

Archives Collections Development Policy

1. Governing Body

Nottinghamshire Archives forms part of the Heritage Services of Culture, Learning and Libraries (trading as Inspire), along with the Local Studies Service and the Records Management Service. Inspire has had a contractual relationship with Nottinghamshire County Council to deliver cultural services, libraries and learning from 1st April 2016. The current contract runs until 2026.

Nottinghamshire County Council's (NCC) record-keeping responsibilities are undertaken by Nottinghamshire Archives (for historic archives), the Records Management Service (for semi-current paper records), and the NCC Information Governance Team (for electronic current and semi-current records).

Nottinghamshire County Council has a memorandum of understanding with Nottingham City Council to deliver their archives service on their behalf.

2. Definition of Archives

Inspire defines archives as records which have been created by individuals or institutions in the course of their life or work in order to record an event or transaction, and which are worthy of permanent preservation because of their evidential, administrative or historical importance.

3. Contact Details

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Website: www.inspireculture.org

4. Statutory Position

To perform the functions of both Nottinghamshire County Council and Nottingham City Council as Archives Authorities under the Local Government (Records) Act, 1962 and the Local Government Act, 1972, by providing facilities for the custody of the archives of the County, the City and all district, town and parish councils and private depositors.

Nottinghamshire Archives endeavours to conform to all current legislation impacting upon the management of archives, including the following:

- Public Records Act, 1658 and 1967
- Local Government (Records) Act, 1962
- Local Government Act, 1972 (sections 224-229)
- Parochial Registers and Records Measure, 1978 (amended 1992)

- Freedom of Information Act, 2000
- Data Protection Act, 2018 and the UK GDPR
- Environmental Information Regulations, 2004

5. Official external recognition

Nottinghamshire Archives is appointed by the Lord Chancellor as a repository for specified classes of public records under the Public Records Act, 1958 as defined in the Place of Deposit Instrument, revised July 2011.

Nottinghamshire Archives is recognised by the Master of the Rolls as a repository for manorial and tithe documents under the Law of Property Act, 1922 and the Tithe Act, 1936.

Nottinghamshire Archives has been designated by the Bishop of Southwell and Nottingham as the Diocesan Record Office under the Parochial Registers and Records Measure, 1978 as amended 1992.

Nottinghamshire Archives acts as official place of deposit for those Anglican parishes which fall within the Diocese of Southwell and Nottingham and the administrative county of Derbyshire.

6. Mission statement and overall policy

At Inspire we want everyone to discover, value, and share the Nottinghamshire story. Our overall collections development policy supports Inspire's heritage mission statement. We have a proactive policy for the collection and preservation of archives and records relating to Nottinghamshire (including the City of Nottingham), to provide as far as practicable a balanced and continuing record of all aspects of the life of the local communities over the past ten centuries.

7. Private Deposits and Donations

At Inspire we particularly welcome deposits from members of the public, whether these are family papers or those of a community group or other organisation. In 2021, 45% of all new deposits came to us from within the community.

We have developed our online Inspire Picture Archive to empower people to donate images directly from the site.

We particularly welcome deposits from people and communities whose stories are underrepresented in our collections, including members of the black and minority ethnic, disabled, and LGBT+ communities, and women.

8. Geographical Area

We will acquire material from within, or relating to, the administrative county of Nottinghamshire and the administrative City of Nottingham.

Subject to the overriding principle that the integrity of archival groups should normally be preserved as far as possible and practicable, the archives will not acquire records relating to places outside Nottinghamshire unless they have a close connection with the area.

We recognise the existence of specialist repositories within the geographical boundary of the historic county of Nottinghamshire. We seek to avoid competition, conflict and duplication of effort,

and aim to work closely with all interested parties to ensure that records are placed in the most appropriate repository.

Archives will be accepted from regional bodies where they form part of an archive, the owners of which are or were historically based in Nottinghamshire but have interests elsewhere; for example, the archives of a major family or of a colliery company. When assessing such deposits, the principal of the integrity of archive groups will be preserved as far as possible and practicable.

Archives will be accepted from regional bodies which have their headquarters within the County or City except where provision has already been made with another repository in the same geographical area.

9. Subject area

Nottinghamshire Archives exists primarily to safeguard the records of Nottinghamshire County Council and the City of Nottingham, but also collects more widely. In addition to records acquired under statute, the service welcomes accessions from other organisations, businesses, non-conformist churches, other places of worship, clubs, societies, and families and individuals either from within Nottinghamshire or with a substantial connection to the county.

The archives service will not seek to represent any particular historical, sectarian or other viewpoint in its acquisition of records, but to reflect as objectively as possible all aspects of Nottinghamshire's past and present.

10. Format of archives

Archives may be accepted in a range of formats, including paper, parchment, electronic or other digital media, microform, photographic, film or audiotapes.

