

# National Register of Archives for Scotland

Your archives, Our expertise

## Archive Preservation Guidelines For Private Owners



*Group of Indian and British officers of a regiment of the Madras Infantry,  
c.1885.*

# Archive Preservation Guidelines For Private Owners

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# Introduction

Since these *Guidelines* first appeared in August 1997 they have been in regular demand by both owners and archivists. This new edition has not only been revised and updated, but also includes new sections on caring for photographs, dealing with mould and pests and information on taxation incentives.

Archives may be defined as documents created in the course of the everyday activities of individuals, institutions and businesses, and retained by them for their own information. They can include not only papers, but also plans, photographs, and other media. The term is now also frequently applied to 'artificial' collections which have been formed deliberately around a particular subject area or type of material.

These guidelines have been compiled for the general information of private owners of archives, and should not be regarded as comprehensive. For practical reasons very few owners, if any, will be able to meet all of the recommendations, but it is hoped that these guidelines will help you to minimise the risks posed to your archives. More detailed information on the care of archives can be found in *PD 5454:2012 Guide for the storage and exhibition of archival materials*, London: British Standards Institution, 2012 and *The National Archives' Standard for Record Repositories* (2004.) Prevention is usually better than cure, and by following basic preservation measures you can help to protect your archives for future generations. Conservation treatments can be expensive, and not all damage is reversible. However, where documents are damaged or require treatment the National Records of Scotland's<sup>1</sup> Conservation Unit will be pleased to advise on conservation services available commercially.

Professional advice on security, fire prevention etc should be sought from your local police and fire brigade, and from your insurers.

If you are unsure about any of the information in these guidelines, please do not hesitate to contact the NRAS for advice.

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HM General Register House  
Princes Street  
EDINBURGH  
EH1 3YY

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E-mail: [nras@nrscotland.gov.uk](mailto:nras@nrscotland.gov.uk)

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Thomas Thomson House  
99 Bankhead Crossway North  
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EDINBURGH  
EH11 4DX

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Fax: 0131 535 1390  
E-mail: [linda.ramsay@nrscotland.gov.uk](mailto:linda.ramsay@nrscotland.gov.uk)

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<sup>1</sup> The National Archives of Scotland (NAS) merged with the General Register Office for Scotland (GROS) on 1 April 2011 to become the National Records of Scotland (NRS). The NRAS continues as a separate branch within the NRS, compiling a record of papers of historical significance in private hands.

# 1. Accommodation

Provision of suitable accommodation is central to the preservation of archives. The room or area set aside for the storage of your archives should be:

- dedicated to that purpose and not used for anything else.
- capable of being isolated from other activities on the premises, whether domestic, commercial or industrial.
- soundly constructed of brick, stone or concrete, with adequate protection for all roofs, walls, floors, ceilings and openings against unauthorised entry, fire, flood and damp.
- free from undue hazards from external sources, including neighbouring properties or other parts of the same building.
- served by floors capable of bearing the combined weight of archives and shelving.
- supplied with a carbon dioxide fire extinguisher, in accordance with the advice of the local fire brigade.

Where possible avoid:

- attics and basements, owing to the risks of water ingress and the difficulty of evacuating them in the event of an emergency.
- ground-floor rooms, as they are more vulnerable to intruders.
- flat roofs, which are liable to leak.
- plumbing, plant, guttering or drains nearby.
- electrical plant and main switches, which should be located outside.
- gas and electrical installations and appliances, including computers and photocopiers, which are potential fire hazards.
- flammable finishes or fixtures
- chimneys, as they may provide a route for damp.
- windows and skylights, for security and environmental reasons.

If a suitable room cannot be found, then a cupboard or chest may offer acceptable storage conditions and protection, provided that certain materials and finishes are avoided. (See PD5454: 2012). See also *Managing the Preservation of Library and Archive collections in Historic Buildings* by Susan Hughes (2002) which can be downloaded from the publications section of the Preservation Advisory Centre's website: <http://www.bl.uk/blpac/publications.html>

## 2. Security

The room or area set aside for the storage of your archives should be secured against unauthorised entry. If papers are stored in accommodation which is also used for other purposes, then the strongroom or cupboard in which they are kept should be locked.

- The archive store should be fully covered by any domestic intruder alarm system.
- If located on the ground floor, windows should be protected by shutters, bars or mesh.
- Ensure tradesmen working in or around the archive store are aware of the importance of the contents and adjust their working practices accordingly. Ideally, contractors should be supervised at all times.
- Where a property is let to a tenant it is unwise to leave your archives on the premises unless they are securely under lock and key.
- A working finding aid to your archives is essential for their control and security.
- Access should be controlled by the owner or his/her staff, and a production book maintained in which access to particular papers is recorded.
- Researchers must never be allowed unsupervised access to papers. Any documents consulted by researchers should be carefully checked both before issue and on their return.
- Owners are advised to satisfy themselves as to the integrity of individual researchers.
- If you are unable to provide adequately supervised access for researchers on your own premises your local authority archivist may be able to assist. If you are able to transport the papers to and from Edinburgh then the NRAS can usually make arrangements for them to be made available to the researcher concerned in the Historical Search Room at General Register House, 2 Princes Street, Edinburgh.

