



Collection Policy

Identity

The archive service for the City of Cardiff Council, County Borough Councils of Bridgend, Caerphilly (for the former Rhymney Valley District Council area), Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan acting through the Glamorgan Archives Joint Committee.

Authority to collect

Glamorgan Archives seeks to abide by all current archive legislation as it applies to local authority record offices in Wales.

It is appointed by the Lord Chancellor as a repository for locally deposited public records under section 4(1) of the Public Records Act, 1958, including:

Quarter Sessions, Petty Sessions, County Court, Coroner's, Department of Health NHS records, Territorial and Auxiliary Forces, NCB pre-vesting date collieries, HM Customs and Excise shipping registers, Board of Inland Revenue Area Assessment Committee, Health and Safety Executive plans of abandoned non-coal mines, Advisory Committee on General Commissioners of Income Tax, Rail Users Consultative Committee.

It is recognised by:

the Master of the Rolls as an official repository for manorial and tithe records.

The National Archives as a repository meeting its *Standard for Record Repositories* (2004).

the Representative Body of the Church in Wales as a repository for parochial records of the Diocese of Llandaff in accordance with an agreement between the Representative Body and the Welsh County Record Offices.

the Catholic Archdiocese of Cardiff for parochial records of the deaneries of Cardiff East, Cardiff West, Bridgend, Heads of the Valleys and Pontypridd in accordance with an agreement between the Archdiocese of Cardiff and the County Record Offices of Hereford, Glamorgan and Gwent.

Scope of the Collection

The geographical area served by Glamorgan Archives is the former administrative counties of Mid Glamorgan and South Glamorgan, and, for ecclesiastical parish records, of the Diocese of Llandaff, and the Archdiocese of Cardiff for the deaneries listed above. The Archives also retains responsibility for archives created by the administration of the county of Glamorgan before 1974, which relate to the whole of the historic county.

Subject to the overriding principle that the integrity of archival groups should normally be preserved as far as possible and practicable, the Archives will not accept records relating to or arising in areas outside the stated boundaries, unless there are special circumstances and the agreement of any other interested archive authority has been sought. In any case of dispute between the Archives and another repository over the most appropriate custodian for a particular collection the advice of a neutral arbiter will be taken.

Material accepted by the Archives shall meet the Archive Service Accreditation definition of "*materials created or received by a person, family or organisation, public or private, in the conduct of their affairs and preserved because of the enduring value contained in them or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order and collective control; permanent records*" and as defined by statute, including the Law of Property Act, 1922, the Tithe Act, 1936, the Public Records Act, 1958, the Local Government Act, 1972, the Local Government (Wales) Act, 1994. All archives meeting this description, regardless of format, which relate the geographical area served will be considered for collection with the following caveats:

photographs and records in modern media will be accepted only if they can be regarded as a primary source for the history of Glamorgan;

newspapers, published works and unpublished manuscripts are not normally accepted but will be referred to the appropriate library;

artefacts will normally be directed to the most appropriate museum;

films will normally be directed to the National Screen and Sound Archive of Wales;

oral history materials will normally be directed to the National History Museum;

published works may be acquired as an integral part of a larger archive.

A small reference library is maintained to inform the research of staff and users and to support the continued professional development of staff.

Collection Process

The Archives prefers to acquire collections as gifts. Records will be accepted on loan, subject to agreement with the *Terms of Deposit*. Purchase will not normally be offered and can be made only with grant funding. Records are also received by direct transfer from the local authorities contributing to the Joint Service.

It is assumed that collections offered have a clear and valid title of ownership. A receipt describing the records acquired and providing information needed to access them will be supplied to the owner, depositor or agent within 10 working days of receipt. More detailed finding aids will be prepared in accordance with current Archives policy and practice and copies supplied when complete.

As part of the processing of collections, either before or after transfer to the Archives, appraisal will take place to ensure that records retained are of sufficient quality for permanent preservation, and do not duplicate collections held here or elsewhere. The Archives shall have authority to transfer records to a more suitable repository if it is considered that they would benefit from relocation. Records not selected for permanent preservation will be returned to the owner unless alternative arrangements have been made at the time of transfer. The office reserves the right to conduct a periodic review of the Collection and, where necessary, to recommend disposal or destruction.

Access

Notice of new acquisitions will be made public at the earliest opportunity. Copies of finding aids will be disseminated as soon as possible using the best available technology to reach the widest possible audience. Collection Level Descriptions will be produced as part of the receipting process and accessions prioritised for item listing in accordance with agreed methods. Small accessions will be fully listed on receipt. There is an assumption of open access; all accessions will be made available for research on demand subject to legislation relating to privacy in public collections and to agreed restrictions on private collections and having due regard to conservation requirements. Arrangements will be made for secure access to archives not catalogued to item level.

Development

To ensure the continuing development of the Collection formal arrangements will be put in place for continuing transfers of local authority and Public Records and to maintain contacts with depositors and donors. Partnership

working, particularly with Archives and Records Council Wales, CyMAL and the National Archives, will be key to the development of joint strategies and tools to meet new challenges, including the permanent preservation of material created in digital form. Through partnerships, collecting policies and strategies will be co-ordinated with local and national libraries and museums.

The Collection will be continually monitored to identify gaps in the representation of the region's history and heritage. Under-represented groups will be identified and consulted to raise awareness of the Archives' services and facilities and to encourage deposit of records. Flexible planning for short, medium and long term goals will focus development targets with plans evaluated annually for currency and regularly up-dated.

August 2014