

APPENDIX 1

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE

REAPPRAISAL AND DISPOSAL RECORD SHEET

PART ONE: COLLECTION INFORMATION

Staffordshire Record Office

Collection reference: 735 (sections 4/6/1-5 OS maps and 5/1 postcards)

Collection title:

Miscellaneous collection from the offices of George Horne & Son, auctioneers

Date of deposit or donation: 1964, at the closure of the firm

Ownership:

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

File in appropriate deposit file, and Freedom of Information Legislation file

PART TWO: APPRAISAL INFORMATION

Date of appraisal: 4 February 2022

Appraisal decisions:

A. Records to be offered for transfer or destroyed if unwanted

1. Quantity: Rolls of Ordnance Survey printed maps, various editions and scales, mostly for areas outside Staffordshire, also some duplicates of Staffordshire maps already held (reference 735/4/6/1-5)
2. Quantity: 2 boxes of postcards and photographs mounted on postcards for places outside Staffordshire (reference 735/5/1)

Reasons: These records are outside the collecting area of Staffordshire Record Office and the Museum Service, the William Salt Library and Stoke on Trent City Archives. Where the Ordnance Survey printed maps do relate to Staffordshire most have already been identified as duplicates. Any non-duplicates for Staffordshire will be retained.

To whom returned/transferred:

Date returned/transferred:

B. Records to be destroyed:

See above, for any remaining items.

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: