

DENBIGHSHIRE ARCHIVES SERVICE

COLLECTING POLICY

1. Background

- 1.1 Denbighshire County Council is a local government authority which administers an area consisting of parts of the former counties of Denbighshire, Flintshire and Merioneth and which came into being on 1 April 1996. As a consequence of their former collecting policies, some records relating to the present county are lodged with neighbouring archive services.
- 1.2 According to the scheme for the provision of Denbighshire Archives Service under the requirements of Section 60 of the above act, Denbighshire County Council agrees to administer the Ruthin Record Office and be responsible for the custody of its existing collections.
- 1.3 Denbighshire Archives Service is appointed by the Lord Chancellor as a repository for locally deposited public records under section 4(1) of the Public Records Act 1958. It is recognised by the Representative Body of the Church in Wales as a repository for parochial records within the area defined by its agreement with Denbighshire Archives Service.
- 1.4 Denbighshire Archives Service abides by current archives legislation including the Local Government (Records) Act, 1962, the Local Government Act 1972, the Data Protection Act, 1998, and the Freedom of Information Act, 2000.

2. General

- 2.1 This collecting policy statement defines one of the principal objectives of the Denbighshire Archives Service and should be seen in conjunction with the Record Office's statement of aims and objectives and its current service business plan.
- 2.2 The policy should also be seen in conjunction with the Service's conditions of deposit, depositor's agreement and other relevant policy documents. Denbighshire Archives has adopted The National Archives Standard for Record Repositories.
- 2.3 This policy will be subject to review every five years.

3. Areas of interest

- 3.1 It is the Archive Service's policy not to solicit or receive material relating to areas outside the present authority's boundaries, with the following exceptions;
- Where the archive relates mainly to Denbighshire and the integrity of an archive group prevents its division. In such a case other relevant repositories will be consulted.
 - In exceptional circumstances such material may be accepted on the insistence of the owner, and in consultation with any other relevant repository or repositories.
 - The archives service will accept for documentary material which adds to specific existing collections already in its care.
- 3.2 The following material will be collected
- Public Records under the terms of the Public Records Act 1958; manorial and tithe records under the relevant measures.
 - Records of predecessor local government authorities of the present Denbighshire County Council under the terms of the Local Government Act 1972.
 - Parish records relating to the area defined by the current agreement between the Representative Body of the Church of Wales and Welsh local authorities.

- Records relating to the history of the area of the present county only (except in the circumstances outlined above) under the terms of the Local Government (Records) Act 1962 and the Public Libraries and Museums Act 1964.

4. Scope

- 4.1 Denbighshire Archives Service will acquire documentary material by donation, deposit or purchase in furtherance of its aims (see also conditions of deposit).
- 4.2 The service accepts the definition of archives given in the National Council on Archives: An Archives Policy for the United Kingdom, 1996. It is understood that archives embrace manuscript and printed documents and records held in digital and other machine readable formats. It also collects photographic material, newspapers and topographical prints and other printed material and will purchase relevant microfilmed and digital material for consultation by its clients, within its area of interest. It accepts copies of audio and film material but will refer to the National Screen and Sound Archive for Wales where appropriate.
- 4.3 Published works which complement the manuscript collections will also be collected, as will copies and catalogues of relevant material stored elsewhere.
- 4.4 The service will liaise with the local studies service of the Denbighshire Library and Information Service to avoid unnecessary duplication of published material.
- 4.5 It will liaise with other repositories and archive services to ensure no conflict of collecting interests.
- 4.6 The Senior Archivist will ensure, as far as is possible, the title to, and provenance of, any documentary material transferred into Denbighshire Archives Service's custody.
- 4.7 Apart from statute-barred documents, the service will make material available for public use as soon as possible after deposit.
- 4.8 Denbighshire Archives Service will not collect-

- Material of no historical interest or significance, and will dispose of any such material with the owner's permission.
- Three-dimensional artefacts, unless they are integral to the documentary collection to which they are attached, in which case they will be stored and conserved appropriately in consultation with the Heritage Service of Denbighshire County Council.
- Any material which it is not within the resources of the service to catalogue, preserve and store in line with the Historic Manuscripts Commission Standards for Record Repositories (1992).

5. Disposal

The service reserves the right to make reviews of archives in its custody and may recommend their transfer, disposal or destruction provided that this complies with its aims and objectives and that all relevant consents have been obtained.

Last reviewed: Oct 2012