commitments and legal requirements of the nationally recognised Arts Council England Museum *Accreditation Standard*<sup>1</sup> and The National Archives *Accreditation Standard*.<sup>2</sup>
- 1.3 The following documents should be read in conjunction with this policy:<sup>3</sup>
  - Heritage Strategy 2021–2025
  - Museum and Archives Forward Plan 2022–2025
  - Museum and Archives Access Policy and Plan 2022–2025
  - Collections Care and Conservation Policy and Plan 2022–2025
  - Documentation Policy and Plan 2022–2025
  - Documentation Procedures Manual 2022–2025
  - Collection Information Policy and Plan 2022–2025
  - Digital Preservation Strategy 2022–2025
  - Appraisal Guidelines
  - Internal Transfer Guidelines
- 1.4 This policy is intended for all staff members of the Museum and Archives team, Board members, volunteers and the general public.
- 1.5 The Arts Council England (for Museum) and The National Archives (for Archives) will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

## Definitions

- 1.6 For the purpose of this policy, the following definitions will apply:
  - **Appraisal** (for Archives): the process of determining whether an item has continuing archival value to the British Red Cross Archive and accessioning or disposing the item accordingly.
  - **Accession**: the formal process of documenting an object(s) or record(s) entering the collections of the British Red Cross Museum and Archives.
  - **Accreditation**: National standards scheme for museums administrated by Arts Council England, and for archives, administrated by The National Archives.

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<sup>1</sup> See Arts Council Accreditation Standard and Guidance documents: <https://www.artscouncil.org.uk/accreditation-scheme/accreditation-how-apply#section-1>

<sup>2</sup> See The National Archives Accreditation Standard and Guidance documents: <https://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation/>

<sup>3</sup> See Appendix 1 for list and descriptions of related documents.

- **Collections:** the objects and records which form part of the British Red Cross Museum and Archives.
- **Deaccession:** the formal, legal process of permanently removing an object(s) or record(s) from the British Red Cross Museum and Archives collections.
- **Disposal:** the permanent removal of an object(s) or record(s) accessioned into the collections from the legal ownership of the Museum and Archives governing body by the process of gift, sale, exchange or destruction.
- **Item:** Refers to both objects from the museum collection and records from the archives collection.
- **Object:** Refers to material held in the museum collection.
- **Record:** Refers to material held in the archives collection.
- **Rationalisation** (for Museum): Collections rationalisation is a procedure whereby a museum improves its understanding of a collection so that the collection can be used more effectively for the benefit of its users.

## 2. Policy statement

### Purpose and aims

- 2.1 The British Red Cross Museum and Archives exist to collect, preserve and make accessible to a wide audience the history of the organisation and its place in the context of the International Red Cross and Red Crescent Movement, and to actively support the work of the British Red Cross today.

### Scope

- 2.2 This policy applies to all items owned by the British Red Cross Museum and Archives, and to potential acquisitions and loans.

### Standards

- 2.3 Standards that need to be met in order to be compliant with the policy:
- The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
  - By definition, the Museum and Archives has a long-term purpose and holds collections in trust for the benefit of the public in relation to their stated objectives. The governing body therefore accepts the principle that sound curatorial/archival reasons must be established before consideration is given to any acquisition to the collections, or the disposal of any items in the Museum and Archives collections.
  - Acquisitions outside the current stated policy will only be made in exceptional circumstances.
  - The Museum and Archives recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements

and use of collections will meet the requirements of the Museum Accreditation Standard and/or Archives Accreditation Standard. This includes using SPECTRUM 5.0 primary procedures (Museum) and/or ISAD(G) standards (Archives) for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- The Museum and Archives will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any item unless the governing body or responsible officer is satisfied that the Museum and Archives can acquire a valid title to the item in question.
- The Museum and Archives will not undertake disposal motivated principally by financial reasons.

### 3. History of the collections

The historical collection of the British Red Cross originates from items collected by an individual, Dame Beryl Oliver, who worked in many different roles with and in connection to the British Red Cross from the First World War to the 1960s. In 1967, the re-planning of the British Red Cross headquarters in London led to the relocation of the Museum and Archives collection from Dame Beryl Oliver's office at 12 Grosvenor Crescent. In 1969, these collections were transferred to the British Red Cross' training centre (at the time) in Barnett Hill, Surrey, and an exhibition was installed for staff and volunteers. In 1985, the first permanent museum exhibition was installed, open to the public. The first professional archivist was appointed in 1985, and the first professional curator was appointed in 1995. The Museum and Archives moved to its current location (44 Moorfields, London, EC2Y 9AL) in 2004, and the collections were placed into storage with limited public access.

