

Introduction

1. The purpose of this policy statement is to specify the archives and records to be collected by Midlothian Council Archive and Local Studies Service, the operational area, and detail the standards under which the policy will be implemented.
2. This policy relates to all records, archives and local studies materials held by the Record Centre and Local Studies services of Midlothian Council, the 'Council repositories'. It concerns paper and electronic records including those electronic records that are born digital.
3. This policy also sets out the grounds under which items will leave the care of the Council's repositories and the processes for this, as well as the processes for additions to the collections.
4. This policy also explains the processes for accepting new archives and records into the collection and for removing items from the collection that are considered no longer appropriate or relevant.

Context

1. Midlothian Archive and Local Studies serve the Scottish local authority of Midlothian Council.
2. Midlothian Archive and Local Studies is based at Midlothian Council Library Headquarters, 2 Clerk Street, Loanhead

Service Purpose

1. To identify, preserve and promote the documentary heritage of Midlothian through an accessible archive service which encourages public awareness of the use and significance of archives, informing and engaging with the people of Midlothian and beyond.

Statutory obligations

1. Local Government (Scotland) Act 1994, sections 53 and 54, obliges Midlothian Council to 'make proper arrangements for the preservation and management of any records created or acquired by them in the exercise of any of their functions'. This policy establishes clearly and coherently the arrangements in place to fulfil these obligations.
2. Public Records (Scotland) Act 2011, section 2, requires Midlothian Council to develop a plan with provision for 'the archiving and destruction of the authority's public records'. This policy details the arrangements for the selection and long term preservation of such materials.

Policy Objectives

1. to ensure that Midlothian Council complies with all legal, fiscal and regulatory requirements relating to the storage and preservation of the Council's own archival material and other items, other than corporeal moveable items, that are entrusted to its care.
2. to ensure a co-ordinated approach to the management and development of the collections held by Midlothian Council.

Collection Policy

3. to ensure that the records, archives and local studies material held by the Council are managed in a consistent and professional manner.
4. to ensure that sufficient resources and facilities, including staff time, equipment and suitable accommodation, are available within the Council to support the Collection Policy.

Collection Policy

1. Midlothian Archive and Local Studies Service will acquire material worthy of permanent preservation in the following categories subject to exclusions noted below
 - a. Records of Midlothian Council and those of its predecessor authorities. The primary collection focus of the Archive will be the records generated, received or held by the Council and its predecessor authorities, including Midlothian County Council, Midlothian District Council and Lothian Regional Council which pertain to the Midlothian area. Also included are items linked to Midlothian, or any of the parish, district, water district, or burgh councils within the Midlothian area, either at present or contemporaneous to the time of their generation.
 - b. Records of historical importance germane to Midlothian created by other bodies operating in the area. An additional collection aim will be to gather records relating to bodies, groups, companies and individuals that either provide insight into life and social activities within Midlothian, or expand upon our knowledge and appreciation of some aspect of Midlothian.
 - c. Geographical Scope. This policy will cover the geographical area administered by Midlothian Council as defined by the local Government Scotland Act 1994. Subject to the overriding principle that integrity of the archival groups should normally be preserved as far as possible and practicable, the archive service will not acquire records relating to places outside Midlothian unless they have a close connection with the area. Additionally material generated by authorities, bodies or persons which fall within the pre 1975 historical boundaries of Midlothian.
2. Midlothian Archive and Local Studies Service is not bound to accept any items, but any offer of records, archives or local studies materials must be considered, and their potential value to the collections be weighed impartially before any decision is made. In the case of archive material, any item, or collection of items, offered should meet some of the following criteria:
 - ◆ it must be either an original record, or have an original aspect such as annotations;
 - ◆ it must relate to Midlothian
 - ◆ it must possess either evidential or informational value on individuals, corporations, groups, businesses or significant activities; and
3. graphical items, such as prints and postcards, can be collected as part of a larger collection, even if they do not relate directly to Midlothian, on the condition that they are part of the wider collection and demonstrate the activities of an individual, or can be interpreted as being intrinsic to the collection.
4. Midlothian Council Archives and Local Studies collections will only accept the deposit of ephemera from external sources where the material comprises an integral part of a larger collection, or is of sufficient quantity and so comprehensive as to constitute a coherent

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collection. The Council repositories will collect the ephemera produced by Midlothian Council, retaining one copy of each item; this will constitute a separate collection the Council's own records.

5. It is to be preferred that items are gifted to the collections rather than placed on loan, as this provides the Council with more flexibility when seeking to take care of these items. The Council however will accept records by on deposit, indefinite loan, statutory deposit, official transfer and through purchase or acquisition. No records will be accepted without clear and valid title of ownership
6. Material will only be accepted by the Archive and Local Studies service provided it will be open for public access after processing by the Archive Service or after a fixed period of time, agreed in consultation with the depositor.
7. Midlothian Archive and Local Studies service does not seek to compete for papers with other repositories, where there is a conflict with another collecting authority or agency, considerations for the best care of the materials and their accessibility will be given priority in determining where they will be held.

De-accessioning of material.

1. Once selected and accessioned, record will be preserved permanently in the archive collection. Midlothian Archive and Local Studies service however reserves the right to de-accession records if necessary. Any decision to de-accession, or dispose of, any item, or collection of items, from the collections held by Midlothian Council will be made by the appropriate officer as follows:
 - ◆ in the first instance any decision relating to archival material will be made by the Records Officer/Archivist; & Local Studies Officer
 - ◆ in the first instance any decision relating to local studies material will be made by the Local Studies Officer; and Archivist
 - ◆ all such disposal decisions must be ratified by the Library Services Manager prior to the action being taken. In the event of any item is being offered for sale rather than being transferred to another repository, full authorisation from the Chief Executive will be obtained as necessary.
2. Other than by transfer to a successor body, the Council may not dispose of any of its core administrative records.
3. In compliance with the International Council of Museums Code of Ethics (ICOM Ethics), any archival record considered for disposal will first be offered free of charge to another suitable repository prior to any other option for disposal being considered. Any local studies material will first be offered to other libraries within the Midlothian area.
4. Where archival records gifted to the Council are to be disposed of, and where the option of free transfer to another publicly-accessible repository has proved unsuccessful, they will be offered to the depositors, or their successors, prior to pursuit of the option of disposal by sale.

Standards and guidance

1. The archive service will seek to conform to the best standards in the provision of an archive service and to this end has adopted, or is aiming to adopt where possible, the following non-statutory standards

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- a. British Standards institute: BS 5454: recommendations for the Storage and exhibition of archival documents
- b. International Council on Archives: International Standard for Archival Description (ISAD(G))
- c. International Council of Museums : Code of Ethics (ICOM Ethics)