

## **Scope of collecting policy**

Teesside Archives will seek to ensure that the collection of archives reflects the broadest range possible of the life and work of the people of the area. It will support the council's main aims including ensuring that citizens are well educated. The future direction of collecting activity will seek to maximise the social inclusion of all sections of our community and to generate new audiences for the archives of the area.

Collections of archives will be acquired through the statutory obligations and powers noted above, by responding to all approaches from owners of documents for the deposit or donation of archives, by outreach activity, and by occasional purchase.

Archives will be collected for the geographical area of Teesside. These will include:

- Official archives of 4 named councils and their predecessor authorities.
- Public records under the Public Records Act such as records of courts and hospitals. A charge will be applied for storing records that are not yet 30 years old (NB this is due to be reduced to 20 years in phases) as these records are semi-current and do not yet qualify as archives.
- Church of England and Roman Catholic parishes and registers of non-conformist churches,
- Records of any date relating to all aspects of the history of Teesside including records of societies, charities, organisations, institutions, businesses, industrial and commercial organisations, families, individuals, trade unions, and political parties.
- It is the responsibility of the depositor to arrange for transport of records to Teesside Archives although will assist private depositors wherever possible.

In seeking and collecting archives in future, priority will be given to archives of communities, such as the Black and other ethnic communities, which are not well represented in collections at present.

Teesside Archives reserves the right to require a potential donor or depositor to provide proof of ownership and to refuse to accept a donation or deposit if this cannot be supplied. Formal agreement may also be required regarding any obligations under the Data Protection Act, 1998.

## **Limitations of the collecting policy**

Teesside Archives seeks to avoid duplication, conflict and competition with other repositories.

At present we have no specialist facilities for the storage and preservation of sound archives but we will accept them in this format.

We do not have specialist facilities for the storage of film archives so we direct those holding films to the Northern Region Film and Television Archive. They provide a service for storing, preserving and making accessible film archives [www.nrfta.org.uk](http://www.nrfta.org.uk)

\*We will accept born digital records and will where possible migrate them to a modern and more sustainable format. However, at present, we lack the equipment and resources to do much in this area but the situation is under review. **Depositors should be aware that material in digital format will be appraised and managed in the same way that physical archives are dealt with, and we cannot accept large amounts of data without reviewing the content to assess its suitability for permanent preservation. This applies to material stored on portable media, such as hard drives, pen drives, CDs DVDs etc. Depositors should note that there is an environmental cost as well as a financial cost associated with digital storage, and should keep this in mind when considering what should be preserved indefinitely.**

|

Three-dimensional artefacts will normally be referred to the appropriate museum service