In 2020, a new publicly accessible museum exhibition space, with a permanent core display area, was developed in the head office of the British Red Cross. It opened to the public from December 2021.

### 4. An overview of the current collections

- 4.1 Out of approximately 40,000 items in the Museum and Archives collections, around 10,000 are Museum objects, and 30,000 are Archival records.
- 4.2 The collections largely comprise records generated by and objects acquired by the British Red Cross from its formation in 1870 to the present day. It also includes a small number of items relating to the Crimean War (1854–1856) and the foundation of the International Red Cross and Red Crescent Movement (1859–1864), setting the collection into context.
- 4.3 The Museum objects relate to the British Red Cross and the International Red Cross and Red Crescent Movement, with connections to the people who served with or received assistance from the organisation or Movement. Objects are within the following categories:
  - Health, Medical and Social Care Equipment
  - Protective and Relief Equipment
  - Art (paintings, drawings, posters, sculptures, models)
  - Uniform and Textiles

- Awards, Medals and Badges
- Toys and Games
- Commemorative Material
- Communications Equipment
- Fundraising Equipment
- Gifts and Souvenirs

4.4 The Archives are the national repository for records relating to the history of the British Red Cross. As such, the Archives collection contains the following:

- Records produced by the organisation's central UK offices
- Records produced by the organisation's territories, areas and branches
- Records of those who served with, or received assistance from, the organisation
- Records of organisations with which the British Red Cross has significant organisational connections
- Records from the earliest period of the organisation's development (1870-1905, before its structure was formalised)

4.5 The collections include the following materials:

- Wood
- Plastic
- Metal
- Stone
- Ceramics and glass
- Enamel
- Paper
- Textiles
- Watercolour
- Oil paint
- Medicines and liquids
- Tinned food
- Photographs and negatives
- Film reels

4.6 A large amount of the collections have been and continue to be acquired through donations by members of the public who often have some personal or family connection with the British Red Cross. Purchases of items have been sanctioned on rare occasions. A very small proportion of the overall Museum collection (less than 1%) is catalogued as 'loans-in', which are either of fixed term or, in 2021–25 period, are to be reviewed, returned, accessioned by agreement of lender and/or renewed as part of the Loans in procedure.

4.7 The unaccessioned/deaccessioned<sup>4</sup> items that form part of the 'handling collection' are those which the Curator and Board have approved are duplicate/replica objects or copies of records, potentially replaceable from wear and tear, and this handling collection has been identified as a useful resource for educational outreach sessions.

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<sup>4</sup> The formal, legal process of permanently removing an object(s) or record(s) from the British Red Cross Museum and Archives collections.

## 5 Themes and priorities for future collecting

- 5.1 The primary objective of collecting for the Museum and Archives is to maintain and develop an accurate and comprehensive history of the British Red Cross according to its mission (see clause 1.1).
- 5.2 The Museum and Archives will collect items relating to the work of the British Red Cross from 1870 to the present day. Items relating to the organisation prior to 1870 will also be collected if considered relevant by the curator and archivist.
- 5.3 The geographical area of collecting is dictated by the realm in which we operate and, as such, has an international scope.<sup>5</sup>
- 5.4 The history of the British Red Cross includes overseas branches of the organisation. While many are now independent National Red Cross or Red Crescent Societies, the British Red Cross currently has nine overseas branches in British Overseas Territories.<sup>6</sup> Items connected to the overseas branches will be collected if they are not wanted by the relevant departments of the overseas branch/National Red Cross or Red Crescent Society.
- 5.5 We recognise our responsibility in acquiring items to ensure adequate conservation, documentation and proper use of such items and take into account limitations on collecting imposed by such factors as inadequate staffing, storage and conservation resources.
- 5.6 Acquisitions outside the current stated policy will only be made in exceptional circumstances and only after proper consideration by the Board and not the curator and/or archivist acting alone.
- 5.7 The Museum and Archives will focus on collecting items in relation to the themes which form part of the Heritage Strategy 2021–2025, with a particular focus on people's stories:
  - Emergency Response
  - Refugees and Displacement
  - Health and Social Care
  - First Aid
  - Dismantling Racism- Stories of Red Cross humanitarians who are people of colour
- 5.8 The Museum collection will continue to acquire the following object types as long as they relate to the Heritage Strategy themes:
  - Health, Medical and Social Care Equipment
  - Protective and Relief Equipment
  - Art (paintings, drawings, posters, sculptures, models)
  - Uniform and Textiles
  - Awards, Medals and Badges
  - Toys and Games
  - Commemorative Material
  - Communications Equipment
  - Fundraising Equipment

