

# Looking After Archives

## Accessioning

*Norah*

Norfolk Archives & Heritage  
Development Foundation



**THE DULVERTON TRUST**

**Norfolk**  
Record  
Office

# Accessioning: what and why



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# Accessioning: what and why

- Usually consists of:
  - Accessions register
  - Accession form / deposit agreement / temporary deposit form
- Clarifies ownership of material
- Records source of material and when received
- Records provenance and contact details
- Identifies what you are going to do with the material
- Opportunity to transfer copyrights
- Identifies broad access issues
  - Fragile items, or objects which require equipment
  - Existence of personal data, the sharing of may cause extreme distress or harm
- Identifies what the material is
- A copy of completed form kept by the archive and by the depositor / donor

# Accession Register

- Provides number control
- Allows you to find things quickly
- Simple table
- Useful to have this in electronic form as well as hard copy – could use Google Sheets

Accession No.	Date of Receipt	Title / Short Description		Person Receiving Records	Date of Returning Records (temp. deposits only)




# Accessioning and Data Protection

- This is **guidance** - may need to seek legal advice
- Information collected and retained by accessioning process is covered by data protection legislation
- Ascertain the legal basis for processing accessioning information
- Purpose – manage accessions
- Duration – permanently
- Explain which information will be kept secure and which will enter public domain
- Data will be transferred to successor body, if your organization ceases operation
- The National Archives advice can be found at <https://www.nationalarchives.gov.uk/archives-sector/legislation/archives-data-protection-law-uk/>

Photographs by [Markus Spiske](#) and [James Sutton](#) on [Unsplash](#)



# The Accession Form

		<b>ACCESSION FORM (NROAd1)</b> Norfolk Record Office The Archive Centre Martineau Lane Norwich NR1 2DQ 01603 222599 norfrec@norfolk.gov.uk www.archives.norfolk.gov.uk		ACC 201 / Date: Staff:	
<b>1. DONOR / DEPOSITOR</b> Are you the donor / depositor? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Donor / Depositor name:					
Contact:			Position:		
Address:					
Telephone number:			Email:		
Intermediary Name:			Position:		
Intermediary Address:					
Telephone number:			Email:		
<b>2. TERMS OF ACCESSION</b> Donation <input type="checkbox"/> Deposit <input type="checkbox"/>					
<b>3. CONTENT OF ACCESSION</b> Box list provided? <input type="checkbox"/>					
Title:					
Extent:			Covering dates:		
Brief description:					
Accession contains: Photographs <input type="checkbox"/> Sound recordings <input type="checkbox"/> Film/video <input type="checkbox"/> Digital material <input type="checkbox"/> *please complete separate form					
Physical condition:					
Further information (e.g., archive creator / administrative history / provenance / parent organisation / access details / copyright owners):					
<b>4. ACCESS RESTRICTIONS</b> Are there any conditions of access? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>					
Permission to: a) transfer to other repositories? Yes <input type="checkbox"/> No <input type="checkbox"/> b) destroy? Yes <input type="checkbox"/> No <input type="checkbox"/> *Records to be collected by depositor/donor					
<b>5. COPYRIGHT</b> Do you own any copyright in this accession? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>					
I assign my control of my copyright to the Norfolk Record Office: Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>6. I agree this is a correct record and I have seen and agreed the General Conditions of Deposit (overleaf).</b> Please retain this form for your records					
Signature by, or on behalf of, Depositor / Donor		Signature:			
		Print name:			
Signature NRO staff:				Date:	
<b>How we handle your data:</b> Please let us know any changes to this information, which the NRO retains permanently for administrative purposes. To receive news of the NRO's activities and events, please tick this box <input type="checkbox"/> . The NRO does not charge for its core services, but occasionally needs to raise money with its registered charitable partner, the Norfolk Archives and Heritage Development Foundation. If we can contact you for fundraising purposes, please tick this box <input type="checkbox"/> .					

## Norfolk Record Office

### Schedule of General Conditions for Deposit of Archives

- The Norfolk Record Office accepts records of public interest relating to Norfolk for care and preservation, and for the benefit of research, either as a gift or on deposit. Where records are on deposit, the depositor retains the right to withdraw all or part of the collections deposited by them upon reasonable notice and at their own charge, subject to the conditions following, or to any special conditions agreed upon at the time of the deposit.
- Records accepted by the Record Office will be produced for study by any bona fide researcher under conditions of supervision similar to those provided for the Record Office's own records and during normal opening hours. Special conditions may be agreed between the Record Office and the depositor at the time of the deposit.
- All reasonable care is taken of records placed in the custody of the Record Office, but no liability for loss or damage to documents on deposit is accepted.
- The Record Office may take such measures for the administration of deposited or loaned records, as are professionally acceptable. This includes marking or numbering documents, arranging, packing or sorting them, and their disposition in storage areas as may be suitable or convenient.
- Records in need of conservation treatment may be included in the Record Office's conservation programme.
- In the case of records being permanently withdrawn by owners or depositors, the Record Office reserves the right to claim reimbursement of expenses incurred in storage, conservation, listing or administration of those records.
- Records produced to searchers are so produced in accordance with the Record Office's rules for the public use of records and archives.
- Records may be reproduced for purposes of study, subject to copyright restrictions. Where records are reproduced by mechanical, photographic, or other means, the office will decide what means are appropriate and permissible.
- Records may be removed from the office by:
  - the depositor, under the conditions laid down here or in any special agreement made at the time of the loan;
  - staff of the Record Office for any of the following purposes:
    - for conservation treatment
    - for the making of photographic or other facsimile copies for the purpose of preservation, exhibition or otherwise, the records remaining in the custody of a member of staff, or in the custody of some body or person appointed for this purpose by the Record Office.
    - for the purpose of exhibition arranged by the Record Office, the records remaining in the custody of a member of staff, or in the custody of some body or person appointed for this purpose by the Record Office
    - for deposit in other institutions offering similar standards, for the purposes of exhibition, etc., subject to the consent of the depositor.
    - for production in a court of law, subject to the consent of the depositor.

