

National Records of Scotland Policy on the Transfer of Records of Local Interest to Local Custody

1. This policy has been approved by the Keeper of the Records of Scotland. It supports that part of the National Records of Scotland's (NRS) mission statement which says that "We collect, preserve and produce information about Scotland's people and history and make it available to inform present and future generations."

2. Because the NRS will now only accept local material in very restricted circumstances, a case may be made for transferring to local archives some material that it already holds. Transfers will most commonly be made under Charge and Superintendence Agreements, although some public records may be transferred under the Disposal of Records (Scotland) Regulations, 1992, no. 3247, as amended 2003, no. 522. Deposited private records may be transferred at the request of the owner. In the case of public records or records owned by NRS, any final decision on transfer will rest entirely with the Keeper. Formal applications for such transfers will be considered on the following principles:

- 1 Any transfer of records belonging to NRS will be made only to archives that meet access and storage standards to be prescribed from time to time by the Keeper. The Keeper will retain rights in, and obligations to, the collection in accordance with the agreement made with the receiving archive. It will normally be expected that the receiving archive will be accredited under the UK Archive Accreditation Scheme.
- 2 The records must be local, that is they will relate to one geographical or administrative area. Many of the private collections in NRS, certainly the major ones, relate to several counties, and good archival practice demands that they be kept whole and entire. NRS will not consider any part-transfer or other division of a private collection.
- 3 For a private collection to be eligible for transfer, it must be one which, if offered to NRS today, would not be accepted under section 3.1 of our Private Records selection policy, or would be accepted only in accordance with point 7 of those criteria.
- 4 The organisation of a record transfer, including the checking, any agreed conservation work and any necessary copying, is time-consuming. Any transfers will be carried out on a time-scale which will not disrupt the normal operations of the NRS, and will take into account similar requests from other repositories. Specific conditions governing a transfer will be agreed at the time. Where records requiring conservation treatment are transferred, it will be on condition that they will not be available for public or other consultation until such treatment is completed.
- 5 NRS must be satisfied that it is likely that the records will be consulted more frequently or by more people, or both, in their new home than they were when

held in NRS. It is also the case that NRS will reserve its right to retain local records that have been in regular use and which the research community and reading public consequently know and expect to be here.

- 6 In the case of gifted private collections, any transfer should take account of the stated wishes of the donors or any undertakings NRS may have given to them.
 - 7 In the case of public records, the creating department or body will be party to any transfer or charge and superintendence agreement.
 - 8 If a private collection is on loan to NRS, then the owner must be fully in agreement with any proposed transfer. Once such a transfer is agreed, loaned collections will not be transmitted on charge and superintendence terms but will instead be held on the terms agreed between the owner and the receiving archive.
 - 9 Where the Keeper agrees to transfer a partially or wholly uncatalogued collection to another archive, this will be done on the basis that the receiving archive undertakes to produce a catalogue of these records to agreed standards within an agreed time period.
3. This policy will be reviewed every three years.

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Deputy Keeper of the Records of Scotland
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