

Teesside Archives

# Collections Management Policy

Version 1.0

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## Mission Statement

Teesside Archives service, funded by Middlesbrough, Stockton, Redcar and Cleveland, and Hartlepool Borough Councils, exists to create, maintain and preserve the collective memory of Teesside.

Our mission is to make our collections of unique records of historical and evidential value accessible to current and future generations locally, nationally and world-wide to inspire an interest in the history, industry and communities of Teesside and promote a sense of local pride and identity.

Teesside Archives service will collaborate efficiently and effectively with our four funding authorities, and help to support other organisations, volunteers and communities for the long term benefit of our collections and users.

## Background

The service was established in 1974 as a function of the newly created County of Cleveland, formed from parts of County Durham covering Hartlepool and Stockton-on-Tees and parts of North Yorkshire covering Middlesbrough and Langbaugh-on-Tees. Originally named Cleveland County Archives, the service was rebranded as Teesside Archives following the abolition of Cleveland County in 1996. The service is currently directly managed by Middlesbrough Borough Council but is funded by the four Borough Councils of Middlesbrough, Stockton, Hartlepool and Redcar & Cleveland. The service is governed by the Joint Archives Committee with representation of each Borough by an Elected Member, advised by their relevant Head of Service.

Teesside Archives service can be defined as a Type Two Local Authority Archive Service with Place of Deposit Status. The service has archive holdings of approximately 951m<sup>3</sup> all held in our building in Exchange Square, Middlesbrough. The service has three full time members of staff (Archives Manager, Archivist and Conservator) and three part time members of staff (two Archive Assistants and a Learning and Outreach Officer).

Collections management involves four core areas of activity – development, information, care and conservation, and access. An integrated policy approach is achieved through good communication and close working of our small staff team with the Archives Manager and Archivist sharing responsibility for development, information and access policies and the Conservator leading on care and conservation. These policies are communicated to other members of the team and referred to as required for their roles.

This policy should be read in conjunction with the Collection Care and Conservation Policy, Access Policy and relevant procedures.

## Policy aims

This policy aims to explain how Teesside Archives service develops and manages its collections. It sets out the statutory purpose of the service and the scope of current collections and future developments and their processing. It will define the current condition of Collections Information held by Teesside Archives service, taking into account legacy issues and will outline the standards that the service will strive to achieve in areas such as accessioning, appraisal, cataloguing and deaccessioning.

## Scope

This policy applies to all collections stored and managed by Teesside Archives service. It includes collections under the ownership of Teesside Archives service, those deposited on long term loan and Public Records held in any format, including paper, digital, audio or film. This policy covers the appraisal of newly deposited/gifted records, and also considers the re-appraisal of existing collections.

## Collections Development Policy

This policy explores the statutory position of Teesside Archives service and the scope of our current collections as well as collecting new items, researching and reviewing existing collections and removing items in accordance with our policies and priorities.

### *Statutory Position*

Teesside Archives service will seek to abide by all current archive legislation and is:

- The authorised archive service for the custody of the official records of Hartlepool Borough Council, Middlesbrough Borough Council, Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council and their predecessor authorities under section 224 of the Local Government Act, 1972.
- Approved by the Public Record Office as the agent of the Lord Chancellor for the deposit of specified classes of public records under the Public Records Acts, 1958 and 1967 including but not limited to Quarter Sessions, Magistrates' Courts, Coroners, and Health Authorities.
- Approved by the Master of the Rolls for the deposit of manorial and tithe records under the Law of Property Act, 1922 and the Tithe Act, 1936.
- Approved by the Archbishop of York as a repository for parish records under the Parochial Registers and Records Measure 1978.
- Empowered to acquire archives by deposit, gift or purchase and to preserve and make them available under the Local Government (Records) Act, 1972.

## Scope of our Collections

Teesside Archives service collects records and documents relating to the area of Teesside that have long term historic or informational value.

