

TEESSIDE ARCHIVES

COLLECTION DEVELOPMENT POLICY

Introduction

Teesside Archives is a joint service of the councils of Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton-on-Tees. It is managed by Middlesbrough Council as the lead authority and reports to the Joint Archives Committee. This committee meets quarterly and consists of Executive member representation from each of the four authorities. The chair is held by each of the four authorities in turn.

The service is based at

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The service aims to locate, collect, preserve and make as widely available as possible archival material for the benefit of present and future generations. This policy sets out statutory obligations, what will be collected, and how it will be collected and publicised.

Archives or records are documents produced by individuals and organisations in the course of their life and work. They are no longer needed to conduct current business, but they are considered worthy of permanent preservation because of their evidential, administrative or historical importance. They can be of any date and in any format and they are often unique and irreplaceable. They are the raw material of history and reveal the past, explain the present and guide the future.

Statutory obligations

Teesside Archives will seek to abide by all current archive legislation. It is:

- The authorised archive service for the custody of the official records of Hartlepool Borough Council, Middlesbrough Borough Council, Redcar and

Cleveland Borough Council, Stockton-on-Tees Borough Council and their predecessor authorities under the Local Government Act, 1972.

- Approved by the Public Record Office as the agent of the Lord Chancellor for the deposit of specified classes of public records under the Public Records Acts, 1958 and 1967.
- Approved by the Master of the Rolls for the deposit of manorial and tithe records under the Law of Property Act, 1922 and the Tithe Act, 1936.
- Approved by the Archbishop of York as a repository for parish records under the Parochial Registers and Records Measure 1978.
- Empowered to acquire archives by deposit, gift or purchase and to preserve and make them available under the Local Government (Records) Act, 1972.

Scope of collecting policy

Teesside Archives will seek to ensure that the collection of archives reflects the broadest range possible of the life and work of the people of the area. It will support the council's main aims including ensuring that citizens are well educated. The future direction of collecting activity will seek to maximise the social inclusion of all sections of our community and to generate new audiences for the archives of the area.

Collections of archives will be acquired through the statutory obligations and powers noted above, by responding to all approaches from owners of documents for the deposit or donation of archives, by outreach activity, and by occasional purchase.

Archives will be collected for the geographical area of Teesside. These will include:

- Official archives of 4 named councils and their predecessor authorities.
- Public records under the Public Records Act such as records of courts and hospitals. A charge will be applied for storing records that are not yet 30 years old (NB this is due to be reduced to 20 years in phases) as these records are semi-current and do not yet qualify as archives.
- Church of England and Roman Catholic parishes and registers of non-conformist churches,
- Records of any date relating to all aspects of the history of Teesside including records of societies, charities, organisations, institutions, businesses, industrial and commercial organisations, families, individuals, trade unions, and political parties.

- It is the responsibility of the depositor to arrange for transport of records to Teesside Archives although will assist private depositors wherever possible.

In seeking and collecting archives in future, priority will be given to archives of communities, such as the Black and other ethnic communities, which are not well represented in collections at present.

Teesside Archives reserves the right to require a potential donor or depositor to provide proof of ownership and to refuse to accept a donation or deposit if this cannot be supplied. Formal agreement may also be required regarding any obligations under the Data Protection Act, 1998.

Limitations of the collecting policy

Teesside Archives seeks to avoid duplication, conflict and competition with other repositories.

At present we have no specialist facilities for the storage and preservation of sound archives but we will accept them in this format.

We do not have specialist facilities for the storage of film archives so we direct those holding films to the Northern Region Film and Television Archive. They provide a service for storing, preserving and making accessible film archives www.nrfta.org.uk

Three-dimensional artefacts will normally be referred to the appropriate museum service

Publicising collections

Notice of every new collection will be made public as soon as possible, for example, by notices and reports and by inclusion on our website.

Collections will be catalogued to current archival standards at the earliest opportunity and copies of finding aids will be supplied to depositors and the National Register of Archives. The finding aids will be made accessible on the Internet.

The terms of The Data Protection Act, 1998 and The Freedom of Information Act, 2000 will be observed in providing access to records.

De-accessioning

We shall have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation subject to the overriding principle that the integrity of archive collections shall be maintained as far as possible.

We shall, in accordance with the wishes of the depositor, evaluate and not retain those documents deemed not worthy of permanent preservation, and the intention to do this shall be made clear at the time of transfer.

Review

This policy will be reviewed annually by the Archives Manager.

October 2010