

Identity of the Archive Service

The West Glamorgan Archive Service is the archive authority for the councils of the City and County of Swansea and Neath Port Talbot County Borough, acting through the West Glamorgan Archives Committee. It is based at Civic Centre, Oystermouth Road, Swansea, and operates service points at Neath Mechanics' Institute, 4 Church Place, Neath and Port Talbot Library, Aberafan Centre, Port Talbot.

Authority of the Archive Service to collect

The West Glamorgan Archive Service conforms and is subject to all legislation applying to local authority archive services in England and Wales, including in particular section 60 of the Local Government (Wales) Act, 1994 and the 1962 and 1972 Local Government Acts.

It has formally subscribed to The National Archives' *Standard for Record Repositories* and been approved by them as meeting the requirements of the *Standard* in all important respects.

It is appointed by The National Archives as a repository for locally deposited public records under section 4(1) of the Public Records Act, 1958, including records of the Coroner's Court; the Courts of Quarter and Petty Sessions; H.M. Prison Service; H.M. Customs and Excise and the National Coal Board.

It is recognised by the Master of the Rolls as an official repository for manorial and tithe records under the Law of Property Act, 1922, the Law of Property (Amendment) Act, 1924 and the Tithe Act, 1936.

It is recognised by the Representative Body of the Church in Wales as a repository for parochial records of the Diocese of Swansea and Brecon under the terms of agreements of 1976, 1993 and 2006.

Geographical scope of the collection policy

The geographical area served by the Archive Service is contiguous with the boundaries of the preserved county of West Glamorgan, which are those of the former administrative county (1974-1996). It serves the City and County of Swansea and the County Borough of Neath Port Talbot. The Archive Service receives and collects records relating only to this geographical area, with due regard to the principle that the integrity of archive collections which contain material primarily relating to West Glamorgan, but with some parts of the collection relating to areas outside the county, should normally be preserved.

The Archive Service will not accept records primarily relating to areas outside the former county boundary of West Glamorgan, unless there are special circumstances and the agreement of any other interested archive authority has been sought. Such offers of material will be passed to the most appropriate archive service for consideration. In the case of a dispute between the Archive Service and another repository over the most appropriate custodian for a particular collection, the advice of the National Archives as a neutral arbiter will be taken.

The Archive Service does not collect archives from corporate bodies and institutions which already possess a recognised archive repository (such as Swansea University and Swansea Metropolitan University) without the express permission of that repository.

Subject scope of the collection policy

The Archive Service collects archives as defined by the National Council on Archives in 1995 '*Archives are those records accumulated by a natural process in the conduct of affairs of any kind, public or private, corporate or individual, which have been preserved because they continue to be significant for administrative or historical purposes*' (A National Archives Policy for the United Kingdom, 1995) and as defined by statute, including the Law of Property Act, 1922, the Law of Property (Amendment) Act, 1924, the Tithe Act, 1936, the Public Records Acts, 1958 and 1967, the Local Government Acts, 1962 and 1972 and the Local Government (Wales) Act, 1994. It receives archives by way of gift or deposit from individuals and institutions, subject to its terms of deposit, or through transfer from its parent authorities. In exceptional circumstances, it is able to purchase archival items of local importance.

The Archive Service does not seek to acquire published works relating to the area of West Glamorgan, other than as additions to its searchroom reference library, or where such works form an integral part of an archive collection. Published works not required for the searchroom library which are offered to the Archive Service will be directed to the appropriate library service of the two parent authorities. Similarly, the Archive Service does not normally collect newspapers, which are collected by the two library services of its parent authorities.

The Archive Service does not collect artefacts or archaeological finds, which are most appropriately donated to or deposited with the museums services of its parent authorities.

Photographs, sound recordings, film (and similar formats) and digital resources relating to West Glamorgan are collected where these can be regarded as a primary source for historical research, subject to the provisos in the paragraph below about the most appropriate storage facility.

Physical scope of the collection policy

The Archive Service collects records relating to its geographical area in whatever format they may exist, parchment, paper, CD-ROM, film, cassette tape etc. However, it reserves the right to deposit archive material for which it does not possess the correct storage facilities with a specialist repository on behalf of the depositor, or as part of the conditions of acceptance of a gift.

Intellectual scope of the collection policy

The Archive Service acts on the basis that all material offered to it is done so in good faith, i.e. that the donor or depositor has a valid title as owner or custodian of the records offered. Should this prove not to be the case, the records will be returned to their rightful owner.

The Archive Service reserves the right to refuse any item or items which it does not consider to be worthy of permanent preservation.

It also reserves the right to appraise and weed collections to ensure that the retained records are of historical value. This will be done with the knowledge and consent of the donor or depositor. Records not considered worthy of permanent preservation will either be returned to the donor/depositor, transferred to a more appropriate repository or confidentially destroyed, depending on the expressed wishes of the donor/depositor.

The Archive Service reserves the right to conduct a periodic review of its archive collections and to de-accession material which does not meet its criteria for permanent preservation. No collections will be destroyed without the permission of the donor or depositor or their successors.

The Archive Service will make public details of new accessions through its quarterly reports to the West Glamorgan Archives Committee and through its annual report. Finding aids will, where appropriate, be deposited with the National Register of Archives and disseminated to the widest possible public audience using all technological means at its current disposal.

Date of policy July 2010

For review July 2015