Collecting Policy

of

Borthwick Institute for Archives
University of York, Heslington, York, YO10 5DD.
Telephone: 01904 321166
Website: www.york.ac.uk/bihr
Part of the University of York Library and Archives
1. **Legal Status and Authority to Collect**

1.1 The Borthwick:

- is appointed as a place of deposit under s (4)1 of the Public Records Act 1958 (amended 1967) for specific categories of public record, namely legal, court and health records

- has been approved as meeting the standards required by The National Archives Standard for Record Repositories (2004).

- is approved for the custody of tithe and manorial documents under the Lord Chancellor’s tithe rules 1960 (amended 1936) and manorial documents rules 1926 (amended 1959, 1963 and 1967).

- is designated by the archbishop of York as a repository for the records of the diocese of York and for parish records for the modern archdeaconry of York.

- is the designated repository for other organisations such as the York Methodist Circuit.

- is the designated repository for the records of the University of York.

- is a repository with holdings subject to the Freedom of Information Act, 2000 and the Environmental Information Regulations 2004.

1.2 The Borthwick has adopted The National Archives’ *Standard for Record Repositories* (2004) as the basis of its collection policy. Copies of this can be found at: http://www.nationalarchives.gov.uk/archives/framework/repositories.htm.

2. **Scope of Collecting Policy**

2.1 The Borthwick was founded before the current network of local authority record offices was established. As a result it has acquired a great variety of archives through direct approach from their owners, and through archive rescue operations since its establishment in 1953.

2.2 In addition, as a department of the University of York, it seeks to support the Research of Departments of the University of York. The Borthwick will continue to serve the organisations, businesses, individuals and families for which it has acted as the archive repository since 1953, and to acquire archives from them.

2.3 The Borthwick holds material principally relating to the north of England, and particularly to Yorkshire, including the records of the provincial and diocesan administration of York, the University of York, and the records of the York NHS Trust.
2.4 Principal areas of collection are:

**Ecclesiastical Records of the area of the Diocese and Province of York and Related records:**
Currently including:
*Anglican records:* the archdiocese of York; Anglican parishes in the archdeaconry of York; the Church Commissioners; the Community of the Resurrection; the Society of the Sacred Mission
*Nonconformist records:* the York and Hull District, York Circuit and chapels in the York Circuit of the Methodist Church; York Congregational Church

**Records of the University of York**

**Medical Records of York and the surrounding area**
Currently including:
York Hospitals NHS Trust; The Retreat

**Family Papers particularly of York and the surrounding area**
**Related to the**
Currently including:
Yarburgh family papers; the papers of the Earls of Halifax; York family papers

**Papers of York businesses**
Currently including:
Rowntree & Co; Terrys; Vickers Instruments; York Waterworks

**Papers of Charitable Organisations and Other Societies in or based in York and the Surrounding Area**
Currently including:
The Wilberforce Home for the Blind; York Children’s Trust; Rowntree Trusts; York Philosophical Society; the Albert Victor Lodge

2.5 The Borthwick will continue to seek to acquire archives that have a thematic, geographical or other connection to the existing holdings, and archives that support current or future research or teaching in the University of York.

2.6 All records may be accepted, regardless of date, although in the case of institutional records less than 30 years old, which could still regularly be used by the depositor (semi-current records), the Borthwick may offer advice about records management systems before accepting documents for permanent preservation. The Borthwick reserves the right to impose a charge for storage and retrieval in the event of large amounts of semi-current records being deposited.

2.7 The Borthwick will only acquire an item if it can provide adequate, continuing long-term care for the item and public access to it, without compromising standards of care and access relating to existing collections. Within these constraints, The Borthwick will consider accepting records on all media, and advise on transfer to an appropriate repository where the Borthwick does not have appropriate preservation or access facilities. For example, moving image archives are transferred to the Yorkshire Film Archive as the nearest suitable repository with facilities for preserving and making available moving image
archives. Serious consideration would need to be given before collections of audio or electronic records could be accepted.

2.8 The Borthwick will seek to avoid competition and conflict with other repositories. When advising potential donors or depositors, we will draw attention to the existence of other repositories with similar or overlapping interests to ensure that material is offered to the most appropriate institution.

2.9 In any case of dispute between the Borthwick and another repository as to the proper custodian of the records the advice of a neutral arbiter, such as The National Archives, will be sought.

3. THE PROCESS OF COLLECTION

3.1 The Borthwick accepts collections on deposit and as gifts. Purchases will only be made of documents of outstanding importance to the collection or University.

3.2 Only documents which, in the judgement of an archivist employed by the Borthwick, are of sufficient quality for permanent preservation will be accepted. No documents will be accepted without clear title of ownership and it is a condition of acceptance that documents will be made available for access either immediately or at the expiry of a specified period. Acquisitions purchased with grant aid will be held subject to the terms and conditions of the bodies from whom such aid has been received.

3.3 When a depositing body or donor wishes to place restrictions upon access to records, these will be considered in the light of current relevant legislation. Full agreement about the necessity and nature of these restrictions must be reached between the Borthwick and the depositor/donor before the records will be accepted.

3.4 The Borthwick shall, in accordance with agreements made with donors and depositors, evaluate and select for destruction (or return to the depositor/donor following previous agreement) those documents deemed not suitable for permanent preservation. This intention shall be made clear at the time of deposit. Once accessioned and appraised, records will be preserved permanently.

3.5 The Borthwick shall have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation, with the consent of the owner and the knowledge of the relevant authorities within each institution, and bearing in mind the importance of preserving the integrity of the collection.

3.6 The Borthwick will not sell any documents it owns, save by reallocating records not within its collecting policy as specified above that were originally acquired by purchase.
4. ACCESS TO COLLECTIONS

4.1 Notice of new acquisitions, including restrictions upon access or use will be made public as soon as possible and at least annually through the report of new accessions to the National Register of Archives. The Borthwick will systematically supply copies of its finding aids to depositors and to the National Register of Archives.

4.2 The Borthwick seeks to make records available to the public within its searchrooms as soon as possible after deposit, unless their physical condition is such that they would be at risk from further handling and bearing in mind legislative and depositor restrictions.

4.3 The Borthwick considers it necessary, and possible, for the preservation of the document access will be given to a surrogate rather than the original document.

4.4 It may be necessary for security reasons to restrict access to unlisted collections.

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Revisions to be approved by the Keeper of Archives, Borthwick Institute