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<sup>5</sup> See Appendix 2 for list of countries in which the British Red Cross operates.

<sup>6</sup> See Appendix 3 for list of British Red Cross overseas branches, past and present.

- Gifts and Souvenirs

5.9 The list below outlines our collecting priorities for archive items:

- Administrative papers of those branches, areas or territories currently underrepresented in the collections, particularly minutes, annual reports and personnel records. Particularly born digital records.
- Personal papers of individuals with significant involvement with the British Red Cross.
- Contemporary records which relate to the themes found in the Heritage Strategy.

### Limitations on collecting

5.10 We can only collect material related to the below categories if they are associated with a person of interest (as defined by the curator or archivist) or if they come with significant contextual information or material (such as a journal or memoir).

- Uniforms
- Medal and Badges
- Certificates

5.11 We are unable to accept the following:

- Objects or records which duplicate items already held in our collections
- Objects too large for storage
- Objects or records which have conservation requirements significantly beyond the resources of the Museum and Archives

## 6 Themes and priorities for rationalisation and disposal

6.1 While rationalisation is primarily relevant to the Museum collection, the Museum and Archives collectively recognise that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of the review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection as consistent with Spectrum 5.0 Procedure on Disposal and Deaccessioning.

6.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

6.3 The Museum does not intend to dispose of collections during the period covered by this policy.

6.4 No active rationalisation programme is a priority in the term of this policy unless for reasons of legal, safety or conservation reasons such as radiation, infestation, spoliation or repatriation.

## 7 Ethical framework for acquisition and disposal of items

- 7.1 The Museum and Archives recognises its responsibility to work within the parameters of the Museum Association Code of Ethics and the International Council on Archives Code of Ethics when considering acquisition and disposal.

## 8 Collecting policies of other museums and archives

- 8.1 The Museum and Archives will take account of the collecting policies of other museums, archives and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.
- 8.2 Specific reference is made to the following museums/archives:
- International Red Cross and Red Crescent Museum, Geneva
  - International Committee of the Red Cross (ICRC) Archives, Geneva
  - International Federation of the Red Cross (IFRC) Archives, Geneva
  - The Museum of the Order of St John, London
  - Florence Nightingale Museum, London
  - The Imperial War Museum, London and Manchester

## 9 Acquisition

- 9.1 We receive items into the Museum and Archives collections through:
- Donations from members of the public, staff and volunteers.
  - Transfers from different British Red Cross departments and offices. We encourage all British Red Cross personnel to involve us in advance before the point at which they are considering disposing of objects or records.
  - Transfers from the British Red Cross records management programme and Governance team.
  - Purchase of objects or records which are significant to our history or current work.
- 9.2 Authority to appraise and accept offers of donations and transfers for the Museum collection is delegated to the curator. Authority to appraise and accept offers of donations and transfers for the Archives collection is delegated to the archivist.
- 9.3 In cases where the curator or archivist propose to accept material via sale, authorisation may be required from direct line management depending on monetary value and allocation of budget.
- 9.4 The Museum and Archives will not acquire any object or record unless it is satisfied that the object or record has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph, 'country of origin' includes the United Kingdom).



- 9.5 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the Museum and Archives will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

## 10 Human remains – Museum only

- 10.1 The Museum does not hold or intend to acquire any human remains.

## 11 Biological, and geological material – Museum only

- 11.1 So far as biological and geological material is concerned, the Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

## 12 Archaeological material – Museum only

- 12.1 The Museum will not acquire any archaeological material.

