

EDUCATION, LEISURE AND HOUSING  
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## **Orkney Archive collection and disposal policy**

**Published – 01/08/2015**

**Date for review – 01/08/2017**

Under sections 53 and 54 of the Local Government etc. (Scotland) Act 1994, Orkney Islands Council is empowered to make proper arrangements for the preservation and management of any records which have been transferred to them, created or acquired by them in the exercise of any of their functions or otherwise placed in their custody by way of gift, purchase, temporary or long term deposit.

Orkney Library & Archive provides the archival service for Orkney Islands Council and for the area served by that Council. It is approved by the Keeper of the Records of Scotland as a place of deposit for records under his charge and superintendence.

Orkney Archive is responsible for identifying records of long term value, looking after these records in optimum conditions and maintaining their integrity, reliability and authenticity, making it as easy as possible for people to find this information and use it when required.

### **Acquisition policy**

Orkney Archive aims to preserve and make accessible in accordance with current legislation, directives and national guidelines:

- the records of Orkney Islands Council and its predecessor bodies which relate to their core functions and statutory duties
- records received by gift, purchase, temporary or long term deposit by individuals, families, estates, societies, organisations, institutions, industry and business which are of legal, historical or cultural significance and which relate to the lives and activities of the people of Orkney regardless of date
- records deposited by the Keeper under his charge and superintendence

Orkney Archive will accept records in all media; however film and video will be transferred to the Scottish Screen Archive.

Our acquisition priorities are to

- transfer non-current records still held within Orkney Islands Council premises and considered suitable for permanent preservation to the Archives
- acquire records from private individuals and organizations that will increase the range and depth of the collections held by Orkney Archive, while taking into account limitations to the growth of the collections imposed by factors such as storage space and staffing levels.

## **Acquisition restrictions**

Orkney Archive does not collect records that relate to areas outside Orkney unless there is a very significant local connection. We will advise potential depositors on the existence of more suitable repositories to ensure that material is offered to the most appropriate institution.

Orkney Archive will not normally accept three-dimensional artefacts, and will usually advise that they be referred to Orkney Museum.

## **Conditions of acquisition**

Before acquiring records, Orkney Archive normally requires that;

- all records are non-current
- official records are covered by a disposal schedule
- the depositor is authorized to transfer title to material and signs a deposit agreement
- the material content is unique
- its authenticity and integrity is documented
- its historical/archival value can be demonstrated
- Orkney Archive has the facilities to be able to care for the records properly
- the records are free of legal encumbrances or excessive access restrictions which will diminish their research potential
- whether the records become the property of the archives by gift or purchase or become its responsibility as a long term deposit, they will be administered as the archivist sees fit

## **Disposal of Archives**

There is a strong presumption against the disposal, by any means, of records accepted into Orkney Archive unless it is considered that they belong more properly with records in another repository, in which case they may be transferred there with the consent of the owner. Orkney Archive may therefore transfer to the custody of another archival repository any archival records which, for reasons of archival integrity, would be more appropriately placed elsewhere.

Orkney Archive will return collections held under a deposit agreement to the owner or their legal representative on request, subject to a reasonable period of notice and the re-imburement of any expenditure on the collections by Orkney Library & Archive.

The Archivist shall have authority to weed records during processing and to return or destroy items identified as not appropriate for permanent preservation. This will be made clear to the owner at the time of deposit or donation and they will be consulted before any records are destroyed.

## **Policy review schedule**

This collection policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above. The Keeper of the Records of Scotland will be notified of any changes to the acquisition and disposal policy, and the implications of any such changes for the future of existing collections.