

**REPORT OF THE GROUP MANAGER, LIBRARIES, ARCHIVES AND  
INFORMATION SERVICES****NOTTINGHAMSHIRE ARCHIVES REVISED ACQUISITIONS POLICY****Purpose of the Report**

1. To seek approval for the revised the Archives Acquisitions Policy (attached as an **Appendix**).

**Information and Advice**

2. The Archives Acquisitions Policy was approved by the Cabinet Member for Culture in December 2005, to be reviewed after 5 years. This has now been revised and updated.
3. The policy covers the functions provided under the following legislation:
  - Local Government (Records) Act, 1962
  - Local Government Act, 1972
  - Public Records Act, 1958
  - Law of Property Act, 1922
  - Tithe Act, 1936
  - Parochial Registers and Records Measure, 1978 as amended 1992.
4. Nottinghamshire Archives attempts 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.
5. The policy details the geographical area, classes and format of archives to be acquired:
  - 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.
6. Archives will be accepted as donations, deposits on indefinite loan, bequests or by purchase.
  7. The revised policy has also been submitted to a wider group of archives, museums and libraries within Nottinghamshire and neighbouring local authorities and agreements drawn up over any potentially overlapping collecting areas to avoid duplication.
  8. The policy is supported by a proactive Acquisitions Strategy prioritising the acquisition of records at risk or in areas under-represented in the service's holdings.

### **Other Options Considered**

9. None

### **Reason/s for Recommendation/s**

10. The Acquisitions Policy is a requirement of The National Archive's Standard for Record Repositories, 2004.

### **Statutory and Policy Implications**

11. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Implications for Service Users**

12. Nottinghamshire Archives Users Group has been consulted on this revised policy.

### **Financial Implications**

13. The delivery of this policy is based on current revenue budgets and allocated capital investment.

## **RECOMMENDATION/S**

- 1) That the revised Nottinghamshire Archives Acquisitions Policy be approved.

**Peter Gaw**

**Group Manager, Libraries, Archives and Information Services**

**For any enquiries about this report please contact:**

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**Constitutional Comments (NAB 29/10/12)**

14. Culture Committee has authority to approve the recommendations set out in this report.

**Financial Comments (NDR 29/10/12)**

15. There are no financial implications arising directly from this report.

**Background Papers**

The National Archives Standard for Record Repositories, 2004

<http://www.nationalarchives.gov.uk/documents/information-management/standard2005.pdf>

Development Plan, Nottinghamshire Archives and Records Management Service for the 21<sup>st</sup> Century

Terms of Agreement for the Deposit or Donation of Records

<http://www.nottinghamshire.gov.uk/learning/history/archives/archivesconservation/ownersofarchives/>

Nottinghamshire Archives Acquisitions Strategy

<http://www.nottinghamshire.gov.uk/learning/history/archives/archivespolicies/>

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

**Electoral Division(s) and Member(s) Affected**

All.

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