

# Looking After Archives Collection Policies

*Norah*

Norfolk Archives & Heritage  
Development Foundation



**THE DULVERTON TRUST**

**Norfolk**  
Record  
Office



# ACCREDITED ARCHIVE SERVICE

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## 1. Organisational Health

- Mission
- Governance
- Planning
- Resources

## 2. Collections

- Management
- Development
- Information
- Care and Conservation

## 3. Stakeholders & their experiences

- Policy
- Planning
- Procedures/  
Activities

# Archive Accreditation: The Standard

## • 1.3 Forward Planning

“The archive service has effective forward plans and planning processes in place, which demonstrate a good understanding and an appropriate response to the organisational and wider context in which the service operates.”

# Archive Accreditation: The Questions

## 1.3 Forward Planning

1. Please provide a copy of your forward plan or URL at which it is published
2. If your evidence relating to this requirement is integrated in another document ... please detail below
3. Please outline how your Forward Plan has been developed
4. Please confirm the date for the next review of your Forward Plan
5. Please describe how progress towards the key objectives of your Forward Plan is measured
6. Comment on the extent to which your Forward Plan for the last two years has been delivered and the reasons why any elements may not have been delivered.

# X21

Looking After Archives

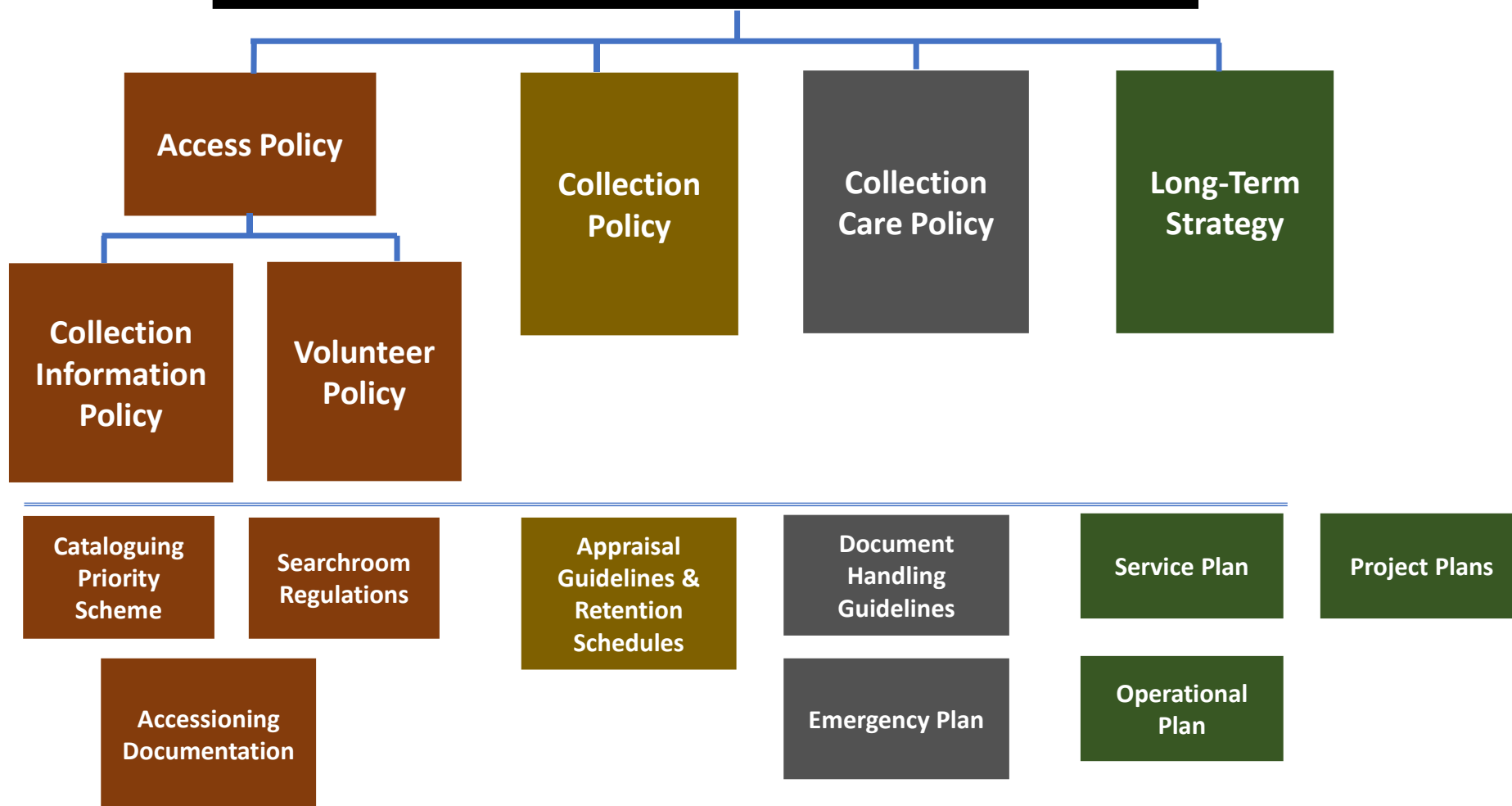
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1. Name and Contact Details
2. Management / Decision Making Structure
3. Mission Statement
4. Collection Policy
5. Accession Documentation
6. Location Information
7. Access Policy
8. Preservation Strategy (inc. Emergency Plan)
9. Cataloguing Methodology linked to Accession Documentation
10. Forward Plan

# Mission Statement



# Collection Policy

IDENTITY AND STATUS



MISSION



SCOPE



EXCLUSIONS and  
DEMARCATON



METHODS OF  
ACQUISITION



WHAT IF?



DATE AND SIGN OFF





# Mission

Collect

Preserve



Make Accessible

# Scope ✓

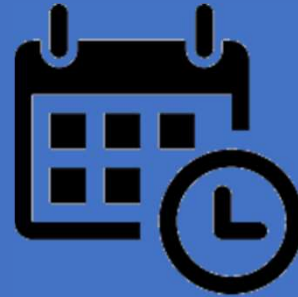
PLACES



SUBJECT



DATES



MEDIA



# Exclusions X