### *Geographical Area*

Teesside Archives service covers the geographical area defined by the four local authorities of:

- Hartlepool Borough Council
- Stockton-on-Tees Borough Council
- Middlesbrough Borough Council
- Redcar and Cleveland Borough Council

Teesside Archives service seeks to document communities and activities across all of Teesside from local groups to local government, individual stories to large

businesses. It is recognised that the area of Teesside, approximately 230 square miles, includes a range of communities from rural to urban but despite their proximity, each borough maintains a strong individual identity rather than identifying as part of Teesside.

Teesside Archives service is based in Middlesbrough, as the former County town of Cleveland, offering a fairly central and accessible location for visitors from across Teesside with the maximum travel distance around 20 miles.

### *Themes of our collections*

Teesside Archives services collects records and documents that relate to all aspects of the history of the area of Teesside including records of:

- local government and statutory bodies including NHS, Coroner, Magistrates Court
- religious denominations (except those collected by other organisations)
- businesses
- schools
- hospitals
- workhouses
- clubs and societies
- families and estates
- personal papers

Our core function is to collect and document the archives of the Boroughs of Hartlepool, Stockton, Middlesbrough and Redcar & Cleveland and their predecessors to ensure that the decision making process and significant activities are recorded.

Public Records should be transferred to Teesside Archives service once they reach 20 years old, although currently there is a transition period reducing from 30 to 20 years.

Teesside Archives service is approved by the Archbishop of York as a repository for parish records under the Parochial Registers and Records Measure 1978 and therefore collects Anglican parish records for the areas of Middlesbrough and Redcar and Cleveland. Durham County Record Office collects Anglican parish registers for the areas of Hartlepool and Stockton.

Records of Roman Catholic Churches in the areas of Hartlepool and Stockton are collected by Teesside Archives service but records relating to Churches in Middlesbrough and Redcar & Cleveland are held by the Middlesbrough Diocese.

Teesside Archives service seeks to collect records of all other religious denominations including Non-Conformist Churches such as Methodist, Quaker, Congregational churches and records of other faiths.

Teesside Archives service actively collects records of local industry and businesses and currently holds major business collections including British Steel and ICI, with private additions to these collections welcome. As the service seeks to document industries and companies of Teesside, records of businesses both large and small are collected.

Teesside Archives service will collect records from organisations and private individuals from both the public and private sector, in civic and business life including clubs and societies, political parties, trade unions, families and individuals. The services seeks to represent all views, interests and opinions from across communities and organisations in Teesside.

### *Format and Media*

Teesside Archives service collects archives, records and documents of all ages from old to new in all physical formats including:

- paper
- parchment
- plastic
- photographs
- negatives and slides
- microfilm/fiche
- magnetic tapes

The service can accept documents on modern media including:

- DVD
- CD
- USB stick
- hard drive
- floppy disc
- via email
- web transfer

The service can accept documents in digital formats including:

- Word or similar
- Excel or similar
- Publisher or similar
- PowerPoint or similar

- PDF
- Images files JPG, TIFF or similar
- Audio files WAV, MP3 or similar
- Video Files
- Other file types may be accepted

## Priorities for Future Collecting

Teesside Archives service will continue to collect records relevant to its mission and within the scope identified above. Currently, the service collects archives passively and accepts collections that meet our collecting criteria when they are offered. It also collects records routinely such as transfers from parent bodies and other existing depositing organisations. On occasion, the service may be reactive to local situations such as a business closure, project or event leading to the collection of records. Teesside Archives service does not currently actively collect records but we will be developing a plan to actively collect in the future.

A main priority for collecting includes additions to existing collections of our parent bodies to ensure a comprehensive record of their existence and key decision making survives as a useful corporate memory and history of the local area.

Records of some communities and groups have historically been under represented in the collections held by Teesside Archives service. Where possible the service will use outreach work to engage more widely with the local community to develop stronger links and improve our collections.

## Limitations on Collecting

Teesside Archives service seeks to avoid duplication, conflict and competition with other repositories, in particular North Yorkshire County Record Office and Durham County Record Office as historic boundaries are shared.

