

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 21 November 2013

Staffordshire and Stoke on Trent Archive Service: Collection Policy and Strategy

Recommendation(s)

1. That the revised Collection Policy for Staffordshire and Stoke on Trent Archive Service, as at Appendix 2, be approved.

Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of People - Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

2. The review of the Collections Policy and incorporation of the Collections Development Strategy has been carried out to ensure that the Archive Service will be ready to apply for the new Archive Accreditation Standard. This standard has just been launched by the National Archives and the Archive Service will work towards achieving it over the next 2-3 years.

Background

3. Staffordshire and Stoke on Trent Archive Service first developed a Collection Policy in 2000. The purpose of the policy is to define the types of collections that the Service will actively collect, ensure the Service does not conflict with or duplicate other collecting organisations' policies, and identify areas in the Collections which need to be better represented. The Archive Service is appointed to hold specific types of records including:

- Public Records
- Manorial and tithe records
- Diocesan and Parish records for the Diocese of Lichfield

4. The current review has updated the Policy and also amalgamated the Collecting Strategy into it rather than have two separate documents. The Collecting Strategy sets targets to improve areas in the collections over the next five years. It is this section (Appendix 1 to the Policy) which has had the most significant changes.

5. The Archive Service has limited resources available to carry out major surveys of archives held by other organisations. The last major survey was to encourage deposit of sports records in connection with the 2012 Cultural Olympiad. This achieved modest success but sports records still continue to

one of the areas requiring better representation. Other areas identified as priorities are voluntary organisations, creative industries, and health organisations which have recently experienced significant changes.

6. The key strategy for the service is to develop advocates to support it in acquiring new collections. It has been agreed that the Friends organisation and volunteers could help to promote the work of the Service and signpost potential depositors to discuss their records with the Archive Service.

7. Key contacts for the other target groups have been identified. Some collections, notably health records, will be approached jointly with the National Archives through the Chief Archivists in Local Government Group.

8. The Archive Service sets an annual target of 220 approaches to donors and depositors for new collections. This is reported in the Annual Report at the June committee meeting.

Appendix 1

Equalities implications:

The updated Policy includes reference to better representation of communities in Staffordshire.

Legal implications:

The Policy states which legislation the Archive Service is allowed to hold certain categories of records under.

Resource and Value for money implications:

The Collecting Strategy focuses on developing advocates in the community to assist the Service rather than committing new resources.

Risk implications:

No significant implications.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Staffordshire and Stoke on Trent Archive Service: Collecting Policy and Strategy	