



VALENCE HOUSE

a place of discovery

LBBB Archive Collections Management and Development Policy

This policy was approved on 21 July 2015.
It is due for review in July 2020.

Name of the repository: Barking and Dagenham Archives and Local Studies Centre

Address: Becontree Avenue, Dagenham, RM8 3HT

Governing body: London Borough of Barking and Dagenham

Date on which this policy was approved by governing body: 21 July 2015

Date at which this policy is due for review: July 2020

1. Introduction

1.1. The purpose of this collections management and development policy is to:

- Outline the mission, vision and objectives of the London Borough of Barking and Dagenham Archives and Local Studies Centre (hereafter referred to as LBBB Archive).
- Ensure that the archive and local studies collections accurately reflect the history of the local authority, community and people of Barking and Dagenham.
- Ensure that the archive and local studies collections are managed effectively, and remain relevant and engaging for current, as well as future generations of researchers that visit LBBB Archive.
- Establish consistency when dealing with internal and external donations, as well as the proper disposal of archive and local studies material at LBBB Archive.

2. Context

2.1. The archive collection was officially established when the first Borough Archivist was employed by Heritage Services in 2003. Although the archive is relatively new, its holdings are substantial, due to the intake of records via Valence House Museum, which was founded by the Head of the Dagenham Library Service, John O'Leary in 1937.

2.2. The local studies collection was part of the wider resources held at Valence Library, until it was established as an entity in its own right and was moved to Valence House in the spring of 2002. Management of the local studies collection passed to Heritage Services in May 2003.

2.3. Policy statements on the acquisition and disposal of archive and local studies material were previously included in a Collection Management Plan, which was created in collaboration with Valence House Museum. This document was last revised in 2007. This is subsequently the first policy that deals specifically with the development of the archive and local studies collections held at LBBB Archive.

2.4. This policy has been developed using guidance produced by the National Archives and in accordance with the Archive Service Accreditation Standard and Code of Practice for Cultural Collections Management. The collecting policies of other repositories have also been consulted. For a full list of the standards, policies and guidance used see **Appendix A**.

3. Mission

3.1. LBBB Archive exists to inspire learning and pride by collecting, preserving and engaging people with the heritage of Barking and Dagenham.

4. Vision

4.1. LBBD Archive leads the way in its sector by actively building partnerships, utilising innovative technology, exploiting commercial opportunities and creating meaningful volunteering opportunities.

4.2. The archive and local studies collections represent the rich history and rapidly changing present of Barking and Dagenham. People of all different ages, backgrounds and nationalities engage with the collections in creative, imaginative and unexpected ways.

4.3. Local people understand the importance of archives and library resources, and how these resources can strengthen community identity, impact wellbeing and contribute to their rights as citizens.

5. Objectives

5.1. LBBD Archive has the following objectives:

- To take in and look after the records of the London Borough of Barking and Dagenham, and its predecessor authorities.
- To receive by gift, deposit or purchase collections of original documents in all formats, as well as photographic and audiovisual material, relating to Barking and Dagenham, and to administer these records under the relevant legislation, notably the Local Government Act of 1972.
- To acquire by gift or purchase printed books and ephemera, and to maintain a specialist library, relating to the collections of archival source material, and on the history of Barking and Dagenham, as well as Essex and London.
- To catalogue all records, as soon as possible, in accordance with in-house and international cataloguing conventions and standards, such as ISAD(G).
- To present the archives and local studies collections through a comprehensive electronic catalogue, and to make popular sources available in digital format on our Online Catalogue.
- To share catalogue information with local and national web portals, such as AIM25, the Archives Hub, Access to Archives and the Hospital Records Database.
- To develop and maintain security and storage standards in keeping with current best practice nationally and internationally, such as PD5454.
- To make the archives and local studies collections available to all free of charge in our reading room within our usual opening hours in original or surrogate format.
- To maintain a open, flexible and extensive service to users, including the compilation, editing and publishing, in hard copy and electronically, of catalogues, information leaflets and guides to services, holdings and the use of the collections.
- To operate a reprographics service producing high quality reproductions or documents and photographs in hard copy and electronic format.

- To become a ‘community hub’ where local residents can socialise and volunteer, as well as learn about the history, community and people of Barking and Dagenham.
- To become a repository of archival excellence by becoming an Accredited Archive under the National Archives Archive Accreditation Standard.

6. Policy Statements

6.1. Governance

6.1.1. The Council of the London Borough of Barking and Dagenham is the governing body responsible for LBBB Archive. For further details on the organisational hierarchy see **Appendix B**.

6.1.2. By approving this policy the governing body recognises and supports the mission, vision and objectives of LBBB Archive.

6.2. Management

6.2.1. LBBB Archive is managed by the Borough Archivist, who reports directly to the Group Manager for Heritage Services.

6.2.2. The Borough Archivist is supported by the Local Studies Librarian and the Local Studies Assistant. For further details on the staffing structure of LBBB Archive see **Appendix C**.

6.3. Scope

6.3.1. LBBB Archive is the primary source of historical information on the place and people of Barking and Dagenham, which is an often overlooked part of London on the border with Essex.

6.3.2. The archive collection comprises the records of the London Borough of Barking and Dagenham, and its predecessor authorities dating back to 1558. It also includes the records of local schools, businesses, societies, charities and non-conformist churches, as well as the papers of families and individuals with connections to Barking and Dagenham. The archive holdings are complemented by an extensive collection of photographs, films and oral histories.

6.3.3. The local studies collection comprises printed books, ephemera, newspapers and maps primarily concerning the history of Barking and Dagenham, as well as Essex and London.

6.3.4. Housing, education, health, leisure, sport and industry are all key themes that are well represented by the documentary sources held by LBBB Archive.

6.3.5. Notable collections include: the diplomatic papers of Sir Richard Fanshawe, a early edition of the Herbal Book by Thomas Culpepper, a nineteenth manuscript on the history of Barking by William Frogley, the business records of Samuel Williams & Sons Ltd, the research papers of local historian Herbert Hope Lockwood, photographic negatives of life in Dagenham taken by Egbert E. Smart and the films of the Dagenham Co-operative Film Society.

6.4. Legal Status

6.4.1. LBBD Archive seeks to abide by all current legislation surrounding archives, record keeping and information management including the following statutory authorities:

- Public Records Acts 1922
- Public Records Acts 1925
- Local Government Act 1963
- Local Government Act 1972
- Local Government Act 1985
- Education Reform Act 1988

6.4.2. Specifically, and most pertinently, as a local authority archive service operates under section 224 of the Local Government Act 1972, which requires principal councils to ‘make proper arrangements with respect to any documents that belong to or are in the custody of the council or any of their officers’. For further information on how this legislation relates to local authority archives see **Appendix D**.

6.4.3. The archive and local studies collections are affected by a wide range of other legislation including:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Copyright and Related Rights Regulations Act 2003
- Environmental Information Regulations 2004

6.5. Ethical codes

6.5.1. LBBD Archive recognises its responsibilities surrounding the collection of archive and local studies material and in turn adheres to the **Archives and Record Association Code of Conduct**.

6.6. Collecting priorities

6.6.1. LBBD Archive seeks to acquire the following material by gift, deposit or purchase:

- Minutes of the council and committees within LBBD.
- Council records relating to governance and the development of policies and principles within LBBD.
- Department records relating to the functions, activities and processes of LBBD.
- Admission registers, log books and photographs of schools located within Barking and Dagenham.
- Records of businesses, societies, charities and community groups with connections to Barking and Dagenham.
- Papers, including letters and diaries, as well as oral histories, photographs and films of local families and individuals with connections to Barking and Dagenham.
- Films relating to life in Barking and Dagenham.
- Printed ephemera produced for informational purposes by LBBD.
- Printed ephemera created by organisations, businesses, societies, charities and community groups with connections to Barking and Dagenham.
- Printed books on the history of the place and people of Barking and Dagenham, as well as the surrounding area, namely London and Essex.

6.6.2. LBBD Archive seeks to address comparatively weak areas of the collection by collecting the following material by gift, deposit or purchase:

- Council records that relate to the governance and the development of policies and principles dating from 1965.
- Departmental records that reflect the activities and processes of the council since 1965.
- Publications produced by the London Borough of Barking and Dagenham.
- Photographs and films that show life in the borough post 1965
- Deposited papers, including letters, diaries, oral histories, photographs and films concerning housing and housing estates in Barking and Dagenham.
- Records of ethnic and other minority communities, which reflect the diversity of Barking and Dagenham.
- Printed ephemera relating to local politics and elections in Barking and Dagenham.

6.7. Exceptions

6.7.1. LBBD Archive will not acquire material that does directly relate to, or have connections with, the geographical area of Barking and Dagenham.

6.7.2. LBBD Archive will not acquire the records created by churches, organisations or people under the authority of the Church of England. These records should be deposited at the Essex Record Office, which is the designated place of deposit for the Diocese of Chelmsford.

6.7.3. Where material is offered that is more appropriate to another known archive or organisation, the donor will normally be referred to that archive.

6.7.4. Material that is duplicate or are very similar to current holdings will not be accepted, unless there is a strong reason why this material may be of benefit to the service, such as for outreach and educational purposes.

6.7.5. Material that is in such poor condition that the information contained has been obscured will not be acquired as part of the collection.

6.7.6. We do not acquire material which will remain closed for a significant period of time unless it is immediately at risk and worthy of permanent preservation.