Teesside Archives service can accept files in digital format but currently does not have a digital preservation system in place for their long term management. While the service will manage these records to the best of their ability, permanent preservation cannot be guaranteed until an appropriate system is in place. The service may not be able to accept digital collections of a large size as storage is limited. See the Digital Preservation section of this policy for more information.

Teesside Archives service will collect Public Records but charges may apply for records under 20 years old (currently transitioning from 30 to 20 years) as they do not become archives until this time.

Teesside Archives service does not have specialist facilities for the storage of film archives, where appropriate those holding films are recommended to contact the North East Film Archive. They provide a service for storing, preserving and making accessible film archives [www.yorkshirefilmarchive.com](http://www.yorkshirefilmarchive.com).

Three-dimensional artefacts and works of art will normally be referred to the appropriate museum service or gallery as they are outside of the usual collecting scope of Teesside Archives service unless they form an integral part of an archive collection.

Teesside Archives service will be selective about the printed and published material collected and will not usually accept copies of old newspapers or items known to be duplicated in existing collections.

## Appraisal

Appraisal – the process of deciding whether an item or group of items has continuing value in accordance with the collecting organisation’s mission statement (BSI PAS 197:2009 Code of Practice for Cultural Collections Management)

### *Legacy*

From 1974 onwards little to no appraisal work was carried out on the collections held by Teesside Archives service. Almost all records offered to the service were accepted without question of suitability or duplication and have never been weeded. Coupled with a lack of searchable catalogues, the collections have become unmanageable in places with large amounts of duplication and ephemera, records not relevant to Teesside and in some cases blank volumes and other unused forms.

Since 2010 work has started to reassess and appraise some collections but this has been on an ad hoc basis with limited recording of decisions made. As little appraisal work had previously been carried out there was no function in place to record appraisal decisions until the Appraisal Register was created in 2017. Any appraisal or deaccessioning decisions taken between 2010 and 2017 that had been documented in the catalogues were entered into the new register but the majority related to obvious duplicate items such as printed minutes with no identified origin.

### *Appraisal Policy*

Guidance on records collected by Teesside Archives service is available in the Scope of our Collections. Appraisal of collections, new and existing, is essential to select records of the highest archival value, avoiding duplication, for permanent preservation. This allows Teesside Archives service to properly manage the limited storage space available in Exchange House and ensure that the service has the

capacity to accept new and additional archive collections of permanent historical value.

Appraisal of archival collections focuses on the historical value of a record, any value for current business purposes would have been superseded when the collection was deposited in the archive. Historical value can be broken down into two areas; 'evidential value': the way the record documents the history, structure and functions of an organisation; and 'informational value': value in providing research material on persons, places and subjects. Both evidential and informational value will be considered when appraisal decisions are made.

Teesside Archives service seeks to utilise a consistent methodology to appraisal across all collections, especially those of similar types of organisations. The service will use a rational and consistent approach to appraisal decision making, which will be clearly documented following the guidance in the procedure.

The service will consider current usage and potential future research and will assess these needs in conjunction with the themes currently identified in this Policy. Some records may be selected for preservation if they enable the service to broaden the diversity of our collections, even if they would not otherwise fulfil the criteria generally followed.

The right to appraise the collection will be included in the Terms of Deposit and owners of collections will be offered the opportunity to collect any items not deemed appropriate for permanent preservation, otherwise these items will be disposed of.

Many collections were not appraised at the point of acquisition so these will be re-appraised as resources permit. The method of appraisal will depend on the size, complexity and type of collection with macro-appraisal being used on some larger collections down to item by item appraisal on smaller collections. For guidance on macro-appraisal decisions, see the Appraisal Schedule.

For public records held at Teesside Archives service, reference will be made to guidelines issued by The National Archives and Government departments (e.g. records of magistrates' courts, coroners, hospitals, prisons).

Appraisal will be carried out by an Archivist or para-professional under supervision.

