

Local Members Interest
N/A

Staffordshire and Stoke-on-Trent Joint Archive Committee – Tuesday 27 February 2024

Disposals from Staffordshire Archive Collections

Recommendation(s)

- a. That the committee approves the transfer and disposal of archive collections identified through the reappraisal process.

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:

1. Following reappraisal of several collections held at Staffordshire Record Office several items for transfer or disposal have been identified.
2. In accordance with the Staffordshire and Stoke-on-Trent Archive Service's Collections Development Policy, permission must be sought from the Joint Archive Committee before any item is transferred or disposed of from the collection.

Background

3. Reviews of collections take place to ensure that our collections continue to meet the criteria of the Collections Development Policy. Staffordshire and Stoke-on-Trent Archive Service regularly reviews collections to ensure we are making best use of archival storage for the care of existing collections and to enable further accessions to be received.
4. This report covers recent reappraisals of several collections completed by the Collections Officers which has identified material to be transferred or destroyed.
5. Firstly, twenty small collections (or part thereof) have been identified as duplicates. The majority of these collections were identified during retrospective inputting of older catalogues 2020-2021, and were not input into the online catalogue pending disposal. They consist mainly of

- photocopies of items subsequently donated or deposited as originals, some are duplicate printed items. See Appendix 1.
6. Secondly, eight small collections (or part thereof) have been identified as not relating to Staffordshire. The majority of these collections were identified during retrospective inputting of older catalogues 2020-2021, and were not input into the online catalogue pending disposal. See Appendix 2.
 7. Thirdly, published books, copies of Church Bells periodical (later Church Bells and Illustrated News) 1870-1905 (34 volumes). This was a national publication, other sets are known to exist, and is outside the collecting policy of both the Archive and Heritage Service and the William Salt Library. See Appendix 3.
 8. Fourthly, Duplicate Ordnance Survey sheets which are unannotated (unmarked with any additional information). Most of these were identified as duplicates or not relating to Staffordshire many years ago and were bundled together and have been stored off-site ever since. The maps generally come from deposited collections but some are from defunct businesses or from collections which have since been purchased by Staffordshire County Council. See Appendix 4.
 9. Fifthly, five boxes of research notes of E Surrey Dane for his Sheffield University MA thesis "The Economic History of the Staffordshire Pottery Industry to 1850" (1950). The City Archives have a copy of the thesis, and the notes have no value over the thesis itself as they are draft text for the thesis and copies of published articles. See Appendix 5.
 10. This disposal process is in accordance with Staffordshire and Stoke on Trent Archive Service's Collections Development Policy, reviewed December 2019.
 11. The policy complies with Archive Service Accreditation UK standard for archive services and supports the Archive Service's Terms and Conditions for the Deposit of Archives (last revised 2018)
 12. In accordance with Staffordshire and Stoke-on-Trent Joint Archives Service's Collections Development Policy it is the practice to offer collections to other services first and it is a principle of the policy that collections will not be sold.

Legal Implications

Staffordshire and Stoke-on-Trent Joint Archives Service's Collections Development Policy is the basis for enabling the removal of items from the collection.

Resource and Value for Money Implications

Funded by Staffordshire County Council. This process will enable better care of the County Council's Archive collections through better use of storage space, staff resources and conservation material resources.

Climate Change Implications

Positive implication due to reduction in duplication and managing the size of the collections.

List of Background Documents/Appendices:

Appendix 1 - Appraisal and disposal assessment of 20 small collections of duplicates

Appendix 2 - Appraisal and disposal assessment of 8 small collections of non-Staffordshire material

Appendix 3 - Appraisal and disposal assessment of a series of national published books (Church Bells)

Appendix 4 - Appraisal and disposal assessment of duplicate Ordnance Survey sheets.

Appendix 5 - Appraisal and disposal assessment of 5 boxes of research notes and photocopies.

Contact Details

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