## 13 Exceptions – Museum only

- 13.1 Any exceptions to the above clauses will only be because the Museum is:
- acting as an externally approved repository of last resort for material of local (UK) origin.
  - acting with the permission of authorities with the requisite jurisdiction in the country of origin.
- 13.2 In these cases, the Museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The Museum will document when these exceptions occur.

## 14 Spoliation – Museum only

- 14.1 The Museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

## 15 The repatriation and restitution of objects and human remains – Museum only

- 15.1 The Museum's governing body, acting on the advice of the curator, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The Museum will take such decisions on a case by case

basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed, but the remaining procedures are not appropriate.

- 15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums.'<sup>7</sup>

## 16 Disposal procedures – Museum only

- 16.1 All disposals from the Museum collection will be undertaken with reference to the Collections Trust SPECTRUM 5.0 Primary Procedures on Deaccessioning and Disposal.<sup>8</sup>
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of an object is being considered, the Museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the object is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed, and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 16.5 The decision to dispose of material from the collection will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the Museum collection and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Museum will also be sought.
- 16.6 A decision to dispose of an object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collection or for reasons of health and safety), will be the responsibility of the governing body of the Museum and Archives acting on the advice of the curator and not of the curator acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an

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<sup>7</sup> See guidance for the care of human remains in museums here: <https://www.gov.uk/government/publications/guidance-for-the-care-of-human-remains-in-museums>

<sup>8</sup> See SPECTRUM Primary procedures on deaccessioning and disposal: <https://collectiontrust.org.uk/spectrum/procedures/deaccessioning-and-disposal-spectrum-5-0/>

Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites.

- 16.9 The announcement relating to gift or sale will indicate the number and nature of objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the Museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the Museum and Archives governing body from the disposal of objects will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the objects involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM 5.0 Procedure on Deaccession and Disposal.

### **Disposal by exchange**

- 16.13 The nature of disposal by exchange means that the Museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- 16.13.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the Museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or other specialist publications and websites.

- 16.13.4 Both the notification and announcement must provide information on the number and nature of the objects involved both in the Museum collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

### **Disposal by destruction**

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the Museum workforce. In circumstances where this is possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

## **17 Disposal procedures – Archives only**

- 17.1 Records donated or transferred to the Archives are subject to an appraisal process when they are accessioned, where the archivist determines whether each record will be preserved within the Archives or disposed.
- 17.2 Circumstances in which a record might be chosen for disposal could include: the existence of duplicate material already within the Archive, knowledge that material belongs more properly in another recognised repository, the record is in such poor condition that it cannot be used and made accessible, or the item is not deemed significant to the history of the British Red Cross.
- 17.3 In the first instance, the record will be returned to the donor. If the donor does not accept the return, the preferred method of disposal will be via transfer to another Accredited archive. If no appropriate archive accepts the record, then the record will be destroyed.
- 17.4 Once a record has been appraised, accessioned and catalogued, disposal may be acceptable in some circumstances, for instance, if the condition of the record has deteriorated beyond the point it can be used, or the record is deemed to no longer match our stated purpose and aims.

- 17.5 When disposal is motivated by archival reasons, the procedures outlined below will be followed, and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 17.6 The decision to dispose of material from the collection will be taken by the governing body only after full consideration of the reasons for disposal. Other factors include public benefit, the implications for the Archives collection and collections held by archives and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Archives will also be sought.
- 17.7 A decision to dispose of a record, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collection or reasons of health and safety), will be the responsibility of the governing body of the Museum and Archives acting on the advice of the archivist, and not of the archivist acting alone.
- 17.8 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited archives likely to be interested in its acquisition.
- 17.9 Any monies received by the Museum and Archives governing body from the disposal of records will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of records will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the National Archives.
- 17.10 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Archives Accreditation Standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 17.11 Full documentation will be kept of all decisions on disposals and the records involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the records concerned.
- 17.12 If it is not possible to dispose of a record through transfer or sale, the governing body may decide to destroy it.
- 17.13 Destruction of paper records will be done by shredding the item. Destruction of digital records will be done by deleting all copies of the record from hard drives, servers, and cloud-based storage.