For internal use only - Location:

# The Accession Form

 <p>Norfolk Record Office</p>	<h2>ACCESSION FORM (NROAD1)</h2> <p>Norfolk Record Office The Archive Centre Martineau Lane Norwich NR1 2DQ</p> <p>01603 222599 nortrec@norfolk.gov.uk www.archives.norfolk.gov.uk</p>	<p>ACC 201 /</p> <p>Date:</p> <p>Staff:</p>
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Include the following:

- Your organization's name
- At least one way for someone to contact your organization; e.g. corporate email address
- Reference number; e.g. ACC YYYY/nnn
- Date of when documents are received

# The Accession Form

<b>1. DONOR / DEPOSITOR</b>		Are you the donor / depositor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Donor / Depositor name:			
Contact:		Position:	
Address:			
Telephone number:		Email:	
Intermediary Name:		Position:	
Intermediary Address:			
Telephone number:		Email:	

- You should ensure that the person giving you material is authorised to do so
- You must have a name for the donor / depositor. It could be an organization, an individual, family, estate of a deceased person, auctioneers etc.
- If receiving from an organization, use contact to identify an individual.
- Try and get as many forms of contact as possible
- Probably no need to have space for intermediary, could always use a separate form.



# The Accession Form

2. TERMS OF ACCESSION	Donation <input type="checkbox"/> Deposit <input type="checkbox"/>
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- Deposit = long-term loan, ownership is not passed to organization
- Donation = ownership is passed to your organization
- Could add
  - Bequest (ownership is passed to organization)
  - Purchase (ownership is passed to organization)
  - Transfer from within organization (ownership is retained by your organization)
  - Temporary deposit (usually for digitization, exhibition etc.)

## The Accession Form

3. CONTENT OF ACCESSION		Box list provided? <input type="checkbox"/>
Title:		
Extent:	Covering dates:	
Brief description:		
Accession contains: Photographs <input type="checkbox"/> Sound recordings <input type="checkbox"/> Film/video <input type="checkbox"/> Digital material <input type="checkbox"/> * <i>*please complete separate form</i>		
Physical condition:		
Further information (e.g., archive creator / administrative history / provenance / parent organisation / access details / copyright owners) :		

- No need for 'Accession contains'
- If documents are so fragile, there is a risk of information loss, indicate in physical description
- If temporary deposit, indicate reason in 'Further information'

## The Accession Form

<b>4. ACCESS RESTRICTIONS</b>	<b>Are there any conditions of access? Yes <input type="checkbox"/>* No <input type="checkbox"/> Unknown <input type="checkbox"/></b>
Permission to: a) transfer to other repositories? Yes <input type="checkbox"/> No <input type="checkbox"/> * b) destroy? Yes <input type="checkbox"/> No <input type="checkbox"/> * *Records to be collected by depositor/donor	
<b>5. COPYRIGHT</b>	<b>Do you own any copyright in this accession? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/></b>
I assign my control of my copyright to the Norfolk Record Office: Yes <input type="checkbox"/> No <input type="checkbox"/>	

- This is a negotiation with the depositor / donor
- If records contain information relating to living individual, could their release to the public cause, 'substantial damage and distress'. If so, apply restricted access for a defined time. Assume people live to 100.
- Permission to destroy / transfer only apply to deposits
- Ownership of copyright is different to ownership of the records
- Copyright is very complex and often misattributed
- This form just allows the depositor to transfer copyright if it is their wish



## The Accession Form

<b>6. I agree this is a correct record and I have seen and agreed the General Conditions of Deposit (overleaf).</b> <i>Please retain this form for your records</i>		
Signature by, or on behalf of, Depositor / Donor	Signature:	
	Print name:	
Signature NRO staff:		Date:
<b>How we handle your data:</b> Please let us know any changes to this information, which the NRO retains permanently for administrative purposes. To receive news of the NRO's activities and events, please tick this box <input type="checkbox"/> . The NRO does not charge		

- It is important to get a signature of the depositor / donor and the signature from a representative of your organization.
- Could include statement about why and how the information will be used, how long it will be retained and what will happen if your organization ceases operation.
- Could add section for return of temporary deposits.

