



Nottinghamshire
County Council

Nottinghamshire
Archives

NOTTINGHAMSHIRE ARCHIVES

ACQUISITIONS STRATEGY

July 2006

1 Introduction

This long term strategy supports Nottinghamshire Archives' Acquisition Policy, 2005 and will be reviewed annually. It has been drawn up in consultation with the Local Studies and Archives Policy Co-ordination Group and Nottinghamshire Archives User Group.

The aim of the Acquisition policy is to acquire (section 9):

- the official archives of Nottinghamshire County Council and Nottingham City Council and their predecessor authorities;
- archives of other local authorities and their predecessors;
- archives defined by the terms of the Public Records Act, 1958
- manorial and tithe documents
- archives of the Diocese of Southwell including diocesan, archdeaconry (from 1884), deanery and parish records;
- archives of the Dean and Chapter of Southwell;
- other archives including those of businesses, industrial and commercial organisations, churches of all denominations, organisations and institutions, charities, families and individuals, landed estates, societies, trade unions and political parties;
- archives of regional bodies which have their headquarters within the County or City except where provision has already been made with another repository in the same geographical area.

2 Objectives

In order to fulfil the aims of the Policy, this strategy aims to:

- Increase awareness of Nottinghamshire Archives services to owners of archives
- Fulfil the requirements of archive legislation viz
Public Records Act, 1958
Local Government (Records) Act, 1962
Parochial Registers and Records Measure, 1978 as amended 1992
- To identify those records at risk and ensure their permanent preservation

- Provide a balanced and continuing record of all aspects of the life of local communities. Areas where few or no records are held will be identified and targeted.

3 Areas of activity under represented or where records are at risk:

An analysis of areas under represented has been carried out by consulting the existing catalogues, the Business and Societies indexes, professional and user knowledge.

Local Authority records:

Post-1974 local authorities
Schools
Parish councils

Church records:

Church of England
Non-conformist churches including Afro-Caribbean churches

Other Faiths

Businesses: these are under represented for both the City and the county:

Retailers
Cinemas and other leisure industries
Estate Agents

Industries: Agriculture

Textile eg Lace

Professions: these are under represented for both the City and the county:

Accountants
Solicitors' practice records
Architects
Dentists (business records only)
Insurance and Investment companies
Opticians

Voluntary organisations:

Citizen Advice Bureaux
Council for Voluntary Service
Advice Centres

Local Schemes, partnerships and initiatives eg HLF projects

Pressure Groups with a finite existence

Political parties: Conservative Party
Liberal Democrat Party
Other parties eg Green, UKiP, Veritas
Papers of Members of Parliament

Minority Groups eg Gay and Lesbian
Black and Mixed Ethnic
Eastern European
Disabled

Societies: Family History
Local History

Charities

Sports

4 Methods

The following methods will be used as and when appropriate:

- Promotional leaflet describing the services available to owners of archives
- Web pages describing the services available to owners of archives
- Displays and exhibitions
- Press releases re recent acquisitions or exhibitions
- Article/notice in relevant publication
- Talks on relevant themes
- Events for owners of archives
- Personal contact

5 Risk analysis

Full implementation of this policy is dependent upon Nottinghamshire Archives having the staffing resources to implement the action plan and sufficient storage to accommodate the additional records received.