

REPORT FOR EDLC BOARD	
<b>Report Title:</b>	Archives Collection Policy
<b>Contact Officer:</b>	Esmee Thompson-Smith
<b>Date:</b>	24 <sup>th</sup> April 2019
<b>Agenda Item No:</b>	9
<b>Report No:</b>	EDLCT/76/19/ES

## 1.0 PURPOSE

The purpose of this report is to ask the Board to approve the changes to the attached Archives Collection Policy which was originally approved by the Board on 13 August 2014.

## 2.0 SUMMARY

2.1 The Archives Collection Policy is required to be reviewed at least once every five years. The attached Policy has been amended to add references to new legislation and standards introduced since 2014.

2.2 The text has been edited to make reference to:

- the mandatory 'Supplementary Guidance on Proper Arrangements for Archiving Public Records' issued by the National Records of Scotland in 2016
- the Data Protection Act 2018 and the General Data Protection Regulation
- new British Standards governing the care and preservation of archives - BS 4971:2017 Conservation and care of archive and library collections, and BS EN 16893:2018 Conservation of Cultural Heritage - Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections.

2.3 Updates to organisation names and addresses have been made where necessary.

## 3. RECOMMENDATION

3.1 It is recommended that the Board;

- a) note the contents of this report;
- b) approve the policy at Appendix 1.