*Seek advice from your local Crime Prevention Officer and insurers.*

### 3. Environment and storage

In addition to the provision of sound and secure accommodation, archives also require a stable environment and suitable storage conditions if their safety is to be assured. Over the years, unsuitable environments have proved to be the main cause of damage to archives. Too dry an environment may lead to the embrittlement of documents; dampness and poor ventilation may encourage the growth of mould; while high temperatures may accelerate degradation. The provision of a properly monitored and controlled environment should therefore be a priority. In general, a cool atmosphere with adequate ventilation is desirable.

- Many collections contain a mixture of paper, parchment, photographs and other media, and should therefore be stored at a constant environment of between 16-19°C (if frequently handled) and 13-16°C (if rarely handled), and 45-60% relative humidity. Swings of temperature and humidity are potentially damaging, and steps should be taken to ensure that the environment is stable. A recording thermo-hygrograph should therefore be installed to monitor temperature and relative humidity in order to determine if remedial action is necessary.
- Where there are windows or skylights the effects of light can be reduced by blinds, shutters or ultra-violet filters.
- Shelving (metal or wooden) should be adjustable and at least 150 mm above the ground. It should not be positioned below windows or against external walls owing to the risks of water penetration.
- Papers should be stored in suitable archive boxes. Metal deed boxes are not recommended for the storage of archives as they are heavy, likely to rust and will retain water in the event of flooding. *If you decide to re-box your papers take care to preserve the existing arrangement and referencing system, otherwise the NRAS survey will be rendered obsolete as a finding-aid.*
- Volumes should be shelved upright or flat, never on their fore-edges.
- Separate protection (eg wrapping in acid-free paper) should be given to outsize volumes, documents and maps.
- Loose photographic prints should be boxed and where possible placed in polyester sleeves.
- Inspect the archive store regularly for signs for water-penetration, mould growth, insect infestation etc. This is particularly important where archives are stored in an outbuilding.
- Keep the archive store free and clean of waste and rubbish, as dust and organic materials provide an ideal environment for vermin, insects and mould.
- No original documents should be permanently displayed, either in cases or framed on walls, as this can lead to irreversible fading and embrittlement.

For further advice see *Basic Preservation for Library and Archive Collections* by Alison Walker (2003) and *Managing the Library and Archive Environment* by Jane Henderson (2007) which can be downloaded from the publications section of the Preservation Advisory Centre's website: <http://www.bl.uk/blpac/publications.html>

## Particular problems to look out for and how to deal with them

Pests and mould thrive on dirt and debris so good housekeeping is the best means of avoiding these dangers to your archive. Regular spot checks of the contents of boxes and the shelving where they are stored are the best means of prevention or early detection..

### Mould

Damp conditions and lack of air flow in your archive may encourage the growth of mould. If you find mould you should treat it with great caution as, if breathed in, the mould spores can cause an allergic reaction in some people.

What to do:

- try to establish and deal with the cause of the dampness – blocked drains, leaking roof or chimney breast;
- install a dehumidifier to bring relative humidity down to an acceptable level;
- cleaning papers sufficiently to remove and not spread the spores is very difficult without the proper equipment and wearing gloves and masks;
- replace any boxes affected by mould and do not reuse any which have been affected by mould;
- check the inside as well as the outside of all boxes for the spread of mould spores, preferably wearing gloves and masks;
- if the mould has entered the box and spread to the contents causing them damage, you may require more professional assistance to tackle the problem.

A leaflet with further information on *Mould Outbreaks in Library and Archive Collections* by R E Child (2004) can be downloaded from the publications section of the Preservation Advisory Centre's website: <http://www.bl.uk/blpac/publications.html>

### Treatment of pests and insects

What to look for:

- live or dead insects (though not all will be harmful to books and manuscripts) – such as book lice, silverfish, beetles – and mice
- insect or mice droppings (pellets, fine 'sawdust', 'poppy seed')
- recent damage in documents (holes or tunnels)

Treatment:

- clean infected areas
- isolate items affected
- traps for mice or insects
- chemical treatment for major infestations - seek advice from an expert

If you are unsure what is attacking your manuscripts, or require further advice on how to deal with the infestation, contact the NRS' Conservation Branch.

## 4. Photographs and glass plate negatives

Photographs and glass plate negatives are frequently found in archival collections and require particular attention to storage, environment and handling.

