

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee – Thursday 03 March 2022

Disposals from Staffordshire Archive Collections

Recommendation(s)

- a. That the committee approves the transfer and disposal of archive collections identified through the reappraisal process.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)

Reasons for Recommendations:

1. Following reappraisal of two collections held at Staffordshire Record Office several items for transfer or disposal have been identified.
2. In accordance with the Staffordshire and Stoke on Trent Archive Service's Collections Development Policy, permission must be sought from the Joint Archive Committee before any item is transferred or disposed of from the collection.

Background

3. Reviews of collections take place to ensure that our collections continue to meet the criteria of the Collections Development Policy. Staffordshire and Stoke on Trent Archive Service regularly reviews collections to ensure we are making best use of archival storage for the care of existing collections and to enable further accessions to be received.
4. This report covers recent reappraisals of two collections completed by the Collections Officers which has identified material to be transferred or destroyed.
5. Firstly, duplicate copy minutes collected by the County Clerk's department, 1950s (collection ref: C/C/L/1-24) and miscellaneous minutes and printed material for the Stoke on Trent City Council area (collection ref: C/C/L/25). One box is to be transferred to Stoke on Trent City Archives (C/C/L/25), one box of Wednesbury Borough Council

minutes to be transferred to Sandwell Archives as agreed (C/C/L/22/1-6), and 25 boxes to be destroyed. See Appendix 1.

6. Secondly, a miscellaneous collection from the offices of George Horne & Son, auctioneers (collection ref: 735 part, sections 4/6/1-5 OS Maps and 5/1 postcards). The collection comprises rolls of Ordnance Survey maps for areas outside Staffordshire or duplicates of Staffordshire maps already held by the service. It also includes two boxes of postcards and photographs for places outside Staffordshire to be offered for transfer or to be destroyed if unwanted. See Appendix 2.
7. This disposal process is in accordance with Staffordshire and Stoke on Trent Archive Service's Collections Development Policy, reviewed December 2019.
8. The policy complies with Archive Service Accreditation UK standard for archive services and supports the Archive Service's Terms and Conditions for the Deposit of Archives (last revised 2018)
9. In accordance with Staffordshire and Stoke-on-Trent Joint Archives Service's Collections Development Policy it is the practice to offer collections to other services first and it is a principle of the policy that collections will not be sold.

Legal Implications

Staffordshire and Stoke-on-Trent Joint Archives Service's Collections Development Policy is the basis for enabling the removal of items from the collection.

Resource and Value for Money Implications

Funded by Staffordshire County Council. This process will enable better care of the County Council's Archive collections through better use of storage space, staff resources and conservation material resources.

Climate Change Implications

None applicable.

List of Background Documents/Appendices:

- Appendix 1 - Appraisal and disposal assessment C-C-L
- Appendix 2 - Appraisal and disposal assessment 735pt

Contact Details

Assistant Director: Janene Cox, Assistant Director – Culture, Rural and Safer Communities

Report Author: Chris Copp
Job Title: Collections Officer

Telephone No.: 01785 895181

E-Mail Address: chris.copp@staffordshire.gov.uk

