

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 March 2028.

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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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, 1958 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

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. 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.

8. 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.

9. 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.

With some exceptions films and videos are transferred to the Media Archive for Central England, University of Lincoln.

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

10. 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.

Acquisition statements agreed with other recognised repositories are detailed in Appendix 1.

11. 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 its safekeeping.

12. 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.

13. 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.

14. 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.

15. 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.

Date of approval: 14th December 2005

Date amended: April 2012

Date amended: April 2016

Date amended: 7th September 2022

Date reviewed: 17th March 2026

Appendix 1

AGREEMENTS WITH OTHER REPOSTORIES

In respect of Nottinghamshire Archives potential acquisitions Nottinghamshire University of Nottingham Manuscript and Special Collections

Public Records: Hospitals: the University is the recognised repository for the records of the General Hospital (and its subsidiaries).

Water: the University holds the records of the Severn Trent Water Company and predecessor bodies.

Archdeaconry of Nottingham records: the records of the historic archdeaconry are held by the University; the records of the modern archdeaconry are held at Nottinghamshire Archives.

Non-conformist records: the University acquires additional records from the Unitarian, Presbyterian and Baptist chapels already deposited. It will not acquire Methodist or Quaker records.

Family and estate records: Nottinghamshire Archives redirects to the University any records which relate to existing collections held by the University. The exception are papers relating to the Portland of Welbeck family and estate, the deposition of which would be discussed between the Keeper of Manuscripts at the University and the Heritage Services Manager or their successors if the wishes of the estate are unclear.

Other: The University continues to collect additions to existing collections.

Nottingham Trent University

The University will liaise with Nottinghamshire Archives over the acquisition of archives.

Bassetlaw Museum

The Museum collects the records of Bassetlaw District Council and predecessor authorities and ephemera relating to Bassetlaw District. The museum will liaise with Nottinghamshire Archives over the acquisition of archives.

National Justice Museum, Nottingham

The museum will liaise with Nottinghamshire Archives over the acquisition of archives.

Mansfield Museum

The museum will liaise with Nottinghamshire Archives over the acquisition of archives.

Newark and Sherwood Museum Service

The museum will liaise with Nottinghamshire Archives over the acquisition of archives.

Town Hall Museum, Newark

The museum will liaise with Nottinghamshire Archives over the acquisition of archives.

Nottingham City Council: Library and Museum Services

The City Council will liaise with Nottinghamshire Archives over the acquisition of archives, it being agreed that Nottinghamshire Archives is the recognised repository for the City archives. Newstead Abbey and Nottinghamshire Archives will liaise over the acquisition of any Newstead Priory and Newstead Abbey estate records and of Byron, Wildman and Webb family papers.

DH Lawrence Heritage

The museum collects material relating to DH Lawrence and Eastwood, c1875 - c1930. It will liaise with Nottinghamshire Archives over the acquisition of archives.

Community Archives

Nottinghamshire archives will advise other organisations over the most appropriate location for archives, with particular reference to adequate storage and public access. Where the community group wishes to retain their archives we will advise as to best practice for collections care and collections information.

Derbyshire

Poor Law Union records: the records of Shardlow Union are held by Derbyshire Record Office although the Union includes parishes within Nottinghamshire.

Baptist records: East Midlands Baptist Association records are held by Nottinghamshire Archives although this covers Nottinghamshire, Derbyshire and Lincolnshire.

Methodist Records: the records of Long Eaton, Nottingham Trent Valley, Ashfield, and Erewash Valley Circuits (Notts/Derbys) and Worksop and Kiveton Circuit (Notts/ Derbys/Yorks) cross county boundaries and the circuit records will be held by the repository responsible for the main Circuit church. The records for the individual chapels will be held by the repository for the county in which the chapel lies.

Society of Friends: Nottinghamshire Archives is the recognised repository for the Nottinghamshire and Derbyshire Quarterly Meeting which covers Nottinghamshire, Derbyshire and Lincolnshire

Business records: Greater Nottingham Co-operative Society: Nottinghamshire Archives is the recognised repository for this society which covers Nottinghamshire, Derbyshire and Lincolnshire.

Leicestershire

Poor Law Union records: the records of Melton and Loughborough Unions are held by the Record Office for Leicestershire, Leicester and Rutland although the Unions include parishes within Nottinghamshire.

Methodist records: the records of the Castle Donington (Notts/Leics), Loughborough and the Grantham and Vale of Belvoir (Notts/Lincs/Leics) Circuits cross county boundaries and the circuit records will be held by the repository responsible for the main Circuit church. The records for the individual chapels will be held by the repository for the county in which the chapel lies.

Lincolnshire

Poor Law Union records: the records of Claypole workhouse within the Newark Union and of Gainsborough Union, although the Union includes parishes within Nottinghamshire, are held by Lincolnshire Archives.

Baptist records: East Midlands Baptist Association records are held by Nottinghamshire Archives although this covers Nottinghamshire, Derbyshire and Lincolnshire.

Methodist records: the records of the Grantham and Vale of Belvoir (Notts/Lincs/Leics), Gainsborough, Newark and Lincoln South (Notts/Lincs) Circuits cross county boundaries and the circuit records will be held by the repository responsible for the main Circuit church. The records for the individual chapels will be held by the repository for the county in which the chapel lies.

Society of Friends: Nottinghamshire Archives is the recognised repository for the Nottinghamshire and Derbyshire Quarterly Meeting which covers Nottinghamshire, Derbyshire and Lincolnshire.

Business records: Greater Nottingham Co-operative Society: Nottinghamshire Archives is the recognised repository for this business which covers Nottinghamshire, Derbyshire and Lincolnshire.

Doncaster Borough

Parish Records: the parishes of Bawtry, Austerfield and Finningley are in South Yorkshire. Bawtry and Austerfield are in the Diocese of Southwell and Nottingham, and so Doncaster Archives redirects any parish records to Nottinghamshire Archives. Finningley was transferred from the Diocese of Southwell and Nottingham to the Diocese of Sheffield in June 2009 and the records are now held by Doncaster Archives.

Sheffield City

Methodist Records: the records of Worksop and Kiveton Circuit (Notts/Derbys/Yorks) cross county boundaries and the circuit records will be held by the repository responsible for the main Circuit church. The records for the individual chapels will be held by the repository for the county in which the chapel lies.

Family and Estate records: Nottinghamshire Archives will redirect to Sheffield Archives any records relating to the Duke of Norfolk's Nottinghamshire estates.