### Photographs

The Preservation Advisory Centre, based in the British Library, has produced a leaflet on *Preservation of Photographic Material* (1999) which can be downloaded from the publications section of its website: <http://www.bl.uk/blpac/publications.html>

The National Archives, London, has produced a leaflet on *Caring for your Photographs*, copies of which are available from the NRAS.

The Conservation Register has also added guidance on the Collection Care section of its website which can be downloaded from the 'Caring for' section of its website: <http://www.conservationregister.com/>

### Glass Plate Negatives

Glass plates are very delicate and require particular attention to handling and storage. Old glass can break or crack very easily and there are health and safety issues relating to their handling:

Handling:

- work on a clean, flat and dry surface
- wear gloves at all times
- be careful to identify on which side of the plate is the emulsion with the image so that the surface is not damaged or abraded
- handle the plate by the two opposite edges, never by only one edge or one corner
- do not press or lean on the plate or write on top of it
- work with one plate at a time and never stack up plates when working on them

Storage:

- environmental conditions should be stable and on the cool side
- store plates vertically along their longest edge, fully supported and wrapped and stored in custom made boxes
- store plates with others of a similar size and in a good fitting box which minimises side-to-side movement and abrasion of the plates

Protective packaging for glass plates can be purchased from preservation materials or suppliers such as Secol: <http://www.secol.co.uk> or from the suppliers listed in section 12.

*If you have any particular concerns about glass plates contact an expert for advice.*

## 5. Reprography

### Photocopying

Photocopying may physically damage or fade archives. The following categories of material should therefore never be photocopied:

- damaged or fragile documents
- parchment
- documents with seals attached
- outsize documents and volumes
- original photographs
- tightly-bound volumes
- volumes with historic or decorative bindings.

For further advice see *Self-service copying of library materials* (2013) produced by the Preservation Advisory Service which can be downloaded from the publications section of its website: <http://www.bl.uk/blpac/publications.html>

### Photography

Photography is usually a suitable alternative to photocopying, and will provide a negative for future use. Items should be photographed under supervision and on your own premises. The NRAS can advise on copyright matters.

### Lighting Guidance for Professional Photography

- Lighting may not exceed 1,000 lux under tungsten illuminance
- If metallic Halide lamps are used, this may increase to 2,500 lux.
- Flash photography is acceptable in certain circumstances: the upper limit for flash exposure is 20 lux-minutes or F22 on 100 ASA film or equivalent (see French National Committee of ICCOM).
- A UV filter over each flash is desirable.

### Digital Photography

Digital cameras or phones are the most common way of taking images of documents and many researchers will often ask to take images of documents to speed up their research visit. These are generally for private study or research. Flash should not be used.

### Copyright

Information on copyright issues which might affect reproduction of items in your archive can be found in *Copyright for Archivists and Record Managers* by Tim Padfield (5<sup>th</sup> edition, 2015) and in *Copyright in the National Archives of Scotland: guidance for users* (2008) Paper copies of the latter can be provided by application to the NRAS.

## 6. Disasters

In the present context a disaster is an event or series of events placing your archives at risk of serious damage or even destruction. Natural disasters such as storms and floods cannot be prevented, but measures can be taken to eliminate or reduce their effects. Man-made disasters - such as fires, leaking roofs, broken pipes, blocked drains and building deficiencies - can usually be avoided. Regardless of the many forms a disaster may take, however, the actual damage to archives is usually caused by fire or water.

If your papers are stored in an historic property, make sure that they are included in any existing disaster plan for the evacuation and recovery of valuables. You should also approach your local Fire Brigade for their advice

### Prevention

Identify and minimise the risk posed by the building, its services and fittings, and the natural hazards of its surroundings:

- Carry out a building inspection and alter factors which constitute a potential hazard. Pay particular attention to: weaknesses in building structure, eg roofs, guttering, windows, etc; presence of utilities such as gas, electricity and water; and nearby living or work areas with domestic/office/industrial appliances.
- Establish routine housekeeping and maintenance measures in buildings and surrounding areas.
- Install an automatic fire detection system.
- Take increased precautions during periods of increased risk, such as building renovation and bad weather.
- Switch-off and/or disconnect all inessential utilities when the premises are unoccupied.
- Arrange comprehensive insurance for the costs of salvage and conservation for your archives, and the reinstatement of fixtures and fittings.

## Response

In the event of a disaster you should remain calm and take no risks. Whoever discovers the emergency should first raise the alarm and then, as far as is consistent with personal safety, take action to contain the incident or prevent damage.

### *Action checklist*

1. Quickly assess the situation, extent and exact location of the problem.
2. Contact emergency services, staff and/or tradesmen, as appropriate.
3. Contact the NRAS and/or your local authority archivist for advice, and assistance in locating conservation expertise.
4. Protect all papers at risk but as yet undamaged with polythene sheeting or move them to another secure location.
5. Establish a salvage sorting area.

