

THE LEGAL RECORDS AT RISK PROJECT

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<http://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project>

Legal Records at Risk (LRAR) summary project report 26/09/2017

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Introduction

This report summarises the progress of the LRAR project from its commencement in September 2015 to September 2017, the initial “end date” of the project. There is now sufficient funding to extend the project for another year. The report:

- Notes the project’s achievements vis a vis the original objectives.
- Shows where further action research and a wider national strategy is needed to fulfil the original vision of the project.

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Part I: Background to the project

Three significant reports on private sector records at risk formed the background to the project. They were:

1. The National Archives' (TNA) [National Strategy for Business Archives](#) (July 2009) which made the points that there are a) no unified approach to managing business records for historical development and b) very limited statutory requirements to maintain business archives.
2. The British Records Association's (BRA) [Records at Risk](#) report (2012) which emphasised that significant records of many private sector institutions, including legal, are at risk due to the worsening financial climate for archives combined with the proliferation of new forms of record-keeping, especially for born-digital records.
3. A pilot project on legal records at risk in 2014 which produced a [Report on Archive & Record Repositories](#) agreeing with the BRA's findings and also observing that "Records relating to the law and the justice system are managed as part of the public records system, but material that is not subject to the provisions of the Public Records Acts and current legislation is under-represented in the archival domain".

There are additional issues around globalisation, confidentiality and legal professional privilege which apply to some legal records and may be a barrier to their preservation for research.

Part 2: Project plan

The initial project plan in August 2015 was to improve provision for rescuing legal records at risk, primarily those created by private sector institutions and individual legal practitioners. It would do so by a general analysis of problems, targeted case studies, liaison and co-operation with stakeholders and other archival institutions. The project aimed to recommend cost-effective, sustainable solutions for saving significant collections, stimulating changes of practice and raising awareness of the value of legal records at risk.

The specific objectives were to:

- Broaden the concept of "legal" records from the traditional definition of them as court records or formal documents such as deeds to records of institutions specialised to law (ISLs), including business records, mainly in the private sector. LRAR defines legal records as all the records of any ISL, including both business and client records. The definition also includes the legal records of companies, businesses, records of higher/further education legal departments and centres and the papers of individual legal practitioners and academic researchers.
- Identify categories of legal records of potential research value.
- Locate records which may be at risk and identify why they are at risk eg neglect, mergers and acquisitions, digital obsolescence, lack of interest or lack of resources.
- Carry out case studies to demonstrate and address the issues identified.
- Provide generic record-keeping advice and guidance to information owners.
- Locate potential repositories for legal records of research value.
- Facilitate the process by which information owners reach agreement to deposit with or donate records to those repositories eg via model agreements and allocation of costs.

Part 3: Project methodology

3.1 Identifying categories of legal records *not* at risk

In seeking to rescue legal records, it was necessary to identify which categories were at greatest risk and to prioritise their rescue. The project therefore undertook research into just what private sector legal records were already in archives to identify where the gaps lay. This investigation was undertaken primarily by searching TNA's [Discovery](#) portal and other on-line and analogue archives catalogues (see **Appendix I**) and by a case study into alternative dispute resolution records held in the Transport for London Corporate Archives. Findings as of August 2017 were:

3.1.1 Keyword categories of legal records held in archives (see **Appendix I s.1**)

Even allowing for the vagaries of relying on keyword searches and reliance on [Discovery](#), which is only as comprehensive as the information it receives from repositories, a search on keywords such as "arbitration", "barrister", "conciliation", "court", "deeds", "dispute", "mediation", "legal", "solicitor" "tribunal" and "will" clearly showed that large numbers of legal records are in fact collected by archives. The following conclusions can be made from this list of keywords:

- There is a preponderance of government legal records and court records ie records held in TNA.
- The largest collections of private sector legal records (mostly held in local authority archives) are those of deeds and wills, followed by solicitors' records. This reflects the sterling rescue work of the BRA since the 1930s in rescuing these categories of records.
- There is an under-representation of records of barristers and barristers' chambers, legal regulators and less high profile (but increasingly important) providers of legal services such as law centres, will writers, legal executives, licensed conveyancers, patent attorneys and trade mark attorneys.

3.1.2 Records of individual legal practitioners and professionals held in archives (see **Appendix I s.2**)

Collections of papers of individuals associated with the law, which might include personal papers, case papers and notes, copies of material amassed while a member of various legal organisations, press clippings and articles etc, are held in TNA, local authority, higher education and specialist archives. TNA lists 64,515 collections of "personal papers" but it is not possible to filter these into any kind of comprehensive "legal" category, though entries in [Discovery](#) under "judges", "solicitors", "barristers" etc contain many collections of papers of individuals. The vast bulk of "personal papers" is held by archives other than TNA and fit into the "local interest" category; it was apparent from discussions with local repositories that if the papers of a prominent local legal practitioner were offered to an archive they would in all probability be accepted, while university archives still continue to collect the papers of prominent legal professionals associated with their institutions.

3.1.3 Records of ISLs already held in archives (see **Appendix I s.3**)

Local authority, higher education and specialist archives do collect the records of ISLs which are relevant to their collections policies. Most have a local focus; some are nationally or internationally focused.

Records with a regional/local focus:

- The largest category of archives of ISLs is that of sole practitioner solicitors and law firms deposited in local authority archives; the bulk of these records consists of deeds and other client

documents rescued by the BRA¹, but TNA's annual [Accessions to repositories](#) does show that business records of solicitors are also collected by archives if offered.

- The second largest category of archives of ISLs listed is that of other providers of legal services to local communities, primarily comprising the records of citizens' advice bureaux, law centres, chartered accountants and boards of arbitration. Records in this category meet the collections criteria of most local authority record offices which is to acquire and make available for research records which demonstrate aspects of each county's social, geographical, political, economic, religious and cultural life. The focus of collecting is again local interest; whether the records are "legal" or not is irrelevant.
- Records of professional associations and local pressure groups eg local law societies; these appear to have been collected as and when offered by those bodies to local authority archives.
- The business archives of the Inns of Court and the Institute and Faculty of Actuaries, held in in-house archives. Discussions with archivists indicate that collection of business records will continue despite reduced resources.

Records with a national focus:

- The largest category of legal records of national relevance is that of archives of legal education bodies (the [Records of Legal Education Archives](#) at IALS), the bulk of which were rescued as part of an earlier project to rescue legal education records some 15 years ago. Provided that the RLEA continues as a viable archive, records of these bodies will not be at risk².
- Nationally-focused institutions based in Greater London: the London Metropolitan Archives (LMA) has collected, and has advised that it will continue to collect, records of value in this category³.
- Records of some other nationally-focused institutions are either held in in-house archives or, if political or pressure groups, collected by universities with a special interest⁴.
- Records of the legal regulators: the Faculty Office, The Law Society, the General Council of the Bar and the Institute of Chartered Accountants (England and Wales) have either in-house archives or have deposited their archives in a repository. The Council for Licensed Conveyancers

¹ The BRA was established in 1932 "to promote the preservation, understanding, accessibility and study of our recorded heritage for the public benefit". One major activity was to physically rescue, store and list private sector records – primarily deeds and related client documents such as wills passed to the BRA by law firms and to transfer them to the relevant local authority record office. The BRA no longer has the financial resources to maintain and manage this warehousing facility and is seeking, in consultation with LRAR, alternative procedures for rescuing records.

² The RLEA collects records of institutions concerned with promoting legal education, not the administrative or student records of university and other higher education law schools. The latter have not been included in this project as they form part of the business records of universities and should therefore be preserved as part of each university's corporate archives. To undertake a detailed investigation into just what records are being kept according to each university's archives policy would require a separate research project; it is beyond the scope of LRAR.

³ See **Appendix I S.3** for records of ISLs collected by LMA

⁴ See **Appendix I S.3**

is actively participating in a LRAR case study to identify and rescue its historical records by depositing them with LMA and the Association of Chartered Certified Accountants has expressed an interest in the project. The rest⁵ may have no archival provision for their own records or possibly for those of their parent bodies and must therefore be assumed to be at risk. All have been contacted (some several times) but no substantive responses have been received.

3.2 Contacting stakeholders

The following were contacted by email and/or hard copy letter; where there was a response this was followed up as appropriate by questionnaire, face to face meetings or phone calls (see **Appendix II**):

- ISLs (including law firms) to seek their co-operation in depositing records with archives. Response rate @1/5/17: 55 ISLs were contacted - 12 responded. 4 were dismissive of the project; 1 asked for the help offered in the email and 7 tentatively expressed some interest in the project.
- Archive repositories to ask for their support in collecting records of ISLs and legal practitioners. 18 repositories were contacted. All expressed support for the project and all the local authority archives contacted were willing to accept collections of legal records of value relevant to their area, but emphasised that they were operating with much reduced resources. Another issue which became very apparent was the refusal of local authority archives to accept records which were not specifically relevant to their physical location. This policy excludes institutions with a national remit and the papers of private practitioners with a nationwide or international focus.
- Archives/records management societies and pressure groups to seek their support in a) publicising the project and b) helping to develop more systematic processes for collecting legal records. Requests for participation in the project were put out to 12 such groups during the first weeks via the various specialist listservs and letters to individual groups; an overwhelmingly positive response was received from all 12 contacts. All considered there was a need for a more systematic approach to collection and deposit and agreed with individual repositories that information owners should take more responsibility for the care of their records both before and during their disposal. The feeling was that the project should take a long-term approach in working with bodies such as TNA to develop a national records rescue strategy.
- Research bodies, prominent legal researchers and legal practitioners to ask for their support in publishing the project and their input into the categories of legal records which they would find most useful in their research. 14 research bodies and 30 individuals were contacted. The impression received was:
 1. Researchers may be unaware of just what legal records are available in archives and how to search for them.
 2. Some practitioners are concerned about the confidentiality implications of allowing legal records to be made available for research.

3.3 Undertaking case studies and sub-projects

⁵ Bar Standards Board (for the General Council of the Bar), CILEx Regulation (for CILEx), Intellectual Property Regulation Board (for the Chartered Institute of Patent Attorneys and Institute of Trade Mark Attorneys), Costs Lawyer Standards Board, Solicitors' Regulation Authority (for The Law Society)

Following initial contact, a number of ISLs were selected for in-depth case studies which could be used as exemplars for other ISLs wishing to manage and dispose of their records more systematically. Six case studies were completed as of 1/9/17:

- [Case Study of Records and Record-keeping in a Legal Publishing House](#)
- [Case study: Alternative dispute resolution records held by Transport for London](#)
- [Case study: the records of Chadwick Lawrence Solicitors](#)
- **Case study: Records of the Council for Licensed Conveyancers:** the first draft of the completed case study was sent to the CLC in March 2017.
- **Case study of selected records of intervened law firms in the Oxfordshire area:** a confidential report was sent to the SRA in July 2017.
- **Preliminary sub-project on domestic arbitration records** (completed August 2017)

One case study underway is a **Census of providers of legal services in the Oxfordshire area, 1900-present day**.

The case studies demonstrate that:

- Legal records are readily available in company/business archives.
- Many business records of ISLs are of potential research value and worth preserving.
- Records are more efficiently and cost-effectively managed where ISLs employ professional records managers/archivists.
- Archive repositories *will* accept records of locally-based ISLs of research value.
- ISLs may be reluctant to deposit their records in an archive repository for a variety of reasons including confidentiality, resource issues or simply a lack of interest in their own legal heritage.

3.4 Drafting generic information and records management guidance

There is considerable guidance on record-keeping and disposal already available from regulatory and membership bodies. This guidance, however, while giving excellent general advice on policies and procedures, does not extend to explaining exactly how and by whom this work should be carried out. In 2017 LRAR, partly in response to requests for guidance from ISLs who felt that the advice from their own peers or regulators was not sufficient, published a set of [information and records management advice and guidance](#) to help bridge this gap. For details of both sets of guidance and related material see **Appendix III**.

3.5 Disseminating the project's objectives and achievements

- Project information was disseminated via a website, presentations to interested bodies, seminars and articles in professional journals (see **Appendix IV** for details). The website includes the project's terms of reference, a blog, project documents such as questionnaire, three of the completed case study reports, LRAR's best practice guidance, details of seminars, presentations and articles: <http://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project>
- Four seminars have been held to date, two at IALS and two at the Centre for Socio-Legal Studies in Oxford.
- Eight presentations have been made to stakeholder groups, six archival and two legal.
- Ten articles have been written, both for archival and legal journals; seven are currently reproduced on the website.

3.6 Developing a national strategy and processes

3.6.1 Standardising procedures and processes

As ISLs were put in contact with archive repositories the discrepancies in procedures for negotiation, transfer and deposit became increasingly apparent. LRAR therefore agreed with the BRA that it would be useful if a set of standard forms and procedures were developed which could be applied to all private sector bodies and individuals seeking to deposit records. As a first step, therefore, LRAR drafted a paper on working towards a national strategy for the rescue of private sector records, including legal. A copy of the paper is at **Appendix V**. LRAR intends in 2018 to work with TNA and the BRA on further developing this strategy.

