

# Archives Collections Management Policy

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## **1 Introduction**

### **1.1 Mission Statement**

We will engage and inspire the people of Nottinghamshire and beyond with the county's heritage, by preserving, protecting and stimulating research, learning, creative and entrepreneurial endeavours, and cultural experience through access to its archives and related resources.

### **1.2 Service Objectives**

#### **1.2.1 Objectives – Nottinghamshire Archives**

- To fulfil a custodial role in the preservation, acquisition and cataloguing of Nottinghamshire's archives and local history collections
- To promote and provide opportunities for people of all ages and abilities to use Nottinghamshire's archives and local history collections to better understand, and appreciate their heritage
- To develop and to promote best practice in the preservation, enhancement and use of Nottinghamshire's archives and local history collections
- To develop and to support sustainable partnerships and to enable communities and people to engage, explore, preserve and enjoy their own heritage

#### **1.2.1 Objectives – The Records Management Service**

- To ensure that Nottinghamshire County Council's paper information and records sources are retained only for as long as is necessary for legal compliance and administrative need.
- To develop and promote best practice and legal compliance in the creation, use, maintenance and disposal of information and records sources.
- To co-ordinate the selection and offering of records and material to Nottinghamshire Archives, thereby contributing to the corporate memory of Nottinghamshire County Council.
- To work with the Information Governance team and to ensure Nottinghamshire Council's compliance with legislation relating to information and record keeping.

### **1.3 Statutory and legal status.**

Nottinghamshire Archives is a recognised place of deposit for public records, and a diocesan record office for records from the Nottinghamshire parishes of the diocese of Southwell and Nottingham. It is also licensed to hold Manorial and Tithe records, and records of local government and other public and statutory bodies. The service provides local studies library service under the Public Libraries Act 1964.

The services work to ensure that Nottinghamshire County Council complies with the following legislation:

- The Local Government Act 1972 (s.224) which states the Local Authority needs to 'make proper arrangements with respect to any documents that belong to or are in the custody of the council of any of their officers'.
- The Public Records Acts 1958 and 1967. These relate to those records created by central

government and designated as 'public records' which may be held locally. These Acts place an obligation upon services to 'permanently preserve' the original records.

- The Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2005.

## **2 Policy Aims**

The aim of this policy is to show the overall approach taken by Nottinghamshire Archives towards Archive Collection Management, including acquisition, cataloguing, preservation, conservation and reprographics services. Staff and volunteers working in these areas all have specific responsibilities within the services. Lead staff report to the Heritage Services Manager. The policies, plans and procedures covering these areas are closely connected, and all include the aim of making collections as accessible as possible.

## **3 Collection Management**

The Collection management policy brings together the following elements reflected in the Mission Statement and Service Objectives. Acquisition, preservation, cataloguing and managing archive and printed Nottinghamshire material including the corporate memory of Nottinghamshire County Council.

- Developing the access and use of collections to support Nottinghamshire County Council's priorities.
- Providing opportunities for volunteers and work placements.
- Developing commercial services to support the overall service.

## **4 Standards**

The following standards are relevant to this policy:

- The National Archives Accreditation Scheme
- International Council on Archives, General Standard of Archival Description (ISAD (G)), 2<sup>nd</sup> edition, 1999.
- PAS 197:2009 Code of practice for cultural collections management
- BS 4971:2017 Conservation and care of archive and library collections (or PD5454: 2012 for buildings constructed prior to 2017)
- BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections
- National council on Archives PSQG: A Standard for Access to Archives 2008

## **5 Inter-relationships**

The inter relationships between the different elements of Collections Management reflect the overall approach taken by Nottinghamshire Archives.

- New archive accessions are regularly received passively through routine accrual and by legal requirement. Printed works are acquired in cooperation with Nottinghamshire Library Service as well as independently. Following surveys the service is working to identify gaps in the collection and to target collecting in those areas.
- On receipt all accessions are assessed for preservation and conservation need and are repackaged in archive quality materials.
- All accessions are recorded on CALM.
- All digital assets are actively managed according to the collections care policy.
- Funding for cataloguing, conservation and digitisation work is actively sought from record

owners, the Friends of Nottinghamshire Archives, and from external grant giving bodies.

- Volunteers are involved in many aspects of cataloguing, conservation and digitisation work, and targeted projects are developed to meet their needs.
- All catalogues are added to the online catalogue upon completion.

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