### *Practical guidelines*

For both health & safety and preservation reasons you should bear the following points in mind when attempting to salvage archives:

- Papers that have fallen on to the floor should be cleared first.
- When clearing archives from shelves you should start at the top and work down for safety reasons.
- Where possible, archives should be removed from storage area *in order*; care should be taken that evacuated archives are labelled with their reference numbers. If you must write on an original document use a soft (2B) pencil, not ink.
- Do not attempt to stack boxes one on top of the other if wet, as they may disintegrate damaging their contents.
- Remove and replace all damaged boxing. Check first to find out if the contents require drying, as re-boxing damp material will cause serious mould problems within a very short period of time, leading to the loss of papers.
- Affected material should be laid out to dry on absorbent paper. Where necessary, clean blotting paper should be used to dry individual documents or be placed between the leaves of damp volumes.
- Wet items should be treated within 48 hours to avoid mould growth.
- In the event of extensive water damage, wet items (excluding photographic material) may be frozen in a domestic or commercial freezer. This action should prevent further deterioration in the documents before they can be assessed by a professional conservator.

### *Books*

- Do not attempt to open or close wet books.
- Damp books can be dried by cold air from fans after being opened and stood on end. They should be checked periodically and turned head to tail to prevent sagging and damage to bindings.

### *Bundles, loose papers and files*

- Where masses of papers are found stuck together there should be no attempt to separate them.
- Do not attempt to flatten folded items.
- Some single leaf items may be suitable for air drying.

### *Photographic material*

- Wet photographic prints will begin to disintegrate and develop mould if left in piles. Wherever possible, air dry. Lay out wet photographs (including glass plates) on absorbent paper, *emulsion side up* for air drying. Seek expert advice as soon as possible.
- Water damaged microforms should be immersed in buckets of clean cold water until they can be reprocessed.

## **Recovery**

Contact insurers. A photographic record of the affected archives may assist when negotiating claims

Determine priorities for conservation work in consultation with a professional archivist and archive conservator.

## Useful disaster equipment and materials

<i>Equipment</i>	Water vacuum cleaner Trestle tables Collapsible crates Torches Heavy duty polythene (on roll) - <i>for protecting papers <u>in situ</u>.</i>
<i>Protective Clothing</i>	Waterproof clothing/overalls Wellington boots Rubber gloves Helmets Dust masks
<i>Cleaning and Recovery</i>	Plastic buckets Lining paper - <i>for laying out damp documents</i> Blotting paper - <i>for drying wet documents</i> Fans - <i>for drying volumes</i> Absorbent cloths Clear plastic bags (freezer bags) (410 mm x 610 mm and 510 mm x 760 mm) - <i>for freezing wet documents</i> Bin liners Scissors String Masking tape Luggage labels

## 7. Conservation

For general advice on conservation and preservation issues, the following websites are very useful:

Collections Trust - <https://collectionstrust.org.uk/collections-management/collections-care-and-conservation/>

British Library – Collections Care: <http://www.bl.uk/blpac/index.html>

The National Archives - <http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/caring-for-archives/>

### Finding a Conservator

The Conservation Register (<http://www.conservationregister.com>) is run by the Institute of Conservation and provides free information on accredited conservator-restorers in the United Kingdom and Ireland. The site gives pointers on what to look for when employing a conservator and allows you to search by specialism and geographical area.

### Conservation grants

#### *National Manuscripts Conservation Trust*

The NMCT was established in January 1990 by the British Library and the Royal Commission on Historical Manuscripts and awards grants of a minimum of £1000 for repair, binding and other preservation measures including reprography. Owners of manuscripts which are conditionally exempt from capital taxation or owned by a charitable trust can apply provided that reasonable access is allowed, there is suitable storage and there is a firm commitment to good preservation.

Further information: The Secretary  
The National Manuscripts Conservation Trust  
PO Box 4291  
Reading  
Berkshire  
RG8 9JA <http://www.nmct.co.uk>

As well as the above, it might be worthwhile checking out other, particularly local, charitable trusts and foundations. The best guide to these is the *Directory of Grant Making Trusts* published by the Directory of Social Change and renewed yearly: <https://www.dsc.org.uk>

## 8. Cataloguing

The NRAS can undertake surveys of collections for private owners. Where the collection is a small one and a list can be achieved in a day, the NRAS is happy to survey records where they are stored. With larger collections we prefer to bring the archives to Edinburgh so that the papers can be listed more thoroughly. As the resources of the NRAS are limited we may not always be able to survey your papers for you immediately.