Archives are accepted when they are deemed by a qualified archivist to be of sufficiently high evidential or historical value as to merit permanent preservation. Semi-current records will not usually be accepted, except where special circumstances make this desirable, such as where public records are offered in advance of their expected date of transfer. In such cases, the archives service reserves the right to charge for storage and retrieval.

We will not acquire records in a format or medium requiring special equipment for their consultation unless we have or plan to obtain the necessary equipment or can arrange facilities for appropriate public access elsewhere under proper invigilation.

Three dimensional objects are generally redirected to a relevant museum, unless they have a special relationship with the associated archives held.

Printed materials, including books and pamphlets, will be acquired by the Archive Service where they are judged to be likely to support the use of its archive holdings by researchers or staff. Printed materials with a significant local aspect are transferred to an appropriate local studies collection within Inspire's library estate.

Nottinghamshire Archives may seek to acquire copies of documents held in other repositories if they relate closely to the existing holdings or to the collections development policy.

11. Cooperation with other archival repositories

Administrative boundaries do not always follow county boundaries and for this and other historic

reasons, records relating to the geographical county of Nottinghamshire are held in other repositories in the region and for the same reasons Nottinghamshire Archives will hold records from other counties.

In seeking to acquire records we will keep in mind the appropriateness of the repository as a suitable place for their custody and consultation and respect the principles of archival integrity.

Nottinghamshire Archives will co-operate with city, borough and district museums and libraries to facilitate the transfer of archival material to the archive service.

We will foster positive relationships with other museums and community groups within the county in order to ensure that archival material is deposited with the most appropriate repository.

No attempt will be made to secure the acquisition or removal of any records held by another repository except with the consent of the owner of the records and in consultation with that repository.

12. Methods of acquisition

Archives will be accepted in line with the statutory and other obligations. No records may be acquired in contravention of any current legislation.

Nottinghamshire Archives acquires records by gift, purchase, bequest, transfer and/or loan. Those collections which are not deposits become the property of Nottinghamshire County Council.

We will evaluate collections prior to donation or deposit and reserve the right to refuse, return or recommend the destruction of any material not deemed to be appropriate for permanent preservation.

Archives will be accepted by transfer from other repositories if after consultation with the owner of the records, Nottinghamshire Archives is deemed the more appropriate repository.

Archives will be accepted as the result of surveys and other pro-active campaigns to acquire additional records.

Acquisitions purchased with the assistance of grant aid will be held subject to the terms and conditions of bodies from whom such aid has been received, provided these do not conflict with the spirit of our own terms and conditions. Where such a conflict exists, Nottinghamshire Archives will negotiate with a view to resolving any issues giving rise to concern.

Purchases may occasionally be made from reputable dealers and auctioneers, organisations or individuals who either have legal title or are acting on behalf of parties which have lawful title, in cases where the records meet the criteria of this policy.

We will work in close co-operation with Nottinghamshire County Council and the City of Nottingham to ensure the systematic transfer of official records to our safekeeping.

13. Terms of Deposit and Donation

For full conditions of deposit/donation, reference should be made to Nottinghamshire Archives' current *Terms of Agreement for the Deposit or Donation of Records*.

Nottinghamshire Archives reserves the right to require a potential depositor or donor to provide valid

title of ownership and to refuse to accept a donation or deposit if this is not supplied.

Formal acceptance by Inspire of any records offered for deposit or as a donation will not come into force until the terms and conditions of deposit have been confirmed in writing by both Inspire and the depositor.

The Heritage Services Manager reserves the right to return to the depositor any records deemed to be of no historical interest or, with the consent of the depositor, either to transfer them to a more appropriate place of deposit or to destroy them confidentially.

No acquisitions will be attempted outside the terms of this policy.

14. Selection policy

Acquisition of Public Records will be in accordance with guidance issued by the relevant government department and/or The National Archives.

Nottinghamshire Archives will undertake the selection of certain classes of record in accordance with their current selection guidelines.

15. Re-appraisal and deaccessioning

Documents owned by Nottinghamshire County Council will not be sold.

Should circumstances require the de-accessioning of a collection, for example, if a change in acquisition policy occurs or an alternative source for records arises then the permission of the depositor will be sought for the disposal of the records.

If the records are donated, no permission is required to dispose of them.

16. Access

Subject to any closure periods required for legislative purposes, deposited records will be made available free of charge to any persons requesting access to them for purposes of educational, recreational, official or legal research in the public search rooms operated by Nottinghamshire Archives during their advertised opening hours and in accordance with the Council's regulations.

By specific agreement between the depositor and the Heritage Services Manager restrictions may be placed on public access to individual deposited records.

Nottinghamshire Archives will provide copies of catalogues to depositors and the National Archives.

We will publish quarterly a list of newly acquired accessions and catalogued archives.

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