

### Security and Access Group Terms of Reference

The Security and Access group will:

1. Provide a forum for archives and library staff to discuss security and access issues in confidence.
2. Share expertise on security and access issues and make this available to support the sector.
3. Promote common standards and best practice on security and access policies.
4. Establish working groups as necessary to address specific access and security issues.
5. Focus on risks, threats and issues which impact on our mission to make collections available while maintaining security and preservation.
6. Consider digital and cyber security issues as well as physical security.
7. Consider issues relating to emergency and business continuity planning.
8. Raise awareness of relevant legislative or technological changes.
9. Meet approximately 3 x per year, normally online but with in-person meetings as required.
10. Share information via email as required, particularly as regards information about current events or threats to collections security.
11. Ensure a member of the group attends the London Museums and Archives Security Group and circulates notes of the meetings.
12. Promote its activities through ARA and other professional channels, to raise awareness and encourage participation.
13. Report annually to the Chief Executive of the Archives and Records Association.