

Greater Manchester Collections Development Policy and Strategy

1. Introduction

This policy and strategy covers the district archive and local studies services for the following local authority archive services in Greater Manchester:

- Bolton Archives and Local Studies
- Bury Archives and Local & Family History Service
- Greater Manchester County Record Office
- Manchester Archives and Local Studies
- Oldham Local Studies and Archives
- Stockport Local Heritage Library
- Tameside Local Studies and Archives
- Trafford Local Studies
- Rochdale Local Studies and Archives
- Salford City Archives and Local History Library
- Wigan Archives and Local Studies

The services aim to locate, collect, preserve and make as widely available as possible archive and local studies collections for the benefit of present and future generations. All services contribute to the aims and objectives of their parent organisations.

This policy sets out statutory obligations, what will be collected, collecting priorities and how it will be collected and publicised.

Archives or records are documents produced by individuals and organisations in the course of their life and work. They are no longer needed to conduct current business, but they are considered worthy of permanent preservation because of their evidential, administrative or historical importance. They can be of any date and in any format (including digital format) and they are often unique and irreplaceable. They are the raw material of history and reveal the past, explain the present and guide the future.

This policy applies to all archive and local studies material regardless of format including paper, parchment, manuscript, magnetic and optical media, digital records, photographs, maps, and books.

Services will not collect material judged not to be of permanent historical value.

2. Archive Statutory Obligations

- All services are empowered to acquire archives by deposit, gift or purchase and to preserve and make them available under the Local Government (Records) Act, 1962.
- All services are authorised to collect the official records of its parent local authority, its predecessor authorities under the Local Government Act, 1972.
- The following services are approved by the National Archives as the agent of the Lord Chancellor for the deposit of specified classes of public records under the Public Records Acts, 1958 and 1967:
 - Bolton Archives and Local Studies
 - Bury Archives and Local & Family History Service
 - Greater Manchester County Record Office / Manchester Archives and Local Studies
 - Stockport Local Heritage Library
 - Tameside Local Studies and Archives
 - Wigan Archives and Local Studies
- At present the Greater Manchester County Record Office holds public records for the geographic areas covered by:
 - Oldham Local Studies and Archives
 - Rochdale Local Studies and Archives
 - Salford City Archives and Local History Library
 - Trafford Local Studies
- Manchester Archives & Local Studies and Wigan Archives & Local Studies are designated as Diocesan Record Offices under the Parochial Registers and Records Measure, 1978 as amended 1992.

3. Standards

All services are working towards meeting the Archive Service Accreditation standard. Full accreditation:

- Bolton Archives and Local Studies
- Bury Archives and Local & Family History Service
- Greater Manchester County Record Office / Manchester Archives & Local Studies
- Tameside Local Studies and Archives
- Archives: Wigan & Leigh

Provisional accreditation:

- Oldham Local Studies and Archives
- Stockport Local Heritage Library

Not accredited:

- Rochdale Local Studies and Archives

- Salford City Archives and Local History Library
- Trafford Local Studies

4. Geographic area definition

The services will collect material for the following geographic areas:

Repository	Area	Notes
Greater Manchester County Record Office	“Greater Manchester” consists of the administrative county of Greater Manchester as at 1 April 1974. This includes the metropolitan boroughs of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford, and Wigan.	Donors or depositors of records which cover more than two of the ten districts of Greater Manchester will be deposited with the Greater Manchester County Record Office.
Bolton Archives and Local Studies	Bolton Metropolitan Borough	Local Studies will also collect material relating to Anglezarke, Rivington, North Turton and Little Hulton, which were formerly within the ancient boundaries of Bolton-le-Moors and Deane.
Bury Archives and Local & Family History Service	Bury Metropolitan Borough	Including the Townships.
Manchester Archives and Local Studies	City of Manchester	
Oldham Local Studies and Archives	Oldham Metropolitan Borough	This includes the distinctive geographical areas of Chadderton, Crompton, Failsworth, Lees, Royton, Oldham and Saddleworth.
Stockport Local Heritage Library	Stockport Metropolitan Borough	
Tameside Local Studies and Archives	Tameside Metropolitan Borough	
Trafford Local Studies	Trafford Metropolitan Borough	Includes Altrincham, Sale, Stretford, Urmston, Bowdon, Hale, Timperley, Carrington, Dunham Massey, Partington and Warburton
Rochdale Local Studies and Archives	Rochdale Metropolitan Borough	Includes Middleton, Heywood, Norden, Littleborough, Milnrow, Newhey and Wardle.
Salford City Archives and Local History Library	City of Salford	
Wigan Archives and Local Studies	Wigan Metropolitan Borough	Includes records created by Wigan Leisure & Culture Trust in operations outside the Wigan Borough.