## 18 Responsibilities

- 18.1 The Board of Trustees of the British Red Cross is responsible overall for ensuring the requirements of Accreditation by Arts Council England and The National Archives are met and that our Collections Development Policy remains fit for purpose.
- 18.2 The executive director of strategy, advocacy and communications is the policy owner on behalf of the Board of Trustees.
- 18.3 The curator and archivist are the policy leads and are responsible for developing and reviewing the policy, developing an organisational communications plan for the policy and managing queries about the policy on a day-to-day basis.
- 18.4 All of our people are expected to be familiar and comply with the policy during the course of their work, as required.

## 19 Laws and regulations

- 19.1 The Museum and Archives will comply with the following when acquiring and borrowing historical items:
  - UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002.
  - Dealing in Cultural Objects (Offences) Act 2003. This act makes it a criminal offence to dishonestly import, deal in, or be in possession of any cultural object (object of historical, architectural or archaeological interest), knowing or believing that the object was stolen, illegally excavated, or removed from any monument or wreck contrary to local law.
  - Spoliation of Works of Art during the Nazi, Holocaust and World War II period, issued for non-national museums in 1999 by the Museums and Galleries Commission. In June 1998, the NMDC established a working group to examine the issues surrounding the spoliation of art during the Holocaust and World War II period and draw up a Statement of Principles and proposed actions for member institutions. We will make appropriate efforts to check the provenance of historical items and carry out due diligence.

## 20 Monitoring and compliance

- 20.1 Compliance with this policy will be monitored and reported via the following methods:
  - Collections and documentation audits
  - Collections assessments
  - Incorporation of policy into other museum and archives guidelines, plans and policies.

## 21 Training and support

21.1 Training and support that is provided to assist people with complying with policy standards:

- Training sessions on subjects covered by the policy will be provided to other staff and volunteers by the Museum and Archives staff.
- Opportunities will be provided for Museum and Archives staff and volunteers to attend relevant external training events.
- All staff and volunteers can consult the curator and the archivist for help and support in relation to the policy.

## 22 Review and maintenance

22.1 The policy will be published and reviewed from time to time, at least once every three years. It is next due for review in June 2025.

## 23 Appendices

23.1 This policy is supplemented, supported and complemented by the following Appendices:

- Appendix 1: List of related documents.
- Appendix 2: List of countries in which the British Red Cross operates.
- Appendix 3: List of British Red Cross overseas branches, past and present.
- Appendix 4: Document provenance.

## Appendix 1: List of related documents

It is important to list any documents – other policies, procedures, guidance documents, templates, forms – which people may need to refer to or to be aware of in relation to this policy.

Document title	Relationship to this policy
Heritage Strategy 2021–2025	Outlines the themes which the Museum and Archives will focus on in relation to collecting, researching, engaging people, advocating and collaborating.
Museum and Archives Forward Plan 2022–2025	Supports the policy in relation to future collecting priorities and collections rationalisation.
Museums and Archives Access Policy and Plan 2022–2025	Supports the policy in relation to developing accessible collections and venue
Collections Care and Conservation Policy and Plan 2022–2025	Supports the policy in relation to collecting and rationalisation decision-making
Documentation Policy and Plan 2022–2025 – Museum only	Supports the policy in relation to collections documentation standards.
Documentation Procedures Manual 2022–2025	Details all procedures for the documentation of the processes stated in this policy.
Collections Information Policy and Plan 2022–2025 – Archives only	Supports the policy in relation to cataloguing and recording collections information.
Digital Preservation Strategy 2022–2025 – Archives only	Supports the policy in relation to digitised and born digital material.
Appraisal Guidelines – Archives only	Supports the policy in relation to collections acquisition, disposal and rationalisation.
Internal Transfer Guidelines	Supports the policy in relation to acquisition, transfer and disposal



## Appendix 2: List of countries in which the British Red Cross operates

<b>Africa</b>	<b>Asia</b>	<b>Middle East</b>	<b>Europe, Central America and other regions</b>
Burkina Faso	Afghanistan	Iraq	Belarus-Poland
Chad	Bangladesh	Syria	Bosnia
Democratic Republic of Congo	East Timor	Yemen	British overseas territories (see Appendix 3)
Ethiopia	India		Greece
Guinea	Myanmar		Haiti
Kenya	Nepal		UK
Mali	North Korea		Ukraine
Mauritania	Pakistan		
Niger			
Nigeria			
Sierra Leone			
Sudan			
Zimbabwe			

