



Archival Collecting & Acquisition Policy

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Owner	Chief Officer (Legal)
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Date	Version	Summary of changes	Author/ Approver
24/11/2014	0.1	First draft, based on ASLAWG's "Archives Collecting Agreement"	CMG
13/01/2015	0.2	Approved through consultation with Education	Amanda Robb
11/02/2015	1.0	Approved	GM
05/10/2015	1.1	Minor text amendments	RM
28/3/17	1.2	Removed ref. to "no other repository" from para 2.2	RM
24/11/20	1.3	Amended job titles, referenced the ERCLT	SIIO
11/09/24	1.4	Minor typo, removed SCA acronym and "review date" column from version control box. Changed owner.	SIIO

1 Introduction

Archives are a crucial resource for democracy, providing evidence of the rights and responsibilities of the creating organisation and of the citizens that it serves. Additionally, archives provide a unique historical resource, detailing the past of the area and of its peoples.

2 Acquisition Policy

East Renfrewshire Archives aims to identify, acquire and preserve:

2.1 Local Authority Records

The historic records of former local authorities whose historical area falls within the boundaries of East Renfrewshire Council and whose functions have been inherited by ERC (or are now obsolete functions).

This includes parochial boards, parish councils, burgh local authorities (town councils, burgh or police commissioners etc.), the relevant 1930-75 district councils, and the 1974-96 district councils.

In addition, the archives will seek to identify and preserve the records of the present local authority.

2.2 Private records

Records of

- individuals,
- estates,
- families,
- businesses,
- organisations,
- clubs and societies

where the Senior Information and Improvement Officer considers that they are of sufficient historical interest will be acquired if offered by the owner of the records as per agreement in the accession form.

3 Local studies and other archival repositories

The distinction between “local studies” material and “archives” will be subject to agreement between the Local Studies Librarian of the East Renfrewshire Culture and Leisure Trust and the Senior Information and Improvement Officer and will be based on what is appropriate for the management of records in each case.

Where material is made available to the archives and to one or more other local authority archives and all are unable to agree on the most appropriate location for a fonds, the matter shall be referred to the Chair of ASLAWG, who shall be asked to appoint an experienced local authority archivist as arbiter. In the case of private records, the arbiter shall make a recommendation to the owner, who is free to accept or reject the recommendation. In the case of local authority records, the decision of the arbiter will be binding.

Alternatively, if the dispute is with a non-LA archival repository, advice should be sought from the Scottish Council on Archives or from the Keeper of the Records of Scotland.