3.6.2 The potential for creating a Legal Archives Trust

When it became clear that LRAR could not achieve any major ongoing strategic objectives in the time available, LRAR and the BRA talked with the Pensions Archive Trust, which has developed an excellent charitable model to facilitate the deposit of pensions records in the LMA, to see if a similar model could work for a “Legal Archive Trust”. Such a Trust would work in partnership or collaboration with record repositories in the United Kingdom to ensure the permanent preservation of material documenting the history, management and development of legal services and of institutions (and individuals) connected with the law for the use and benefit of present and future generations. At the time of writing LRAR is therefore seeking to set up a working party to examine the potential for such a Trust. For details see **Appendix V**.

3.7 Evaluating current research resources

On-line archive catalogues, best practice information and records management guidance and the websites and publications of relevant pressure groups and archive bodies were examined and evaluated. See **Appendix VI: Bibliography**

Part 4: Project outcomes to September 2017

At the time of writing, the intended project outcomes have been achieved or otherwise as follows:

4.1 Identifying and prioritising categories of legal records most at risk

- Records of ISLs, including major London law firms, which have refused to engage with LRAR, presumably out of lack of interest (only 12 out of 55 contacted to date have responded – and 4 of those were negative replies): it must be assumed that all hold records which are potentially at risk.
- Records of ISLs and practitioners located outside Greater London with a wider than local focus, because there are almost no repositories available to accept them.
- Administrative records of law firms, historically neglected in favour of client documents such as deeds.
- Client documents, since the BRA no longer has the resources to collect them.
- Barristers’ and barristers’ chambers’ records. Few barristers are listed in Discovery and no London barristers’ chambers have been deposited in archives to our knowledge.

- Individual legal practitioners' own records. At this stage it is not possible to generalize as to whether such records are at high risk, given the stated willingness of local authority and specialist archives to accept the relevant papers of prominent legal practitioners and the possibility that much of the material duplicates records already in archives/company records/solicitor records/court records. There are, additionally, questions around whether some records, such as case files, should be retained long-term by practitioners in the first place and, therefore, whether it is appropriate to offer them to archives⁶. Further investigation is required.

4.2 Facilitating the rescue of specific collections

LRAR has been contacted for advice about depositing records at various times by individual ISLs and legal or IRM practitioners following publication of the project via articles or seminars. Most requests have been referred to the BRA, since LRAR's remit is not to physically rescue records but to *facilitate* their rescue. With some requests, however, it has become clear that neither the BRA nor LRAR can assist at present and that a wider – possibly national - strategy is necessary to rescue certain categories of legal records (eg locally-based records with a national focus). We will be asking TNA to take the lead in developing a solution for these kinds of records.

4.3 Setting up a dedicated “legal” records archive

If archives cannot be found to collect legal records at risk which do not fit into current collections policies, creating a separate dedicated “legal archives” in the UK may be the only way to rescue some legal records. A Legal Archives Trust could lobby towards such an outcome.

4.4 Liaison with the BRA to widen the scope of the BRA's Records Preservation Section (RPS)

LRAR and the BRA are collaborating on the creation of new procedures and processes whereby the RPS (with LRAR's assistance) will act as a first point of contact for private sector organisations and individuals wishing to deposit records with archives and will broker arrangements with archives to take in records. Though this service will initially be reactive, it is hoped that, if successful, it might be extended to proactive work to identify records before they become “at risk”. It is assumed that the RPS will continue this new way of working following the closure of the LRAR project⁷ and that it will also work closely with the proposed Legal Archives Trust. In the interim it is probably inevitable that some records will be lost.

⁶ See, for example, the instruction by the Chartered Institute of Arbitrators in **Appendix IV** that “all records, reports, or other documents received by a mediator, as well as all notes taken by the mediator during, with reference to, or for the purposes of, the mediation should be returned to the parties or kept secure until no longer needed for any purpose relating to the mediation and then destroyed”. The question here is whether “any purpose relating to the mediation” includes research.

⁷ LRAR has already referred two law firms to the BRA in accordance with this draft process. These firms contacted LRAR earlier this year for advice on transferring records to archives following an article in the TLS Gazette.

4.5 Improving procedures for depositing records in archives

Some repositories are beginning, quite rightly, to reject the current practice of many depositors (especially law firms) of trying to dump records, unsorted and unlisted, on archives. As noted above, LRAR is a) working with the BRA and TNA to draft some generic forms and information material to facilitate this change in procedure b) advising ISLs on the need for good records management and appropriate disposal and c) providing a records listing service.

4.6 Widening the collections focus of archives to include legal records

This was not found to be necessary as lack of interest in collecting legal records was simply not an issue given that a) many “legal” records form part of the business records of donating organisations or the personal papers of individuals and b) all archive repositories contacted expressed the desire to collect private sector records, including legal records, relevant to their own geographical location or special focus of interest. The reduced ability of archives to pro-actively engage with local legal bodies due to lack of resources is, however, an issue which we hope will be addressed by the strategic work of TNA/the BRA/a Legal Archives Trust.

4.7 Seeking to widen research use of legal records

The impression received from seminars, meetings and email exchanges with academic researchers, primarily in the legal field, was that they may not always be aware of just what legal records are available in archives and how to search for them⁸. LRAR considers that legal records could be of immense value for any and all categories of research – legal, social, gender, race, geographical, local etc⁹. In 2018 we will seek to further engage the interest of research communities in the value of using legal records in archives.

4.8 Working towards a national strategy to rescue private sector records

This outcome has been partially achieved via LRAR’s work with TNA and the BRA. It is not something LRAR or the BRA can continue, either alone or in collaboration; it must be led by TNA. Partly as a result of lobbying by LRAR and the BRA, TNA has undertaken a specific study into records at risk, agreed to host another workshop on identifying risks to private sector records and on seeking solutions and to create a register of records at risk.

4.9 Feasibility study for a Legal Archives Trust

Setting up such a Trust, similar to the Pensions Archive Trust, in conjunction with the BRA and LMA, and with the financial support of the legal profession, has become an intended outcome of the

⁸ “I doubt whether any textbook writers ever heard of any of these e-cases” quoted by an a senior law lecturer and arbitrator in an email response on 9 May 2016 to my forwarding from TNA’s [Discovery](#) a list of C20 arbitration cases and related records available in archives.

⁹ The [TfL case study](#) demonstrates the unexpected use to which legal records could be put; one arbitration between TfL and a golf club not only threw up evidence of the workings of the club itself, but of the golfing handicaps of its members! Legal records will also, of course, provide evidence of the diversity (or lack of same) of the profession and of changes in practitioner and organisational attitudes to race, gender, class etc.

project but is not achievable within the original time frame. Trying to develop this model will be a priority for 2018.

4.10 LRAR achievements to date

At the time of writing the project has:

- Identified current archival provision for legal records, including highlighting the existence in archives of records outside the traditional “legal” definitions and in less obvious locations.
- Identified gaps in existing archival provision for legal records.
- Identified specific categories of legal records potentially at risk and gathered evidence as to reasons why they are at risk.
- Begun to identify specific obstacles to the rescue of legal records at risk and how they can be overcome.
- Provided hands-on help and advice to selected institutions and individual legal practitioners seeking to deposit records with archives.
- Achieved an undertaking from the LMA that records of nationally-focused legal institutions and individual practitioners based in the Greater London area will, if seen to be of historical value, be accepted by LMA.
- Achieved an undertaking from the BRA that it will work with LRAR on developing standard procedures and a process for brokering the rescue of private sector legal records.
- Drafted a joint advocacy strategy with the Information and Records Management Society (IRMS) to encourage better information and records management within private sector institutions, including legal bodies.
- Provided its own generic record-keeping advice to legal information owners on request.
- Sought to publicise the value of the project to researchers and archivists, and the business benefits of participation in the project to legal information owners, via Journal articles, presentations and running or participating in seminars.
- Worked with TNA, the BRA and other stakeholders, to develop a strategy to proactively collect private sector records, including legal. There has never been such a strategy in relation to legal records, with the sole exception of the creation of the Records of Legal Education Archives.
- Begun to work towards developing a model, the Legal Archives Trust, to rescue legal records once the project is wound up.

These are major, but only partial, successes; there is much more to do if LRAR is to achieve its objectives. The development of a) a national legal records rescue strategy and b) a Legal Archive Trust or similar body capable of taking over LRAR’s work¹⁰ are essential if our legal heritage is not to be lost but cannot be finalised within a period of two or even three years. It may be that at the close of the project in September 2018 we will be nearer to achieving these goals and in a position to hand over negotiations to parties capable of continuing the work.

¹⁰ It is possible that the BRA could continue some at least of LRAR’s work, though the BRA’s own preference is for a Legal Archives Trust to be created; it is happy to work with LRAR towards this objective.

Appendix I: Legal records which are *not* at risk

1. Keyword categories: legal records held in archive repositories

Note: figures are constantly being refreshed by TNA, so may not correlate exactly at the time of collection.

Source: TNA's [Discovery](#) was initially examined in April 2017 using most of the keywords listed below; several new keyword categories have been added since that date. To show the breadth of legal records held in archival repositories, the table shows all hits for all dates and all archives, including TNA. Hits may simply refer to a mention of the ISL, practitioner or event or may include records of information owners (ie of an institution or individual); where the latter is the case this is noted in column 5 under "record creators". Some hits may also be irrelevant ie will not refer to any "legal" record (eg where a proper name is the same as the keyword). Some records may still be unavailable for access; where records are closed the reason for this¹¹ and the length of time are noted in [Discovery](#) against individual entries.

There are also significant collections of legal records not at risk but not included below because:

- a) The catalogues of the relevant archives have not as yet been integrated with [Discovery](#). These include the archives of Ede & Ravenscroft and The Law Society, legal records in ecclesiastical archives and libraries and records in company archives such as those of Transport for London. There will be others.
- b) Many collections already held in archives are awaiting cataloguing and are therefore not yet listed in [Discovery](#).

Keyword term	Hits all dates and all archives	Hits TNA	Hits other archives	Record creators (ie records of an institution/ individual)	Sample records
Academic lawyer	6	0	6	3	Papers of individuals
Actuary	3,717	3,326	391	23	Actuaries' reports; correspondence
Adjudicator/ Adjudication	6,220	4,178	2,042	6	Schemes; cases; orders; adjudicators' reports
Admiralty law	14	11	3	0	Prizes; notes; law officers
Advocate	13,845	11,824	2,021	91	Papers of individual advocates; correspondence
Arbitrator/ Arbitration	25,264	18,129	7,135	28	Arbitration awards; proceedings; cases; agreements; appeals; arbitration tribunals
Arbitration tribunal	1,788	1,747	41	5	Reports; proceedings; awards
Attorney	83,375	53,492	29,883	182	Case files; correspondence; personal papers

¹¹ Reasons for closing records for longer than 20 years could include: national security; law enforcement; health and safety; personal information; commercial interests; information provided in confidence; legal professional privilege

Keyword term	Hits all dates and all archives	Hits TNA	Hits other archives	Record creators (ie records of an institution/ individual)	Sample records
Bankruptcy	7	1	6	0	Commissions; cases
Barrister	4,452	1,638	2,814	296	Fees books; cash account books; diaries; personal papers; photographs
Barristers' chambers	1	1	0	0	Visit by Royal Commission to
Barristers' clerk	485	145	340	1	Evidence to courts; correspondence
Chartered accountant	599	54	545	14	Records, including case files, of individual chartered accountants
Chartered accountants	1,242	252	986	209	Records of and references to individual businesses and associations
Citizens' Advice Bureau	1,522	41	1481	174	Records of and about citizens' advice bureaux
Civil law	382	186	196	9	Agreements; legislation; personal papers
Claims	137,123	92,986	44,137	31	Case files; claims commissions
Client	13,911	479	13,432	0	Client files; cases; ledgers; bills; wills; deeds. Majority are solicitors' papers
Clerk of the court	747	235	512	0	Letter books; appointments; certificates; correspondence
Common Market law	2	2	0	0	Government files
Comparative law	40	37	3	2	Committees; correspondence; studies
Competition law	31	31	0	0	Reviews; reforms
Conciliation	5,557	4,904	653	20	Minutes and papers of conciliation boards and committees; schemes; bills
Constitutional law	1	0	1	0	Letter re
Construction arbitration	182	105	77	0	Awards; proceedings
Construction law	3	2	1	0	Correspondence re
Continuing professional development	31	31	0	0	Conferences; reviews; consultations

