

EAST RENFREWSHIRE COUNCIL - ARCHIVAL ACCESSION FORM

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Accession No:	Fonds:	Date:
Depositor Details:	Owner Details: (where different from depositor)	Copyright Owner: (where different from depositor)
Name:	Name:	Name:
Address:	Address:	Address:
Tel Number	Tel Number	Tel Number
e-mail:	e-mail:	e-mail:
Deposit Type:		
Type:	Details:	
Restrictions:		
Please outline any restrictions or alterations to the conditions outlined on the reverse of this form e.g. closure periods, reprographic restrictions etc.		
Description of records:		
Include description of records, covering dates, approximate extent, note on the condition of material		
Deposit Agreement:		
I, the owner/depositor, confirm that the information given on this form is correct. I have read and understood the conditions on the reverse of this form and I hereby agree to transfer the item(s) described to East Renfrewshire Council's Records Manager as detailed above.		
Signature	Name [capitals]:	Date:
Recipient: I acknowledge receipt of the item(s) described on behalf of the Records Manager of East Renfrewshire Council.		
Signature:	Name [capitals]:	Date:
<small>Data Protection Act, 1998: The information you have provided will only be used by East Renfrewshire Council for the purposes of administering and promoting the Archives. It will be retained permanently, but will not be used for any other purpose.</small>		

On completion: WHITE copy remains with documents until they are listed; thereafter to the fonds folder(s); PINK goes to accession file; **depositor retains BLUE copy.**

TERMS AND CONDITIONS OF DEPOSIT

East Renfrewshire Council accepts official and private records of local historical significance for their safe storage, care and preservation, and to make them accessible to the public under controlled conditions.

Records are received either by outright gift, or by deposit on indefinite loan, temporary loan or, in terms of official records, as an internal transfer. In addition, specific classes of records may also be accepted under Charge and Superintendence from the Keeper of the Records of Scotland.

1. Ownership

- 1.1 The donation of records to East Renfrewshire Council or their transfer to the archives means that they become the property of the Council and the responsibility of the Council Records Manager.
- 1.2 The placing of records in the custody of the Council by indefinite loan, temporary loan or under Charge and Superintendence in no way alters the ownership of such documents.

2. Appraisal & retention

- 2.1 East Renfrewshire Council reserves the right to return to the depositor any records deemed to be of insufficient archival value or, in the case of records transferred or donated, to transfer them to a more suitable repository, or, after appropriate archival appraisal, to destroy as appropriate.

3. Preservation and conservation, cataloguing & access

- 3.1 The records will be stored in suitable environmental conditions which as far as is practicable conform to professional standards in particular to BS5454: British Standards Recommendations for the Storage and Exhibition of Archival Documents.
- 3.2 The records will undergo such conservation and restoration as is deemed appropriate by the Records Manager and as resources allow.
- 3.3 Records in a fragile condition may be withheld from public access.
- 3.4 Records will be numbered with a reference code for their security and for purposes of identification.
- 3.5 The records will be listed and indexed to professional standards as part of the ongoing cataloguing programme. The list will be available on the Council's website, and a copy can be supplied to the depositor and to other bodies as appropriate (e.g. to the National Register of Archives (Scotland) and the Scottish Archive Network).
- 3.6 Records are normally available for public inspection under the supervision of the Records Manager.
- 3.7 Dependant on their sensitivity and on whether they contain personal data, records may be subject to a closure period in line with appropriate ASLAWG or other professional guidelines.
- 3.8 Records may be temporarily removed from the archives for purposes of exhibition or any other valid reason only on the authority of the Records Manager.

4. Reproduction and Copyright

- 4.1 When a collection is transferred to the Council, all intellectual property rights held by the depositor are also transferred to the Council unless it is specifically agreed otherwise at that time.
- 4.2 When copyright is transferred, the Authority may photograph, photocopy, or digitise records for educational or promotional use or for promotional, research or exhibition purposes.