

Gloucestershire Archives @ The Hub

Disposal Policy

1. Policy statement and purpose

This policy explains how and why Gloucestershire Archives disposes of unwanted material promptly and securely so that we can make best use of our resources for preserving our collections.

2. Scope

The policy applies to all records managed by Gloucestershire Archives – both the corporate records of Gloucestershire County Council and South Gloucestershire Council, and all donations or deposits offered to us as potential archives by other organisations or individuals. It also applies to other resources for family and local history that may be offered to us for our collections.

3. Terminology

Archives are the record of everyday activities of governments, organisations, businesses and individuals. Archives may take many different forms – handwritten, typed, printed, photographic or electronic – and include audio-visual material such as video and sound recordings. As authentic and reliable records, they are preserved permanently because of their evidential and historical value.

Local and family history resources comprise published information about the history of local areas and their communities, for example, newspapers and locality-based books, pamphlets and journals covering a wide range of topics.

Public Records are defined by the Public Records Acts of 1958 and 1967. They include records created by coroners, magistrates' courts, police and health authorities. Under the Constitutional Reform and Governance Act 2010, transfers of public records to approved places of deposit (such as Gloucestershire Archives) will be made once the records are 20 years old. Records which have been selected and formally transferred under the Act cannot lawfully be subsequently appraised, transferred elsewhere (including another place of deposit), weeded or destroyed without the permission of the Secretary of State.

4. Background

Gloucestershire Archives gathers archive collections and local and family history resources to ensure they are kept secure and made accessible.

We are an accredited archive service recognised by The National Archives as the place of deposit for public records relating to Gloucestershire and South Gloucestershire.

We operate as a Gloucestershire County Council service. By agreement, we also provide an archive service for South Gloucestershire Council and are the appointed Record Office for the Diocese of Gloucester.

Gloucestershire Archives is a lead partner in the Gloucestershire Heritage Hub, a network of local people and organisations created in 2017 with a common interest in our historic county's documented heritage. The network benefits from Hub facilities at Alvin Street, Gloucester and a Hub website, and its members support each other to gather, keep and share their personal and community archives.

5. Disposal options

We agree appropriate disposal options with the depositor or donor as early as possible, preferably at the point of receipt. The options for unwanted material are as follows:

- **Return to the owner (depositor) or donor**

We ask owners to collect or arrange the return of such material. We advise owners that any material that is not collected within an agreed time may be disposed of as waste

- **Transfer to a more appropriate archive, library or museum**

We may recommend this option to the owner if an item is more relevant or appropriate to an alternative public repository, or if we already hold a copy. Wherever possible we expect the owner to make these arrangements.

- **Physically destroy as waste**

We use a Gloucestershire County Council approved waste paper removal service to destroy unwanted paper material. It is pulped and recycled to be as environmentally friendly as possible. Where appropriate, records (paper and electronic) are destroyed as confidential waste.

We may require owners to contribute towards costs incurred in this process.

- **Use for training, teaching or other outreach purposes**

We may use unwanted non-confidential material to trial new conservation techniques, to demonstrate treatments or as part of emergency salvage training exercises. We may also use them for display, as items to handle or for reminiscence work.

- **Offer items for sale**

Note that we **do not** sell records considered to be **archival**.

However, for non-archival material such as printed and published items, there may be multiple copies available in neighbouring archives, libraries and museums/local heritage centres. In this instance, we may offer the items for sale through the [Friends of Gloucestershire Archives](#)

Such sales will be publicised to the local community and all money raised will be used to help sustain Gloucestershire Archives.

6. Roles and responsibilities

Decisions about disposal are made by qualified archivists as part of their collections management duties. The Head of Service's permission is needed before any sale of unwanted material. In some cases, it may be appropriate for disposal to be carried out by other members of staff or volunteers having been trained by, and under the supervision of, an archivist.

7. References

This policy should be read alongside related Archives Service policies, in particular our Collecting Policy and Appraisal Policy, to be found at www.gloucestershire.gov.uk/archives/policies

8. Review and revision

This policy will be reviewed at least every 3 years.

Document Control

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Version History

Version	Version date	Summary of Changes
v1.0	2008	New policy approved by Head of Service
v2.0	January 2013	Policy redrafted to remove some procedural elements and align with other service policies. Additional disposal option 4.2.4 included
v3.0	June 2013	Added that owners may be required to contribute to costs of disposal
v4.0	December 2017	Major review and revision to reflect changed structure of service and creation of Heritage Hub; and to include family and local history resources which we hold
V4.1	October 2020	Updated scope and included South Gloucestershire Council, updated job roles, and link to the Friends of Gloucestershire Archives

Date of next revision: 2023