Keyword term	Hits all dates and all archives	Hits TNA	Hits other archives	Record creators (ie records of an institution/ individual)	Sample records
Contract	117,947	63,466	54,481	38	Council contracts; construction contracts; building contracts; sales contracts; publishing contracts; contract registers; contract ledgers; contracts books
Contract dispute	699	274	425	0	Minutes; correspondence; contracts
Contract law	11	110	1	0	Correspondence; arrangements; regulations
Conveyance	136,734	12,447	124,287	1	Individual conveyances held by law firms
Conveyancer/ conveyancing	3,138	379	2,759	10	Conveyancing fees; costs; books; papers
Copyright	134,620	131,930	2,690	7	Reports; correspondence; cases
Coroner	96,724	43,986	52,739	469	Court proceedings; appointments; registers
Court	3,994,930	3,335,774	659,157	1,621	Court proceedings
Court clerk	287	14	273	0	Minute books; papers
Court interpreter	7	3	4	0	Use of
Court reporter	2	1	1	0	Proceedings; publications
Court stenographer	1	1	0	0	Court Stenographer Act
Criminal law	1,094	798	296	0	Amendments to Act; revisions; reports
Deeds	1,076,456	167,853	908,604	17	Title deeds and estate papers
Devolution	4,571	3,761	811	2	Commissions; government files; bills; correspondence
Diocesan legal	28	0	28	0	Legal papers in county record offices
Dispute	52,049	27,507	24,542	1	Local disputes; industrial relations disputes; trade disputes
Dispute resolution	15	14	1	0	Procedures
Employment law	25	22	3	0	Government files; committees
Family law	579	1228	451	0	Acts; bills; reports; reviews
Financial law	1	0	1	0	Fragments of a local book re
History of law	1	0	1	0	History of law in Horsham
Human rights	9,926	9,626	300	13	Government files; commissions
Inquest	59,229	38,859	20,370	0	Inquest proceedings

Keyword term	Hits all dates and all archives	Hits TNA	Hits other archives	Record creators (ie records of an institution/ individual)	Sample records
Insolvency	6,489	1,508	4,981	10	Records of insolvency services; rules; proceedings; cases
Insolvency practitioner	1	0	1	1	Merger of licensed practitioner with another law firm
Intellectual property	75	72	3	1	Mostly government files
International arbitration	63	32	31	1	Agreements; awards; correspondence
International law	1,152	1,042	110	4	Commissions; opinions; progress
Judge	36,900	25,133	11,769	413	Notebooks; notes; registers of judges; photographs of judges and chambers; judges of competitions; personal papers
Judges' notebooks	405	235	170	0	Notebooks in court cases
Jurer	13	2	11	0	Lists of jurors
Jurisprudence	127	20	107	7	Papers of individuals; reports; lectures
Jurist	344	116	228	43	Returns of jurists; commissions; personal papers
Jury	32,799	5,213	27,586	5	Petitions; jury lists; jury books
Justice	231,652	184,722	46,931	218	Papers of individuals; pressure groups; justices of assize
Justice of the peace	4,299	777	3,522	10	Official papers; personal papers; correspondence; diaries; notebooks
Law centre	47	33	14	3	Records of and about law centres
Law days	91	27	64	0	Individual occurrences
Law department	697	669	28	0	Correspondence with/re
Law faculty	9	8	1	0	Correspondence with/re
Law firm	22	4	18	0	Correspondence with individual law firms
Law officer	721	697	24	0	Appointments; opinions
Law publisher	2	1	1	0	Correspondence
Law reporting	19	14	5	1	Commissions; correspondence
Law school	407	200	207	0	Correspondence and reports re law schools
Law society	2,425	1,978	447	41	Correspondence with and records of various local law societies

Keyword term	Hits all dates and all archives	Hits TNA	Hits other archives	Record creators (ie records of an institution/ individual)	Sample records
Law student	69	20	49	1	Students' notebooks; letters; student files
Law teacher	1		1	1	Papers of one individual
Law tutor	2	1	1	0	Correspondence re individuals
Lawsuit	16,328	11,244	5,084	0	Individual lawsuits
Lawyer	5,842	1,386	4,456	328	Lawyers' accounts; bills; correspondence of and about; personal papers
Legal	216,778	98,843	117,937	164	Council Legal Dept records; legal papers of companies; solicitors' records; deeds; estate papers; legal aid papers; contracts; legal advice
Legal case	2,154	372	1,782	0	Case files; mostly property disputes
Legal department	6,605	4,656	1,949	14	Correspondence and papers of central and local government departments
Legal education	591	572	19	5	Government policy files; records of legal education bodies
Legal executive	343	336	7	1	Statutory declarations; leases; wills
Legal forms	24	11	13	0	Forms books; procedures
Legal history	26	7	19	1	Research notes; correspondence
Legal practice	1,317	27	1,290	1	Mainly papers re individual legal practices
Legal practitioner	2	0	2	2	Papers of individuals
Legal professional privilege	4	4	0	0	Select committees on
Legal publication	3	1	2	0	Notes on publications
Legal records	62,758	7,604	55,155	2	Legal records held within collections (eg companies; businesses; societies; estates)
Legal regulation	3	2	1	0	Submissions; cases
Legal research	31	28	3	0	Units; correspondence
Legal secretary	64	36	28	2	Appointments; reports; correspondence
Legal system	63	51	12	0	Descriptions of various legal systems
Licensed conveyancer	2	1	1	0	Complaints
Litigation	4,932	2,318	2,614	3	Case files

Keyword term	Hits all dates and all archives	Hits TNA	Hits other archives	Record creators (ie records of an institution/ individual)	Sample records
Local government law	27	7	20	0	Administration of
Magistrate	66,398	15,033	51,365	283	Notebooks; examination books; meetings records; personal papers; court records
Maritime arbitration	1	1	0	0	Commission in China papers re
Maritime Law	132	110	22	1	Conferences; agreements
Mediation	2,536	2,068	468	9	Records of mediation services; foreign mediations files
Medical law	10	8	2	0	Amendments to acts; correspondence
Multi-disciplinary practice	1	1	0	0	Advice on
National security law	1	1	0	0	Review of Brazilian law
Notary/notaries	3,653	1,758	1,895	22	Records of individual notaries; instruments; appointments
Oaths	30,211	9,081	21,130	6	Records of oaths sworn
Ombudsman	1,581	1,552	29	13	Government files; individual cases
Paralegal	10	10	0	0	Evidence given at coroner's inquest into the London bombings*
Patent agent	58	9	49	0	Agents' correspondence and fees re patent applications
Patent attorney	2	1	1	0	Applications
Patents	853,214	830,615	22,599	51	Patent Office records; individual patents
Police/policing	183,767	132,758	51,009	371	Subject files; administrative records
Poor law	155,118	94,651	60,467	430	Poor law papers; borough records; parish records; poor law unions
Private investigator	3	2	1	0	Individual cases
Pro bono	36	6	30	0	Grants; correspondence
Professor of law	30	15	15	24	Correspondence and personal papers
Property law	16,297	9,193	7,104	0	Cases; deeds
Quasi-judicial	26	24	2	0	Functions; definitions; decisions
Referenda	702	28	674	0	Campaigns; returns

Keyword term	Hits all dates and all archives	Hits TNA	Hits other archives	Record creators (ie records of an institution/ individual)	Sample records
Referendum	879	667	212	2	Election material; pamphlets; campaigns
Regulator/ regulation	140,063	67,401	72,664	38	Specific regulations
School of law	19	5	14	0	Correspondence and reports re schools of law
Scrivener	5,868	3,287	2,581	17	Returns; reports
Solicitor	457,890	144,685	313,206	1,949	Deeds; estates papers; wills; correspondence; accounts; photographs
Terrorism law	1	1	0	0	Review of terrorism legislation
Trade mark	1,095	292	803	2	Registrations, registers, applications
Trade mark attorney	0	0	0	0	
Tribunal	43,076	40,511	2,566	82	Papers, awards and minutes of: arbitration tribunals; land tribunals; industrial tribunals; rent tribunals; military tribunals; local tribunals; one-off tribunals eg Aberfan
Will writer/ willwriter	0	0	0	0	
Wills	1,848,453	1,381,836	466,618	2	Wills held by solicitors; registered copies of wills

2. Personal and quasi-personal papers of individual legal practitioners and academic professionals held in archives

Source: TNA's [Discovery](#) was examined in 2017 using the keywords in **s.1 above**, isolating numbers of records listed under "record creator" and then selecting "personal" and "diaries" (note: judges' notebooks are not classed as personal papers or diaries but as court records. See **s.1**). "Personal" papers contain such diverse records as correspondence, lecture notes, minutes of meetings, certificates and press cuttings, with some professional papers mixed in; "diaries" include notebooks (other than judges'). There were too many hits to list individuals by name.

Category of legal professional	Number of hits
Academic lawyer	3
Adjudicator	1
Advocate	70
Arbitrator	4
Attorney	69
Barrister	69
Barristers clerk	1
Chartered accountant	7

Category of legal professional	Number of hits
Conveyancer	2
Coroner	7
Judge	400
Jurist	42
Justice	113
Justice of the peace	10
Law student	1
Law teacher	1
Lawyer	283
Legal practitioner	2
Legal secretary	2
Magistrate	34
Mediator	1
Notary	1
Police	125
Professor of Civil Law	9
Professor of Comparative Law	1
Professor of International Law	4
Professor of Law	24
Professor of Legal History	1
Scrivener	1
Solicitor	224

3. Legal institutions whose records are held in an in-house or public archives

Note: it is assumed that, where the records of “live” organisations (ie organisations still in existence) are deposited, the relevant archives has an on-going agreement with the ISL for continued deposit of records in accordance with standard archival practice. LRAR has not as yet, however, been able to verify this assumption; it is possible that even where organisations have made one or more deposits into archival repositories their later records may now be at risk. This is especially likely with born-digital records, given the fact that some local and specialist repositories in particular do not as yet have the facility to collect digital records en masse.

Source: primarily The National Archives’ [Discovery](#) portal; also [DANGO](#) (database of archives of non-governmental organisations, though all archive links are now broken). The list comprises deposited records of professional associations, societies, pressure groups, academic institutes and charities/providers of non-commercial legal services to the public. Collections with a local focus outweigh nationally-focused collections. The list does not include:

- Records of the large number of government and quasi-government legal bodies held in TNA.
- Records of local government bodies held in local authority archives.
- Records of commercial businesses, including sole practitioners eg law firms, solicitors, advocates, notaries and chartered accountants deposited in local authority archives. These are simply too numerous to list (for figures see **s.1**).
- Records of law departments and law schools held in university archives unless classified in Discovery as separate entities.
- Individual references by another body to a legal institution.

Legal institution or body	Archive repository (England & Wales)	Focus
Aberystwyth Citizens’ Advice Bureau	Ceredigion Archives	Local

Legal institution or body	Archive repository (England & Wales)	Focus
Abortion Law Reform Association	Wellcome Library	National
Abortion Rights	Collection held privately	National
Agency of the Copyright Libraries	Cambridge University Library: Department of Manuscripts and University Archives	National
Aldershot Citizens' Advice Bureau	Hampshire Archives and Local Studies	Local
Ammanford Citizens' Advice Bureau	Carmarthenshire Archive Service	Local
Amphill Citizens' Advice Bureau	Bedfordshire Archives & Records Service	Local
Amnesty International (UK)	London University: London School of Economics Library, Archives and Special Collections; Warwick University: Modern Records Centre	National
Amnesty International: Bodnor Regis Group	West Sussex Record Office	Local
Amnesty International: Bolton branch	Bolton Archives and Local Studies Service	Local
Amnesty International: Bournville branch	Birmingham: Archives, Heritage and Photography Service	Local
Amnesty International: Cartmel and Grange Group	Cumbria Archive Centre, Kendal	Local
Amnesty International: Central Birmingham branch	Birmingham: Archives, Heritage and Photography Service	Local
Amnesty International: Saffron Walden Group	Essex Record Office	Local
Amnesty International: Sheffield Group	Sheffield City Archives	Local
Amnesty International: Stratford upon Avon branch	Shakespeare Birthplace Trust	Local
Amnesty International: West Norfolk Group	Norfolk Record Office	Local
Amnesty International: Wolverhampton branch	Wolverhampton City Archives	Local
Anti-Common Market League	London University: London School of Economics Library, Archives and Special Collections; Hammersmith and Fulham Archives and Local History Centre; Oxford University: Bodleian Library, Special Collections	National
Ashton-under-Lyne Citizens' Advice Bureau	Tameside Local Studies and Archives	Local
Association of Consulting Actuaries	London Metropolitan Archives, City of London	National
Association of Law Teachers	Records of Legal Education Archives	National
Association of Local Government Lawyers, Wakefield	West Yorkshire Archive Service, Wakefield	Local
Association of Women Magistrates: Gloucestershire	Gloucestershire Archives	Local
Association of Women Magistrates: Hampshire	Hampshire Archives and Local Studies	Local
Bangor Citizens' Advice Bureau	Gwynedd Archives, Caernarfon Record Office	Local
Bar Human Rights Committee of England and Wales	Collection held privately	National

