



Buckinghamshire County Council

Libraries and Heritage

Centre for Buckinghamshire Studies

Acquisitions Policy

November 2004

1. This policy statement for the Centre for Buckinghamshire Studies defines in broad terms the types of material that the Centre will seek to acquire.
2. **Legislation and Standards**

The statutory framework for the acquisition of records by the Centre is provided principally by the following:

 - Local Government (Records) Act 1962
 - Local Government Act 1972 (s.224)
 - Public Records Acts 1958 & 1967
 - Data Protection Act 1998
 - Freedom of Information Act 2000
 - Library Bye-Laws for the County of Buckinghamshire (under Section 19 of the Public Libraries and Museums Act 1964)
 - Church of England Parochial Registers and Records Measure 1978, amended 1992
 - Manorial and Tithe Documents Rules issued under the Law of Property Acts 1922 and 1924 and the Tithe Act 1936

The standards against which the archive service is measured are:

 - A Standard for Record Repositories 2004 (The National Archives)
 - Standard for Access to Archives 2003 (National Council on Archives, Public Services Quality Group)
 - BS5454: 2000
 - Beyond the PRO 1994
3. **Collecting Area**

The Centre for Buckinghamshire Studies will acquire archival and research materials relating to the historic county of Buckinghamshire. This includes the areas transferred to Bedfordshire County Council in 1965, Berkshire County Council in 1974 and Milton Keynes Council in 1997 (as well as parishes

transferred between Oxfordshire and Buckinghamshire). This may also include records relating to places outside Buckinghamshire if they have a close association with the county or enhance existing collections. The Centre is an officially recognised repository for manorial and tithe documents and for certain classes of public records and is the diocesan record office for the archdeaconry of Buckingham.

4. **Collecting Policy**

The Centre for Buckinghamshire Studies will acquire:

- a) Records of Buckinghamshire County Council itself and of its predecessor bodies
- b) Records of other local authorities and statutory bodies operating within Buckinghamshire
- c) Public records offered to the Centre under the terms of the Public Records Acts 1958 and 1967, and the Freedom of Information Act 2000.
- d) Records of the Archdeaconry of Buckingham, and of the rural deaneries and parishes within it, and certain records of the Diocese of Oxford
- e) Records of organisations, businesses, individuals and other records directly or indirectly relevant to the history of the County
- f) Ordnance Survey maps and other printed primary source material relating to Buckinghamshire
- g) Books and other secondary material (including microforms and digitised sources) to expand and enhance the existing Local Studies Library collections

The Centre for Buckinghamshire Studies will not generally accept:

- a) collections which are wholly or mainly audio-visual in nature. However, it will accept audio-visual items which are an integral part of a larger archive (reserving the right, subject to agreement with the depositor, donor or transferor where appropriate, to lodge them temporarily in another repository with specialist facilities if this is judged to be in the interests of the records).
- b) cellulose nitrate film or any other potentially dangerous items that would pose a considerable risk to its existing collections or the fabric of the building.
- c) records in need of urgent conservation that are not worth the cost and effort of treatment.
- d) records liable to create any breach of legislation.

5. **Methods of Acquisition**

The Centre for Buckinghamshire Studies will acquire records (including any or all of the following: handwritten and typescript evidence, maps, plans, designs, architectural and engineering drawings, photographs, manuscripts of literary and other compositions, documents in printed form, records on microfilm or other media, including sound and video records and electronic records – subject to suitable provision being made for their consultation) by transfer, deposit, gift, purchase or by loan for specific periods. Gifts and deposits will be accepted according to the terms of the regulations governing the gift and deposit of documents current at the time of acquisition (the specific terms of deposit are listed on the reverse of the receipt issued to the depositor).

6. **Liaison**

The Centre for Buckinghamshire Studies will liaise with other archive repositories, museums and related institutions in and around the County to ensure as far as possible that the integrity of collections is maintained and that competition which would result in splitting an archive will be avoided.

7. **Disposals**

a) The Centre for Buckinghamshire Studies shall have the authority to transfer records to a more suitable repository if it is considered that the documents and the users of those documents would benefit from their relocation (subject to the agreement of the depositor or donor, and with regard to the principles of archival integrity).

In particular we will liaise with Berkshire Record Office over records relating to the area transferred to Berkshire County Council in 1974. As a general rule, records of institutions which ceased to exist in or before 1974 will come to the Centre for Buckinghamshire Studies, whilst those of institutions created and continuing to exist after 1974 will go to Berkshire Record Office. However, the wishes of the depositors and donors, and the potential needs of users will be taken into account. We will not necessarily seek to transfer records already held in one or other repository in contravention of this principle.

b) The Centre for Buckinghamshire Studies may transfer any records wholly relating to the Milton Keynes Council area to a Milton Keynes repository in the

event that such provision is available, and meets required standards.

c) The Centre for Buckinghamshire Studies shall have the authority to destroy or otherwise dispose of those records in its possession not considered suitable for permanent preservation (whether at the time of acquisition, cataloguing or subsequent review) in the Centre, having due regard to the wishes and requirements of depositors where relevant.

d) The disposal of documents will follow the Centre for Buckinghamshire Studies De-accessioning Policy and internal Procedure where applicable.