

CAMBRIDGESHIRE ARCHIVES SERVICE : POLICY

Adopted by the Environmental and Heritage Services Committee, January 1995

MISSION

The overall function of the service is to identify, select and manage the preservation of records of all sorts relating to Cambridgeshire, so that they are preserved for future generations as part of the county's heritage, and are available for the benefit of researchers and for the cultural enrichment of all the county's inhabitants, now and in the future.

POLICY OBJECTIVES

- 1 To identify archives and records of all sorts which are or will become significant for the study and understanding of Cambridgeshire, and maintain information about their content and location so as to provide a focal point for the understanding of the county's archives.
- 2 To negotiate deposit by gift, loan or purchase of archives and records so identified which fall within the county's collecting policy (especially those in danger of loss or destruction) or, where owners prefer to retain their own records, to provide advice and assistance, so that records will be preserved and made available for the benefit of present and future generations.
- 3 To provide to the County Council a records service which safeguards the authority's records for current business purposes and facilitates the selection of records of historical importance for permanent preservation.
- 4 To protect archives and records added to the county's collections by creating a record of their archival structure and provenance, and assessing and responding to their physical needs, so that all the information they carry is preserved for future use.
- 5 To provide storage, conservation and consultation facilities sufficient to safeguard the documents in the county's care against damage, deterioration, loss or theft in storage and use, and to meet public research need.
- 6 To provide finding aids to facilitate public understanding and use of, and the provision of information from, the collections, and information about records in other custody.
- 7 To promote and support programmes of formal and informal education and develop awareness of the county's archival collections, and an understanding of Cambridgeshire's past.