## The Accession Form

<i>For internal use only - Location:</i>	
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- Note where you store the new accession
- If necessary, indicate number of parts, e.g. part 1 of 5
- Note even if initial location is temporary.

# The Accession Form

## Privacy Statement and Conditions of Deposit

- Privacy statement relates to all accessions
- Can explain what will happen to personal data if your organization ceases operation
- Can elaborate on what pieces of information will be kept secure, and which will be put in public name, e.g. title and description of records being accessioned.
- In conditions of deposit, you can use your mission statement to say what you will be doing with the records



## A Couple of Scenarios

A member of your organization gives to that organization some documents which they bought at auction.

What information requires clarification?




You have digitized some documents lent to your organization. The original documents have returned to their owner.

What is the ownership status in the digital files created?

Photograph by [Emily Morter](#) on [Unsplash](#)



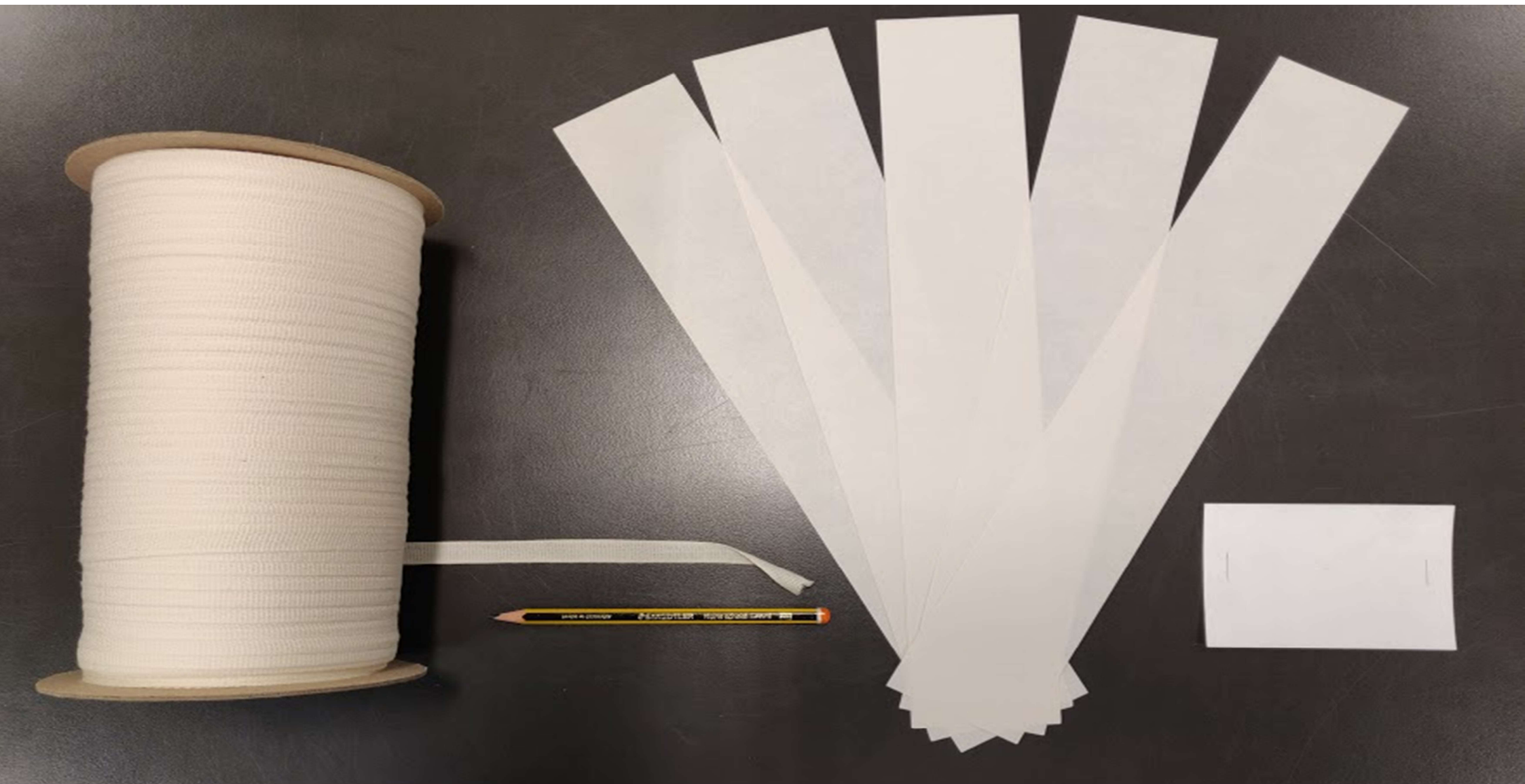


What about records you have already accepted, which don't have any documentation?

- Clarifying the 'known unknowns' is useful
- When information is known – can always complete paperwork retrospectively
- Use further information box to indicate form is completed some time after deposit / donation

Photograph by [mana5280](#) on [Unsplash](#)





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