5. Scope of collecting policy (Archives)

Services will collect archives for the geographical areas outlined above.

These will include:

Council Records

- Official archives of their parent bodies, predecessor authorities and relevant third parties in accordance with local retention guidelines and *Guide for identifying and preserving local authority records in Greater Manchester with historical and research value* (2006)

Public Records

- Public records under the Public Records Acts (see above). Public records include court records, workhouse & hospital records, prison records, and regimental records.
- The records of the Port of Manchester will be collected by Manchester Archives and Local Studies.
- The records of the Manchester Regiment will be collected by Tameside Local Studies and Archives.

Places of Worship Records

- Manchester Archives and Local Studies collects diocesan records for the Diocese of Manchester and parochial records of the parishes within the Diocese of Manchester in accordance with the Parochial Registers and Records Measure.
- Wigan Archives and Local Studies collects Anglican parish records for those parts of the Liverpool Diocese that currently fall within the administrative metropolitan borough of Wigan (Deaneries of Wigan and Winwick). The office is also responsible for locating, selecting and preserving the records of the Diocese. There are occasions nonetheless when parish records will be held for churches currently outside the boundaries of the metropolitan borough.
- Cheshire Archives collects records from Anglican parishes in the Diocese of Chester.
- Cheshire Archives collects records from Roman Catholic parishes in the Diocese of Shrewsbury from those parts of the Diocese which lie within the pre-1974 boundaries of Cheshire (including the former County Boroughs of Birkenhead, Wallasey, and Stockport and City of Chester). Lancashire Record Office serves as the Diocesan Record Office for the Roman Catholic Diocese Salford.
- Methodist church records for circuits of the Manchester and Stockport District will be collected in accordance with the policy of the Manchester and Stockport Methodist District Archivist as set out in the *Manchester and Stockport Synod Directory*.

- Records of synagogues for Greater Manchester are collected by Manchester Archives and Local Studies.
- Records for other non-conformist churches and places of worship are collected by each service for their geographical area.

Community, Societies, Groups, Businesses and Personal / Family etc. Records

- Records of any date (including contemporary records) relating to all aspects of the history of their geographic area including records of communities, societies, charities, organisations, institutions, businesses, schools, industrial and commercial organisations, families, individuals, trade unions, and political parties.
- Records for the Jewish Community for the Greater Manchester area will be collected by Manchester Archives and Local Studies.

6. Scope of collecting policy (Local Studies)

This policy does not cover Local Studies lending stock. This should be managed in accordance with the services' library stock management policy.

Services will collect local studies collections for the geographical areas outlined above. These will include:

- Reference book stock. Book stock (published and unpublished) includes material on all aspects of the history of those areas, plus books on how to 'do' local history, family history, local authors / historians, and associated subjects.
- This policy recommends that no more than 2 copies of each book should be kept. With regards to new editions and revisions the normal policy should be to retain first edition and latest edition. Copies of books that are signed by the author or have manuscript annotations should also be kept. However some services may choose to establish local standards.
- Publications of their parent authority.
- Periodicals and Journals.
- Maps. No more than 2 copies of each edition should be collected.
- Photographs, illustrations, prints, and engravings.
- Newspapers. 1 copy of each local newspaper should be kept. Services may choose to have local newspaper microfilmed or seek to collect digitally.
- Ephemera including posters, flyers, leaflets and newsletters.

We will work with the British Library and the UK Web Archive to identify and nominate significant local web sites for archiving – including the websites of our parent authorities and partners. We will also maintain archives of our own social media feeds and work towards proactive social media collection.

7. Priorities for collecting: communities and businesses

All services will ensure that the collection of archives and local studies collections reflects the broadest range possible of the life and work of the people of their geographic areas. The future direction of collecting activity will seek to maximise the social inclusion of all sections of our community and to generate new audiences for the archives of the region.

In seeking and collecting archives in future, priority will be given to:

- Archives of minoritized communities and communities of people based on protected characteristics including (but not limited to): Black, Caribbean and African Disapora, South Asia, East Asian, Arab, Jewish communities; Lesbian, Gay, Bisexual, Trans and Queer communities; and Disabled People. Many of these communities are not well represented in collections at present.
- Archives of small businesses.
- Those wards / areas which are under-represented in our collections.
- Archives relating to contemporary events, for example memorials, pandemics and climate change.

In addition, the following local priorities exist:

- Trafford - Records of local Clubs and Societies which are in danger of closure or have already closed and have no capacity for the storage of archives.

8. Limitations of the collecting policy

All services will co-operate fully with each other and other repositories & museums. They will seek to avoid competition, conflict or duplication of effort and will direct potential donors or depositors of such material to the most appropriate repository.

