Gloucestershire Archives @ The Hub

Gloucestershire Archives Public Task Statement

This statement defines the public task of Gloucestershire Archives for the purposes of the Re-use of Public Sector Information Regulations 2015 (the Re-use Regulations). It explains which information we produce, hold or disseminate as part of our core functions, what may be available for re-use, and how to make an enquiry, request or complaint.

1. Our Public Task

Gloucestershire Archives gathers, keeps and shares archives relating to Gloucestershire and South Gloucestershire, together with local and family history resources relating to Gloucestershire. We do this to preserve the documentary heritage of the area, support public accountability and enable research, learning and community engagement. An overview of our collecting remit is provided in our collections development policy and on our website.

Gloucestershire Archives is a Gloucestershire County Council service and provides an archives service for South Gloucestershire Council under a service level agreement. Our public task is established through legislation, council responsibilities, formal agreements and long-standing custom and practice. Our core functions are to:

- select and acquire archives and local studies material in accordance with our collecting policies and agreements;
- preserve and manage collections in our custody;
- create and maintain catalogues, indexes, finding aids and other collection information;
- provide access to collections and information through our research room, enquiry services, online services, copying and other access arrangements;
- support learning, research, outreach and engagement using the collections;
- and provide professional advice on archives, records and local studies material within our remit.

The principal legal framework includes the Local Government (Records) Act 1962, Local Government Act 1972, Public Records Acts 1958 and 1967, Constitutional Reform and Governance Act 2010, Parochial Registers and Records Measure 1978 (amended 1992), Manorial Documents Rules 1959 (amended 1963 and 1967), and Public Libraries and Museums Act 1964. Other legislation and contractual, copyright, confidentiality and data protection obligations may apply to particular information.

2. Information within our public task

Information produced, held or disseminated as part of our public task may include catalogues, indexes, collection descriptions, policies, procedures, research guides, educational and interpretive resources, and administrative information about our services. It may be available for re-use where it is accessible and Gloucestershire County Council owns, or is authorised to license, the relevant copyright or database rights.

Access to information and permission to re-use it are separate matters. Archives and publications may be consulted free of charge during our opening hours, subject to access restrictions. Re-use may require permission and a licence. We aim to use standard, non-restrictive licensing wherever possible. Re-use may be restricted or excluded because of copyright or other third-party rights, data protection, confidentiality, statutory restrictions, donor or depositor agreements, preservation concerns, or because the information is not accessible. Our copying policy and requesting copies and publication fees pages on our website explain relevant arrangements and charges.

3. Information outside our public task

Information is outside our public task where it is produced or held for an activity that is not one of our core functions. This may include some bespoke, externally commissioned or commercial products. We will assess each case according to the purpose for which the information was produced, held or disseminated and the terms of any agreement. Material is not automatically outside our public task simply because external funding was involved. Information in which copyright or other intellectual property rights belong to a third party is outside the Re-use Regulations, although separate permission from the rights holder may be possible.

4. Requesting re-use

To request permission to re-use information, email archives@gloucestershire.gov.uk. Please identify the information you want to re-use, the purpose and intended form of re-use, and your contact details. We will explain whether the information is within our public task, whether rights and access restrictions permit re-use, any licence terms, and any charge that lawfully applies. Where practicable, information will be supplied in an available electronic format and language; we are not required to create, adapt or continue producing information solely for re-use.

5. Licensing and charges

Where re-use is permitted, we will apply clear, fair and non-discriminatory terms. Information will be licensed free of charge where possible. Any charge will be calculated in accordance with the Re-use Regulations and the rules applying to cultural sector bodies and will be explained to the applicant. Any exclusive arrangement will be permitted only where lawful and will be reviewed and published as required.

6. Queries and complaints

Send queries or complaints about re-use to archives@gloucestershire.gov.uk. Please explain the issue and the outcome you seek.

Document control

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Version history

Version	Version date	Summary of Changes
1.0	Jul 2015	Original statement approved by Libraries' Senior Management Team
2.0	Jan 2017	Revised to update links and references; to reflect update to new Gloucestershire Archives website.
2.1	Jan 2018	Reviewed, reformatted on Heritage Hub template and web links updated.

2.2	Oct 2020	Reviewed and links updated.
2.3	Jul 2023	Reviewed. Added section 3 to include explicit reference to information products outside our Public Task using The National Archives' statement as our template. Links updated.
2.4	Oct 2026	Revised in line with The National Archives' 2025 guidance to clarify public task, scope, re-use, licensing, charges, complaints and review arrangements.

Date of next revision: 2029

We publish this statement on our website and review it at least every three years, and sooner if our functions, legislation or relevant guidance change.