

## **Cambridgeshire Archives Service: Statement of Collecting Policy**

### 1. Service Purpose

Cambridgeshire Archives Service (hereafter CAS) is a service provided by Cambridgeshire County Council. The service exists

- 1.1 to carry out the authority's obligations under the Local Government Act 1972 'to make proper arrangements with respect to any documents which belong to or are in the custody of the council or any of their officers'.
- 1.2 to identify, collect and ensure best preservation of the documentary heritage of Cambridgeshire
- 1.3 to make that material available for use as widely as possible, for legal, informational, educational, cultural, leisure and other purposes, for Cambridgeshire residents and those interested in Cambridgeshire's history.

### 2. Statutory Basis

Cambridgeshire Archives and Huntingdonshire Archives are:

- 2.1 authorised repositories for official records of the county and its local authorities under the Local Government Act 1972;
- 2.2 appointed by the Lord Chancellor as repositories for certain classes of locally-deposited public records (i.e. records of central government and its local agencies) under the Public Records Acts 1958 and 1967;
- 2.3 approved by the Master of the Rolls for the deposit of manorial records by regulations given under the Law of Property Act 1922 and Manorial Documents Rules 1959 and for tithe records under the Tithe Act 1936;
- 2.4 designated by the Bishop of Ely diocesan record offices for parish records under the Parochial Registers and Records Measure 1978 as amended by the Church of England (Miscellaneous Provisions) Measure 1992;
- 2.5 empowered under the Local Government (Records) Act 1962 to acquire records by purchase, gift, bequest or deposit on loan.

### 3 Geographical scope

3.1 CAS serves the county of Cambridgeshire primarily as constituted on 1 April 1998. Its active collecting relates by default to that area, but it may also collect material related to the historic counties of Huntingdonshire and Cambridgeshire and the Isle of Ely (as existing before 1965) where the historical borders do not always match the 1998 borders, or to other areas where archives relate intrinsically to existing collections, subject to the provisions set out in section 5 below.

#### 4 Acquisitions

4.1 CAS will accept or acquire selectively material worthy of permanent preservation in the following categories:

4.1.1 Records of Cambridgeshire County Council and its predecessors

4.1.2 Records of other local authorities and statutory bodies within Cambridgeshire

4.1.3 Public records offered to the Service under the Public Records Acts

4.1.4 Records of parish churches, deaneries and archdeaconries for which it is the appointed diocesan record office within the diocese of Ely

4.1.5 Records of other public and private organisations, businesses, churches and other faith groups, charities, societies, estates, families and individuals whose activities are relevant to the history and life of Cambridgeshire

4.1.6 Photographic and digital audio-visual material (including oral history recordings etc) relevant to the history and life of Cambridgeshire.

4.2 The terms by which such records are held are laid out in CA's Terms of Acquisition.

4.3 Records fulfilling the criteria in 4.1 above will be considered for acceptance regardless of date and format subject to any exclusions noted in section 5 below. Formats include manuscripts on parchment and paper, printed material, maps and plans, drawings, photographs, magnetic tape, microform and digital material.

4.4 Records will only be accepted by CAS provided they will be open to public use after processing (including cataloguing and essential conservation) subject to any relevant data protection or other legislation and binding agreements.

## 5 Exclusions

CAS will **not** normally retain:

- 5.1 Artefacts, specimens, works of art (except as in 5.4 below) or other three-dimensional objects unless there is special relationship between the artefact and associated archives and good reasons for keeping them together.
- 5.2 Frames, deed trunks or other document containers except in a limited way to illustrate the history of a particular archive or where they contain information that cannot be readily transferred.
- 5.3 Discrete items or collections of archive cine film, videotape, cassette tapes or other physical media containing moving images or audio. As CA does not have facilities appropriate for storage and use of such material, this will only usually be accepted if integral to a paper archive or collection. In other cases CA will refer the possessor of physical collections of moving images to the University of East Anglia's East Anglian Film Archive (EAFA) and the possessor of physical collections of audio files to Norfolk Record Office's East Anglian Sound Archive (EASA).
- 5.4 Paintings other than those relating to Cambridgeshire not falling within the collecting policy of Cambridgeshire museums and art galleries.
- 5.5 Material falling outside CAS's geographical collecting area as defined in section 3 above unless forming an integral part of a collection which cannot be divided without loss of archival value.
- 5.6 Archives relating primarily to the University of Cambridge or to other archives and collections forming part of the archives or collections of the University or its constituent colleges.
- 5.7 Archives relating primarily to Peterborough District [within Cambridgeshire 1974-98] unless related to or integral to existing collections.
- 5.8 Printed or published material which falls solely within the collecting policy of Cambridgeshire Local Studies. If CAS is offered material whose status as archives or as local studies is unclear, then CAS will work with Cambridgeshire Local Studies to reach agreement.
- 5.8 If dispute arises as to whether CAS or another service would be the best repository for a particular archive, the advice of The National Archives (TNA) as a neutral arbiter will be taken.

## 6 Disposal

- 6.1 Whilst complying with the usual principles of archival integrity, CAS may, with any necessary consent of depositors and in the interests of improving access, physically split collections in order to hold parts at different service points or to offer to transfer parts to other TNA-recognised repositories within the United Kingdom.
- 6.2 Material not considered worthy of permanent preservation or falling within its collecting policy will either be returned to the owner or with the owner's consent disposed of by CAS. CAS accepts a duty to endeavour to identify appropriate repositories for unique material not relevant to Cambridgeshire.
- 6.3 CAS has no intention to deaccession archive records we have accepted. Once selected and accessioned, such records will be preserved permanently by CAS, or until such time as the depositor withdraws them, or until such time as a local government reorganisation redefines collecting areas.

## 7 Collection Policy Development

It is accepted that there is scope for developing the collection policy as priorities and resources allow. CAS reserves the right to develop its policy in the future by identifying the strengths and weaknesses of the present holdings and by means of proactive acquisitions seek to fill gaps and reduce weaknesses.

## 8 Date

This Statement of Collecting Policy is dated 23 May 2018.