



Nottinghamshire Archives

Restricted Access Records

Users of some collections held at Nottinghamshire Archives will be aware that a number of documents may be 'Closed' or on 'Restricted Access' due to legislation, the terms of deposit or the sensitive nature of the material contained within. Staff at the Archives are currently undertaking a project to ensure that all the catalogues are correctly marked up, and to provide more advice for our users about why items are restricted and how to get access to them.

The work is currently in progress, and will be reviewed on a six monthly basis.

Catalogues

Some of our catalogues have been marked with restrictions, but not been updated, when documents become open. We are in the process of going through each of the catalogues and updating the descriptions with relevant restrictions or opening documents where applicable. However, before the catalogues can be updated, we need to ensure that the correct restriction is placed on them (according to the relevant legislation), and that the documents themselves in storage are correctly marked up.

Document opening procedures are also in development, and catalogues will be amended accordingly.

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 Team Manager Heritage, 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.

If you discover any anomalies with restrictions marked in catalogues, then please do bring them to the attention of the staff on duty.

Standard Restrictions

Patient (medical) records	100 years
Records relating to children (e.g. adoption/fostering, children's homes)	100 years
Court registers	100 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