

# **Peterborough Archives Service**

## **Collecting Policy Last updated: November 2004**

### **1. Introduction to Peterborough Archives Service**

Peterborough Archives Service aims to identify, collect and preserve the documentary heritage of Peterborough and to make it available for use both now and in the future.

### **2. Summary of Collecting Policy**

The Service collects records that relate to the Peterborough area (defined below) in order to build up a collection of documentary sources which can provide evidence on all aspects of life within the City and surrounding villages. This can include records that are centred on the people of Peterborough, those who live or have lived in the area, as well as records that can tell us about our locality and the environment in which we live, both past and present, and records of organisations and institutions that operate or have operated within the area. The Service collects records relating to all subjects potentially of interest in the study of Peterborough regardless of format or date (subject to the exclusions noted in Section 6).

### **3. Geographical Collecting area**

The archives acquired and preserved by Peterborough Archives Service will reflect the history of the area falling within the geographical boundaries of Peterborough City Council as defined on 1 April 1998.

### **4. Statutory basis for the archives service**

- 4.1 The principal statutory basis for the Archives Service derives from the Local Government (Records) Act 1962, the Public Libraries and Museums Act 1964, the Local Government Act 1972 and the Local Government Act 1992.
- 4.2 The Local Government Act 1992 extends the archive powers described in the Local Government (Records) Act 1962 to unitary authorities in the event of re-organisation. This means that under the 1962 and 1992 Acts, Peterborough City Council is obliged 'to make proper arrangements with respect to any documents which belong to or are in the custody of the Council or any of its officers'. The Archives Service fulfils this function in respect to archive records through its public service point in the Peterborough Central Library.
- 4.3 Under the Local Government (Records) Act 1962 and the Local Government Acts of 1962 and 1992, Peterborough City Council, through its archives service, is the appointed archive authority for all the Council's own records and is responsible for ensuring the proper care of the records of parish councils.
- 4.4 Under the Local Government (Records) Act 1962 and the Local Government Act 1992, the archives service is empowered to purchase records, to accept gifts or

bequests of records, or to accept records on deposit or loan from any source not covered in sections 3(1)-(3) above.

## **5. Acquisitions**

5.1 Peterborough Archives Service will acquire material worthy of permanent preservation in the following categories:

5.1.1 Records of Peterborough City Council and those of its predecessors.

Due to Peterborough's unique administrative history, various historical records relating to the local governance of the area are held in neighbouring record offices. Notably, records relating to the Soke of Peterborough County Council (1889-1965) and predecessor bodies are held at both Northamptonshire Record Office and Cambridgeshire County Council's Huntingdon Record Office. Records relating to Huntingdon and Peterborough County Council (1965-1974) are held at Cambridgeshire County Council's Huntingdon and Cambridge Record Offices, and records relating to Cambridgeshire County Council (of which Peterborough was a district between 1975 and 1998) are held at Cambridgeshire County Council's Cambridge Record Office.

Every effort will be made by Peterborough Archives Service to act collaboratively with these local record offices to ensure that the most appropriate archive repositories hold and provide access to these records.

5.1.2 Records of other statutory bodies operating within Peterborough.

5.1.3 Records of individuals, organisations, businesses, societies, charities, and private institutions germane to the history and life of Peterborough.

5.2 Peterborough Archives Service will acquire records by gift (including bequest); deposit (not less than fifteen years); and official transfer.

Archives are acquired by purchase only when they are vital to the understanding of the history of the area, and when they would otherwise not be in the public domain (all major purchases are heavily dependent on our ability to raise external funding).

All acquisitions will be acknowledged on receipt. Deposited material will be subject to the Peterborough Archives Service's 'Guidelines on Giving, Bequeathing and Depositing Records'. The Archives Service reserves the right to refuse material unless clear and valid title of ownership can be proved.

5.3 Archive material that fulfils the above criteria will be considered for acceptance regardless of date and format (subject to any exclusions noted in Section 6 below). Formats can include: paper and parchment, manuscripts, printed material, prints, drawings and photographs, tape recordings, CD recordings and other digital formats, film and video recordings, newspapers and microform.

## **6. Exclusions**

- 6.1 Public, parish or manorial records. These are covered by specific legislation and require holding repositories to be approved and nominated by the relevant inspecting authorities. Until Peterborough Archives Service has been approved and designated as a suitable repository for such material, we will offer advice on the most suitable places of deposit for these records.
- 6.2 Artefacts, specimens and other three-dimensional objects falling within the collecting policy of Peterborough Museum & Art Gallery or other local museums. Only where there is a special relationship between an artefact and the associated archives will the archives service seek to keep the material together.
- 6.3 Frames, tin trunks, deed chests and other containers. These will normally be disposed of by the archives service or returned to the owner.
- 6.4 Films and video recordings which fall within the collecting policy of the East Anglian Film Archive who have specialist storage for this material. In general, Peterborough Archives Service will only retain film and video recordings which form an integral part of an archive and may (with permission) offer the East Anglian Film Archive the opportunity to copy such material.
- 6.5 Works of art, which fall within the collecting policies of local museums and art galleries. The Peterborough Archives Service will maintain close links with such institutions to avoid a conflict of interest.
- 6.6 Material which falls outside the stated geographical collecting area, unless forming an integral part of a collection which cannot be divided without loss of archival value.
- 6.7 Material judged not to be of permanent historical value.

## **7. Disposal**

- 7.1 Peterborough Archives Service will abide by the principles of archive integrity but may, if considered appropriate, split collections of archives (with the permission of the owners) and transfer material to other repositories.
- 7.2 Material not considered worthy of permanent preservation at any stage of processing by Peterborough Archives Service will either be returned to the owner or will be disposed of with the owner's consent