Legal institution or body	Archive repository (England & Wales)	Focus
Barnsley Citizens' Advice Bureau	Barnsley Archive and Local Studies Department	Local
Barrow-in-Furness Citizens' Advice Bureau	Cumbria Archive and Local Studies Centre, Barrow	Local
Barry Citizens' Advice Bureau	Glamorgan Archives	Local
Basildon Citizens' Advice Bureau	Essex Record Office	Local
Bedford Citizens' Advice Bureau	Bedfordshire Archives & Records Service	Local
Berkshire Buckinghamshire and Oxfordshire Incorporated Law Society	Collection held privately	Local
Bethnal Green Citizens' Advice Bureau	Tower Hamlets Local History Library and Archives	Local
Biggleswade Citizens' Advice Bureau	Bedfordshire Archives & Records Service	Local
Birkenhead Citizens' Advice Bureau	Wirral Archives Service	Local
Birmingham Law Society	Birmingham Archives, Heritage and Photography Service	Local
Blackburn Citizens' Advice Bureau	Lancashire Archives	Local
Blackpool Citizens' Advice Bureau	Lancashire Archives	Local
Blackwood Citizens' Advice Bureau	Gwent Archives	Local
Board of Conciliation and Arbitration for the Boot and Shoe Trade of Leicester	Record Office for Leicestershire, Leicester and Rutland	Local
Board of Conciliation and Arbitration for the Iron and Steel Trades of the North of England	Teesside Archives	Local
Bradford Citizens' Advice Bureau	West Yorkshire Archive Service, Bradford	Local
Braintree and District Citizens' Advice Bureau	Essex Record Office	Local
Bridgend Citizens' Advice Bureau	Glamorgan Archives	Local
Bridgewater Citizens' Advice Bureau	Somerset Heritage Centre (South West Heritage Trust)	Local
Brighouse Citizens' Advice Bureau	West Yorkshire Archive Service, Calderdale	Local
Brighton Citizens' Advice Bureau	East Sussex Record Office	Local
Brighton Law Centre	East Sussex Record Office	Local
Bristol Law Society	Bristol Archives	Local
Bristol Law Students Society	Bristol Archives	Local
British Institute of Human Rights	London University: King's College Archives	National
British Maritime Law Association	University College London Special Collections	National
Bury St Edmunds Citizens' Advice Bureau	Suffolk Record Office, Bury St Edmunds Branch	Local
Bury St Edmunds Justice and Peace Group	Suffolk Record Office, Bury St Edmunds Branch	Local
Caernarfon area Citizens' Advice Bureau	Gwynedd Archives, Caernarfon Record Office	Local
Caerphilly Citizens' Advice Bureau	Glamorgan Archives	Local
Cambridgeshire Law Society	Cambridgeshire Archives	Local
Campaign for an Independent Britain	London University: London School of Economics Library, Archives and Special Collections	National
Canterbury Citizens' Advice Bureau	Kent History and Library Centre	Local
Carlisle and District Law Society	Cumbria Archive Centre, Carlisle	Local
Carlisle Law Society Library	Cumbria Archive Centre, Carlisle	Local
Carmarthen Citizens' Advice Bureau	Carmarthenshire Archive Service	Local

Legal institution or body	Archive repository (England & Wales)	Focus
Carshalton Citizens' Advice Bureau	London Borough of Sutton: Archives & Local Studies	Local
Chapelton Citizens' Advice Bureau	West Yorkshire Archive Service, Leeds	Local
Chartered Accountants Benevolent Association	London Metropolitan Archives, City of London	National
Chartered Accountants' Charities Ltd	London Metropolitan Archives, City of London	National
Cheltenham Legal Association	Gloucestershire Archives	Local
Chester and North Wales Incorporated Law Society	Cheshire Archives and Local Studies	Local
Chester Citizens' Advice Bureau	Cheshire Archives and Local Studies	Local
Chichester Citizens' Advice Bureau	West Sussex Record Office	Local
Chile Committee for Human Rights: Derbyshire area	Derbyshire Record Office	Local
Chiswick Citizens' Advice Bureau	Hounslow Library Local Studies Service	Local
Cinderford Citizens' Advice Bureau	Gloucestershire Archives	Local
Cirencester Citizens' Advice Bureau	Gloucestershire Archives	Local
Citizens' Advice Bureau: National Council	London Metropolitan Archives, City of London	National
Cleveleys Citizens' Advice Bureau	Lancashire Archives	Local
Coleford Citizens' Advice Bureau	Gloucestershire Archives	Local
Colwyn Bay Citizens' Advice Bureau	Denbighshire Archives	Local
Committee of Heads of University Law Schools	Records of Legal Education Archives	National
Commonwealth Legal Education Association	Records of Legal Education Archives	National
Constitutional Reform Centre	London University: London School of Economics Library, Archives and Special Collections	National
Commonwealth Legal Records Project	Records of Legal Education Archives	National
Copeland Citizens' Advice Bureau	Cumbria Archive and Local Studies Centre, Whitehaven	Local
Council for the Amelioration of the Legal Position of the Jewess	University of Southampton Library	National
Council of Legal Education	Records of Legal Education Archives	National
Countryside Alliance	Museum of English Rural Life	National
Coventry Citizens' Advice Bureau	Coventry Archives & Research Centre	Local
Cwmbran Citizens' Advice Bureau	Gwent Archives	Local
Cynon Valley Citizens' Advice Bureau	Glamorgan Archives	Local
Darlington Citizens' Advice Bureau	Durham County Record Office	Local
Denton Citizens' Advice Bureau	Tameside Local Studies and Archives	Local
Derby Citizens' Advice Bureau	Derbyshire Record Office	Local
Derby and Derbyshire Citizens' Advice Bureau	Derbyshire Record Office	Local
Derby Society of Chartered Accountants	Derbyshire Record Office	Local
Devon and Exeter Incorporated Law Society	Devon Archives and Local Studies Service (South West Heritage Trust)	Local
Devonport Citizens' Advice Bureau	Plymouth and West Devon Record Office	Local
Diss Citizens' Advice Bureau	Norfolk Record Office	Local
Dorchester Citizens' Advice Bureau	Dorset History Centre	Local

Legal institution or body	Archive repository (England & Wales)	Focus
Dorking Citizens' Advice Bureau	Surrey History Centre	Local
Droylsden Citizens' Advice Bureau	Huntingdonshire Archives	Local
Dudley Citizens' Advice Bureau	Dudley Archives and Local History Service	Local
Durham Citizens' Advice Bureau	Durham County Record Office	Local
Dursley Citizens' Advice Bureau	Gloucestershire Archives	Local
East Anglian Society of Chartered Accountants Library	Norfolk Record Office	Local
East Grinstead Citizens' Advice Bureau	West Sussex Record Office	Local
Eastwood and District Citizens' Advice Bureau	Nottinghamshire Archives	Local
Eccles Citizens' Advice Bureau	Salford City Archives	Local
Ede & Ravenscroft	In-house archives	National
Education in Human Rights Network	London University: Institute of Education	National
Electoral Reform Society of Great Britain and Ireland	In-house archives; copies in Parliamentary Archives	National
Eminent Scholars Archive (scholars associated with the Faculty of Law at the University of Cambridge)	Cambridge University: Squire Law Library	Local
Equal Pay Campaign Committee	London University: London School of Economics, The Women's Library	National
Equitable Life Assurance Society	Institute and Faculty of Actuaries; London Metropolitan Archives, City of London	National
Esher and Molesey Citizens' Advice Bureau	Surrey History Centre	Local
Ewell and Stoneleigh Citizens' Advice Bureau	Surrey History Centre	Local
Exeter Citizens' Advice Bureau	Devon Archives and Local Studies Service (South West Heritage Trust)	Local
Faculty Office	Lambeth Palace Library	National
Fareham Citizens' Advice Bureau	Hampshire Archives and Local Studies	Local
Farnborough Citizens' Advice Bureau	Hampshire Archives and Local Studies	Local
Fathers 4 Justice	Bishopsgate Institute	National
Fawcett Society	London University: London School of Economics, The Women's Library	National
Felixstowe Citizens' Advice Bureau	Suffolk Record Office, Ipswich Branch	Local
Feltham Citizens' Advice Bureau	Hounslow Library Local Studies Service	Local
Fleetwood Citizens' Advice Bureau	Lancashire Archives	Local
Flint Citizens' Advice Bureau	Flintshire Record Office	Local
Forest of Dean Citizens' Advice Bureau	Gloucestershire Archives	Local
Formby Citizens' Advice Bureau	Lancashire Archives	Local
Gay Liberation Front	London University: London School of Economics Library, Archives and Special Collections	National
General Council of the Bar	Records of Legal Education Archives and Middle Temple Archives	National
Get Britain Out Campaign: Leeds branch	West Yorkshire Archive Service, Leeds	National
Get Britain Out Campaign: Leicestershire branch	Leicestershire, Leicester and Rutland, Record Office for	National

Legal institution or body	Archive repository (England & Wales)	Focus
Gloucestershire and Wiltshire Incorporated Law Society	Collection held privately	Local
Gloucester Citizens' Advice Bureau	Gloucestershire Archives	Local
Gloucestershire Justices Dining Club	Gloucestershire Archives	Local
Gloucestershire Magistrates Association	Gloucestershire Archives	Local
Great Yarmouth Citizens' Advice Bureau	Norfolk Record Office	Local
Greater London Citizens' Advice Bureau	London Metropolitan Archives, City of London	Local
Grey's Inn	In-house archives	Local
Grimsby Citizens' Advice Bureau	North East Lincolnshire Archives	Local
Guildford and District Peace and Justice Network	Surrey History Centre	Local
Gwynedd Law Society	Gwynedd Archives, Caernarfon Record Office	Local
Haldane Society of Socialist Lawyers	London University: London School of Economics Library, Archives and Special Collections	National
Halifax Citizens' Advice Bureau	West Yorkshire Archive Service, Calderdale	Local
Hampstead Citizens' Advice Bureau	Camden Local Studies and Archives Centre	Local
Harpenden Citizens' Advice Bureau	Hertfordshire Archives and Local Studies	Local
Harrow Citizens' Advice Bureau	Harrow Local History Centre	Local
Hebden Bridge Citizens' Advice Bureau	West Yorkshire Archive Service, Calderdale	Local
Herefordshire Breconshire and Radnorshire Incorporated Law Society	Collection held privately	Local
Hertford Citizens' Advice Bureau	Hertfordshire Archives and Local Studies	Local
Hertfordshire Law Society	Hertfordshire Archives and Local Studies	Local
Hinckley and District Boot and Shoe Arbitration Board	Record Office for Leicestershire, Leicester and Rutland	Local
Holborn College of Law, Languages and Commerce	University of Westminster Archives	National
Holyhead Citizens' Advice Bureau	Archifau Ynys Mon / Anglesey Archives	Local
Hove Citizens' Advice Bureau	East Sussex Record Office	Local
Howard League for Penal Reform	Warwick University: Modern Records Centre	National
Huddersfield Citizens' Advice Bureau	West Yorkshire Archive Service, Kirklees	Local
Hull Incorporated Law Society	Collection held privately	Local
Human Rights Society	In-house archives	National
Humberside Law Centre	Hull History Centre	Local
Huntingdon Citizens' Advice Bureau	Huntingdonshire Archives	Local
Incorporated Council of Law Reporting for England and Wales	In-house archives	National
Inner Temple	In-house archives	Local
International Abolitionist Federation	London University: London School of Economics, The Women's Library	International
International Centre for the Legal Protection of Human Rights	Hull History Centre (Hull University Archives)	International
Institute and Faculty of Actuaries	In-house archives	National
Institute of Chartered Accountants England & Wales	London Metropolitan Archives, City of London	National
Institute of Employment Rights	In-house archives	National
International Association of Law Libraries	Records of Legal Education Archives	National

