

Ayrshire Archives

Archive Acquisition Policy

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Version	Title	Author	Date
2.0	Archive Acquisition Policy	AC	14/03/2016

This draft revised policy was presented to Ayrshire Archives Management Committee on 17 March 2016 for discussion. Changes were requested.

Background

Ayrshire Archives is a joint initiative by East Ayrshire Council, North Ayrshire Council and South Ayrshire Council. The Archive was formed in 1996 in response to the terms outlined in Sections 53 and 54 of the Local Government (Scotland) Act 1994, whereby local Authorities were required to make proper arrangements for the preservation and management of records transferred to them or created by them. The three Ayrshire local authorities have a statutory obligation under the Public Records (Scotland) Act 2011 to make proper arrangements to manage their information and records and to ensure records that are of enduring value will be preserved and accessible in the future. Ayrshire Archives is approved by the Keeper of the Records of Scotland as a place of deposit for various classes of records under his charge and superintendence e.g. church records, customs and excise records. Ayrshire Archives seeks to reflect as objectively as possible and without prejudice, all aspects of Ayrshire's past.

Introduction

This policy forms an integral part of Ayrshire Archive's Collection Policy and should be read in conjunction with that policy.

Acquisitions Policy

Ayrshire Archives aims to collect, preserve and makes accessible in accordance with current legislation, directives and national guidelines:

- records of evidential, administrative and historically significant value of the present authorities and the archival records of their predecessors.
- records deposited by gift, purchase or fixed term loan (loans are in exceptional circumstances at the Archivist's discretion) of individuals, families, estate, societies, organisation, institutions, industry and business which are of legal, historical or cultural significance and relate to Ayrshire.
- records deposited by the Keeper of the Records of Scotland under his charge and superintendence.

Acquisition Terms

Before acquiring records, Ayrshire Archives requires that:

- all records are non-current
- official records be covered by a disposal schedule
- the depositor is authorised to transfer title to material and sign a deposit agreement
- the material is unique
- its historical/archival value can be demonstrated

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- they are in reasonable physical condition and Ayrshire Archives has the facilities to care for the records properly
- the records are free of legal encumbrances of excessive access restrictions which will diminish their research potential

Acquisition Restrictions

Ayrshire Archives will not collect the following:

- records relating to or arising in areas outside Ayrshire unless there is a local connection considered exceptional by the Archivist and the agreement of any other interested archive authority has been sought.
- film – this will be referred to the National Library of Scotland Moving Image Archive.
- three dimensional artefacts – these will be referred to the relevant museum service unless in exceptional circumstances where they have a special relationship with an existing archive collection.
- published material, including newspapers or photocopies – these will be referred to the relevant local history service
- records for which access could never be permitted for reasons of extremely poor condition and where an amount of money disproportionate to its historic value would have to be spent to make the records available for consultation.

Policy Review

This Acquisition Policy will be reviewed at least once every 5 years by the Ayrshire Archives Management Committee. The Keeper of the Records of Scotland will be notified of any change to the policy and the implications of any such changes for the future of existing collections.

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