Any decisions taken following appraisal of a collection to withdraw individual items or a whole collection will be recorded in the Appraisal Register, which includes:

- Date
- Accession Number

- Catalogue Reference
- Description
- Extent
- Reason for Disposal
- How/Where Disposed
- Ownership checks

## Acquisition and Processing of Collections

### *Terms of Acquisition*

Teesside Archives service receives archives, documents and records through gift, deposit, bequest, purchase or transfer. Gift is the preferred method as it allows the service to take ownership of the document and make it accessible in perpetuity for public benefit. Collections can be taken on deposit for a minimum of 20 years with full terms and conditions available in the deposit agreement, which would be signed by the service and the depositor when the collection was transferred.

Teesside Archives services reserves the right to request proof of ownership of records before they are accepted. The Archivist reserves the right to reject records that they judge do not meet the collecting criteria or are not deemed to be suitable for permanent preservation.

Records that are deposited with Teesside Archives service will be expected to be publically accessible, within a reasonable time period, excluding any records that would be closed under the Data Protection Act. The service will not accept deposits of records without an access agreement in place.

When records are gifted to the service there may also be an option to transfer copyright. This is particularly relevant to photographic collections. If the donor wishes to retain copyright, it is important to establish how the records will be managed in relation to any requests for copies other than for private research use.

When records are deposited with the service ownership and any copyright will remain with the depositor. A copyright agreement can be put in place if the depositors would like the service to manage copyright requests on their behalf but the service will not operate any kind of royalties scheme on behalf of a depositor. Any income received by the service from image licencing requests would go towards to the costs of packaging and management of the collection. If the depositor would like to manage copyright requests directly, the service would contact the depositor when a request is received.

Items offered for purchase will be considered on a case-by-case basis although Teesside Archives service does not have a budget for the purchase of documents. Funding may be secured through external sources but this may be subject to terms and conditions of the funding body.

### *Depositors*

It is the responsibility of depositors to keep the service notified of changes to address, other contact details and changes of ownership, which may occur if a depositor passes away; wishes to transfer ownership; a contact at an organisation leaves or changes role; or if an organisation is bought, sold or merged.

Depositors will receive a copy of the catalogue of their records free of charge once this has been completed.

If a depositor wishes to permanently withdraw their collection from the service during the 20 year loan period a charge may be made towards the cost invested by the Archives service in the collection's storage, cataloguing and conservation. Such sum to be determined by the Teesside Archives in its absolute discretion. Other terms and conditions relating to the withdrawal of a deposited collection can be found in the deposit agreement and the Withdrawal Policy.

### *Transfer of Records from Parent Bodies*

Teesside Archives service has four parent authorities:

- Hartlepool Borough Council
- Stockton Borough Council
- Middlesbrough Borough Council
- Redcar and Cleveland Borough Council

Middlesbrough Borough Council is our managing authority and the service sits within the Culture and Communities Directorate. Middlesbrough Borough Council has a section on the intranet regarding Information Governance, which includes a Records Retention and Disposal Schedule that is regularly updated and specifies classes of records to be offered to the service. All members of Middlesbrough Borough Council staff have to complete e-learning on information governance annually, which mentions the transfer of records to the Archives service. Contact is made by staff from across the authority when they have records to offer to the service and arrangements are made if necessary to appraise the items before transfer. Middlesbrough Borough Council has an EDRMS called Objective, which is currently used for the storage of digital files created across the authority. As Teesside Archives service does not yet have a digital preservation system there is no procedure in place for the transfer of digital records into the archives.

Records are transferred from the other boroughs on a similar basis but awareness of the archives and the classes of records that should be transferred could be raised. The trigger for the transfer of records is often a building move or closure with a relocation of a team or staff members leaving the authority.

### *Transfer of Public Records*

We receive regular deposits of records from the Coroner and the Magistrates Court. The transfer of records from other public bodies including the NHS is limited. The management of Public Records is in line with current legislation and appraisal procedures. We have procedures in place to provide access to the records creators when necessary.

### *Processing of Collections*

Once received, all collections would be accessioned following our Accession Procedure. An annual list of accessions received by the service is submitted to The National Archives for publication.

