

East Riding Archives

Collections Development Policy

East Riding Archives collects the archives and written heritage of the East Riding, its communities and its people. We preserve this unique collective memory for present and future generations. We encourage and support the use of our collections by everyone for research, learning and enjoyment.

1. Introduction

The East Riding Archives (ERA) exists to collect, preserve and make available the archive and local studies collections in the custody of the East Riding of Yorkshire Council.

ERA is based in the Treasure House building in Beverley, which opened as a new purpose built facility in January 2007.

The purpose of this policy is to define the collections development function of the service. The policy includes the nature and format of the records that are collected, the geographical area for which archives are held and the specific categories of records that are collected.

2. Legislative Context

East Riding of Yorkshire Council is appointed as an archive authority under the Local Government (Records) Act 1962 and Local Government Act 1972. Its powers relate both to the authority's own administrative records and also to other records in its custody.

Under the Public Records Acts 1958 and 1967 the East Riding Archives provides an approved place of deposit for various classes of central government records that are held locally (public records). These include the records of Quarter Sessions courts, Petty Sessions courts, Magistrates courts, Coroners and the National Health Service.

ERA is recognised by the Master of the Rolls as a repository for manorial and tithe records under the Law of Property Act 1922, the Tithe Act 1936 and subsequent Documents Rules.



ERA exercises delegated powers under the Parochial Registers and Records Measure 1978, as amended in 1993, with regard to parishes within the Archdeaconry of the East Riding in the Diocese of York.

Additional requirements with regard to access to information in records and archives have been added as part of the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations. These include a statutory right for individuals to have access to information, subject to exemptions and conditions.

3. General Principles

Records are defined as manuscripts, printed works, newspapers, typescripts, maps, plans, photographs, postcards, computer generated records, sound and digital archives and any other formats that form an integral and organic part of the archives of an organisation or individual.

These records may be acquired by deposit, gift, transfer or purchase.

Records which are acquired will be made available for public access (subject to being fit for production) as soon as possible or from a specified date, which may be at the end of a statutory closure period or one agreed with the Treasure House & Archives Manager.

The East Riding Archives will preserve the collections in its custody in accordance with PD 5454:2012 *Recommendations for the storage and exhibition of archival documents* and PAS 198:2012 *Specification for managing environmental conditions for cultural collections*.

ERA recognises the rights and collecting strengths of other local and national repositories and will make every effort to avoid competition, conflict or duplication.

4. Geographical Context

The East Riding Archives will acquire records from organisations and individuals relevant to, and within the boundaries of, the area of the East Riding of Yorkshire Council as created on 1 April 1996 and as may be affected by future boundary changes.

ERA will also collect records relevant to the whole of, or substantial parts of, the pre-1974 historic County of the East Riding of Yorkshire.

ERA will acquire records from those parts of the historic County of the East Riding of Yorkshire which do not form part of the current East Riding of Yorkshire Council area only in accordance with the express wishes of depositors or donors and in collaboration with other repositories which also hold records for these areas.

ERA will only collect records relating to elsewhere when they are part of a collection relevant to the East Riding of Yorkshire and it is necessary to keep the records together to maintain the archival integrity of the collection.

We will also acquire records relevant to the whole of the Humberside region when these have their administrative centre in the East Riding of Yorkshire.

5. Categories of Acquisitions

The East Riding Archives will acquire records of the following:

- East Riding of Yorkshire Council
- Superceded local authorities in the East Riding of Yorkshire
- Defunct Humberside County Council
- Statutory bodies working in the East Riding of Yorkshire and Humberside region

We will also collect public records as offered to the East Riding Archives under the terms of the Public Records Acts.

ERA will acquire Anglican parish records relating to those parishes within the Archdeaconry of the East Riding, nonconformist church records within the East Riding of Yorkshire and records of any other religion relevant to the history of the East Riding.

ERA will collect records of organisations, businesses, institutions and individuals relevant to the administration, history and culture of the East Riding of Yorkshire.

We will acquire books, pamphlets, newspapers, journals and other printed sources relating to the East Riding of Yorkshire.

We will also collect microform or digitised copies of records that are held elsewhere but which are relevant to the East Riding of Yorkshire.

ERA aims to hold collections that reflect all aspects of life in the East Riding past and present covering as many communities, individuals and organisations as possible. We will actively seek to acquire records for the following areas that are currently under-represented in our holdings:

- Sport and social clubs and societies
- Local businesses and trade associations
- Political groups and workers organisations

6. Exclusions

We will not acquire records that could be more appropriately held at another repository because of their content, provenance or format.

ERA will not acquire works of art, objects or artifacts unless there is a special relationship between these and archives associated with them. These items will usually be directed instead to a museum service or gallery.

7. Disposals

ERA will evaluate and select for disposal any items not deemed suitable for permanent preservation or not within the terms of this collection policy. These items will be returned, destroyed confidentially or transferred elsewhere in accordance with the wishes of depositors and donors.

The East Riding Archives accepts the principle that there is a strong presumption against the disposal by sale of any archives in its ownership.

ERA may transfer archives and printed sources to a more appropriate repository or library if it is felt that the items or their users would benefit from this relocation.

8. Information about Collections

Summary information about newly deposited or donated collections is provided each year for the annual Accessions to Repositories Survey, organised by The National Archives.

Detailed information about catalogued collections is available in our East Riding Archives Online Catalogue.

9. Links with other Policies

This policy should be read with reference to the following:

East Riding Archives Collections Information Policy
East Riding Archives Collections Access and Engagement Policy
East Riding Archives Collections Care and Conservation Policy
East Riding Museums Collections Development Policy

This policy also links to the ERA Collections Management Manual which includes the acquisition, accession, appraisal, arrangement and cataloguing of archives and printed sources.

10. Evaluation

This policy will be reviewed every three years or earlier if necessary to take into account any changed circumstances.