Legal institution or body	Archive repository (England & Wales)	Focus
International Law Association	Records of Legal Education Archives	National
International Year of Human Rights: Yorkshire committee	West Yorkshire Archive Service, Bradford	Local
Justice (British Section of the International Commission of Jurists)	Hull History Centre (Hull University Archives)	National
Justice Africa	Durham University Library, Special Collections	National
Justices Clerks Society: Essex Branch	Essex Record Office	Local
Kendal Citizens' Advice Bureau	Cumbria Archive Centre, Kendal	Local
Kent Law Society	Kent History and Library Centre	Local
Kentish Town Citizens' Advice Bureau	Camden Local Studies and Archives Centre	Local
King's College London Centre for Medical Law and Ethics	London University: King's College Archives	Local
King's College London School of Law	London University: King's College Archives	Local
Kings Cross Citizens' Advice Bureau	Camden Local Studies and Archives Centre	Local
Kingston Citizens' Advice Bureau	Kingston History Centre	Local
Labour Campaign for Criminal Justice	London University: London School of Economics Library, Archives and Special Collections	National
Labour Campaign for Electoral Reform	In-house archives	National
Lambeth Mediation Service	Lambeth Archives	Local
Law Centres Federation/Network	In-house archives	National
The Law Society	In-house archives	National
Law Society Cricket Club	Surrey History Centre	Local
Law Students' Debating Society, London	London Metropolitan Archives, City of London	Local
Leasehold Enfranchisement Association	London Metropolitan Archives, City of London	National
Leeds Citizens' Advice Bureau	West Yorkshire Archive Service, Leeds	Local
Leeds Law Society	Collection held privately	Local
Leeds Law Students Society	West Yorkshire Archive Service, Leeds	Local
Legal Action Group	In-house archives	National
Legal Skills Research Group	Records of Legal Education Archives	National
Leicestershire and Northamptonshire Society of Chartered Accountants	Record Office for Leicestershire, Leicester and Rutland	Local
Leicestershire and Rutland Board of Conciliation and Arbitration for the Boot and Shoe Trade	Record Office for Leicestershire, Leicester and Rutland	Local
Leicester Citizens' Advice Bureau	Record Office for Leicestershire, Leicester and Rutland	Local
Leicestershire Law Society	Record Office for Leicestershire, Leicester and Rutland	Local
Leigh Park, Portsmouth Citizens' Advice Bureau	Portsmouth History Centre	Local
Letchworth Citizens' Advice Bureau	Hertfordshire Archives and Local Studies	Local
Lewes Citizens' Advice Bureau	East Sussex Record Office	Local
Lexis Nexis Butterworths	In-house archives	National
Liberty, civil liberties and human rights campaigning organisation	Hull History Centre (Hull University Archives);	National

Legal institution or body	Archive repository (England & Wales)	Focus
	London University: London School of Economics Library, Archives and Special Collections	
Lincoln's Inn	In-house archives	Local
Lincolnshire Incorporated Law Society	Lincolnshire Archives	Local
Liverpool Citizens' Advice Bureau	Liverpool Record Office	Local
Liverpool Incorporated Law Society	Collection held privately	Local
Liverpool Society of Chartered Accountants	Collection held privately	Local
Llanelli Citizens' Advice Bureau	Carmarthenshire Archive Service	Local
London Beth Din	London Metropolitan Archives, City of London	Local
London Court of Arbitration	London Metropolitan Archives, City of London	Local
London Magistrates Clerks Association	London Metropolitan Archives, City of London	Local
London University: King's College London School of Law Student records	London University: King's College Archives	Local
Long Eaton Citizens' Advice Bureau	Derbyshire Record Office	Local
Lower Broughton Citizens' Advice Bureau	Salford City Archives	Local
Lundwood Citizens' Advice Bureau	Barnsley Archive and Local Studies Department	Local
Lydney Citizens' Advice Bureau	Gloucestershire Archives	Local
Macclesfield Citizens' Advice Bureau	Cheshire Archives and Local Studies	Local
Magistrates Association	Magistrates Association	National
Magistrates Association: East Sussex branch	East Sussex Record Office	Local
Magistrates Association: Monmouthshire Branch	Gwent Archives	Local
Magistrates' Association: Wiltshire branch	Wiltshire and Swindon History Centre	Local
Maidstone Citizens' Advice Bureau	Kent History and Library Centre	Local
Manchester Society of Chartered Accountants	Collection held privately	Local
Manchester Law Society	Collection held privately	Local
Manchester University, Faculty of Law Archive	Manchester University: University of Manchester Library	Local
Manx Penal Reform Group	Manx National Heritage Library & Archives	Local
Mediation UK	London University: London School of Economics Library, Archives and Special Collections	National
Melksham and District Citizens' Advice Bureau	Wiltshire and Swindon History Centre	Local
Merseyside and West Cheshire Area Citizens' Advice Bureau	Merseyside Record Office	Local
Metropolitan Counties Anti-Abolition Campaign: London office	Tyne and Wear Archives	Local
Mid Bedfordshire Citizens' Advice Bureau	Bedfordshire Archives & Records Service	Local
Mid Surrey Law Society	Surrey History Centre	Local

Legal institution or body	Archive repository (England & Wales)	Focus
Mid Wales Law Society	Powys County Archives Office	Local
Middle Temple	In-house archives	Local
Middlesex Justices' Dining Club	London Metropolitan Archives, City of London	Local
Midsomer Norton Citizens' Advice Bureau	Somerset Heritage Centre (South West Heritage Trust)	Local
Millom and District Citizens' Advice Bureau	Cumbria Archive and Local Studies Centre, Whitehaven	Local
Milton Keynes Citizens' Advice Bureau	Centre for Buckinghamshire Studies	Local
Monmouthshire Magistrates	Gwent Archives	Local
National Abortion Campaign	London University: London School of Economics, the Women's Library; Wellcome Library	National
National Family Mediation	London University: London School of Economics Library, Archives and Special Collections	National
National Referendum Campaign	Parliamentary Archives	National
Nationality of Married Women Committee	London University: London School of Economics, the Women's Library	National
New Inn	Middle Temple Archives	Local
New Milton Citizens' Advice Bureau	Hampshire Archives and Local Studies	Local
Newcastle Citizens' Advice Bureau	Tyne and Wear Archives	Local
Newcastle upon Tyne Incorporated Law Society	Tyne and Wear Archives	Local
Newcastle upon Tyne Law Students Society	Tyne and Wear Archives	Local
Newport Citizens' Advice Bureau	Gwent Archives	Local
Norfolk and Norwich Incorporated Law Society Library	Norfolk Record Office	Local
North Bedfordshire Citizens' Advice Bureau	Bedfordshire Archives & Records Service	Local
Northampton Citizens' Advice Bureau	Northamptonshire Record Office	Local
Nottingham Chartered Accountants Students Society	Nottinghamshire Archives	Local
Nottingham, Derby and Lincoln Society of Chartered Accountants	Nottinghamshire Archives	Local
Nottingham Society of Chartered Accountants	Nottinghamshire Archives	Local
Nottinghamshire Law Society	Collection held privately	Local
Okehampton and District Citizens' Advice Bureau	Devon Archives and Local Studies Service (South West Heritage Trust)	Local
Ollerton Citizens' Advice Bureau	Nottinghamshire Archives	Local
Oswestry Citizens' Advice Bureau	Shropshire Archives	Local
Oxford Citizens' Advice Bureau	Oxfordshire History Centre	Local
Parents Against Injustice	Collection held privately	National
Penrith Citizens' Advice Bureau	Cumbria Archive Centre, Carlisle	Local
Petersfield Citizens' Advice Bureau	Hampshire Archives and Local Studies	Local
Pimlico Citizens' Advice Bureau	City of Westminster Archives Centre	Local
Plymouth, Stonehouse and Devonport Law Students Society	Plymouth and West Devon Record Office	Local

Legal institution or body	Archive repository (England & Wales)	Focus
Plymouth Citizens' Advice Bureau	Plymouth and West Devon Record Office	Local
Pontypool Citizens' Advice Bureau	Gwent Archives	Local
Poole Citizens' Advice Bureau	Dorset History Centre	Local
Potters Bar Citizens' Advice Bureau	Hertfordshire Archives and Local Studies	Local
Preston Citizens' Advice Bureau	Lancashire Archives	Local
Ramsey Citizens' Advice Bureau	Huntingdonshire Archives	Local
Reading Citizens' Advice Bureau	Berkshire Record Office	Local
Records of Legal Education Project	Records of Legal Education Archives	National
Republic (Repulic Campaign Ltd), London	Bishopsgate Institute	National
Rhyl Citizens' Advice Bureau Citizens' Advice Bureau	Denbighshire Archives	Local
Rights of Women	London University: London School of Economics, the Women's Library	National
Ringwood and Fordingbridge Citizens' Advice Bureau	Hampshire Archives and Local Studies	Local
Rosendale Citizens' Advice Bureau	Lancashire Archives	Local
Royal Institution of Chartered Surveyors	City of Westminster Archives	National
Salford Citizens' Advice Bureau	Salford City Archives	Local
Scriveners' Company, Newcastle	Tyne and Wear Archives	Local
Selly Oak Citizens' Advice Bureau	Birmingham: Archives, Heritage and Photography Service	Local
Sheffield and District Society of Chartered Accountants	Collection held privately	Local
Sheffield District Incorporated Law Society	Collection held privately	Local
Shoe Trade Board of Arbitration	Northamptonshire Record Office	Local
Shrewsbury and Central Shropshire Citizens' Advice Bureau	Shropshire Archives	Local
Skipton Citizens' Advice Bureau	Collection held privately	Local
Society for Advanced Legal Studies	Records of Legal Education Archives	National
Society of Labour Lawyers	London University: London School of Economics Library, Archives and Special Collections	National
Society of Public Teachers of Law (now Society of Legal Scholars)	Records of Legal Education Archives	National
Society of Scrivener Notaries	London Metropolitan Archives, City of London	National
Socio-Legal Studies Association	Records of Legal Education Archives	National
Solicitors Benevolent Association: Gainsborough	Lincolnshire Archives	Local
Somerset Law Society	Somerset Heritage Centre	Local
South East Staffordshire Citizens' Advice Bureau	Staffordshire and Stoke-on-Trent Archive Service: Lichfield Record Office	Local
South East Surrey Law Society	Surrey History Centre	Local
South Manchester Law Centre	Manchester Archives and Local Studies	Local
South Wales and Monmouthshire Society of Chartered Accountants	Glamorgan Archives	Local
South Wansdyke Citizens' Advice Bureau	Somerset Heritage Centre (South West Heritage Trust)	Local

Legal institution or body	Archive repository (England & Wales)	Focus
Southwark Citizens' Advice Bureau	London Metropolitan Archives, City of London	Local
St Albans District Citizens' Advice Bureau	Hertfordshire Archives and Local Studies	Local
St Marylebone Citizens' Advice Bureau	City of Westminster Archives Centre	Local
St Neots Citizens' Advice Bureau	Huntingdonshire Archives	Local
Stafford Citizens' Advice Bureau	Staffordshire and Stoke-on-Trent Archive Service: Staffordshire County Record Office	Local
Staines Citizens' Advice Bureau	London Metropolitan Archives, City of London	Local
Stalybridge Citizens' Advice Bureau	Tameside Local Studies and Archives	Local
Stratford-on-Avon Citizens' Advice Bureau	Shakespeare Birthplace Trust	Local
Stroud Citizens' Advice Bureau	Gloucestershire Archives	Local
Sunbury and Shepperton branch Citizens' Advice Bureau	Surrey History Centre	Local
Sunderland Law Students Society	Tyne and Wear Archives	Local
Sussex Law Society	East Sussex Record Office	Local
Swinton and Pendlebury Citizens' Advice Bureau	Salford City Archives	Local
Swiss Cottage Citizens' Advice Bureau	Camden Local Studies and Archives Centre	Local
Taunton Citizens' Advice Bureau	Somerset Heritage Centre (South West Heritage Trust)	Local
Todmorden Citizens' Advice Bureau	West Yorkshire Archive Service, Calderdale	Local
Torquay Citizens' Advice Bureau	Devon Archives and Local Studies Service (South West Heritage Trust)	Local
Tory Campaign for Homosexual Equality	London University: London School of Economics Library, Archives and Special Collections	National
United Kingdom National Committee of Comparative Law	Records of Legal Education Archives	National
University College London School of Public Policy: Constitution Unit	British Library, Manuscript Collections	National
University of Wales Aberystwyth Department of Law	Aberystwyth University	Local
Uxbridge Citizens' Advice Bureau	Hillingdon Local Studies, Archives and Museums Service	Local
Wakefield Law Society	West Yorkshire Archive Service, Wakefield	Local
Wales for the Assembly Campaign	Swansea University: Richard Burton Archives; National Library of Wales: Department of Collection Services	National
Walsall Citizens' Advice Bureau	Walsall Local History Centre	Local
Waltham Forest Citizens' Advice Bureau	Waltham Forest Archives	Local
Walton, Weybridge and Hersham Citizens' Advice Bureau	Surrey History Centre	Local
Warrington Law Society	Livewire Warrington Library and Archive Service	Local
Watford Citizens' Advice Bureau	Hertfordshire Archives and Local Studies	Local
Welwyn Garden City Citizens' Advice Bureau	Hertfordshire Archives and Local Studies	Local
West Hampstead Citizens' Advice Bureau	Camden Local Studies and Archives Centre	Local