All collections received by the service will be appraised in line with our Appraisal Procedure. If appropriate, the depositor may be contacted to arrange for items that have been rejected to be collected or for permission for disposal. Ideally, appraisal would take place before a collection is transferred to the service but in practice, this is often not possible. Collections may not be fully appraised for many years after deposit as they may need to be compared to existing collections or their historic value may not be identifiable until time has passed.

All items accessioned into the collections of Teesside Archives will be packaged, stored and catalogued in line with service procedures. Collections will be processed in line with the current cataloguing priorities. The service is limited by the funding available so donations towards the cost of packaging, conservation work or storage of collections are always gratefully received and can allow collections to be processed more quickly.

### *Digitisation*

Where appropriate, records from some collections may be digitised for preservation or access purposes and the ownership of the copyright of these digitised images will be with Teesside Archives. Some sets of records may be digitised and made available through services such as Ancestry or Find My Past with the appropriate permissions from the depositing body.

Digitised records may be made available in our public searchroom, through social media or websites and through other means deemed appropriate by the Archives

Manager. In some cases, a printed version of a digitised record may be used for group sessions, research or in a display.

Records will only be digitised if they are in a stable condition and any fragile or damaged records will be sent to the Conservator for assessment, repairs or cleaning. Where appropriate facilities exist, records will be digitised in house by members of staff or trained volunteers. If we do not have appropriate equipment for the digitisation of items an external service will be used such as North Yorkshire Record Office.

Some access to particular collections may be limited until digital copies can be made available such as cassette tapes or negative collections. Copies of documents can be made on demand for customers for private research purposes for a fee to cover the staff time.

## Collections Information Policy

This policy explores the information Teesside Archive service collects, creates, holds and maintains about our collections.

### Accessioning

Accession – the process of recording the admission of an item or group of items into a collection (BSI PAS 197:2009 Code of Practice for Cultural Collections Management)

#### *Legacy*

When the service was established in 1974 an Accession Register was set up in a handwritten volume recording the accession number; date of accession; summary description; the name, address and organisation (where relevant) of the person who deposited or gave the records; and the catalogue reference (once it had been assigned).

As details were rarely recorded regarding the status of the accession (deposit/gift/purchase) it is believed that the majority of the holdings were taken as long term deposits with no specified time period. The Accession Register was the only record created/kept in relation to the accession process unless correspondence was sent/received regarding the deposit. The information held in the register was typed on to an Excel spreadsheet, which made it searchable for the first time.

This situation continued until October 2008 when new deposit forms were introduced. They included the accession number; name and contact details of depositor; name and contact details of organisation (where relevant); description and quantity of records; terms of deposit (long-term loan/gift/purchase); access restrictions; permission to copy and use deposited records; copyright and permission to destroy; and signed and dated by depositor and Archivist.

These forms were used in conjunction with the registers and continued to be used until 2016. A more in-depth deposit form was introduced in 2015 with full terms and conditions of deposit for large scale deposits but the previous simple form was still used for basic donations/gifts. The accession procedure was updated to the current version in 2017.

Some collections were never accessioned or additional deposits were received but not recorded. In some cases collections were accessioned but have become separated from their accession number over time. There are a small proportion of collections with no accession number or catalogue reference at all.

It is believed that historically, Teesside Archives service accepted almost all records offered regardless of relevance to the local area or duplication and actively did not appraise any collections. This has led to some collections with little or no relevance to Teesside and others that hold limited historical value with vast amounts of duplication across some collections, particularly local authority.

### *Accession Policy*

Teesside Archives service is aware of the importance of maintaining comprehensive accession records to document the provenance and ownership of our collections. Accession forms will be completed to document details about the depositor, status of deposit, description of the records and archival processing. For deposited collections a copy the Deposit Agreement will be provided and the forms will be signed by the depositor and Archivist with a copy being supplied as a receipt.

Collections or records offered to Teesside Archives service will be appraised before being accepted where possible.

A summary of the accession information will be recorded in a hard copy register and on a securely stored Excel spreadsheet with all completed deposit forms and associated information filed in order of accession number. The Accession Register is not accessible to the public but an outline of the records received by the service is submitted to the National Archives as an annual accession return.