Guidance on cataloguing small archives can be found on the following websites:

The National Archives: <http://www.nationalarchives.gov.uk/documents/archives/archive-principles-and-practice-an-introduction-to-archives-for-non-archivists.pdf>

Community Archives website: [http://www.communityarchives.org.uk/wp-content/uploads/2017/07/community\\_archives\\_cataloguing\\_guidelines\\_v2.pdf](http://www.communityarchives.org.uk/wp-content/uploads/2017/07/community_archives_cataloguing_guidelines_v2.pdf)

If you are able to employ an archivist, contact the NRAS for further advice as we may know of available archivists. You might also consider contacting the following archive schools as they may know of recently graduated archivists who could undertake this for you.

### **Glasgow University Information Management and Preservation**

Contact:

Deputy Course Director

Humanities Advanced Technology & Information Institute (HATII)

University of Glasgow

George Service House

11 University Gardens

Glasgow G12 8QQ.

Tel: 0141 330 4001

E-mail: [humanities-pg@glasgow.ac.uk](mailto:humanities-pg@glasgow.ac.uk)

<https://www.gla.ac.uk/postgraduate/taught/informationmanagementpreservation/>

### **Dundee University Centre for Archive and Information Studies**

Contact:

Director

Centre for Archive and Information Studies

School of Humanities

University of Dundee

Nethergate

Dundee

DD1 4HN

Tel: 01382 385 543

E-mail: [cais@dundee.ac.uk](mailto:cais@dundee.ac.uk)

<http://www.dundee.ac.uk/cais>

Guidance on the current salary figures for archivists can be found on the Archives and Records Association's website: <https://www.archives.org.uk/>

## 9. Records Management

So far these *Guidelines* have dealt with archives, records which are no longer required on a daily basis, but which merit permanent retention because of their long-term value. In contrast, this section considers records which are in everyday use. Although what is said below is particularly relevant for businesses, it also applies to estate offices, clubs, societies and individuals.

A record is any information, in any format, which is required for the conduct of business. For instance accounts, correspondence, staff details, drawings and so on are all records, whether they are held in paper form, microform, computer files or any other format. Records are created to fulfil an immediate business purpose, which can be:

- administrative (their value to daily business operations);
- fiscal (their value to financial management);
- legal (their value as proof that statutory requirements are complied with).

Records management therefore is the systematic control of records within an organisation, from their creation to their destruction. It includes practices such as filing, naming conventions for computer files, and making sure that information is kept in an appropriate way, and as long as required (for instance in order to comply with regulations covering Data Protection, finance, taxation, employment, health and safety). Beyond the immediate reason for their creation, there are three principal factors to bear in mind when deciding whether to keep particular records for a longer period of time. These are their potential use for:

- information (to enable operations to be carried out appropriately, and to facilitate decision making);
- evidence (to provide proof if faced with legal action);
- compliance (to prove that regulations have been adhered to).

The principal practical benefits of records management are:

- improved efficiency (less time wasted looking for records);
- more efficient use of storage space (records which are no longer required are not retained).

Finally, legal advice should be sought on how long to retain particular records.

Useful guidance on which estate records to keep has been published by the Historic Houses Archivists Group, *A Guide to Retention of Modern Records on Landed Estates* (2007). See also the section on records management on the National Records of Scotland's website: <http://www.nrscotland.gov.uk/record-keeping/records-management>

## 10. Taxation Incentives for Private Owners

The following government schemes recognise the public importance of private archives. These are matters which are reserved to the UK parliament in London, and are therefore dealt with at a UK level, rather than by the administration in Scotland.

### Conditional Exemption

Owners can defer paying inheritance tax or capital gains tax conditional on the archive remaining accessible to the public. If the owner does not maintain this, or sells the item, the tax becomes payable. If these conditions are maintained, the exemption can be applied for by each succeeding generation, allowing the assets to remain in private hands. Following changes in the Finance Act 1998, exemption can be claimed only for heritage assets that are judged to be pre-eminent under the Waverley Criteria, ie the collection must be:

- of pre-eminent importance to national life and history
- of pre-eminent importance to a particular branch of learning, or
- of pre-eminent importance to a particular area in the country.

The owner must agree to preserve the assets and keep them in the UK, to give reasonable public access to them (some measure of which must be 'open access' – without prior appointment), and to publicise the access arrangements.

The scheme is managed by H M Revenue and Customs:

<https://www.gov.uk/guidance/tax-relief-for-national-heritage-assets>

### Private Treaty Sales

This scheme allows owners to receive beneficial tax concessions on the sale of cultural property subject to conditional exemption to a designated public institution. For further guidance consult the Arts Council's website: <https://www.artscouncil.org.uk/tax-incentives/private-treaty-sales>

### Acceptance in Lieu

This scheme allows owners to satisfy their liabilities to Inheritance Tax by transferring manuscripts or archives into public ownership. Manuscripts are worth roughly 17% more if offered in lieu rather than sold on the open market.