6.7.7. Copies and transcripts are only acquired for the archive collection where the originals are not available. This sort of material is to be included in the topic boxes kept by the Local Studies Library.

6.7.8. Copies of archives held elsewhere will not normally be accepted unless there are exceptional reasons for keeping them.

6.7.9. Permanent and temporary loans are now only considered in exceptional circumstances at the discretion of the Borough Archivist or the Local Studies Librarian.

6.7.10. Objects are not accepted and should be offered to Valence House Museum. For further details see **Valence House Museum's Collection Development Policy**.

6.7.11. Items may not be accepted for the collection without a completed and signed **Transfer Form** or **Declaration of Gift Form**.

6.8. Methods

6.8.1. LBBB Archive works closely with council departments to advise on and arrange the direct transfer of material this is done in accordance with the Retention Schedule.

6.8.2. LBBB Archive seeks to acquire material from external donors as a gift. We do not offer payment in return for donations or actively seek to purchase items for the collections.

6.8.3. External donations are encouraged through key messages on the council website, and social media sites. Calls for donations may also be made through local and regional media, where this is appropriate in the context of coverage highlighting particular items or subject areas within the collections. For further details on collection methods see our **Acquisition Strategy**.

6.8.4. LBBB Archive is committed to working with other collecting organisations within the heritage sector, and building relationships with communities as part of our outreach and education programme, in order to promote the donation of material to LBBB Archive. For further details see our Advocacy and Outreach Strategy.

6.9. Conditions

6.9.1. LBBB Archive acquires records gift, deposit or purchase. These records become the property of the council and depositors are encouraged to include in the gift any copyright which they may hold in the records.

6.9.2. We prefer to accept collections as gifts. Records presented as gifts will normally be maintained at our expense. However, if records require considerable expenditure on repackaging and repair further negotiations about conservation costs may be required before the material is accepted as part of the collection.

6.9.3. LBBB Archive no longer accepts material on long-term loan. If owners of long-term loan wish to withdraw their records less than twenty years after the date of deposit, a fee will be levied which will reflect storage costs.

6.9.4. Digital records may include word processing documents, databases, spreadsheets, images, sound and film, in a wide of formats. The transfer of digital material to the most appropriate format is undertaken on a case by case basis.

6.9.5. LBBB Archive is committed to facilitating the fullest possible access to the collections it holds. Individual items or the majority of items within a donation must be available for use by researchers. Copyright or data protection restrictions may apply to specific items and should be declared at the time of donation and specified in the donation agreement.

6.9.6. For further details on collecting conditions see our **Terms of Deposit** and also the **Acquisition Procedure**.

6.10. Disposal

6.10.1. Qualified staff shall, in agreement with owners and depositors, evaluate and select material worthy of permanent preservation. This will be done before deposit wherever possible and then again during the cataloguing process in accordance with our **Appraisal Policy**.

6.10.2. When evaluation takes place after deposit or as part of the cataloguing process rejected material will be returned, or destroyed in a confidential manner, as the donor, depositor or legal representative prefers.

6.10.3. The Borough Archivist and Local Studies Librarian, reserve the right to re-appraise material previously accepted as a donation to the collection. Depositors will be informed and unwanted material will be offered back to the donor or legal representative wherever possible. This deaccessioned material will not be sold by LBBB Archive.

7. Implementation

7.1. This policy is to be made available to staff, volunteers and users online.

7.2. It should be used in conjunction with the Collection Development Policy of Valence House Museum.

7.3. This policy should also be used together with the further policies, plans and procedures that make up LBBB Archive's Collections Framework.

8. Evaluation

8.1. This policy will be reviewed at least once every five years to make sure it remains relevant to the work and services provided by LBBB Archive.

8.2. This policy will next be reviewed in July 2020.

9. Feedback

9.1. If you wish to give us feedback on this policy, please email localstudies@lbbd.gov.uk.

Appendix A

Collecting Policies and Standards

London Metropolitan Archives: Collections Acquisition and Management Policy (2014)

PAS197:2009: Code of Practice for Cultural Collections Management (2009)

M&S Company Archive: Collections Development Policy (2012)

The National Archives: Standard for Record Repositories (2004)

