

Agenda item:

Title of meeting: Culture, Leisure and Sport Decision Meeting

Date of meeting: 10 July 2015

Subject: Archive Development and Policies

Report by: Director of Culture & City Development

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

1.1 The report presents three policies for approval which are required for Archive development and accreditation: the Archives Care and Conservation Policy, the Archives Collections Information Policy, and the Archives Access Policy. The report clarifies the legislation governing provision and the standards for accreditation.

2. Recommendations

2.1 That the Portfolio Holder for Culture, Leisure and Sport accepts the Archives Collections Care and Conservation Policy for implementation.

2.2 That the Portfolio Holder for Culture, Leisure and Sport accepts the Archives Collections Information Policy for implementation.

2.3 That the Portfolio Holder for Culture, Leisure and Sport accepts the Archives Access Policy for implementation.

3 Background

3.1 Archive provision is governed by the following legislation:

- Local Government (Records) Act 1962
- Local Government Act 1972 (section 224)
- Public Records Acts 1958 and 1967
- The Manorial Document Rules 1959 and Tithe (Copies of Apportionment) Rules 1960
- The Parochial Registers and Records Measure 1978 (amended 1992)

- 3.2** Archive Accreditation is a new standard for archive services in the UK, comparable in many ways to Museums Accreditation (which has existed for longer). Archive services across the country are currently applying; Portsmouth Library and Archive Service intends to apply in October - December 2015.
- 3.3** Archive Accreditation was one of the drivers for the relocation to Southsea Archive Repository, and the intention to apply was approved in the report to the Culture, leisure and Sport portfolio, Portsmouth History Centre and Archive Development Report, 21 March 2014.
- 3.4** Archive Accreditation covers all aspects of archive provision: storage, documentation, and access. The service must demonstrate good practice to ensure we meet the criteria for accreditation. This is evidenced by the policies which we have in place, and which have the support of the service's governing body. To this end we are now bringing the three policies for approval.
- 3.5** As part of our application we are working on and will also be submitting a Digital Preservation Policy. We will be bringing this policy to the Culture, Leisure and Sport Committee for approval later in the year.
- 3.6** The archive collections were included in the Museums Service Collections Development Policy and Plan which was approved at the Culture, Leisure and Sport committee meeting on 21 March 2014.

4. Reasons for recommendations

- 4.1 Collections Care and Conservation Policy:** The provision of appropriate storage and preventative and remedial conservation are crucial to the long-term preservation of the archives in our care. The policy provides a basis for plans and procedures for the care and conservation of the collections which conform to current national standards. These will enable the preservation of the collections so that they can be accessed and enjoyed by future generations.
- 4.2 Collections Information Policy:** The gathering and recording of information about the archive collections, including full documentation, is crucial to the physical and intellectual control of the collections. The policy provides a basis for plans and procedures which conform to current national standards for the gathering and recording of collections information. These will enable people to identify accurately which documents they would like to use for study and enjoyment.
- 4.3 Access Policy:** The policy for access to the archive collections, on-site, off-site and on-line, which conforms to current national standards for public access as well as for the long-term preservation of the collections, forms a basis for the development of plans and procedures to enable access to these collections, the written memory of the people of Portsmouth.

5. Equality impact assessment

5.1 A preliminary EIA has been completed.

6. Legal comments

6.1 The proposed policies will enable to Council to fulfil its duties under the relevant legislation. The details of this are set out in the body of the report.

7. Director of Finance's comments

7.1 There is no charge to apply for Archive Accreditation.

7.2 Previously the Archive collections were included in the Museums Service Collections Development Policy. The approval of the recommendations in this report will not result in any additional costs being incurred as there will be no operational change to the Archive Service.

7.3 Following accreditation the fees and charges structure will be reviewed to ensure that, where possible, full costs are recovered for services provided.

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Signed by:
Director of Culture & City Development

Appendices:

- A. Archive Collections Care and Conservation Policy
- B. Archive Collection Information Policy
- C. Archive Collection Access Policy

Background list of documents	
Title of document	Location

The recommendations set out above were approved/approved as amended/deferred/rejected by Cabinet Member for Culture, Leisure and Sport on 10 July 2015.

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Signed by:
Cabinet Member for Culture, Leisure and Sport