To qualify under Acceptance in Lieu, the items must satisfy one or more of three tests of the Waverley Criteria. The scheme is operated in the United Kingdom by the Arts Council England (ACE): <https://www.artscouncil.org.uk/tax-incentives/acceptance-lieu>

# 11. Local Authority Archives

Many local authorities in Scotland have set up archive services, although some are still considering the provision they require. If no local authority archive service is listed for your area, please contact the NRAS for information on the current position.

## **Aberdeen City Archives**

Town House  
Broad Street  
ABERDEEN                      Tel: 01224 522513  
AB10 1AQ  
E-mail: [archives@aberdeencity.gov.uk](mailto:archives@aberdeencity.gov.uk)

## **Clackmannanshire Council Archives**

Speirs Centre  
Primrose Place  
ALLOA                              Tel: 01259 722262  
FK10 1AD  
E-mail: [libraries@clacks.gov.uk](mailto:libraries@clacks.gov.uk)  
<http://www.clacksweb.org.uk/culture/archives/>

## **Aberdeenshire (see Aberdeen City)**

## **Angus Archives**

Hunter Library  
Restenneth Priory  
FORFAR                          Tel: 01307 468644  
DD8 2SZ  
E-mail: [angus.archives@angus.gov.uk](mailto:angus.archives@angus.gov.uk)  
<http://archive.angus.gov.uk/historyaa/archives/>

## **Dumfries and Galloway Archives**

Ewart Library  
Catherine Street  
DUMFRIES                      Tel: 01387 260285  
DG1 1JB  
E-mail: [libarchive@dumgal.gov.uk](mailto:libarchive@dumgal.gov.uk)

## **LiveArgyll Archives**

Manse Brae  
LOCHGILPHEAD  
Argyll                              Tel: 01546 604778  
PA31 8QU  
E-mail: [archives@liveargyll.co.uk](mailto:archives@liveargyll.co.uk)

## **Dundee City Archives**

Support Services  
21 City Square  
DUNDEE                          Tel: 01382 434494  
DD1 3BY  
E-mail: [archives@dundeecity.gov.uk](mailto:archives@dundeecity.gov.uk)  
<http://www.dundeecity.gov.uk/archive/>

## **Ayrshire Archives**

Watson Peat Building  
Auchincruive  
AYR                                  Tel: 01292 521819  
KA6 5HW  
E-mail: [archives@south-ayrshire.gov.uk](mailto:archives@south-ayrshire.gov.uk)  
<http://www.ayrshirearchives.org.uk/>

## **East Dunbartonshire Council Archives**

William Patrick Library  
2-4 West High Street  
KIRKINTILLOCH              Tel: 0141 7773142  
G66 1AD  
E-mail: [archives@eastdunbarton.gov.uk](mailto:archives@eastdunbarton.gov.uk)

## **Nucleus: The Nuclear and Caithness Archives (Caithness Archives)**

Wick Airport  
Wick  
KW1 4QS                          Tel: 01955 606 432  
Email:  
[north.highlandarchive@highlifehighland.com](mailto:north.highlandarchive@highlifehighland.com)

## **East Lothian**

Archives & Local History  
John Gray Centre  
15 Lodge Street              Tel: 01620820695  
HADDINGTON  
EH413DX  
E-mail: [history@eastlothian.gov.uk](mailto:history@eastlothian.gov.uk)  
<http://www.johngraycentre.org/>

**East Renfrewshire Archives**

East Wood Park  
Rouken Glen Road  
GLASGOW Tel. 0141 5573059  
G46 6UG  
Email:  
[craig.geddes@eastrenfrewshire.gov.uk](mailto:craig.geddes@eastrenfrewshire.gov.uk)

**Highland Archives**

Lochaber Archive Centre  
Alexander Ross House  
Achintore Road Tel: 01397 707050  
FORT WILLIAM  
PH33 6RQ  
E-mail:  
[Lochaber.archives@highlifehighland.com](mailto:Lochaber.archives@highlifehighland.com)  
<https://www.highlifehighland.com/lochaber-archive-centre/>

**Edinburgh City Archives**

Level 1  
253 City Chambers  
High Street  
EDINBURGH Tel: 0131 5294616  
EH1 1YJ  
E-mail: [archives@edinburgh.gov.uk](mailto:archives@edinburgh.gov.uk)  
<http://www.edinburgh.gov.uk/cityarchives>

**Midlothian Council Archives**

Dalkeith Library  
2 White Hart Street  
DALKEITH  
Midlothian Tel: 0131 663 2083  
EH22 1AE  
Email: [local.studies@midlothian.gov.uk](mailto:local.studies@midlothian.gov.uk)

**Falkirk Archives**

Falkirk Community Trust  
Callendar House  
Callendar Park  
FALKIRK Tel: 01324 503779  
FK1 1YR  
E-mail: [archives@falkirkcommunitytrust.org](mailto:archives@falkirkcommunitytrust.org)  
<http://www.falkirkcommunitytrust.org/heritage/archives/>

