

Wrexham Archives and Local Studies Service

Acquisition and Disposal Policy 2009 - 2014

1. Background

1.1 Wrexham County Borough Archives Service (the "Service") was established in April 1996 under the requirements of Section 60 Local Government (Wales) Act 1996. Wrexham County Borough Local Studies Service was also formed in 1996 following local government re-organisation. The two Services became a joint service in 2003.

1.2 Prior to 1996 some records relating to Wrexham County Borough were deposited in the former Clwyd County Council record offices at Ruthin, Denbighshire and Hawarden, Flintshire. In principle, the Service would like certain classes of records transferred to Wrexham. This is subject to negotiation between the four Successor unitary Local Authorities of Clwyd County Council.

1.3 The Local Studies Service combined existing local studies collections from the former Wrexham Borough Council and the disaggregated collection from the former Clwyd County Council. A network of Local Studies Collections at Community Libraries was also established in 1996.

1.4 Wrexham Archives and Local Studies Service seeks to abide by all current archive legislation as it applies to local authority archive services in Wales.

1.5 Wrexham Archives and Local Studies Service is not approved as a repository to acquire Public Records, manorial records or Church in Wales Records, but is entitled to obtain surrogate copies of records held elsewhere in Wales that relate to the County Borough.

1.6 Wrexham Archives and Local Studies Service subscribes to The National Archives Standard for Record Repositories.

2. Scope of collection

2.1 The aim of Wrexham Archives and Local Studies Service is to collect and preserve any kind of record that relates to the history of the County Borough and make them accessible to the public for research.

2.2 This policy should be seen in conjunction with the wider aims and objectives of the Council and the Service's Terms of Deposit.

2.3 The Service will collect records relating to areas within the boundaries of Wrexham County Borough including present and predecessor local government authorities; community councils, businesses; churches and chapels, except for the Church in Wales (see 1.5); societies, clubs and associations; families and individuals.

2.4 The Service uses the terms 'records' and 'archives' as defined in the National Council on Archives *An Archives Policy for the United Kingdom*, 1996 to include manuscripts hand written and typewritten, maps, plans, photographs, printed material, electronic, digital and other machine readable records.

2.5 The Service will also collect published sources which will form part of the Local Studies collection including those relating to or produced within Wrexham County Borough and areas outside Wrexham County Borough where such areas have links with the County; general published sources on Wales in order to supply historical background as a context for the study of any subject relating to Wrexham County Borough; general published sources on the pre-1974 counties of Denbighshire and Flintshire, the former County of Clwyd and any neighbouring counties; general references for local history.

2.6 The Service will not seek or accept records relating to areas outside Wrexham County Borough unless there are exceptional circumstances, for example on the owner's insistence. In such cases, other relevant archive services will be consulted. The Service will accept records relating to other areas if they form part of a collection where the majority of the records relate mainly to Wrexham County Borough, in order to maintain the integrity of the collection.

2.7 The Service will liaise with other archive services to avoid a conflict of collecting interests.

2.8 The Service will not collect any three dimensional objects or original art work unless they are integral to the archive collection to which they are attached. In such cases, the objects will be accepted under the custody of Wrexham County Borough Museums Service.

3. Collection process

3.1 Wrexham Archives and Local Studies Service will acquire records either through donation, deposit on loan, or purchase. In the case of the Council's own records, the Service is responsible for the Council's Records Management Service and records identified as being of historic interest will be transferred to the archives. Published sources will be acquired either by donation or purchase.

3.2 The service prefers to obtain records by donation rather than deposit on loan.

3.3 Purchases of records will be made only of items of outstanding importance to the County Borough and where funds allow.

3.4 Only records, which in the judgement of the archivist in charge, are of sufficient quality for permanent preservation will be accepted. Only published material that the Local Studies Librarian considers relevant will be accepted.

3.5 It is a condition of acceptance that, subject to the requirements of information legislation such as The Data Protection Act 1998, Freedom of Information Act 2000 and Environmental Information Regulations 2004, records and published material will be available for public access either immediately or at the expiry of a specified period.

3.6 The Service will not normally accept archives, records or published material which are of a particularly specialist nature, requiring skills or equipment beyond the office's resources to preserve, exploit or interpret.

4. Disposal

4.1 The Service will only preserve records and published material worthy of permanent retention. Any records or published material received by donation, that are not considered worthy of retention will be disposed of or returned to the donor. Any records received by deposit on loan that are not considered worthy of retention, will be either disposed of with the depositor's permission, or returned to the depositor.

4.2 The Service reserves the right to carry out periodic reviews of the records held and, where necessary, may recommend that they are transferred to another service if it is felt that the documents and their users would benefit from their relocation, returned to the depositor, or destroyed as appropriate.

5. Policy review

5.1 This policy has been approved by Wrexham County Borough Council on 13 October 2009 and will be reviewed within the next 5 years.