Legal institution or body	Archive repository (England & Wales)	Focus
West Midlands Association of Women Solicitors	Birmingham Archives, Heritage and Photography Service	Local
West Surrey Law Society	Surrey History Centre	Local
Westminster Citizens' Advice Bureau	City of Westminster Archives Centre	Local
Weston-super-Mare Citizens' Advice Bureau	Somerset Heritage Centre (South West Heritage Trust)	Local
Weymouth and Portland Citizens' Advice Bureau	Dorset History Centre	Local
Whitehaven Citizens' Advice Bureau	Cumbria Archive and Local Studies Centre, Whitehaven	Local
Whitehaven Incorporated Law Society	Cumbria Archive and Local Studies Centre, Whitehaven	Local
Wigan Citizens' Advice Bureau	Wigan Archives and Local Studies	Local
Winchester Citizens' Advice Bureau	Hampshire Archives and Local Studies	Local
Wolverhampton Citizens' Advice Bureau	Wolverhampton City Archives	Local
Wolverhampton Law Centre	Wolverhampton Archives and Local Studies	Local
Worcester and Worcestershire Incorporated Law Society	Worcestershire Archive and Archaeology Service	Local
Worcester Citizens Advice Bureau and Worcester Housing and Benefits Advice Centre	Worcestershire Archive and Archaeology Service	Local
Workington Citizens' Advice Bureau	Cumbria Archive and Local Studies Centre, Whitehaven	Local
Worshipful Company of Scriveners, London	London Metropolitan Archives: City of London	Local
Worsley Citizens' Advice Bureau	Salford City Archives	Local
York Citizens' Advice Bureau	Explore York Libraries & Archives	Local

Appendix II: Institutions and individuals contacted by LRAR

Note: some functions may overlap, in which case the organisation is placed under its primary function

1. Institutions specialised to law

Professional Membership bodies

Academy of Experts
Arbitration Club
Association of Costs Lawyers
Chartered Institute of Arbitrators (CIARB)
Chartered Institute of Legal Executives (CILEX)
Chartered Institute of Loss Adjusters
Chartered Institute of Patent Attorneys (CIPA)
Chartered Institute of Trade Mark Attorneys (CITMA)
General Council of the Bar
Immigration Law Practitioners' Association (ILPA)
Insolvency Practitioners Association
Institute of Barristers Clerks
Institute of Professional Will Writers
London Maritime Arbitrators Association
The Notaries Society
Society of Construction Arbitrators
Society of Will Writers
The Law Society
Worshipful Company of Arbitrators

Legal regulators

Association of Chartered Certified Accountants
Bar Standards Board
CILEx Regulation
Cost Lawyers Standards Board
Council for Licensed Conveyancers
Institute of Chartered Accountants in England and Wales
Intellectual Property Regulation Board
Legal Ombudsman
Legal Services Board

Legal Services Consumer Panel
Solicitors' Regulation Authority
Legal consultancy services
Centre for Effective Dispute Resolution
Civil Mediation Council
Fish Legal
Law Centres Network
Law for Life
UK Mediation

Legal education

Legal Education and Training Group

Legal publishing

Hart Publishing
Oyez Professional Services

Law firms

Allen & Overy
Ashurst Solicitors
Baker & McKenzie LLP
Chadwick Lawrence LLP
Clifford Chance
CMS-Cameron McKenna LLP
DLA Piper UK
Fieldfisher LLP
Fiona Bruce Solicitors
Freshfields Bruckhaus Deringer
Hempsons
Hogan Lovells
Linklaters
Norton Rose Fulbright
Sheridans
Slaughter & May
Withers Worldwide

2. Archival membership and pressure groups

AIM25 (Archives in London and the M25 area)
Archives and Records Association (UK and Ireland) (ARA)
ARA Section for Business Records

British Records Association
Business Archives Council
Chief Archivists in Local Government Group (CALGG)
CIRCA Trust (Construction Industry Resource Archive)
City Archivists Group
City Livery Companies Group
Information and Records Management Society (IRMS)
IRMS Property Group
London Archives Partnership
The National Archives: Archives Sector Development
Pensions Archive Trust

3. Archive repositories

Devon Archives and South West Heritage Trust
Diocese of Ely Parish Giving and Records Office
Durham University Archives and Special Collections
Gray's Inn Archives
Guardian News & Media Archive
Hertfordshire Archives and Local Studies
Inner Temple Library
National Archives of Ireland
Gloucestershire Archives
King's College London Archives
Lincoln's Inn Library
London Metropolitan Archives
Middle Temple Library and Archive
London School of Economics: Archives and Special Collections
London School of Economics: Women's Library
Oxfordshire History Centre
Records of Legal Education Archives, IALS
The National Archives
Transport for London Corporate Archives

4. Research bodies and institutions

Association of Business Historians

British Association for Local History
Centre for International Business History
Centre for Socio-Legal Studies Oxford
Construction History Society
Department of Information Studies, University College London
Institute of Education, School of Advanced Study, University of London
Institute of Historical Research, SAS UOL
Northumbria University Department of Computer and Information Sciences
Royal Historical Society
Selden Society
Society of Legal Scholars
Socio-Legal Studies Association

5. Legal researchers and practitioners

Dr Nat Alcock
Professor Diamond Ashiagbor
Professor Rosemary Auchmuty
Richard Bailey, solicitor
Professor Sir John H Baker QC
Professor Peter Bartlett
Clive Freedman QC
Dr Ruth Frendo
Professor Denis Galligan
Mark George QC
Professor John Harrington
Professor Rosemary Hunter
Professor Michael Lobban
Dr Lawrence McNamara
Professor Imelda Maher
Professor Richard Moorhead
Professor David Mosey
Professor Michael Moss
Professor Linda Mulcahy
Professor Renato Nazzini

Juliet Oliver
Professor Martin Partington
Timothy Pitt-Payne QC
Dr Michael Reynolds
Sir Bernard Rix
Professor Derek Roebuck
Murray Rosen QC
Thomas Seymour
Judy Slinn
Professor David Sugarman
Richard Thomas CBE
Professor Jane Winters
Philip Wood QC

Appendix III: Information and Records Management (IRM) Guidance

1. LRAR IRM guidance

The following guidance notes were produced partly at the request of individual legal institutions and practitioners seeking more detailed advice on record-keeping than was readily available from their own organisations, the regulators and membership organisations but also to condense the information and records management advice already available for the legal sector.

- [Guideline 1: advice currently available to legal institutions on managing records](#)
- [Guideline 2: advice to legal institutions on disposing of records](#)
- [Guideline 3: advice to legal institutions on identifying records of permanent research value](#)
- [Guideline 4: advice to legal institutions on confidentiality and research access to records](#)
- [Guideline 5: advice to legal institutions on the business benefits of depositing records in an archives](#)
- [Guideline 6: advice to legal institutions on the business benefits of an information and records management programme](#)
- [Guideline 7: advice to legal institutions on digital continuity and managing digital records](#)
- [Guideline 8: advice to legal institutions on managing email](#)
- [Guideline 9: advice to legal institutions on managing documents in shared network drives](#)

2. IRM guidance from the legal profession to its members

There is guidance specifically written for the legal profession by membership or regulatory legal bodies, though it is primarily concerned with confidentiality rather than the day to day care of records.

Arbitrators and mediators: guidance primarily emphasises the confidential nature of arbitration and mediation proceedings. For example, Article 30(1) of the [Rules](#) of the London Court of International Arbitration states: "Unless the parties expressly agree in writing to the contrary, the parties undertake as a general principle to keep confidential all awards in their arbitration, together with all materials in the proceedings created for the purpose of the arbitration and all other documents produced by another party in the proceedings not otherwise in the public domain - save and to the extent that disclosure may be required of a party by legal duty, to protect or pursue a legal right or to enforce or challenge an award in bona fide legal proceedings before a state court or other judicial authority."

The Chartered Institute of Arbitrators (CIARB)' [Practice Guideline 1: Confidentiality in Mediation](#) states "Save as required or permitted by law... the Institute, the parties, their representatives, their advisors and the mediator(s) shall keep confidential all information (whether given orally, in writing or otherwise) produced for, or arising out of or in connection with, the mediation passing between any of the participants and between any of them and the mediator made for the purposes of the mediation, including the fact that the mediation is taking place or has taken place...The mediator's duty to protect the confidentiality of the mediation proceedings commences with the first communication to the mediator, is continuous in nature, and does not expire upon the termination, for whatever reason, of the mediation under Rule 11. The mediator's duty extends to all information relating to the mediation proceedings, even indirectly, such as previous invitations and/or negotiations leading to mediation, terms of the agreement to mediate, appointment of mediators and performance, or non performance, of the settlement agreement". The [European Code of Conduct for Mediators](#) s.4 and the Civil Mediation Council [Guidance note no 1: mediation confidentiality - 8th July 2009](#) also stipulate the need to keep proceedings confidential.

CIARB's guideline also gives advice on disposal as follows: "All records, reports, or other documents received by a mediator, as well as all notes taken by the mediator during, with reference to, or for the purposes of, the mediation should be returned to the parties or kept secure until no longer needed for any purpose relating to the mediation and then destroyed."

Barristers: the Bar Standards Board [Handbook](#) recommends that a record-keeping policy be drawn up to identify compliance and records retention requirements. The Handbook also gives specific instructions on confidentiality in S12: "The regulatory objectives of the Bar Standards Board derive from the Legal Services Act 2007 and can be summarised as follows...that the affairs of clients are kept confidential." and rC106 "All communications and documents relating to complaints must be kept confidential".

Licensed Conveyancers: the Council for Licensed Conveyancers' [Handbook](#) advises on maintenance of proper records, compliance and retention of financial records. Outcome 3.6 of the CLC's [Code of Conduct](#) also requires that: "Clients' affairs are treated confidentially (except as required or permitted by law or with the Client's consent)"

Notaries: the [Faculty Office Code of Practice for Notaries](#) has rules for [Record-keeping and File Storage \(Chapter 17\)](#), including advice on records destruction or transfer to an archive approved by the Master of the Faculties. The Code of Practice also states: "A notary's records are as a general principle confidential [Practice Rule 23.6]".

Patent Attorneys and Trade Mark Attorneys: the Chartered Institutes of Patent Attorneys and Trade Mark Attorneys have produced joint [Business practice guidance](#) on ownership, storage and the need to safeguard clients' confidential information, including information of clients for whom the attorney no longer acts.

Solicitors: The Law Society provides a great deal of good advice on managing records, including the following Practice Notes:

- [Depositing records and documents with public sector archives](#) (currently being revised)
- [Retention of wills and probate practice note](#)
- [Retention of trusts practice note](#)
- [Information security](#)
- [Business continuity](#)
- [Data protection](#)
- [Cloud computing](#)
- [File closure management](#)

The Solicitors' Regulation Authority gives advice on good business practice, confidentiality and record-keeping in the following:

- [SRA Code of Conduct](#) 2011, in particular Ch 4: Client confidentiality "firms are required to have effective systems and controls in place to identify risks to client confidentiality and to mitigate those risks..... Protection of confidential information is a fundamental feature of your relationship with *clients*. It exists as a concept both as a matter of law and as a matter of conduct. This duty continues despite the end of the retainer and even after the death of the *client*."
- [SRA Handbook](#) has advice on creation of records and advice on retention of accounting records.
- [Closing down your practice: regulatory requirements](#) has advice on how to dispose of records
- The new [Statement of solicitor competence](#) also includes a section (Section D) on the need to "keep, use and maintain accurate, complete and clear records, including:

Making effective use of information management systems (whether electronic or hard copy), including storing and retrieving information;

Complying with confidentiality, security, data protection and file retention and destruction requirements”.

Will writers:

The Institute of Professional Willwriters’ [Code of Practice](#) states: “Members shall act with independence and integrity, maintain proper standards of work and keep the affairs of the Client confidential.”[S.5.1]

The Society of Will Writers’ [Code of Practice](#) specifies that procedural records and records of transactions must be kept, including a written record of complaints (s.8.7). The Society also publishes a [Practitioner’s Guide to file retention](#) which contains advice on what information in addition to wills should be included in a client file and when files can be disposed of.

3. IRM guidance by providers of legal services

Lexis Nexis provides comprehensive guidance on managing records in this document: [Records Management: Current Issues in Retention, Destruction, and E-Discovery](#)

Lexcel also gives advice on file and case management here: [England and Wales Standard v.6 for legal practices](#)

Individual law firms have published excellent guidance for legal practitioners in specific areas of document management eg:

Bristows LLP in conjunction with Iron Mountain, **Document retention guide United Kingdom 2013**

Herbert Smith, Document Retention in England and Wales: law, practice and cross-border issues, 2011

Herbert Smith Freehills, [Document Retention: an International Review](#), Legal Guide, Second Edition, 2013

4. Generic IRM guidance from the archives and records management profession

There is a plethora of both international and UK-specific IRM guidance publicly available to private sector organisations, though care should be taken to distinguish disinterested advice from that which, though often very sound, may be offered as part of an advertising campaign for the sale of bespoke services and storage systems. A small selection of best practice guidance provided by IRM practitioner organisations in the UK is listed below. Excellent advice is also available from international IRM organisations such as [AIIM](#) (Association of Information and Imaging Management) and [ARMA \(Archives and Records Management Association\) International](#) and commercial service providers like [Iron Mountain](#).