**Moray Council Heritage Centre**

Elgin Library  
Cooper Park  
ELGIN Tel: 01343 562639  
IV30 1HS  
E-mail: [heritage@moray.gov.uk](mailto:heritage@moray.gov.uk)

**Fife Council Archive Centre**

Iona House  
John Smith Business Park  
Grantsmuir Road  
KIRKCALDY Tel: 01592 583352  
Fife  
KY2 6NA  
Email: [archive.enquiries@onfife.com](mailto:archive.enquiries@onfife.com)

**North Lanarkshire Archives**

North Lanarkshire Heritage Centre  
High Road  
MOTHERWELL Tel: 01698 274597  
ML1 3HU  
Email:  
[HeritageCentre@culturenl.co.uk](mailto:HeritageCentre@culturenl.co.uk)

**Glasgow City Archives**

The Mitchell Library  
GLASGOW Tel: 0141 2872910  
G3 7DN  
E-mail: [archives@glasgowlife.org.uk](mailto:archives@glasgowlife.org.uk)

**Orkney Archives**

44 Junction Road  
KIRKWALL Tel: 01856 873166  
KW15 1AG  
E-mail: [archives@orkney.gov.uk](mailto:archives@orkney.gov.uk)  
<http://www.orkneylibrary.org.uk/archive.htm>

**Highland Archives**

Highland Archive Centre  
Bught Road  
INVERNESS Tel: 01349 781130  
IV3 5SS  
E-mail: [archives@highlifehighland.com](mailto:archives@highlifehighland.com)  
<http://www.highlandarchives.org.uk/>

**Perth and Kinross Council Archives**

AK Bell Library  
2-8 York Place  
PERTH Tel: 01738 477012  
PH2 8EP  
E-mail: [archives@culturepk.org.uk](mailto:archives@culturepk.org.uk)  
<http://www.culturepk.org.uk/archive-local-family-history/>

**Renfrewshire Council Archives**

Corporate Services  
First Floor  
Renfrewshire House  
Cotton Street  
PAISLEY                      Tel: 0141 618 5149  
PA1 1TR  
Email:  
[heritage@renfrewshire.gov.uk](mailto:heritage@renfrewshire.gov.uk)

**Scottish Borders Archive & Local History Centre**

Heritage Hub  
Heart of Hawick  
Kirkstile  
HAWICK                      Tel: 01450 360699  
TD9 0AE  
E-mail: [archives@liveborders1.org.uk](mailto:archives@liveborders1.org.uk)  
<http://www.heartofhawick.co.uk/heritagehub/>

**Shetland Museum and Archives**

Hay's Dock  
LERWICK                      Tel: 01595 741554  
Shetland  
ZE1 0WP  
E-mail: [info@shetlandmuseumandarchives.org.uk](mailto:info@shetlandmuseumandarchives.org.uk)  
<https://www.shetlandmuseumandarchives.org.uk/>

**South Lanarkshire Council Archives**

Finance and Corporate Resources  
Council Offices  
Almada Street  
HAMILTON                      Tel: 01698 454768  
ML3 0AA  
E-mail: [paula.biagioni@southlanarkshire.gov.uk](mailto:paula.biagioni@southlanarkshire.gov.uk)

**Stirling Council Archive Services**

5 Borrowmeadow Road  
Springkerse Industrial Estate  
STIRLING                      Tel: 01786 450745  
FK7 7UW  
E-mail: [archive@stirling.gov.uk](mailto:archive@stirling.gov.uk)  
<http://www.stirling.gov.uk/archives>

**West Dunbartonshire Council Archives**

Dumbarton Library  
Strathleven Place  
DUMBARTON                      Tel: 01389 608965  
G82 1BD  
Email:  
[katie.mcdonald@west-dunbarton.gov.uk](mailto:katie.mcdonald@west-dunbarton.gov.uk)

**West Dunbartonshire Council Archives**

Clydebank Library  
Dumbarton Road  
CLYDEBANK                      Tel: 0141 5622434  
G81 1XH  
Email:  
[katie.mcdonald@west-dunbarton.gov.uk](mailto:katie.mcdonald@west-dunbarton.gov.uk)

**West Lothian Council Archives**

Archives and Records Centre  
Deans Industrial Estate  
LIVINGSTON                      Tel: 01506 773770  
EH54 8SB  
E-mail: [archive@westlothian.gov.uk](mailto:archive@westlothian.gov.uk)

## 12. Preservation suppliers

The companies on this list are drawn from the *Directory of Suppliers of Materials, Equipment and Services for Archive and Book Conservation, Storage and Display*, published by the Society of Archivists. Specialist catalogues can be confusing, so you may wish to discuss your needs with the supplier and then contact the NRAS or the NAS' Senior Conservator if you need further advice. The technical requirements of archives mean that preservation materials are unlikely to be obtainable from local suppliers.

