

# Marks & Spencer Company Archive

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Marks & Spencer,  
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London,  
W2 1NW.

## Collection Development Policy

The Company reserves the right to modify all or any part of this policy at any stage.

The Company Archive exists to preserve, document and make available the history of Marks & Spencer to support the business needs of the Company and its shareholders, to inspire learning and inform research both internal and externally of the Company and to support the needs of the wider community through the opening of its collections to the public.

## Scope

The Marks & Spencer Company Archive accepts primary source material which significantly adds to or complements existing collections, or which falls within its collecting criteria, defined as follows:

- Papers of prominent figures involved in the Company
- Papers of the Marks, Spencer and Sieff families
- Development of company policies and principles
- Store development, from 1884 to the present
- Staff welfare and working life, from 1884 to the present
- Head Office department papers reflecting key processes within the Company
- Product – key merchandise from our product ranges including top sellers, innovative material or design and iconic pieces
- Advertising and marketing material

## Guidelines to Collections Policy

1. The archive needs a Collections Policy:
  - to help the creation of a core of related collections
  - to help ensure consistency in its dealings with potential donors and depositors
  - to help ensure that deposits are not duplications of material already held in the archive

2. The parameters of the Collection Policy are wide. The prime criterion by which material will be accepted is that of *importance*. This will be judged by the Company Archivist and her team, and if necessary, in consultation with the Company Secretary.
3. The archive must assess each collection on the merit of the content of the archive. The archive will seek to liaise with potential depositors and to advise on what should/should not be permanently preserved.
4. The archive recognises that de-accessioning must be handled sensitively, and that the depositors or their heirs must be informed and offered back unwanted material wherever possible. De-accessioned archival material should be returned to donor, offered to another repository, destroyed. De-accessioned material will not be sold.
5. The archive seeks to acquire material as a gift. Permanent/temporary loans will not be considered unless there is an exceptional reason for doing so.
6. The archive does not have the financial resources to purchase collections.
7. The archive encourages donors and depositors to consider giving Marks & Spencer such personal copyrights and intellectual property rights as they may own in the material.
8. This Collections Policy and Guidelines will be reviewed regularly by the Company Archivist and their team.