## Appendix 3: List of British Red Cross overseas branches, past and present

### Current

1946/7	Falkland Islands Branch
1948	Montserrat Branch
1948	Gibraltar Branch (Central Council Branch until 1957)
1950	Bermuda Branch
1955	St Helena Branch
1966	British Virgin Islands Branch, Committee from 1960
1967	Turks and Caicos Islands Committee
1969	Cayman Islands Committee
1976	Anguilla Committee

### Past

British Red Cross Branch/Committee formed		Independent National Society formed	
1896	Canada Branch	Canadian Red Cross Society	1909
1913	Australia Branch	Australian Red Cross Society	1927
1916	New Zealand Branch of British Red Cross and Order of St John	New Zealand Red Cross Society	1932
1930	Kenya Branch	Kenya Red Cross	1965
1930	Southern Rhodesia Branch (became a Central Council Branch in 1937)	Zimbabwe Red Cross	1981
1932	Gold Coast Branch	Ghana Red Cross	1959
1932	Swaziland Branch	Baphalali Swaziland Red Cross Society	1970
1933	Nyasaland Branch	Malawi	1966
1935	Seychelles Branch	Seychelles Red Cross Society	1990
1937	Sierra Leone Branch	Sierra Leone Red Cross	1962
1938	Ceylon Central Council Branch	Sri Lanka Red Cross	1949
1939	Trinidad and Tobago Central Council Branch		1963
1939	Bahamas Branch	Bahamas Red Cross Society	1975
1941	Antigua Branch	Antigua and Barbuda	1983
1941	Mauritius Branch	Mauritius Red Cross Society	1973
1941	Uganda Central Council Branch	Uganda Red Cross Society	1964
1942	St Kitts and Nevis Branch	St Kitts and Nevis Red Cross Society	1985
1942	Nigeria Central Council Branch		1961
1947	Newfoundland Branch	Became a Province of Canada	1948
1948	Bechuanaland Branch	Botswana	1968
1948	British Guiana Branch	Guyana	1967
1948	Jamaica Branch	Jamaica Red Cross	1962
1948	North Borneo Branch	Sabah, part of Malaysian Red Cross Society (Malaysian Red Crescent Society from 1975)	1962

British Red Cross Branch/Committee formed		Independent National Society formed	
1948	Sarawak Branch	Part of Malaysian Red Cross Society 1962 (Malaysian Red Crescent Society from 1975)	1962
1948	Brunei Branch	Brunei Darussalam Red Crescent Society	1984
1949	The Gambia Branch	Gambia Red Cross Society	1965
1949	Hong Kong Branch	Joined Chinese Red Cross	1997
1949	St Lucia Branch	St Lucia Red Cross	1979
1949	St Vincent Branch	St Vincent and the Grenadines Red Cross	1984
1949	Singapore Branch	Singapore Red Cross Society	1962
1949	Tanganyika Branch	(following merger between Tanganyika and Zanzibar) Tanzania Red Cross Society	1964
1949/50	Northern Rhodesia Branch	Zambia Red Cross Society	1964
1950	Basutoland Branch	Lesotho Red Cross Society	1967
1950	British Honduras Branch	Belize	1983
1950	Cyprus Branch		1967
1950	Fiji Branch	Fiji Red Cross Society	1971
1951	Federation of Malaya Branch	Part of Malaysian Red Cross Society 1962 (Malaysian Red Crescent Society from 1975)	1962
1951	Solomon Islands Branch	Solomon Islands Red Cross	1983
1952	Malta Committee		1991
1953	Zanzibar Committee	(following merger between Tanganyika and Zanzibar) Tanzania Red Cross Society	1962
1954	British Somaliland Branch	Somali Red Crescent Society	1960
1955	St Helena Branch	Inactive 2007	
1956	Grenada Committee, Branch from 1959		1981
1956	New Hebrides (Condo) Committee	Vanuatu	1982
1958	Dominica Branch		1983
1958	Aden Branch	(Dem Rep of) South (Dem Rep of) South Yemen	1967
1959	Barbados Branch, Committee from 1955		1969
1961/2	Tonga Committee	Tonga Red Cross Society	1972
1965	Gilbert and Ellice Islands Committee	Kiribati Red Cross	1989
1977	Tuvalu Committee, formerly part of Ellice Islands	Tuvalu (National Society pending recognition 2007)	1981

