



# Collection Policy

**February 2017**

## **Our Mission**

The West Yorkshire Archive Service exists to preserve the past, serve the present and protect the future. We do this by collecting and looking after the unique documentary heritage of the region and by helping members of the public use and enjoy these records.

**Preserving the past, serving the present, protecting the future**

## **Our Vision**

To provide a welcoming and engaging service that will inspire people to use the archives of West Yorkshire, enabling them to celebrate their identity and understand their past, present and future.

## Service Purpose

West Yorkshire Archive Service (WYAS) collects, preserves and provides public access to the unique archival records of West Yorkshire:

- Records of the Metropolitan District Councils of Bradford, Calderdale, Kirklees, Leeds and Wakefield, their predecessors and other authorities whose powers and duties have been transferred to those Councils; and
- Records from other public and private institutions and individuals relating to all aspects of the history and development of West Yorkshire and related areas as defined in section 2 below.

For the purposes of this policy, archives are defined as an accumulation of records from an organisation or individual, which are no longer needed to conduct current business and which are selected for preservation because of the evidential and historical information they contain or as evidence of activities.

Records are defined as including, but not restricted to, manuscripts, typescripts, maps, plans, drawings, photographs, electronic records, sound and moving image recordings, printed works and any other formats that form an archive, or an integral part of an archive, of an organisation or individual.

## Geographical Context

WYAS will collect:

- Records from organisations and individuals relevant to, and within the boundaries of, the Metropolitan County of West Yorkshire and the five Metropolitan districts of Bradford, Calderdale, Kirklees, Leeds and Wakefield as created on 1 April 1974, and as may be affected by future boundary changes.
- Records relevant to the whole, or substantial parts, of the pre-1974 historic county of the West Riding of Yorkshire.
- Records from those parts of the historic county of the West Riding of Yorkshire which do not form part of the current five Metropolitan districts of Bradford, Calderdale, Kirklees, Leeds and Wakefield, only in accordance with the express wishes of depositors or donors and in collaboration with other repositories which also hold records from these areas.

- Records relating to elsewhere but which form an integral part of an archive relating primarily or most significantly to West Yorkshire.
- Records which form an integral part of the central organisational archives inherited by, relevant to, and within the boundaries of, the Church of England Dioceses of Ripon and Leeds, Wakefield and Bradford, as created in 1836, 1888 and 1918 respectively, and as subsequently amended or as may be affected by future boundary changes.

## Appropriate Repository

Records are usually deposited with the most appropriate repository within the service, as defined by the information held within a collection. The most relevant repository for a collection is the one to which the records predominantly relate, reflecting the historical development, social and economic changes and influences of that particular area. Collections with a county wide coverage are usually deposited at the repository representing the town in which the headquarters of the creating organisation is or was located.

## Legislative Context

- Under the Local Government (Records) Act, 1962 and Local Government Act, 1972, each of the five West Yorkshire Metropolitan Districts of Bradford, Calderdale, Kirklees, Leeds and Wakefield is appointed an archive authority for local government districts within their respective areas of jurisdiction. These powers relate both to the authorities' own administrative records and to other records in their care. Further guidance on the provisions of the 1972 Act was issued by the Department for the Environment, Transport and the Regions (DETR) in 1999 (Cm.4516).
- Under the Public Records Acts 1958 and 1967, the offices of the West Yorkshire Archive Service are approved places of deposit for a number of classes of records of central government and the courts of law (*i.e.* public records) held locally. These include records of Quarter Sessions, Petty Sessions and Magistrates' Courts, and Coroners, records of the National Coal Board, and of the National Health Service.
- Offices of WYAS are recognised by the Master of the Rolls as repositories for manorial and tithe records under the Law of Property Act, 1922, and the Tithe Act, 1936.
- WYAS exercises delegated powers under the Parochial Registers and Records Measure, 1978 (as amended 1993) with regard to parishes within the Church of England Dioceses of Ripon and Leeds, Wakefield and Bradford, and their successor dioceses.

- Additional requirements with regard to access to information in records and archives have been imposed through the Data Protection Act, 1998, the Freedom of Information Act, 2000, the Environmental Information Regulations 2004 and the Protection of Freedoms Act 2012. These include a statutory right of access to information for the citizen, subject to certain exemptions and conditions. Further details are contained in the WYAS Access to Records Policy.

## Acquisitions

WYAS will collect:

- Records of the five Metropolitan District Councils of Bradford, Calderdale, Kirklees, Leeds and Wakefield.
- Records of the former West Riding of Yorkshire County Council.
- Records of the former West Yorkshire Metropolitan County Council, and the West Yorkshire Residuary Body.
- Records of superseded local authorities within the West Yorkshire Metropolitan county area.
- Records of other local authority and statutory bodies operating, or previously operating, within the West Yorkshire Metropolitan county area (for example, West Yorkshire Joint Services, West Yorkshire Police, West Yorkshire Combined Authority).
- Records of statutory bodies operating, or previously operating, with a West Riding county-wide remit (for example, records of the West Riding Constabulary).
- Public records offered to WYAS under the terms of the Public Records Acts 1958 and 1967.
- Anglican ecclesiastical records in line with agreements with the Dioceses of Ripon and Leeds, Wakefield and Bradford or their successor diocese(s), and the provisions of the Parochial Registers and Records Measure, 1978 (as amended 1993).
- Records of organisations, businesses, societies, families and individuals relevant to the culture and development of West Yorkshire.
- Surrogate copies of records held elsewhere but which are relevant to the history of West Yorkshire.

WYAS recognises the rights and collecting strengths of other professionally staffed archive repositories, both local and national, and will make every effort to avoid competition, conflict or duplication of effort.

## Exclusions

WYAS will not collect:

- Works of art, three-dimensional artefacts or objects.
- Published material, unless it forms an integral part of an archive, is of value as a research aid or contains significant manuscript annotations.
- Archives in formats which it deems are more appropriately held by repositories offering specialist storage and consultation facilities.
- Records of a low historical or informational value, or which do not contribute to an understanding of the aims and objectives of the creating body or individual.
- Duplicates.
- Frames, tin trunks, deed chests and other containers.

WYAS reserves the right to refuse records that do not fall within the remit of this collection policy, or where there is concern over the legal ownership of the records. Staff will seek to suggest alternative repositories if WYAS is not appropriate, if necessary taking advice from The National Archives as to the most suitable home for the items offered.

## Disposals

WYAS may dispose of records in the following circumstances:

- The service considers that the records would be more appropriately stored in another repository *and*
- The records are readily separable from other archives and records held by WYAS

*or*

- The service considers that the records are not worthy of permanent preservation or do not fall within the terms of this Collection Policy *and*
- The owners of the records agree to the method of disposal *or*
- In the event of the service being unable to contact the depositor despite reasonable enquiry, the service shall dispose of the records in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982 section 41.

## **Terms of Deposit**

The terms on which we acquire records are described in our Conditions of Deposit form.

## **Review**

This policy is issued in February 2017 and will be reviewed and updated as necessary every three years.