

Local Members Interest
N/A

Staffordshire and Stoke-on-Trent Joint Archive Committee – Tuesday 28 February 2023

Preservation and Conservation Policy and Strategy

Recommendation(s)

1. That the Committee approves the Preservation and Conservation Policy and Strategy for Staffordshire & Stoke-on-Trent Archive Service and William Salt Library.

Report of Director for Economy Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

Reasons for Recommendations:

2. The Archive Service is an Accredited Service. As such it works to a set of policies approved by its governing body, which are regularly reviewed and revised.
3. The Preservation and Conservation Policy and Strategy is due for review and has been revised to take into account changes in the responsibilities of Staffordshire Archive & Heritage Service. In particular, the policy refers to the William Salt Library collection as the Service manages the library collection on behalf of its trustees.
4. Working in tandem with Staffordshire Museum Service's Care and Conservation Policy, the Archive Service's Preservation and Conservation Policy will ensure a co-ordinated approach to collections care across the three disciplines

Background

5. Staffordshire and Stoke-on-Trent Archive Service is managed and funded under the terms of a joint agreement between Staffordshire County Council and Stoke-on-Trent City Council. Within Staffordshire County Council the Archive Service is managed alongside the County Museum Service which is funded by the County Council. The County's Archive Service also manages the William Salt Library on behalf of

the William Salt Library Trust. The Trust is an independent charity.

6. The three services are all managed by the Head of Archives and Heritage and operationally this is the most efficient and beneficial arrangement for users, depositors and visitors to the services.
7. All three services work to a shared vision and forward plan. This is underpinned by a comprehensive set of policies. Many of the policies are shared but some are specific to each individual service. The Archive Service and County Museum are both Accredited services and are required to submit Conservation and Preservation Policies specific to their Accreditation schemes in order to meet the respective standards.
8. The policy complies with best practice for the archive sector and will support the Staffordshire History Centre project. It is recommended that the committee approve the policy which is attached as Appendix 1.

Legal Implications

Where a policy has legal implications, it is referred to the Legal Services within both Staffordshire County Council and Stoke-on-Trent City Council.

Resource and Value for Money Implications

All policies consider resources and value for money as appropriate.

Climate Change Implications

Where appropriate policies consider and mitigate to reduce impact of climate change.

List of Background Documents/Appendices:

Appendix 1 – Staffordshire & Stoke-on-Trent Archive Service: Preservation and Conservation Policy and Strategy

Contact Details

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