As far as possible within the capacity of the service and limitations of existing collections, all newly accessioned records will be appraised and catalogued following in house procedures. Any appraisal decisions made will be documented in line with the appraisal procedure. A copy of the catalogue will be sent to the depositor for their records with a hard copy being printed for use in the search room and a digital copy made available online (when systems permit). Any newly received items that cannot be immediately catalogued under their own reference will be listed and added to the catalogue under the reference ACC/XXXX using the unique accession number. This system helps to make uncatalogued accessions searchable by staff undertaking research enquiries, reduces the backlog of completely inaccessible collections and helps to plan future cataloguing priorities while allowing the identification of duplicate material.

Depositors are requested to inform the service of changes to contact details. Teesside Archives service maintains contact with significant depositors where possible although ownership for some collections is unclear due to the limited information recorded for legacy accessions and the loss of contact or death of depositors. Situations arising where depositors cannot be identified or located will

be dealt with on a case by case basis and any appraisal decisions recorded in the Appraisal Register.

## Cataloguing

### *Legacy*

All catalogues at Teesside Archives service were paper only until the British Steel Project brought in CALM. Since around 2010 the paper catalogues have been retro converted on to CALM but this has highlighted many problems with the original cataloguing systems. By 2013 all the collection level descriptions were on CALM and by 2016 the majority of the complete paper catalogues had been transferred. Any outstanding paper catalogues need further attention before they can be added to CALM.

The quality of descriptions in the paper catalogues are often very poor and only offer a basic summary of the content of the collections. There is very little contextual information supplied with the catalogues, making them difficult to understand and the collections hard to use. The paper catalogues do not appear to conform to any kind of standard, either internal or external and they vary greatly in their style and arrangement.

Collections were often catalogued under a reference relating to the depositing body rather than the creating body, causing some confusion, particularly within the local authority collections. It is common to find records of predecessor bodies often catalogued under the reference of later organisations.

Additional deposits were catalogued using the same catalogue reference followed by number in brackets such as CB/M/C for the first deposit and CB/M/C(2) for the second deposit. As a consequence of this approach some series can be split across a number of deposits making records difficult to find.

Teesside Archives service has a cataloguing backlog but the volume of uncatalogued records is difficult to determine. Physically, catalogued and uncatalogued records are stored together and in some cases the box labelling may show a collection level reference but the contents may not have been listed. Often, additional accessions have been stored with the catalogued collection but not added to the catalogue. Accessions were often allocated a reference but were often not catalogued.

The collections are broadly arranged around a series of catalogue reference prefixes (as shown in the table below), some of these have been inherited from either North Yorkshire Record Office or Durham Record Office as the collections may have been catalogued before being transferred. This causes a split in some references such as

the Methodist collections with M/STO for Stockton and M/HA for Hartlepool and R/M/M for Middlesbrough.

Catalogue Reference Prefixes	
ACC	Uncatalogued Accession
BB	Burial Board
BBC	BBC Cleveland/BBC Tees Local Radio
BC	Borough Council (post 1974)
BS	British Steel
CB	County Borough (pre 1974)
CC	Cleveland County (1974-1996)
CP	Civil Parish
DC	District Council (pre 1974)
EP	Parish Records for Hartlepool & Stockton, originals deposited at DRO
H	Hospital
HB	Hospital Board
ICI	Imperial Chemical Industries
LBH	Local Board of Health
M	Methodist (part)
MT	Motor Taxation
NG	National Government
NRCC	North Riding County Council
OA	Oral History
PR	Parish Records for Middlesbrough and Redcar & Cleveland
R	Religion, including some Methodist and other non-conformist collections
RD	Rural Deanery
S	School
SB	School Board
U	Unofficial including businesses, associations, societies, clubs, political parties, private deposits

### *Cataloguing Policy*

Catalogues form a key part of the collections information held by Teesside Archives service and are essential for both the management of collections and as finding aids to help users locate records relevant to their research. All new catalogues meet in house standards and contain the essential elements as specified in ISAD(G)

(International Standard for Archival Description General) of the reference; title; creator; dates; level of description; and extent. Many of our legacy catalogues do not conform to these standards but are in the process of being checked and updated.

