

# Adding to Gloucestershire Archives' Collections

## Information for donors and depositors

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### Background and Credentials

Gloucestershire Archives was established in 1936 to preserve records of historical significance to the county and to make them available to the public for research. We are located in Gloucester city centre and store about 8 million documents, dating from the 12th to the 21st century, in environmentally controlled strongrooms.

We are the only public record office in the county under the Local Government Acts of 1962 & 1972. This entitles us to hold official and public archives of the County Council and other local authorities. By agreement we also provide an archives service for South Gloucestershire Council.

We have been nominated by the Bishop of Gloucester as the Diocesan Record Office for diocesan and parish records.

We have been designated by the Lord Chancellor to hold central government archives relating to Gloucestershire under the Public Records Acts 1958 & 1967.

We have been approved by The National Archives as an Accredited Archive Service.

We can accept privately owned records as gifts, or long term loans in accordance with the Local Government (Records) Act 1962.

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### Frequently Asked Questions

#### 1 What is an archive?

An archive is made up of records created by an organisation or individual in the course of its daily activities but no longer needed by them for regular reference. The records may be in many different formats- 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 at Gloucestershire Archives because of their evidential and historical value.

#### 2 Can I retain ownership of my records once they are stored at Gloucestershire Archives?

Yes you can. Many people are happy to give us their archives outright and we encourage this option whenever possible. However, this is not always appropriate and some of our archives are held on deposit, as long term loans. This means that we act as the physical custodians for your documents, but you retain

ownership. Such records are held for the benefit of the public subject to a number of conditions. Full details of our [terms of deposit](#) are available on request and are also displayed on our website.

### 3 Are there things you don't take?

Yes. We do not usually take in archives which relate to another county, or artefacts (objects). We work with colleagues in the museum service and other archive repositories in the country to make sure that archives are kept in the most appropriate place. Full details of our [collecting and collections development policies](#) are displayed on our website. (Copies are available on request).

### 4 What if some of my records are in digital format?

Please see our separate advice for [donors or depositors of digital material](#), which can be found on our website.

### 5 If my records are stored at Gloucestershire Archives, who will look at them?

Your records will be made available for research by the public in our research room, under supervision and in accordance with the research room rules. Records are not lent out for study.

### 6 What if records contain sensitive or confidential information?

Many of the records we hold are confidential and we have systems in place to deal with this. We will check when you are depositing the records if you are happy for them to be made available straightaway. Closure periods can be arranged if the records are highly sensitive but such cases are rare. Full details about access to deposited records can be found in our [terms of deposit](#) which are displayed on our website. Alternatively, a copy is available on request.

### 7 How can I get my records to you?

The Office is situated in Alvin Street, Gloucester, GL1 3DW with on-site parking which is free to donors and depositors. Contact us if you would like us to visit to assess records in situ, or need help in transporting them. Once the records have been handed over, you will be given a receipt, or a letter of acknowledgement, with a unique reference number for your archive. **Please make an appointment with us before bringing in material.**

### 8 Will it cost me anything?

No, your records will be stored free of charge, but we welcome financial contributions towards the cost of preserving your archives.

We hope this answers some of your initial queries. If there are other matters you would like to discuss, please contact Claire Collins Collections Development Manager or the Collections Team on (01452) 426240/425294 or via email on [archives@gloucestershire.gov.uk](mailto:archives@gloucestershire.gov.uk)