

Companies with professionally managed archives

Around 20% of FTSE 100 companies and many other private or large companies have qualified records professionals managing their archives. This table gives brief information about some of these corporate archives and the services they provide:

Company name	Sector	Archive est.	Responsibilities	Services
AstraZeneca	Pharmaceuticals	1991	Archive management	<ul style="list-style-type: none"> • search-room • intranet
			Modern records management	<ul style="list-style-type: none"> • records centre • eArchive project • international remit
Aviva plc	Insurance	2000	Archive management	<ul style="list-style-type: none"> • search-room • research service (internal and external enquiries) • company history featured at http://www.aviva.com/about-us/heritage/ • intranet site
Bank of England	Financial	1930	Archive management	<ul style="list-style-type: none"> • search room • access policy • website at http://www.bankofengland.co.uk/about/history/archive/ • research service (internal and external enquiries) • intranet site

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Barclays plc	Financial	1989	Archive management	<ul style="list-style-type: none"> • search-room • access policy • website at http://group.barclays.com/About-us/Who-we-are-and-what-we-do/Our-history/Barclays-Group-archives • research service (internal and external enquiries) • intranet site • oral history project • catalogue database
Boots UK Ltd	Retail	1995	Archive management	<ul style="list-style-type: none"> • search-room • access policy • company history featured at http://www.boots-uk.com • intranet site • research service (internal and external enquiries) • oral history project • company induction programme
			Modern records management	<ul style="list-style-type: none"> • records centre • intranet site • 3rd party records storage contract management

Company name	Sector	Archive est.	Responsibilities	Services
			Museum collection management	
BP plc	Oil & Gas	1967	Archive management	<ul style="list-style-type: none"> • public search-room • company history featured at http://www.bp.com/extendedsectiongenericarticle.do?categoryId=10&contentId=7036819 • commercial licensing function • digital archive • research service (internal and external enquiries)
			Modern records management	<ul style="list-style-type: none"> • 3rd party records storage contract management • electronic document management system [EDMS]
			Art collection management	
			Museum collection management	

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C & J Clark Ltd (Alfred Gillett Trust)*	Retail	2010	Archive management	<ul style="list-style-type: none"> • access policy • search room • research service (internal and external enquiries) • company history at www.clarks.co.uk/Historyandheritage_Inthebeginning
			Museum management	<ul style="list-style-type: none"> • public museum (C & J Clark Ltd)
Diageo plc	Beverages	1988	Archive management	<ul style="list-style-type: none"> • public search-room • company history featured at http://www.diageo.com/en-row/AboutDiageo/OurHistory and brand histories featured e.g. at http://www.diageo.com/en-row/OurBrands/Ourglobalbrands/JohnnieWalker • research service (internal and external enquiries) • oral history project • digital archive • commercial licensing function • intranet site
			Art collection management	

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			Modern records management	<ul style="list-style-type: none"> • records centre • 3rd party records storage contract management • electronic document management system [EDMS] • international remit • company induction programme
			Museum collection management	<ul style="list-style-type: none"> • public museum
Faber & Faber	Publishing	2007	Archive management	<ul style="list-style-type: none"> • search room • history featured at http://www.faber.co.uk/about/
			Modern records management	<ul style="list-style-type: none"> • 3rd party records storage contract management

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Hoffmann-La Roche Ltd (Roche Group Holdings)	Pharmaceuticals	1990	Archives Management	<ul style="list-style-type: none"> • access policy • intranet site including database open to all employees and directly linked to audiovisual media server • company history featured at http://www.roche.com/about_roche/milestones.htm • free of charge research service (internal and external enquiries) • publication series (books, brochures) • company induction programme • educational programme in history marketing
The Glenmorangie Company Ltd	Beverages	2008	Archives Management	<ul style="list-style-type: none"> • research enquiries (internal enquiries only)
			Modern records management	<ul style="list-style-type: none"> • 3rd party records storage contract management
			Museum collection management	
Guardian News & Media*	Media	2002	Archive management	<ul style="list-style-type: none"> • search-room • access policy • website at http://www.guardian.co.uk/gnm-archive

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				<ul style="list-style-type: none"> • research service (internal and external enquiries) • oral history project
C Hoare & Co	Financial	1939	Archive management	<ul style="list-style-type: none"> • access policy • search room • research service (internal and external enquiries) • intranet site • exhibition programme (staff and customers) • website at http://www.hoaresbank.co.uk/
HSBC	Financial	1974	Archive management	<ul style="list-style-type: none"> • access policy • search-room • educational programmes • intranet site • company history featured at http://hsbc.com/history • digital archive • research service (internal and external enquiries) • oral history programme • company induction programme
			Art collection management	<ul style="list-style-type: none"> • exhibition programmes

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ING Bank NV, London Branch (includes The Baring Archive*)	Financial	1960	Archive management	<ul style="list-style-type: none"> • search-room • access policy • educational programme • website at http://www.baringarchive.org.uk • research service (internal and external enquiries) • oral history project
			Information management	
			Art collection management	<ul style="list-style-type: none"> • exhibition programme • event management • intranet site
John Lewis Partnership	Retail	1964	Archive management	<ul style="list-style-type: none"> • access policy • textile archive website • educational programmes • intranet site • commercial licensing function • company history featured at http://www.johnlewispartnership.co.uk • oral history project

