

Handy hints for depositors

Contact us before depositing documents so that we know to expect you, have the paperwork ready, and can make sure a member of staff is available to meet you.

When preparing documents for transfer to the archives, it might be tempting to put them in plastic wallets or poly pockets, label them using stickers, or to use staples, elastic bands or sticky tape to keep items together. This may seem helpful, but all these things can damage the documents and will need to be removed once they reach the Archives.

Don't be tempted to rearrange the documents – it's important to keep them in their original order.

Have a chat with our staff before throwing anything away. Documents that might not seem that significant at first glance could turn out to be very important.

When you bring documents to us give us as much background information as you can. Notes are always helpful on who created the documents, why they were created, what's happened to them over the years, and also information on people featured in the collection; this applies particularly to photographs. Don't write on documents though, especially in ink and especially on photographs.

A list of the contents of each box would be very useful if you can do it, but it's not essential.

And if you're transferring digital records, don't forget to let us have passwords for any encrypted material!