



**Nottinghamshire  
County Council**

# **NOTTINGHAMSHIRE ARCHIVES ACQUISITIONS POLICY**

**2005, revised 2012**

## **1. Introduction**

The 2005 policy was drawn up in accordance with the Historical Manuscripts Commission's Standard for Record Repositories, 2001 after consultation with other local repositories, the Local Studies/Archives Policy Coordination Group and the Nottinghamshire Archives Users Group. It was approved by Nottinghamshire County Council Cabinet member for Culture and the responsible officer on behalf of Nottingham City Council Portfolio Holder Culture, Leisure and Tourism.

This revised policy has been drawn up in accordance with The National Archive's Standard for Record Repositories, 2004 after consultation with other local repositories and the Nottinghamshire Archives Users Group.

It has been approved by Nottinghamshire County Council Culture Committee and the responsible officer on behalf of Nottingham City Council Portfolio Holder Leisure, Culture and Tourism.

## **2. Name of repository**

Nottinghamshire Archives

## **3. Address**

County House, Castle Meadow Road, Nottingham, NG2 1AG

## **4. Governing body**

Nottinghamshire County Council (with a 25 year agreement to run archive services for Nottingham City Council, commencing 1998).

## **5. 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.

## **6. Official external recognition**

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.

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.

Recognised by The National Archives as a suitable repository under the Standard for Records Repositories, 2004 and awarded a 4\* rating in the self-assessment of local authority archive services. Designated by the Bishop of Southwell and Nottingham as the Diocesan Record Office under the Parochial Registers and Records Measure, 1978 as amended 1992

Recognised as meeting the Charter Mark Standard for excellence in public service as part of Nottinghamshire County Council Libraries, Archives and Information Services

## **7. Overall policy**

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 local communities over the past ten centuries.

## **8. Geographical Area**

We will acquire material from within the administrative county of Nottinghamshire and the administrative City of Nottingham.

Archives will also 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.

Archives from outside the geographical county will be accepted where they form part of an archive, the owners of which are or were historically based in Nottinghamshire but have interests elsewhere; eg 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.

## **9. Classes of archives**

We will seek to acquire:

- the official archives of Nottinghamshire County Council and Nottingham City Council and their predecessor authorities;
- archives of other local authorities and their predecessors;
- archives defined by the terms of the legislation above; in the case of Public Records and Manorial documents the acquisition of such records will be reported to The National Archives;
- archives of the Diocese of Southwell and Nottingham including diocesan, archdeaconry (from 1884), deanery and parish records;
- archives of the Dean and Chapter of Southwell;
- other archives including those of businesses, industrial and commercial organisations, churches of all denominations, organisations and institutions, charities, families and individuals, landed estates, societies, trade unions and political parties;
- archives of 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;

We do not attempt to acquire:

- collections of photographs/negatives (unless they are part of a wider archive in which case the opportunity is given to the relevant local studies collection to acquire copies);
- prints, broadsheets and ephemera (unless they are part of a wider archive in which case the opportunity is given to the relevant local studies collection to acquire copies);
- hard copy or micro-format newspapers (unless they are deposited as part of a wider collection)
- parish magazines (unless they are deposited by the church or by a private individual)
- literary material (will be discussed with the relevant local studies staff: the repository decided upon being based on the balance of literary and other material within the collection)

## **10. Format of archives**

The format of archives may be paper, parchment, seals, photographic, microform or electronic media and may be manuscript, printed or machine readable.

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.

The following formats are not collected:

- films and videos which are transferred to the relevant local studies collection or to the Media Archive for Central England, University of Lincoln (the exception being those deposited by Raleigh Industries).
- audio cassettes which are transferred to the relevant local studies collection or to the East Midlands Oral History Archive, University of Leicester
- three dimensional objects which are generally redirected to a relevant museum

## **11. Cooperation with other 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.

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.

## **12. Methods of Acquisition**

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

Archives will be accepted as donations, deposits on indefinite loan or as bequests resulting from approaches by owners of documents.

Archives will be accepted also 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.

Purchases may also 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.

### **13. Terms of Deposit/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 the Council 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 the Council and the depositor.

The Team Manager Archives and Local Studies 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**

Documents owned by Nottinghamshire County Council will not be sold.

Should circumstances require the de-accessioning of a collection eg if a change in acquisition policy occurs or an alternative source for records arises (eg the signed minutes of a district council are found and so the unsigned ones are no longer required), 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, 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 Team Manager Archives and Local Studies restrictions may be placed on public access to individual deposited records.

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

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

### **17. Date**

This policy was initially issued on 14 December 2005 and revised in April 2012; it will be reviewed after 5 years.

## 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 Team Manager Archives and Local Studies 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.

###### **Galleries of Justice, 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.

## **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.