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Lloyds Banking Group	Financial	1974	Archive management	<ul style="list-style-type: none"> • search room • access policy • intranet site • archives and company history at http://lloydsbankinggroup.com/about_us/company_heritage.asp • research service (internal and external enquiries) • oral history project
			Museum collection management (in Edinburgh)	<ul style="list-style-type: none"> • public museum • museum website at http://museumonthemound.com/ • educational programmes
			Art collection management	
Marks & Spencer plc	Retail	1982	Archive management	<ul style="list-style-type: none"> • access policy • research service (internal and external enquiries – external closed at present due to relocation of archive in 2011) • company induction programme • company history featured at http://corporate.marksandspencer.com/HTML/index.html#/1880s • public exhibition at the University of Leeds • exhibition website at

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				http://marksintime.marksandspencer.com/ <ul style="list-style-type: none"> • 'Friends of the M&S Company Archive' public engagement scheme
National Grid plc (National Gas Archive)	Utilities		Archive management	<ul style="list-style-type: none"> • access policy • research service (internal and external enquiries) • website at http://www.nationalgasarchive.org/index.htm
			Modern records management	<ul style="list-style-type: none"> • records centre
Network Rail	Transport	2008	Archive management	<ul style="list-style-type: none"> • company history featured at http://www.networkrail.co.uk/asp/x/729.aspx • research service (internal enquiries)
			Modern records management	<ul style="list-style-type: none"> • records centre • 3rd party records storage contract management • electronic document management system [EDMS]

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News International Ltd	Media	1970	Archive management	<ul style="list-style-type: none"> • search room • access policy • intranet site • research service(internal and external enquiries) • exhibition spaces(for internal and company visitors, not general public access) • company induction programme
			Modern records management	<ul style="list-style-type: none"> • records centre • 3rd party records storage contract management • intranet site
			Art collection management	
Prudential plc	Insurance	1972	Archive Management	<ul style="list-style-type: none"> • search room • access policy • research service (internal and external enquiries) • virtual archive (staff only) • archives and company history at http://www.prudential.co.uk/prudential-plc/aboutpru/ourhistory/

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Rio Tinto plc	Mining	c1970	Archive Management	<ul style="list-style-type: none"> • access policy • core Plc collection deposited at LMA - http://www.cityoflondon.gov.uk/corporation/LGNL_Services/Leisure_and_culture/Libraries/City_of_London_libraries/catalogue.htm • remainder of collection stored in-house with limited research service (internal and external enquiries) • core Ltd collection deposited at University of Melbourne http://www.lib.unimelb.edu.au/collections/archives/
			Modern records management	<ul style="list-style-type: none"> • records centre • third party storage contract management • intranet site
The Royal Bank of Scotland Group	Financial	1970s	Archive management	<ul style="list-style-type: none"> • public search-room • access policy • intranet site • archives guide at RBS Heritage Online at http://heritagearchives.rbs.com/wiki/Welcome_to_RBS_heritage_online • company history featured at

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				http://www.rbs.com/heritage
Royal Mail Group Ltd (British Postal Heritage Trust*)	Postal Services	2004	Archive management	<ul style="list-style-type: none"> • public search-room • access policy • educational programmes • intranet site • event management • website at http://www.postalheritage.org.uk/ • company history featured at http://www.royalmailgroup.com/portal/rmg/content1?catId=23200554&mediaId=23200552 • research service (internal and external enquiries) • exhibition programme
			Modern records management	<ul style="list-style-type: none"> • 3rd party storage contract management
			Art collection management	<ul style="list-style-type: none"> • exhibition programme • event management
			Museum collection management	<ul style="list-style-type: none"> • virtual museum • educational programmes • event management • oral history project • exhibition programme

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Sainsbury's*	Retail	1975	Archive management	<ul style="list-style-type: none"> • access policy • public search-room • educational programmes • company history featured at http://www.j-sainsbury.co.uk/index.asp?pageid=188 • website at http://www.museumindocklands.org.uk/English/Collections/CollectionsOnline/SainsburyArchive/Default.htm • research services (internal and external enquiries) • oral history project
			Museum collection management	<ul style="list-style-type: none"> • public museum • educational programmes
Santander	Financial		Archive management	<ul style="list-style-type: none"> • search-room (for viewing of public records) • research service (internal and external enquiries)
Thomas Cook Group plc	Travel/Leisure	1996	Archive management	<ul style="list-style-type: none"> • search room • access policy • company induction programme • educational programme

Company name	Sector	Archive est.	Responsibilities	Services
				<ul style="list-style-type: none"> • oral history programme • research service (internal and external enquiries) • website at http://www.thomascook.com/about-us/thomas-cook-history/company-archives/
Thomson Reuters (The Reuters Archive)	Media		Archive management	<ul style="list-style-type: none"> • no separate search room but visitors welcome by appointment • access policy • intranet site • website at http://thomsonreuters.com/about/ • research service (internal and external enquiries)
Unilever	Consumer Goods	1984	Archive management	<ul style="list-style-type: none"> • access policy • search room • intranet site • company history featured at http://unilever.com/aboutus/ourhistory/ • digital archive • research service (internal and external enquiries) • oral history programme

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			Modern records management	<ul style="list-style-type: none"> • records centre • eArchive project • electronic records management system [ERMS] • international policy remit • intranet site
			Art collection management	<ul style="list-style-type: none"> • exhibition programme • event management • intranet site

* indicates archive is set up as a charitable trust