

## Collection Development Policy

### 1. Introduction

This policy explains what St Helens Archive Service collects and should be read in conjunction with the Collection Management Policy which outlines the statutory basis for St Helens Archive Service and the standards and guidelines within which it operates.

St Helens Archive Service collects and acquires records relating to the geographical area known as the St Helens Borough. The borough is part of Liverpool City Region, located in Merseyside and is part of the historical County of Lancashire.

### 2. Acquisition

The key definitions according to The National Archives, 'Deaccessioning and disposal: Guidance for Archive services' (2015) are:

- **Appraisal** – the process of deciding whether an item or group of items has continuing value in accordance with the collecting organisation's mission statement.
- **Deaccessioning** - the formal, documented removal of a collection or item from the accession register or custody of the Archive Service.
- **Reappraisal** – a renewed process of appraisal for collections or items which have previously been appraised.
- Retrospective appraisal – appraisal of collections or items where evidence of previous appraisal to an approved standard is not apparent.
- **Disposal** – the physical act of transferring the collection or item from the Archive Service to another destination. This covers transfer to another repository, return to depositor or donor and as a last resort, destruction. Also called removal.

St Helens Archive Service will accept analogue and born-digital materials:

- Official records of St Helens Borough Council and predecessor authorities as well as local Parish Councils.
- Public records under the Public Records Act.
- Records of any date relating to the development or history of place and people within or relating to the borough including societies, charities, organisations, institutions, businesses, industrial and commercial organisations, families, individuals, trade unions and political parties.

St Helens Archive Service accepts material via internal transfers, purchased items, individuals, or bodies as donations.

We collect two-dimensional physical or digital items such as photographs, prints, photographs, books, and other ephemera. Occasionally we will also collect artefacts such as medals, awards, textiles if they form an integral part of an otherwise suitable archival collection.

If items are unsuitable to be included in St Helens Archive Service collections, we will give a reason

and aim to suggest another repository that might be more suitable.

Material is normally permanently gifted or transferred to St Helens Archive Service; on occasion we will also accept items on a long-term loan basis. When individuals or organisations donate suitable material, ownership of that material normally transfers to the Council.

Notice of new accessions will be made public via the annual Accession Return to The National Archives. The Accession Return will be published on the St Helens Archive Service website annually. Newly catalogued collections will be made public via our Calmview website ([www.sthelens.gov.uk/history](http://www.sthelens.gov.uk/history)).

### 3. Storage

Material suitable for permanent preservation is stored securely in controlled environmental conditions, catalogued, and made available for use by the public (unless access is restricted because of data protection, condition, or another reason).

### 4. Developing Archive Collections

4.1. St Helens Archive Service aims to ensure that its collections represent, as fully as possible, the activities of all communities within its collecting area. To achieve this, weaknesses in the collections will be addressed by acquiring documents in the following areas:

- Local Authority Archives (past and current)
- St Helens and Knowsley Hospitals NHS Trust (Place of Deposit)
- NHS St Helens Clinical Commissioning Group (Place of Deposit)
- Parish Council Archives post c2000
- Some school records.
- Some Christian church records as well as other faiths
- Minority groups e.g. LGBTQ, Black, Asian and minority ethnic, Eastern European, disabled people.

### 5. Disposal

Sometimes we decide that archives are not suitable to be maintained as part of St Helens Archive Service collections. Arrangements for this possibility are agreed when items are deposited.

Unwanted material may be:

- Return to owner.
- Transferred to a more suitable repository (archive, museum, library etc)
- Used for training / outreach purposes.
- Confidentially destroyed.

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