### General preservation suppliers

*Boxes, folders, gloves, tape, environmental monitors etc.*

Conservation by Design

2 Wolseley Road

Kempston

Bedford

MK42 7AD

Tel: 01234 846300

E-mail: [info@cxdglobal.com](mailto:info@cxdglobal.com)

<http://www.conservation-by-design.co.uk/>

Preservation Equipment Ltd

Vinces Road

DISS

Norfolk

IP22 4HQ

Tel: 01379 647400

<http://www.preservationequipment.com/>

E-mail: [info@preservationequipment.com](mailto:info@preservationequipment.com)

Conservation Resources UK Ltd

15 Blacklands Way

Abingdon on Thames

Tel: 01235 553166

Oxfordshire OX4 6TU

E-mail: [sales@conservation-resources.co.uk](mailto:sales@conservation-resources.co.uk)

<http://www.conservation-resources.co.uk/>

### Archive boxes, folders, etc

In certain circumstances orders for limited quantities of archive boxes and other packaging can be routed through the National Records of Scotland's Conservation Unit.

C A Coutts Ltd

Violet Road

LONDON

E3 3QL

Tel: 020 75348800

G Ryder & Co Ltd

Denbigh Road

Bletchley

MILTON KEYNES

Buckinghamshire Tel: 01908 375524

MK1 1DG

E-mail: [sales@ryderbox.co.uk](mailto:sales@ryderbox.co.uk)

<http://www.ryderbox.co.uk>

## **Environmental monitoring equipment**

*Including dehumidifiers, temperature and humidity recording equipment.*

British Rototherm Co Ltd  
Kenfig Industrial Estate  
Margam  
PORT TALBOT  
West Glamorgan  
SA13 2PW  
<http://www.rototherm.co.uk/>

Tel: 01656 740551  
E-mail: [sales@rototherm.co.uk](mailto:sales@rototherm.co.uk)

Casella Solutions  
Regent House  
Wolseley Road  
Kempston  
BEDFORD  
MK42 7JY  
<http://www.casellasolutions.com>

Tel: 01234 844100  
E-mail: [info@casellasolutions.com](mailto:info@casellasolutions.com)

J S Holdings  
Unit 6  
Leyden Road  
STEVENAGE  
Hertfordshire  
SG1 2BW  
<http://www.jsholdings.co.uk/>

Tel: 01438 316994  
E-mail: [info@JSHoldings.co.uk](mailto:info@JSHoldings.co.uk)

## **Shelving**

Dexion Comino Ltd  
Murdock Road  
Dorcan  
SWINDON  
SN3 5HY  
<http://www.dexion.co.uk/>

Tel: 0800 581 531  
E-mail: [enquiries@dexion.co.uk](mailto:enquiries@dexion.co.uk)

## **Dehumidification services**

Munters Ltd  
Knowledge Centre,  
Wyboston Lakes,  
Great North Road, Wyboston,  
Bedfordshire  
MK44 3BY  
<http://www.munters.co.uk/>

Tel: 01480 432243  
E-mail: [info@munters.co.uk](mailto:info@munters.co.uk)

## 13. Useful addresses

### **British Standards Institution**

BSI British Standards  
389 Chiswick High Road  
LONDON  
W4 4AL  
<http://www.bsigroup.co.uk/>

Tel: 020 8996 7001  
E-mail: [cservices@bsigroup.com](mailto:cservices@bsigroup.com)

### **Business Archives Council of Scotland**

*Advice to businesses on the care and management of their historical records*

BACS Surveying Officer  
c/o Archive Services  
University of Glasgow  
77-87 Dumbarton Road  
GLASGOW  
G11 6PE  
<http://www.gla.ac.uk/archives/bacs/>

Tel: 0141 330 4159  
E-mail: [bacs@archives.gla.ac.uk](mailto:bacs@archives.gla.ac.uk)

### **Scottish Records Association**

*Forum for promoting the preservation and use of archives in Scotland*

Dr. Anne Cameron  
Secretary, Scottish Records Association  
E-mail : [scottishrecordsassociation@gmail.com](mailto:scottishrecordsassociation@gmail.com)  
<http://www.scottishrecordsassociation.org>

### **Archives Records Association, Scotland**

*Professional body of archivists and archive conservators*

Ms. Victoria Woodcock  
Secretary  
E-mail: [arascotland@archives.org.uk](mailto:arascotland@archives.org.uk)  
<http://www.archives.org.uk/about/nations-and-regions/ara-scotland.html>

### **Scottish Conservation Bureau**

*Maintains a professional register of conservators working in the UK*

<http://www.conservationregister.com>