Teesside Archives service has four classifications in the processing system for our collections. The most basic level is **Accessioned**, where the collection has arrived at the service and gone through the accession procedure but not been further processed. The next level is **Box listed**, where a collection has been accessioned and a list of the contents of each box produced but no further sorting or appraisal may have been carried out. The Box list should be available on the CALM catalogue under the ACC/XXXX accession number reference. The third level is **Basic Catalogued**, where the collection has been catalogued in the past to legacy standards and is accessible but does not conform to modern cataloguing standards. These basic catalogues often lack information on extent, description of the records and context and often require appraisal and in some cases re-cataloguing or transfer to a more appropriate collection. The highest level is **Fully Catalogued**, where the collection has been catalogued to modern standards and the catalogue is fully available online for the public to view. Currently, very few of our collections are at the fully catalogued stage.

As an interim step to address the cataloguing backlog at Teesside Archives service, all uncatalogued accessions that are not straightforward to add to the catalogue should be listed as accessions. This will create a complete searchable list of the collections and be a useful resource for planning future cataloguing. This process will be supported by the use of volunteers under the supervision of an Archivist. Once complete, the extent of the uncatalogued collections will be much clearer and allow a cataloguing priority list to be created. It will also assist with appraisal of collections by allowing identification of items that don't fit our collecting policy or that are duplicated.

Any collections that are found without an accession number or catalogue reference will be processed with as much information as can be located.

Teesside Archives service maintains a set of paper catalogues for use in the search room and as a physical backup of the catalogue data. The hard copy catalogues will continue to be updated and will be reprinted and replaced once catalogues have been checked and updated. Old versions of the catalogues will be stored when replaced in case of queries. As development in The National Archives Discovery platform continues it is hoped that all retroconverted, checked and newly catalogued collections information can be uploaded and made available online.

## Digital Preservation

Digital Preservation is a term used to describe the management of digital records that are under the care of the Archives service. This includes:

- digital surrogates created as a result of converting analogue materials to digital form (digitisation)
- "born digital" for which there has never been and is never intended to be an analogue equivalent
- digital records, which may have originated from a digital source but have been printed to paper

### *Legacy*

Historically, Teesside Archives service has been slow on the uptake of new technology with CALM cataloguing system only being introduced in 2008. The management of digital records of all types has been limited by a lack of technology and professional knowledge.

The Friends of Teesside Archives did a lot of digitisation work of current collections but they received little guidance on formats, file types and sizes so the results are of mixed quality. These files were stored on CDs to make them accessible to the public and a note was made in the catalogue to indicate their existence. Over the last few years, the files from these CDs have been copied on to an encrypted external hard drive and backed up on to a second drive. The Friends group also indexed many of these records using Access databases, which are no longer supported by the Council's IT infrastructure so where possible these have been converted to Excel format and in some cases a PDF access copy. The files are still accessible through the original CDs, although many date back to 2004/5 so their lifespan is limited.

During the British Steel project over 10,600 images were digitised from various parts of the collection, including prints, negatives and glass plate negatives. These were held by Teesside University, as a partner in the project as Teesside Archives service was unable to accept this volume of TIFF files as storage was not available. The service now holds the high quality JPEG copies of the images, which are sufficient for most enquiries.

Teesside Archives service has been accepting digital files on modern media such as floppy discs, CDs, DVDs, USB sticks and hard drives when offered by depositors. Many of these were just stored within the collections with little to no reference of their existence. Where we have been able to locate these items within the collections, a copy of the digital records has been made place due to concerns about the failure of the original media. The modern media are then separated from the collection and stored in the strongroom with the most appropriate conditions. The

copied digital records are either stored on a shared drive or an encrypted external hard drive with backup. It is recognised by Teesside Archives service that this is not an adequate solution to digital preservation but it is seen as an interim measure to try to prevent the loss of digital records before an appropriate digital preservation system can be brought in.

