

DERBYSHIRE COUNTY COUNCIL

MEETING WITH CABINET MEMBER, HEALTH & COMMUNITIES

22 September 2015

Report of the Strategic Director Health & Communities

ARCHIVE SERVICE ACCREDITATION DOCUMENTATION

1 Purpose of the report:

To seek approval from the Cabinet Member, Health & Communities for a revised mission statement, aims and objectives and Archives and Local Studies Management Policy, in order that Derbyshire Record Office may apply for Archive Service Accreditation.

2 Information and analysis:

2.1. Derbyshire Record Office is a recognised 'Place of Deposit' (PoD) for Public Records under the Public Records Act 1958. As such, it is subject to monitoring by The National Archives (TNA) to ensure that it cares for, and provides access to Public Records in compliance with appropriate standards.

2.2. In 2013, TNA developed Archive Service Accreditation, a standard that defines good practice and identifies agreed standards for archive services. Archive Service Accreditation is based on the well-established model of Museum Service Accreditation. As a PoD, Derbyshire Record Office is required by TNA to achieve Archive Service Accreditation by 2017.

2.3. The Record Office intends to apply for Archive Service Accreditation in 2015/16. In order to prepare for accreditation, the Record Office has been carrying out a substantial review of its policies, plans and procedures. The existing policies have been updated and streamlined into one management policy, which includes local studies as well as archives. The policy will be reviewed every five years and covers:

- **Access**

Physical and remote access to the collections and services, including use for education and outreach

- **Collections Development**

The overall approach to what is collected, how collections are acquired and unwanted material is disposed of

- **Collections Information**

How collections are documented through accessioning, cataloguing and indexing

- **Collections Care**

How collections are cared for, including preventative preservation measures and active conservation

2.4. The majority of the policy confirms existing practice at the Record Office, in accordance with previous policies and procedures. A revised mission statement has been prepared for the Record Office:

‘Enabling current and future generations to explore the past’.

A series of aims and objectives (given in Appendix A) has also been created, to give overarching direction to the Record Office’s work over the next five years. The aims are:

- To enable everyone to benefit from, and engage with archives and local studies
- To support accountability within the County Council through good recordkeeping
- To contribute to the city and county’s economy through heritage

3. Financial considerations:

The Archives & Local Studies Management Policy has no adverse impact on the Record Office’s budget.

4. Other considerations:

In preparing this report the relevance of the following factors has been considered: human resources, legal, prevention of crime and disorder, equality and diversity, environmental, health, property and transport considerations.

5. Background papers

The Archives and Local Studies Management Policy is available from the Archives & Local Studies Manager.

6. Key Decision:

No

7. Call-in:

Is it required that call-in be waived for any decision on this report? No

8. Officer's recommendation:

That the Cabinet Member, Health & Communities approves the Record Office revised mission statement, aims and objectives, and Archives and Local Studies Management Policy

David Lowe
Strategic Director
Health & Communities

APPENDIX A – DERBYSHIRE RECORD OFFICE AIMS & OBJECTIVES

To enable everyone to benefit from, and engage with archives and local studies

- To ensure that archives and local studies material relating to the history of Derby and Derbyshire are continually collected, preserved and made accessible for future generations, at the Record Office and in local libraries
- To provide access to historical resources at the Record Office
- To collaborate with communities, helping them to explore their history, care for their own collections and develop projects
- To improve access by making finding aids and selected historical resources accessible through the internet
- To provide a programme of curriculum support and work experience placements to schools and colleges
- To deliver a programme of events and activities aimed at all ages, throughout the county and city
- To widen participation by offering opportunities for volunteering

To support accountability within the County Council through good recordkeeping

- To proactively collect, catalogue and conserve the records of the County Council
- To lead on records management policy and practice within the County Council
- To support the roll-out of an Electronic Document & Records Management system throughout the Council

To contribute to the city and county's economy through heritage

- To enable and use historical research on Derby and Derbyshire's rich history as a means of promoting the area and encouraging heritage tourism
- To assist heritage organisations, such as the National Trust, English Heritage and the Derwent Valley Mills, to protect, promote and present their sites to visitors
- To provide advice, support and training for heritage organisations and local groups to maximise their contribution to the local economy
- To assist local businesses to capitalise on their heritage brand