

Nottinghamshire Archives

Restricted Access Records

Some collections held at Nottinghamshire Archives will include documents that are marked as 'Closed' or on 'Restricted Access'. This is often due to sensitive or personal information contained within the documents.

Access

Just because something is marked as 'Closed' or 'Restricted Access' does not mean that access is denied fully. Access to the documents may be possible on application to the Heritage Services Manager, via email or letter. Please state the document reference and reasons for access. Once the document has been assessed, personal access may be granted with restrictions, otherwise we will offer to undertake the research on your behalf via our paid Research Service.

Where records are restricted, Nottinghamshire Archives often has to get permission from the relevant authority to allow access and for the information to be released. In some cases this can take a number of weeks. As permission for access rests with the relevant authority, if permission is refused Nottinghamshire Archives will not be able to carry out any research in those records.

Standard Restrictions

Patient (medical) records	100 years
Records relating to children (e.g. adoption/fostering, children's homes)	75 years
Court registers	30 years
Coroners' records concerning deaths	75 years
School admission registers	100 years
School log books	100 years
Methodist records (excluding registers of baptism and burial and printed items)	30 years
Personnel records	75 years