

APPENDIX 1

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE

REAPPRAISAL AND DISPOSAL RECORD SHEET

PART ONE: COLLECTION INFORMATION

Staffordshire Record Office

Collection reference: C/C/L/1-25

Collection title:

Copy minutes of District Councils collected by the County Clerk's department, 1950s (C/C/L/1-24);

Stoke City Council year books, Education annual handbooks, Children's Committee copy minutes, miscellaneous printed material for the Stoke on Trent City Council area (C/C/L/25)

Date of deposit or donation: C/C/L/1-24, acquired by the County Clerk in the 1950s, not known at what point they came to the Archive Service;
C/C/L/25 acquired in 1991 from the Chief Education Officer (Northern Area) and in 1996 from the Director of Social Services

Ownership:

(indicate if owned by the Archive Service/governing body, privately owned by identified individual(s) or continuing organisation, or if current owner cannot be identified)

Staffordshire County Council

Legal obligations and conditions of acquisition/grants:

(indicate whether under Acceptance in Lieu scheme, or subject to purchase or cataloguing grant, etc. Also check if there is a record of any previous appraisal process)

None

PART TWO: APPRAISAL INFORMATION

Date of appraisal: 3 July 2017, reviewed 4 November 2020

Appraisal decisions:

A. Records to be returned to depositor or transferred:

1. Quantity: 1 box or part thereof (C/C/L/25, Stoke on Trent)

Reasons: These records are within the collecting area of Stoke on Trent City Archives. Both batches of records within this reference were transferred internally before the official creation of the Archives in 1997, and could in practice have been offered to the Archives in 1997 or soon after.

This series is to be transferred to Stoke on Trent City Archives. If any items are not required by that office, they will be duplicates and will have no additional value to be kept within the County Archive Service.

To whom returned/transferred:

Date returned/transferred:

2. Quantity: 1 box or part thereof (C/C/L/22/1-6, Wednesbury Borough)

Reasons: These records are within the collecting area of Sandwell Archives. That authority does already hold minutes for Wednesbury but may have gaps and has requested that the files be transferred.

If any items are not required by that office, they will be duplicates and will have no additional value to be kept within the County Archive Service, so will have permission to dispose of them.

To whom returned/transferred:

Date returned/transferred:

B. Records to be destroyed:

Quantity: 25 boxes (C/C/L/1-12, 14-19, 21-24)

Reasons: These duplicates were collected by the County Clerk's department in the 1950s. Since that date those districts within the modern county have since deposited their official sets of minutes, either following the 1974 local government reorganisation or more recently. For those areas no longer within the modern county, the respective archive offices in the West Midlands have checked their own holdings of official minutes and found them to be duplicated, so have declined these copies.

(The exceptions are C/C/L/13, Rugeley Urban District Council, which are missing from our collections, and C/C/L/20, Tamworth Borough, for which we do not have a collection. It is presumed the originals are at Tamworth Castle Museum. These two series will be disposed of in the future if the original minutes are deposited at any future date.)

Permission gained from owner or permission not required (please specify):

Permission is not required (owned by the County Council)

Date of destruction:

Deaccessioned in paper accessions register and on CALM accessions database

Paper and online catalogues removed or updated

The National Archives notified

Signature of Archivist:

Date:

Signature of member of Joint Archives Committee:

Date: