Collection policy

1. Repository information

Aviva Group Archive
8 Surrey Street, Norwich NR1 3NG United Kingdom
https://heritage.aviva.com/
archive@aviva.com
Archon code: 2070

2. Legal status and authority to collect

- Aviva's Group Archive ('the Archive') was established in 2000 with the merger of CGU and Norwich Union; the collection is composed of the records of these companies and their historical constituents, reflecting Aviva's on-going history, and is in support of our legitimate interest of maintaining Aviva's corporate memory
- This Collection Policy is informed by the *Companies Act (2006)* and Aviva's *Group Records Retention Guidelines*, and has been formulated in accordance with The National Archives' *Standard for record repositories*
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- , was established in 1696 and the collection dates from this period onwards
- The collection represents more than 300 years of operation and encompasses the records of many hundreds of companies; it has been acknowledged by the author and historian Edwin Green as the most important insurance industry archive in the United Kingdom

3.2 Selection criteria

- The Archive seeks to collect material relating to the operation of Aviva plc and its constituents, regardless of geographical location or format, although specialist media may be referred to a more appropriate repository (1) if it is in the best interests of the material and (2) if agreed by all parties concerned
- Current holdings include paper-based documents, printed media, audio-visual materials, objects, and electronic media from all territories in which the Group is and has been involved
- We will not normally seek to collect general resources concerning the history of insurance, or the records of companies unrelated to the Group