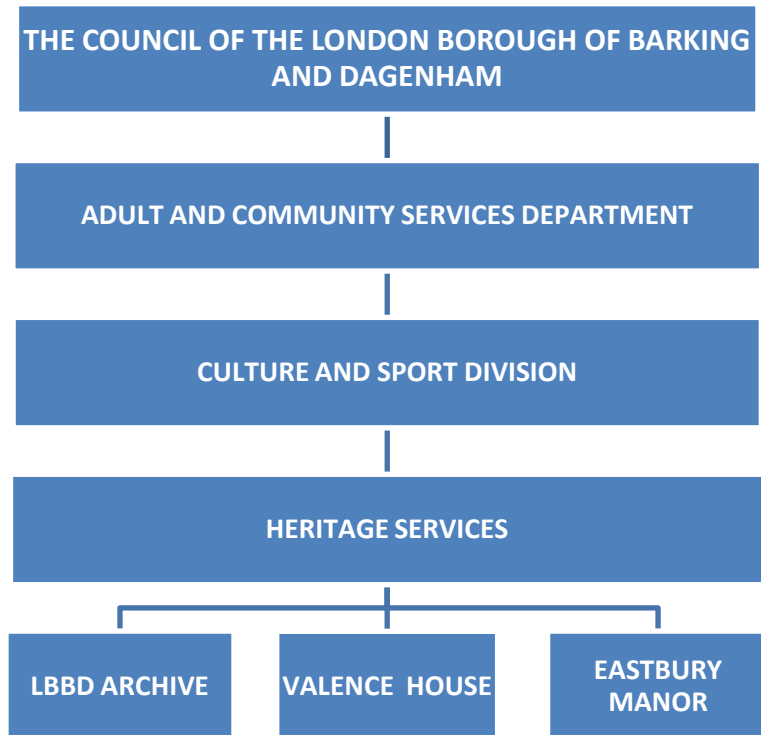
The National Archives: Archive Collection Policy Statements: Checklist of Suggested Contents

The National Archives: Collection Development Tools and Guidance (2011)

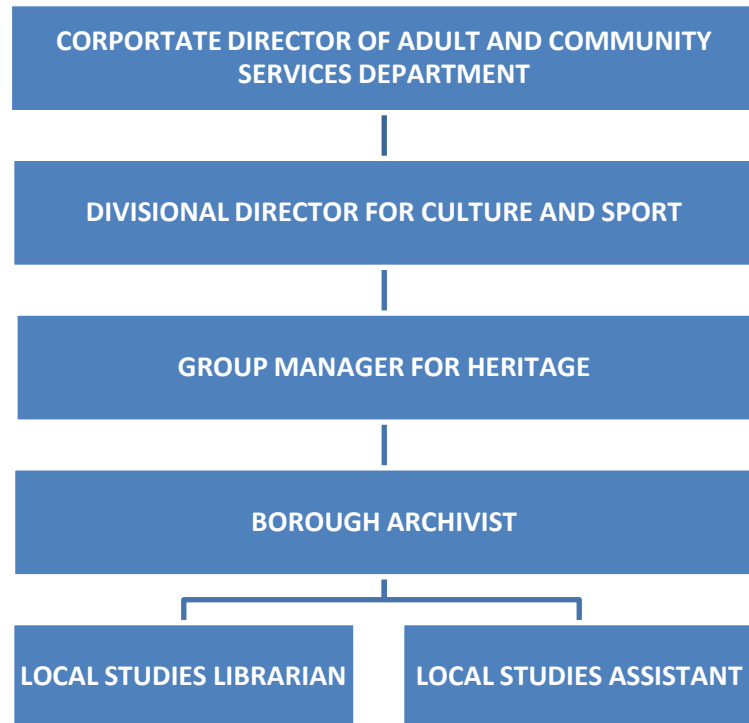
V&A: Collections Development Policy (2010)

Wellcome Trust: Collection Development Policy (2010)

Appendix B Organisational Hierarchy



Appendix C Staffing Structure



Appendix D

Archive Legislation

The Local Government (Records) Act 1962, as amended to 2003, confers limited discretionary powers for local authorities to provide certain archives services. It states that 'a local authority may do all such things as appear to it necessary or expedient for enabling adequate use to be made of records under its control'. The Act goes on to refer to allowing inspection and copying of records, preparing indexes and guides to them and publishing and exhibiting them. The Act refers solely to the service provision aspect of archive offices' work, not to their stewardship obligations nor any wider responsibilities and functions. In addition the Act empowers them to acquire records of local significance over and above their own administrative records, care for them and make them available for study by the public.

The Local Government Act 1972 requires local authorities to 'make proper arrangements with respect to any documents that belong to or are in the custody of the council of any of their officers'. In 1999 the Department for the Environment, Transport and the Regions (now the Department for Communities and Local Government) issued guidance on the interpretation of the term 'proper arrangements'. The guidance includes sections on the management of a local authority's administrative records, whether kept on paper or in electronic form, and proper arrangements for those records which have enduring historical value and which should be kept by an established archive service.

Additional requirements with regard to access to information in records and archives, affecting local and regional authorities, have been imposed through the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations. These include a statutory right for the citizen of access to information, subject to certain exemptions and conditions.

Information taken from the website of the National Archives:

<http://www.nationalarchives.gov.uk/information-management/legislation/other-archival-legislation/local-government-acts/> (Last accessed February 2015)