

## The National Archives (TNA)

The Grigg System – since 1954

For paper files



Creation



5 Years



25 Years

### Registration

#### First Review

- 5 years after becoming inactive
- By departments
- For primary value (administrative)

#### Second Review

- 25 Years after creation
- By departments + TNA
- For secondary value (historical and evidential)



## Review of Grigg in 2004

Functional macro-appraisal was considered:

Cautions	Advantages
Loss of provenance	Provides for electronic records
Unproven	Analytical approach finds records of highest value
Large volume already handled by Grigg system	Likely to identify runs of files of historical importance
Focus on departmental activities/functions neglects social duty	Practical for small discrete agencies
Difficult to apply to case files	Good for hybrid records

## Local Authority Archives

Policies and practice vary across Record Offices

Although most have appraisal policies, archivists tend to rely on 'experience and intuition' in practice.<sup>2</sup>

Case Study: Surrey History Centre



*'It is possible to move forward for records in all formats through a process which does not abandon proven systems or broad measures of archival value, but utilises some of the insights of functional appraisal to develop analyses of government departments'*<sup>1</sup>

### Policy

- Macro-appraisal at series level
- Liaison with Records Management and depositors
- File and piece level appraisal where macro-appraisal not practicable
- Selective, structured and random sampling where appropriate
- In line with legislation, in-house + TNA guidelines<sup>3</sup>

### Practice

- Emphasis on in-house policy
- Selection favours retention over disposition
- Limited by resources (especially for electronic and AV records)



University College London

Philippa Mole • Laura Walker • Karen Syrett • Claire Norman

#### Footnotes

1. The National Archives Appraisal Board (2004) *Appraisal Policy Background Paper: The 'Grigg System' and Beyond*, <[http://www.nationalarchives.gov.uk/documents/information-management/background\\_appraisal.pdf](http://www.nationalarchives.gov.uk/documents/information-management/background_appraisal.pdf)>, accessed 5 July 2011
2. Williams, C. (2006) *Studying reality: the application of theory in an aspect of UK practice*, in *Archivaria* 62: 77-101
3. Surrey History Centre (2010) *Appraisal Policy*, <[http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE\\_RTFSurrey+History+Centre+Archive+Appraisal+Policy?opendocument](http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTFSurrey+History+Centre+Archive+Appraisal+Policy?opendocument)>, accessed 5 July 2011

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[http://ec.europa/education/erasmus/doc900\\_en.htm](http://ec.europa/education/erasmus/doc900_en.htm)  
 The Norwegian Centre for International Cooperation in Higher Education:  
<http://www.siu.no/eng>