

ACQUISITIONS AND DISPOSAL POLICY GWYNEDD ARCHIVES SERVICE

Documents are defined as hand-written evidence, records in printed form, maps, plans, topographical drawings, photographs, oral evidence, computer-generated records, sound and video tapes and film.

1. The Gwynedd Council Archives Service hereby publishes its acquisition policy, which will be reviewed at least every 5 years. Acquisitions outside the current stated policy should only be made in exceptional circumstances, and then only after proper consideration by the Council itself having regard to the interests of other repositories.
2. Gwynedd Archives Service collects in accordance with the powers given under the Local Government Acts 1962 and 1972 and Section 60 of the Local Government (Wales) Act 1994. The Service seeks to uphold international and professional standards in its acquisition of documents and to abide by all current archives legislation relating to Record Offices in Wales. Gwynedd Archives Service record offices are appointed by the Lord Chancellor as repositories for local public records under the Public Records Act 1958.
3. Gwynedd Archives Service will acquire items towards its core collection only if they relate to the historic counties of Caernarfonshire and Merioneth except for items from outside the area which have a close association with the area or enhance an understanding of Gwynedd. The service has in accordance with the Scheme made under Section 60 of the Local Government (Wales) Act 1994 transferred collections proved to belong to Conwy with the agreement of their depositors. Such transfer is subject to the overriding principles that the integrity of the archival groups should be preserved as far as possible and practicable.
4. Gwynedd Archives Service will acquire certain duplicates especially for the purposes of the archives education service.
5. Gwynedd Archives Service will acquire:
 - 5.1 Gwynedd Council's own records and those of its predecessors.
 - 5.2 Records of other local authorities and statutory bodies operating within Gwynedd.
 - 5.3 Public records as offered to the Service under the terms of the Public Records Act.
 - 5.4 Records of organisations, businesses, individuals, and other activities that are relevant to the history of the County.

- 5.5 Ecclesiastical records designated by the Bishops of Bangor and St. Asaph to be deposited with Gwynedd Archives Service.
 - 5.6 Certain records which may not relate to Gwynedd but which would be relevant to the holdings of the Authority's Museum Service.
 - 5.7 The Archives Service will not seek to represent any particular historical, sectarian or other viewpoints in its acquisition of records, but to reflect as objectively as possible all aspects of the county's past and present.
6. Gwynedd Archives Service will acquire documents by transfer, gift and purchase, and by loan according to the general conditions for the deposit of records in the record offices of Gwynedd Council (with any additional conditions as negotiated with depositors individually).
 7. **Disposals**
 - 7.1 The Gwynedd Archives Service shall have authority to transfer groups of archives to a more suitable repository if it is felt that the documents and the users of those documents would benefit from their re-location (and if one deposit, the permission of the depositor has been gained).
 - 7.2 The Gwynedd Archives Service shall, in accordance with the wishes and requirements of depositors evaluate and select for destruction those documents not deemed to be worthy of permanent preservation.
 - 7.3 The Gwynedd Archives Service accepts the principle that there should be a strong presumption against the disposal by sale of any documents in their ownership.
 8. Every effort will be made to catalogue documents acquired with a view to allowing public access, subject to any requirements of confidentiality and/or the wishes of the owner or depositors.

Use of our holdings will be encouraged in all media especially on our web sites.
 9. Museum artefacts received with archival items will be transferred to the museums section of the department.