

**Culture & City Development**  
**Archive Collections**  
**Collections Information Policy**

**1. The relationship between the Mission Statement and our collecting and recording of information**

Portsmouth City Council's goal is 'Working together to shape the Great Waterfront City'. By collecting and recording collections information efficiently and in accordance with professionally accepted standards we can give residents and visitors access to records of our city and the people who have helped to create it over the centuries.

**2. The information we will record**

**2.1 On transfer/deposit**

When the deposit is received (either at Portsmouth History Centre or off-site) we will record:

- a. the name, address and contact telephone number and/or email address of the depositor
- b. a brief description of the deposit
- c. the extent of the deposit
- d. the condition of the deposit (good/fair/etc.)
- e. any background information relevant to the deposit, including, in the case of digital records, any technical information pertaining to the deposit
- f. whether the depositor is the copyright holder, and if so whether they transfer copyright to the Library and Archive Service or allow us to use the deposit for certain purposes (to be described). If the depositor is not the copyright holder, do they know who is?
- g. whether the deposit is a donation, a long-term/indefinite loan, or a purchase
- h. conditions of disposal (e.g. the depositor's permission to dispose)
- i. the date of deposit

**2.2 When the deposit is accessioned**

When the deposit is accessioned we will record the information set out at 2.1, and the location, the accession number and deposit number. This information will be recorded on CALM (archive documentation program).

## **2.3 When the deposit is catalogued**

When the deposit is catalogued we will:

- a. describe each item (or group of items) individually in accordance with ISAD(G) (General International Standard Archival Description)
- b. give each a reference which shows its relationship with the other items in the deposit (and with items in the rest of the collection, if material has already been passed to us by the same depositor)
- c. record that it is catalogued on a central record (e.g. CALM)
- d. record who catalogued the deposit and when
- e. record the location of the deposit
- f. note any access restrictions
- g. note any copyright restrictions, including the copyright holder(s) if known
- h. any relevant notes about how the deposit has been arranged
- i. note any conservation needs

We may also record further information about the history or activities of the depositor.

## **2.4 On disposal**

If an item is selected for disposal we will record:

- a. the reason(s) for its disposal
- b. the method of disposal, e.g. passing to another record office
- c. the date of disposal
- d. the name of the staff member making the decision and carrying out the disposal
- e. that we have permission to dispose

## **2.5 Intellectual property rights**

Legislation regarding intellectual property rights will be monitored and implications for any collections will be recorded.

## **3 Cataloguing standards**

### **3.1 Legal and other requirements**

We will comply with all relevant legislation, including Data Protection and Freedom of Information legislation, and the Environmental Information Regulations.

### **3.2 The ethical code we will follow**

We will follow the International Council on Archives code of ethics for archivists.

### **4. Information retrieval**

We will provide and maintain an information retrieval system in accordance with ISAD(G).

### **5. Vital records**

Maintenance of collections information in the event of a disaster is covered in the Disaster Recovery Plan.

### **6. Legacy issues**

The keeping of collections information has become fuller and more systematic since the Record Office was established in 1960. Where possible, collections information for individual collections will be brought up to current standards as part of the Collections Information Plan, in accordance with ISAD(G).

### **7 User input into collections information**

Input and feedback from users (depositors and researchers) will be used to amend and improve collections information. Any proposed changes will be recorded and assessed by staff as they are received, and any judged worthwhile will be implemented as part of the Collections Information Plan.

### **8. Resolving issues of collection status (e.g. ownership, intellectual property rights, relevant legislation and guidelines)**

Any assertion of changed ownership or intellectual property rights must be adequately supported in writing (including proof of identity) before it can be considered. Any such issues will be resolved by the Senior Archivist in consultation with other PCC staff and with archive institutions elsewhere (including the National Archives). All relevant records will be amended to reflect any changes.

### **9. Date of this policy and when it will be reviewed**

This policy was approved by Culture and Leisure Executive on [...]. The policy will be reviewed and submitted again for approval in June 2019.