

Local Members Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archive
Committee
– Wednesday 02 August 2023**

**Appraisal and Disposal Policy and Collections Information
Policy**

Recommendation(s)

1. That the Committee approves the Appraisal and Disposal Policy and Collections Information Policy for Staffordshire & Stoke-on-Trent Archive Service.

**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 Appraisal and Disposal Policy and Collections Information Policy are due for review and have been revised to reflect changes in the responsibilities of Staffordshire Archive & Heritage Service.

Background

4. 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.
5. 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.

6. 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 is an Accredited service and is required to submit an Appraisal and Disposal Policy and Collections Information Policy specific to its Accreditation Scheme in order to meet the standard.
7. The Appraisal and Disposal Policy supports the service's archivists in determining which records are of long-term historical value and are worthy of permanent preservation as archives, and in selecting items for disposal after re-appraisal or retrospective appraisal of existing collections. The Policy also provides ethical guidance for the decision-making process.
8. The Collections Information Policy outlines the type of information the Service collects about its acquisitions, and how this information is collected and maintained. This Policy enables the service to demonstrate to its parent authorities, to depositors of collections, to external funding bodies and to interested members of the wider public, its commitment to good stewardship and wider access to collections.
9. The policies comply with best practice for the archive sector and will support the Staffordshire History Centre project. It is recommended that the committee approve the policies which are attached as Appendix 1 and 2.

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. The Archive Service operates within a framework of Local Authority, archive and other legislation which governs record-keeping including the Public Records Act 1958, the Freedom of Information Act and the Data Protection Act.

Resource and Value for Money Implications

All policies consider resources and value for money as appropriate. Section 10 of the Collections Information Policy sets out staffing and funding resources needed for its implementation.

Climate Change Implications

Where appropriate policies consider and mitigate to reduce impact of climate change. The Collections Information Policy refers to the use of collections information to support on-line access for users thus reducing the need for in-person travel.

List of Background Documents/Appendices:

Appendix 1 – Staffordshire & Stoke-on-Trent Archive Service: Appraisal and Disposal Policy

Appendix 2 – Staffordshire and Stoke-on-Trent Archive Service: Collections Information Policy

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