In particularly services should be aware of the collecting policy of the following repositories:

- University of Manchester Special Collections (<https://documents.manchester.ac.uk/display.aspx?DocID=37692>)
- Manchester Metropolitan University Special Collections Museum (<https://www.mmu.ac.uk/special-collections-museum>)
- Museum of Science and Industry (<https://www.scienceandindustrymuseum.org.uk>)
- People's History Museum (<https://phm.org.uk>)

Donors or depositors of records which cover more than two of the ten districts of Greater Manchester will be deposited with the Greater Manchester County Record Office.

Original moving image archives will be offered to the North West Film Archive for storage, preservation, cataloguing, and providing access.

Original sound archives will, where appropriate, be transferred to the Greater Manchester Sound Archive held as part of GMCRO for storage, preservation, cataloguing, and providing access. Note that Bolton Archives, Tameside Local Studies and Archives, Stockport Archives and Archives: Wigan & Leigh all hold their own sound archive collections.

We will collect digitised content of collections where services do not hold the originals (e.g. community archives).

We will maintain any digital, paper and film surrogates of our own original collections in a manner appropriate to their need for re-use and the potential cost of re-digitisation.

9. File formats

To ensure that records are submitted in a suitable condition for acceptance into the archives, the following principles apply to the digital records that will be collected and preserved:

- If depositors or donors have undertaken digitisation of collections and wish to deposit or donate the digital files with services, these should be presented in file formats that are accepted and can be appropriately managed by the services:

<i>Format</i>	<i>File format</i>	<i>Resolution</i>	<i>Notes</i>
Documents / Photographs / Prints	TIFF 24 bit colour	300 PPI	.jpegs for access
Oral history / Radio Other sound archives	WAVE, (file extension .wav)	Minimum sampling rate of 48 kHz Minimum bit depth of 24 bit	.mp3s for access

- For born digital collections, services prefer to accept file formats that are open source, supported or widely used. Generally, services will only accept material it already possesses the ability to read. Other material offered will be assessed on a case-by-case basis by staff and advice will be given where any deposits or donations cannot be accepted.
- Services may ask for minimum levels of descriptive and technical metadata from the donor or depositor to be supplied at the point of deposit to ensure the efficient and appropriate long-term preservation of the material.

10. Museum Collections

Services will not collect artefacts, three-dimensional objects and works of art. Only where there is a special relationship between an artefact and the associated archives will we seek to keep the material together. Where services are integrated with museums then they will collaborate with colleagues on such issues.

11. Existing collections

Some archive and local studies collections services may relate to areas outside their geographic area or more broadly to the North West of England. They were often acquired by services before a proper a Collecting Policy was formed. There is no intention to add to these collections.

12. Publicising collections

Notice of every new collection will be made public as soon as possible. Each service will make an annual accession return to the National Archives.

The terms of Data Protection Act (2018) and The Freedom of Information Act (2000) will be observed in providing access to records.

13. De-accessioning

Services have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation subject to the overriding principle that the integrity of archive collections shall be maintained as far as possible.

Services shall, in accordance with the wishes of the depositor, evaluate and not retain those documents deemed not worthy of permanent preservation, and the intention to do this shall be made clear at the time of transfer.

See the GMALP Deaccessioning and Re-Appraisal Policy (2019) for further information on how we make and record decisions about de-accessioning and re-appraising collections we already hold.

14. Terms of deposit / donation

Services will seek where possible to acquire outright possession of items by donation or bequest where they fall within the collecting remits outlined in this document. However where this is not possible archives will receive items on deposit / loan.

Services will consider on an individual basis each item or collection offered for purchase. Items will only be considered for purchase when they fall inside the collecting remits outlined in this policy. Items offered for purchase will be considered on the basis of relevance and the current collections held, the content and scope of the material and value for money. The purchase of an archive will at all times acquire outright possession of the item or collection.

Services will not acquire, whether by purchase, gift, bequest or exchange, any archive or Local Studies item unless the governing body or responsible officer is satisfied that the service can acquire a valid title to the item in question and that it has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. For the purposes of this paragraph "country of origin" includes the United Kingdom.

Services will provide full terms of deposit and donations to depositors and donors. These also cover digital records.

15. Maintaining contact with depositors

Services will maintain contact with depositors, particularly major private depositors of material. Those services which act as places of deposit will maintain contact with Public Record holders.

Contact with the Diocese of Manchester and its parishes will be maintained through the Diocese Books and Documents Committee.

Services will retain contact details for depositors on their collections management systems.

Services will provide help and additional information to depositors where needed.

During a deposit or donation services will maintain regular contact with potential depositors in order to ensure the smooth accession of their material into the Archive and to answer any queries they might have.

16. Consultation

This policy was put together in consultation with archive and local studies services in Greater Manchester and the North West.

17. Review

This policy will be reviewed annually and before that if any there are any changes in legislation.