The National Archives offers detailed and comprehensive guidance on numerous topics such as managing information risk, managing digital records including emails and disposing of records here: <http://www.nationalarchives.gov.uk/information-management/>.

The Archives and Records Association (ARA) has produced the excellent [Don’t Risk It! Know Your Records Campaign](#) including a toolkit aimed specifically at individuals with record-keeping responsibilities within organisations.

The Business Archives Council (BAC) has produced excellent advice on [Managing your business's archives](#), including a section on archives at risk.

The Information and Records Management Society (IRMS) has produced a number of [guides](#) on topics such as data security, digital records preservation, records retention and disposal, developing IRM programmes and standards and outsourcing IRM.

The Information Commissioner's Office (ICO) offers [advice for organisations](#) in both the public and private sectors on data protection and privacy and electronic communications. It also produces a wide range of [leaflets, briefing notes, guides and training materials](#) for both individuals and organisations, plus a selection of CDs and DVDs.

In 2014 the ICO gave a specific warning and clear advice to barristers and solicitors on ensuring the security of the information they hold, following a number of data breaches (**ICO blog** 5 August 2014). The ICO publicly names and shames organisations and individuals which have been found guilty of such breaches.

Appendix IV: Publicising the project

1. Website (<http://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project>)

Includes a blog, the case study reports, best practice guidance, details of seminars and reprints of published articles.

2. LRAR Seminars

- The 1st LRAR seminar “What do we mean by legal records at risk?”, 10 December 2015
- The 2nd LRAR seminar “Information as an asset: the business benefits to providers of legal services of preserving records”, on 23 November 2016.
- LRAR seminar at the Centre for Socio-Legal Studies on 25 April 2016 “Legal Records at Risk (LRAR) 1914-2014: the use of unpublished data in socio-legal research”.
- LRAR seminar on 22 February 2017 for postgraduate students at the Centre for Socio-Legal Studies “Use of unpublished documents in socio-legal research”

The seminar information packs and presentations are on the LRAR website:

<http://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project/lrar-seminars> and a blog with impressions of seminar proceedings and recommendations is here:

<http://lrar.blogs.sas.ac.uk/2016/11/30/information-as-an-asset-the-business-benefits-to-providers-of-legal-services-of-preserving-records/>

3. Presentations at external seminars

For copies of the presentations see <http://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project/lrar-seminars>

- 03/11/2015 Presentation to AIM25 (Archives in London and the M25 area) Group “The Legal records at Risk project”.
- 30/11/2015 Presentation to the London Archives Partnership (LAP): “The Legal records at Risk project”.
- 10/02/2016 Presentation to The National Archives Collections Rescue Strategy Workshop: “Legal Records at Risk”
- 25/02/2016 Presentation to the Centre for Archives and Records Research (ICARUS) - UCL: “Legal Records at Risk”
- 19/04/2016 Presentation to the Archives and Society Group - UCL: “Legal Records at Risk”
- 01/12/2016: Iron Mountain Legal Forum for law firms 1 December 2016. Participation in a discussion on LRAR in general and TfL’s Corporate Archives in particular.
- 02/03/2017 Presentation to the Legal Regulators’ Research Forum: “Rescuing Regulators’ records – how and why”
- 23/03/2017 Joint presentation with the BRA to the IRMS Property group: “Legal Records at Risk”.

4. Articles

For copies of most articles see <http://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project/lrar-project-documents>

- Blurbs publicising the project were published in the IALS Annual Review and the SLSA Newsletter.
- *Legal Records at Risk Project* published in the BRA Newsletter March 2016

- *Is our legal heritage at risk? What might be done to rescue private sector legal records* joint article by Clare Cowling and Michael Reynolds published May 2016 in The Law Society's e-newsletter:
- *Our legal heritage at risk: rescuing private sector legal records* article for Amicus Curiae published August 2016
- *Legal records at risk: does the legal profession care about preserving its heritage?* published in the September Issue 16 of the Legal Information Management Journal
- *Is the history of how the Bar works being lost?* published on November 15 in the Inner Temple Newsletter Issue 46
- *Legal records at risk: what should be done to rescue private sector legal records?* Published in the October 2016 issue of the BRA Journal, Archives Vol LI
- *Is our legal heritage at risk? What might be done to rescue private sector legal records* published in the [January 2017](#) issue of the CILEx Journal
- *Is the history of how the Bar works being lost?* published in the March 2017 issue of the Bar Journal *Counsel*

Appendix V: Developing a national strategy to rescue legal records

The two papers in this Appendix represent attempts by LRAR to identify the need for a national strategy to rescue legal records in a co-ordinated way, to complement the work being done by professional bodies such as TNA and the BRA towards developing a strategy to rescue private sector records in general and to recommend ways in which LRAR's work could feed into those strategies.

Paper 1: Legal Records at Risk: towards a national strategy to rescue private sector legal records

Written in February 2017, this paper was circulated for comment to the LRAR Advisory Panel, The National Archives, the London Metropolitan Archives, the Business Archives Council and the British Records Association. It was intended to:

- Complement TNA's 2017 research survey into records at risk. At the time of writing we still await the findings and recommendations of the TNA survey.
- Suggest ways in which LRAR could work with the above groups to achieve our mutual strategic aims.
- Be a starting point for investigating the potential for creating a Legal Archives Trust.

Paper 2: Developing a working model to rescue legal records: a Legal Archives Trust

This paper was written in May 2017 at the request of the LRAR Executive Committee.

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Paper 1: Legal Records at Risk: towards a national strategy to rescue legal records

What do we mean by legal records at risk (LRAR)?

The LRAR project considers that private sector legal records in England and Wales are potentially at risk of becoming lost or inaccessible due to factors such as globalization, digital obsolescence, physical neglect, lack of interest on the part of information owners or reduced archive resources to preserve and provide access to the records. All records in the private sector face similar challenges, but modern legal records are particularly vulnerable due to recent developments which are transforming the nature, organisation, regulation and economics of legal services and legal institutions.

The proposed outcomes of the LRAR project are:

- To broaden the concept of "legal" records from the traditional definition of them as court records or formal documents such as deeds to records of institutions specialized to law (ISLs), including business records, mainly in the private sector.
- To identify legal records of potential research value.
- To identify records which may be at risk through neglect, digital obsolescence, lack of interest or lack of resources to preserve and provide access to the records.
- To provide generic record-keeping advice and guidance to information owners.
- To identify potential repositories for legal records of research value.
- To facilitate the process by which information owners reach agreement to deposit with or donate records to those repositories.

There are few in-house collections of "legal archives" in the UK. A small number of institutions specialised to law (ISLs) maintain in-house archives for their business records of historic value, which

they may make available to the public¹². These archives are not to be confused with the almost universal practice of depositing semi-current records en masse in a warehouse or a lower tier server for indefinite storage.

Some universities hold specialist collections of legal archives¹³ and private sector legal records have for many years been collected by local county archives, but on an ad hoc and random basis. The principal category of “legal” records held in archives still comprises deeds as distributed by the BRA, not business records. Collection of legal material depends on a) the legal entity/individual information owner knowing about the archives b) the capacity of the archives to take the records c) how proactive the archives is in its collecting. Some archives, therefore, hold the business records of law firms or other legal entities or the papers of prominent individuals and some do not. Most archives LRAR has contacted can also no longer afford (and indeed should refuse in any case) to accept unlisted records, records in poor condition or records with unfeasibly lengthy closure periods. Many still don’t have the facilities to collect born-digital records.

The main risk, therefore, lies in the fact that, other than by the archives listed (see footnote 1) and the British Records Association, which mainly collected deeds and other “original documents” held by law firms and redistributed them to local record offices but has now discontinued the process, there has been no systematic collection of records of private sector ISLs, and even this has largely been limited to particular kinds of “legal” document. So a strategy for a national, systematic collections policy for legal records – by which we mean all the business records of value of ISLs and prominent individual legal specialists – needs to be developed.

Is a strategy necessary if these records are of no historical interest?

It is safe to say that the core strategic and operational records of any business have considerable value, not just for researchers but for the business itself – that is why all the big banks in the UK and many major businesses (eg Boots, Marks & Spencers, Diageo) maintain in-house archives¹⁴. Ingraining the understanding of information as an asset rather than as an overhead in ISLs is a major strategic aim of LRAR.

For legal entities such as regulatory bodies, pressure groups, membership organisations etc it is hard to say without surveying the records, but any organisation which tries to influence government

¹² These are: Ede & Ravenscroft; Faculty Office; Human Rights Society; Inns of Court; Institute and Faculty of Actuaries; Law Centres Network; Legal Action Group; Lexis Nexis Butterworths; The Law Society. (Source: The National Archives’ [Discovery](#)). At the time of writing not one UK law firm has been identified which maintains an in-house archive routinely opened to the public.

¹³ Notably the archives of several educational bodies in the Records of Legal Education Archives at IALS, the archive of the British Institute of Human Rights at King’s College London Archives, the British Maritime Law Association archive at University College London Special Collections; London Court of International Arbitration records at London Metropolitan Archives; Mediation UK and National Family Mediation records at The London School of Economics Archives and Special Collections; the Howard League for Penal Reform archive at Warwick University Modern Records Centre.

¹⁴ At a recent LRAR seminar the Barclay’s Group Archivist gave a demonstration of how use of material in its in-house archives to win a court case saved Barclays upwards of £1 billion.

through consultations, which tries to formalise professional membership through examinations or accreditation or which regulates the legal profession will have material of long-term research value.

In relation to specifically legal entities, the huge changes in legal provision over the C20-C21, including breaking the solicitors' monopoly on services such as conveyancing, the rise in alternative dispute resolution and the development of alternative business structures providing legal services need to be documented and preserved or we will have an inaccurate/gap-filled picture of legal developments in this period. The same strategy is needed to save the records of other ISLs (regulators, membership bodies, pressure groups etc) and ancillary legal bodies (eg law stationers, law publishers).

Legal historians to date have been mainly concerned with studying pre-C20 court and government records. This needs to change if we are to have a balanced historical viewpoint of legal service providers and their effect on/relationship with their local community and society in general. Researchers in other fields also need to grasp the potential use of legal records in, eg, social, economic, political and family history, socio-legal research, local studies, gender and diversity studies. They additionally need to be aware that legal records will be found in unexpected and diverse locations, including within the business records of private organisations¹⁵.

How is such a strategy to be developed?

1. Engagement with stakeholders:

- Archives: The National Archives, the British Records Association, the Business Archives Council, the Archives and Records Association and the Information and Records Management Society are key stakeholders, representing the government and local archive sectors, business and other private archives and professional archivists and records managers. LRAR is in contact with all these bodies with the aim of jointly developing clear priorities and documented procedures for a) the identification and b) the collection of legal records of value.
- Legal institutions and practitioners: LRAR will continue to try to engage with legal entities and individuals by written and personal contact, publishing articles in legal journals and running seminars, emphasising the business benefits of managing records better and preserving archives, including cost and efficiency savings, use for branding and marketing, public relations, improved client confidence, community engagement and transparency and public protection. LRAR is also trying the "don't be left out" factor – why are legal entities not doing what all the major banks and many businesses are doing (ie managing in-house archives or, in the case of small businesses, depositing records in archives)? Don't they want a balanced and accurate historical picture of their contribution towards legal services and other developments preserved? Do they want simply to be viewed historically through the prism of government records? Do they want to be seen as having something to hide?
- Research institutions and researchers: we are asking these stakeholders to tell us about barriers to research eg non-availability of records, confidentiality concerns on the part of information owners, poor cataloguing/indexing on the part of archives. We are also seeking to open a debate

¹⁵ See, for example, the findings of the [Legal Records at Risk Project - Case study: Alternative dispute resolution records held by Transport for London](#)

on whether the lack of accessibility to more recent records and to private sector legal records is a possible cause of the prevailing emphasis by legal historians on studying medieval legal history and records of the courts and the government sector.

2. Analysis of current, and drafting of new, best practice guidance and advice

- There is considerable guidance on record-keeping and disposal already available from regulatory and membership bodies.¹⁶ This guidance, however, while giving excellent general advice on policies and procedures, does not extend to explaining exactly how and by whom this work should be carried out. There appears to be a general lack of understanding that records management is a job for professionals in just the same way as legal work, IT or finance. With some notable exceptions, the consequence is poor information management resulting in excess costs, inefficiency and compliance issues.
- In consultation with the BRA, we have redrafted The Law Society's Practice Note [Depositing records and documents with public sector archives](#). LRAR has also, at the request of contacts in law firms and ISLs, drafted a model records disposal schedule for law firms and one for legal publishers plus some short guides to records management and intends to draft guidance on managing born-digital records and on resolving issues around confidentiality. All this guidance will be circulated to legal entities. The long-term strategy is to establish a community of best practice among legal practitioners, meaning records are more likely to survive to be archived (and of course resulting in cost and efficiency savings for legal entities themselves). LRAR will also lobby for information management to be included as a requirement in continuing professional education (CPD).