### *Digital Preservation Policy*

Teesside Archives service is extremely limited by staffing and financial resources and without the expertise of a dedicated member of staff to implement a digital preservation solution it has been decided that our best option would be to implement an off-the-shelf solution designed to manage digital records within the archive sector.

Currently, there are two digital preservation systems on the market that could fulfil our requirements with further funding:

- Arkivum Perpetua
- Preservica

Until an increase in our budget can be agreed to allow a proper system to be put in place, the service will continue to identify and if possible copy digital records held within existing collections and store them to the best of our abilities with the limited resources we have available. All digital records should go through the same process as analogue records within our collections in terms of accessioning, cataloguing and appraisal with details on how to process digital records available in the relevant procedures.

All future requests to deposit/donate digital records will be dealt with on a case-by-case basis but the depositor will be made aware of our limitations and requested where possible to retain a copy of the records as we cannot guarantee their preservation in the long term. The service does not want to reject the deposit of digital records as this would create a large gap in the development of our collections. If the digital records are not accepted when offered it is likely that they would be lost and series of records that we hold in analogue format would stop when the organisation moved over to creating digital records. This will increasingly become a problem as most organisations including our parent bodies have been creating records in a digital format for a number of years.

Access to digital records will remain on an ad hoc basis as it is hoped that the procurement of a digital preservation system would include access functionality. Currently, access to digital records is reliant on a manual process by the Archivist to make them available through suitable means for viewing in the searchroom. This

approach is not sustainable in the long term and other options are being explored, with consideration of security and copyright.

### *Digitisation Policy*

Teesside Archives service will continue to create digital surrogates of records within our collections to improve access and reduce damage to our collections. The service will also digitise records on popular themes to support research trends and projects. Records can be digitised on-demand for customers if our in house equipment is suitable. Otherwise, large items can be digitised by an external service by arrangement.

Most records will be digitised at 300dpi with the files saved in JPEG format as this is adequate for the majority of users and appropriate for our storage limitations. Higher quality images can be provided where necessary but these would not normally be stored in the long term due to the large file sizes and limitations of our storage space. Items digitised by external providers are treated as an exception and high quality TIFF format copies and JPEG copies of files are retained. Cassette tapes may also be digitised using the appropriate equipment and files are stored in MP3 format due to their size.

## Withdrawal

### *Legacy*

A Withdrawal Register has been kept since April 1980, which follows on from loose paperwork starting in 1976. This register records: name, address and telephone number of the person making the withdrawal; reference and title of document; permanent or temporary withdrawal; date withdrawn; and date returned.

The Withdrawal Register was used to record items or collections permanently withdrawn by their depositor or items temporarily withdrawn for any reason.

### *Withdrawal Policy*

The depositor may withdraw records temporarily for exhibition or other purposes. In these circumstances, prior notice should be given to Teesside Archives. The depositor is asked to make proper provision for the security of the documents during the period of withdrawal. If the documents are to be put on display, depositors are advised that satisfactory environmental conditions should be maintained. Further advice will be given by the Conservator.

The depositor may exercise his right to reclaim the deposited records at any time, after giving at least two calendar months' notice in writing to the Archives Manager. It may be possible to return small deposits in a shorter period.

During such period of notice Teesside Archives will be entitled to copy the records by such method as is deemed appropriate by the Archives Manager and to retain the copy as the property Teesside Archives after the removal of the records. The copies will be accessible to the public, subject to conditions and limitations.

The depositor or any other person requiring removal of the deposited records whether temporarily or permanently must, whether an owner or agent, prove their entitlement to receive the records to the satisfaction of Teesside Archives.

A depositor withdrawing records permanently may be required to contribute towards the cost invested by the Teesside Archives in the collection's storage, cataloguing and conservation. Such sum to be determined by the Teesside Archives in its absolute discretion.

Where records are withdrawn for sale, Teesside Archives requires the first option to purchase the collection.

Teesside Archives service reserves the right to remove all packaging materials from a collection before withdrawal unless the depositor agrees to cover the cost of the

packaging. The service may also make a charge for the staff time required to remove the packaging from the collection.