3. Developing a working model to rescue and preserve legal records

- Redefining the definition of "legal entities": LRAR will develop and publish a census of private sector law-related institutions and organizations in England and Wales, classified according to a) function and b) categories of records at risk. It is hoped that this census will help to inform strategic efforts to save private sector legal records.
- Providers of local legal services: the strategy is to continue - and expand - the work historically done by the BRA to rescue the records of local law firms. The emphasis will now be on saving the business records of the providers of legal services and, if appropriate, the papers of local legal practitioners. A clear set of requirements is to be drafted, including guidance to potential depositors on a) the categories of records which are of potential historical value b) how mutual contact is to be made between legal bodies and archives c) advice on prior evaluation and listing of records and d) probable costs and benefits. In consultation with local record offices a standard set of forms and procedures to be used by archives when negotiating deposits with legal bodies could also be developed. This would be particularly valuable where on-going deposit arrangements, especially of born-digital records, are to be agreed.
- London and England and Wales-wide based legal bodies and practitioners: LRAR and the BRA have talked with the Pensions Archive Trust, which has developed an excellent charitable model to facilitate the deposit of pensions records in the LMA, to see if such a model could work for a

¹⁶ eg TLS, the SRA, the General Council of the Bar, the Bar Standards Board, The Council for Licensed Conveyancers, the Institute of Barristers' Clerks, CIARB, CEDR etc.

“Legal Archive Trust”. LMA is considering the acceptance of records of value from London-based legal entities (associations etc). Decisions on acceptance would be dependent on LRAR facilitating the process and obtaining full funding for deposits, for example from the depositor or through a Trust model. It is recommended that a working party comprising representatives from the stakeholders outlined above be set up to determine a) whether a Legal Archive Trust funded by donations from legal stakeholders is a viable proposition b) to decide how to persuade legal entities that such a Trust is in their interest) and c) how to set up the Trust, appoint trustees and achieve charitable status.

4. Continuing records rescue work

LRAR will of course continue to seek to save legal records of value on an ad hoc basis in consultation with TNA, the BRA, LMA and other stakeholders. This work will facilitate and inform the development of UK-wide procedures and processes for the systematic rescue and preservation of legal records.

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Paper 2: Developing a working model to rescue legal records: a Legal Archives Trust

Why is it important to rescue private sector legal records?

While The National Archives (TNA), Local Authority Record Offices, Higher Education and specialist repositories and stakeholders work tirelessly to preserve our heritage and some private sector bodies understand the value to themselves and the wider community of preserving key records, the legal sector (with some notable exceptions¹⁷) simply does not seem to be aware of – or is indifferent to - the risk of losing records documenting the developments in legal services over the past two centuries. This attitude needs to change if we are to have a balanced, accurate picture of the contribution of the legal profession to the history of the UK and if we wish to learn from past mistakes and achievements.

Legal records are the only major subject field left in the private sector which has not had some systematic collection policy applied to it; this leaves a big research gap. Unless, therefore, systematic efforts are made towards collecting private sector legal records, research into legal developments will continue to be weighted towards the study of government policy, legislation and the courts, producing a historical picture of the UK’s legal framework and legal services which is skewed towards the policies and actions of central government. In short we are in danger of losing a significant proportion of our legal heritage.

There is a very real danger that this may happen: globalisation, mergers, apathy, concerns about confidentiality and data protection, digital obsolescence and resource issues are just some of the factors mitigating against the rescue of legal records.

¹⁷ Such as the Archives of the Inns of Court, the Law Society and the Records of Legal Education Archives. These archives are not to be confused with the almost universal practice among providers of legal services of depositing non-current records en masse in a warehouse for indefinite storage.

Does this matter if the records are of no historical interest?

It is safe to say that the core strategic and operational records of any business (and most legal institutions are businesses) have considerable value, not just for researchers but for the business itself – that is why all the big banks in the UK and many major businesses (such as Boots, Marks & Spencers, Diageo) maintain in-house archives¹⁸. Ingraining the understanding of information as an asset rather than as an overhead in legal institutions is a necessary part of the records preservation process. Furthermore, any legal institution which tries to influence government and legislation through consultations, which formalises professional membership through examinations or accreditation or which regulates the legal profession will have material of long-term research value.

The huge changes in legal provision over the C20-C21, including breaking the solicitors' monopoly on services such as conveyancing, the rise in alternative dispute resolution and the development of alternative business structures providing legal services need to be documented and preserved or we will have an inaccurate/gap-filled picture of legal developments in this period. The same strategy is needed to save the records of other legal institutions (regulators, membership bodies, pressure groups etc) and ancillary legal bodies (eg law stationers, law publishers).

Legal historians to date have been mainly concerned with studying pre-C20 court and government records. This needs to change if we are to have a balanced historical viewpoint of legal service providers and their effect on/relationship with their local community and society in general. Researchers in other fields also need to grasp the potential use of legal records, especially those of providers of legal services for social, economic, political and family history, socio-legal research, local studies, gender and diversity studies. They additionally need to be aware that legal records will be found in unexpected and diverse locations, including within the business records of private organisations¹⁹.

Developing a model for systematically rescuing legal records and raising awareness of their value

LRAR and the British Records Association (BRA) have talked with the Pensions Archive Trust, which has developed an excellent charitable model to facilitate the deposit of pensions records in the LMA, to see if a similar model could work for a "Legal Archive Trust". Such a Trust would work in partnership or collaboration with record repositories in the United Kingdom to ensure the permanent preservation of material documenting the history, management and development of legal services and of institutions (and individuals) connected with the law for the use and benefit of present and future generations.

LRAR therefore seeks to set up a working party be set up to determine:

- a) Whether a Legal Archive Trust funded by donations from legal stakeholders is a viable proposition.
- b) If so, to decide how to persuade legal institutions that such a Trust is in their interest.
- c) Recommend individuals with influence to serve as patrons.

¹⁸ At a recent LRAR seminar the Barclay's Group Archivist gave a demonstration of how use of material in its in-house archives to win a court case saved Barclays upwards of £1 billion.

¹⁹ See, for example, the findings of the [Legal Records at Risk Project - Case study: Alternative dispute resolution records held by Transport for London](#)

d) How to set up and run the Trust, appoint trustees and achieve charitable status.

The working party should include representatives from The National Archives, the BRA, the Business Archives Council, the Pensions Archive Trust, The Law Society, London Metropolitan Archives, the Information and Records Management Society, the Archives and Records Association and historical associations such as the Selden Society. LRAR is therefore asking that you consider nominating an individual from your organisation to join the working party. A draft Statement of Trust Objectives and notes on potential financing and administration for consideration by the working party follow.

Legal Archives Trust: draft statement of objectives

The Trust's principal objectives will be:

1. To rescue, by seeking archival provision for, legal records of historical value.
2. To promote the importance of preserving legal records amongst information owners and provide advice and guidance on how they can safeguard their archival material and reduce their own record-keeping costs and risks through good records management.
3. To promote and develop the study of the history of the legal profession and legal change.
4. To advance the education of the public in the knowledge of all aspects of legal developments over the past two centuries.
5. To provide an easily accessible resource for researchers into the legal profession and legal change, whether that research is business-related, academic or personal.
6. To seek solutions to the obstacles to rescuing legal records.
7. Potentially, if resources allow, to establish a permanent archives for legal records which cannot be accommodated by an existing repository.

Funding

1. Funding of the Trust's work will depend on the sponsorship of organisations and individuals connected with the law.
2. A network of Friends of the Trust will be established, whereby interested members of the legal, archives and research communities, past and present, can support the work with a small annual donation and in return be kept up to date with current developments.
3. Volunteers from among the archives profession will be encouraged to assist the work of the Trust by helping with the identification, surveying, listing and transfer of records to archives in much the same way as BRA volunteers have been doing for many years.

Administration and Governance

1. It is anticipated that the Trust will, at the appropriate time, apply for charitable status.
2. It will set up a Board of Directors and be managed by a President chosen from among its members.
3. It will establish committees to carry out specific tasks as required eg an archives liaison committee, a records management guidance committee.
4. It will appoint a secretary who will manage and maintain its records via a secure digital network.
5. The Trust will not require physical premises from which to work, but will seek to use the facilities of stakeholder organisations as needed for meetings.

Appendix VI: Bibliography

1. Archive catalogues and on-line resources

The Archives Hub <http://www.archiveshub.ac.uk/index.html>

AIM 25 <http://www.aim25.ac.uk/>

Discovery (TNA catalogue, incorporating the National Register of Archives)
<http://discovery.nationalarchives.gov.uk/>

ARCHON directory of archives <http://discovery.nationalarchives.gov.uk/find-an-archive>

Accessions to Repositories: <http://www.nationalarchives.gov.uk/accessions/>

Inns of Court Archives:

- <http://www.innertemple.org.uk/history/the-archives>
- <https://www.middletemple.org.uk/library-and-archive/>
- <https://www.graysinn.org.uk/history/archives>
- <http://www.lincolnsinn.org.uk/index.php/library/the-inns-archives>

London Metropolitan Archives [catalogue](#)

Southwest Heritage Trust (Devon and Somerset) [catalogues](#)

Transport for London Corporate Archives [catalogue](#)

2. National and sector policies, strategies and records reports

The National Archives:

- *National Strategy for Business Archives* (July 2009)
<http://www.nationalarchives.gov.uk/documents/information-management/ncs-vision-strategy-and-principles.pdf>
- *Archives in the 21st Century report* <http://www.nationalarchives.gov.uk/archives-sector/archives-21-century.htm>
- *Architecture and Construction records* <http://www.nationalarchives.gov.uk/archives-sector/architecture-building-construction-records.htm>
- *Corporate Memory: A guide to managing business archives*, pamphlet, 2009
- *Religious Archives strategy* <http://www.nationalarchives.gov.uk/archives-sector/religious-archives-survey.htm>
- *Religious Archives survey & report* <http://www.nationalarchives.gov.uk/documents/information-management/tna-ras-web-17-nov.pdf>

Business Archives Council: *Business Archives strategy report*

http://www.businessarchivescouncil.org.uk/materials/national_strategy_for_business_archives.pdf

British Records Association: *Records at Risk: A Report on the BRA Survey of Risks to Historical Records in the East of England and London Regions, Autumn 2010* (2012)

<http://www.britishrecordsassociation.org.uk/publications/reports/>

British Academy Research Project: 'Digitising the Mixed Economy of Welfare in Britain' and the Charity Finance Group, [Records Management in Charities: A Toolkit for Improvement](#), Charlotte Clements, June 2017

Database of Non-Governmental Organisations (DANGO) <http://www.dango.bham.ac.uk/index.htm>

Gary Collins (Brass Paper Clip Consultancy) and Elizabeth Dawson (Archive Consultancy & Research) *Report on Archive & Record Repositories* produced for the LRAR project

<http://ials.sas.ac.uk/research/areas-research/legal-records-risk-lrar-project/lrar-project-documents>

Lesley Richmond & Bridget Stockford: *Company Archives – the survey of the records of 1000 of the first registered companies in England & Wales* (Business Archives Council, 1986)

2. Guidance

Archives legislation guide: <http://www.nationalarchives.gov.uk/archives-sector/legislation.htm>

TNA Legal Records guides (selection only; excludes court records):

- [Barristers](#)
- [Business history](#)
- [Companies](#)
- [Crime and criminals](#)
- [Deeds](#)
- [Law and order](#)
- [Lawyers](#)
- [Probate](#)
- [Solicitors](#)

The Law Society: <http://www.lawsociety.org.uk/support-services/advice/practice-notes/depositing-records-files/>

Solicitors Regulation Authority: Records retention schedule: <https://www.sra.org.uk/sra/how-we-work/records-management.page>

3. Websites of stakeholder organisations

The British Records Association: <http://www.britishrecordsassociation.org.uk/>

The Business Archives Council <http://www.businessarchivescouncil.org.uk/> and <http://www.managingbusinessarchives.co.uk/>

Centre for Socio-Legal Studies: <https://www.law.ox.ac.uk/centres-institutes/centre-socio-legal-studies>

The General Council of the Bar: <http://www.barcouncil.org.uk/>

The Institute of Advanced Legal Studies: <http://ials.sas.ac.uk/>

The Law Society: <https://www.lawsociety.org.uk/>

The Selden Society: <http://www.selden-society.qmw.ac.uk/>

The National Archives: <http://www.nationalarchives.gov.uk/>