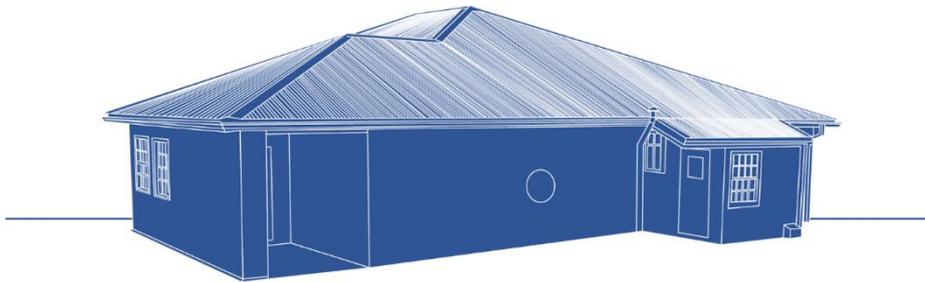


Collections Care & Conservation Policy



Jane Cameron National Archives

FEBRUARY 2026 | VERSION 1.0

Corporate Records & National
Archives Manager



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Accession	The process of transferring legal and physical control of archives from creating agency or donor to the archival institution. It also refers to the archive materials that have been transferred to the archival institution at one time
Acquisition	Act of seeking out, selecting and obtaining archival materials, through transfer, donation, loan or purchase. It also refers to archival materials that are selected and obtained by archival institution as one unit at a time
Appraisal	Act of assessing worth of archives as documentary evidence or as information in order to confirm if collection is to be acquired and preserved in the archival institution
Archives	Records which are judged to be worthy of permanent preservation by virtue of their enduring value as evidence of, and which contain information about, an activity or event that has occurred. They may be in a variety of different formats including paper, audio-visual and photographic. It also refers to the institution responsible for acquiring, preserving and making available archival materials, so it is synonymous with the building that houses such collections
Born-digital	Records that have been created in digital format (opposed to being digitised)
Conservation	Passive Active physical and chemical treatment of records
Current Record	Records that are required for regular administrative use
Deaccession	The act of removing archival or other resource materials permanently from the physical control and legal ownership of the archival institution
Depositor	The individual, party or organisation (who might be the creating agency) transferring archival material to an archival institution
Document	Information or data fixed in some medium, such as paper, film, or digital bits and bytes
Preservation	Passive protection of archival material in which no physical or chemical treatment is performed.
Record	Information created, received and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business (BS ISO 15489-1:2016).
Semi-current Record	Records that are occasionally used for reference, but not for day to day working



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1 Introduction

1.1 The Jane Cameron National Archives

1.1.1 The Jane Cameron National Archives is a service which exists to ensure the long-term survival and easy accessibility of all those records most important to the history and administration of the Falkland Islands.

1.1.2 The mission of the Archives is: to maintain and preserve the archives of the Falkland Islands in order that maximum use can be made of them and to promote the study of Falkland Islands history.

1.1.3 We hold the archives for the nation of the Falkland Islands, including archival material from government departments, local companies and local individuals. We aspire to provide a welcoming, proactive and customer-focused service to encourage users to learn and develop an interest in the history of the Falkland Islands.

1.1.4 This policy forms part of an overall suite of policies for the Jane Cameron National Archives available from the [Jane Cameron National Archives website](#).

1.1.5 The Jane Cameron National Archives [JCNA] as a service sits within the Falkland Islands Government Directorate of Policy, Economy & Corporate Services, under the Department of Corporate Records Management and National Archives.

1.1.6 To deliver the JCNA mission and support the values of the Government, we seek to acquire, preserve and make accessible archives and record collections for use by present and future generations.

1.1.7 The JCNA will represent comprehensively the history, lives and activities of the people, community and organisations of the Falkland Islands through the ages.

1.1.8 The JCNA shares the public service values of the Falkland Islands Government, as set out in the Vision and Values work completed in 2023. It will therefore strive to:

- Value diversity and innovation. We encourage diversity as it can lead to new ideas to help us improve the way we do things. We work together to establish a welcoming environment where everyone feels they can contribute.
- Take personal responsibility and do our best at work. We treat our colleagues and community with respect and compassion. We set ourselves realistic goals and encourage a culture of positivity.
- Recognise that our geographical remoteness puts us in a unique and often challenging position. We foster collaboration and creativity in order to find solutions and make progress. We adopt a flexible and adaptable approach to work wherever possible
- Provide and explore new opportunities for our employees and the community. We strive for quality, and we use our resources as sustainably as possible to achieve this.



1.2 Legal and policy framework

1.2.1 The Falkland Islands does not have in place any statutory or in force legal framework to support the acquisition of material.

1.2.2 The JCNA seeks to follow, as best practice and as a policy framework where appropriate, the following:

- UK Public Records Acts 1958 and 1967
- [FIG Data Protection Policy](#)
- UK National Standard for Access to Archives 2003
- FIG Corporate Document & Records Management Policy

1.2.3 This Policy should also be seen in context with wider current and planned policies of:

- Collections Development & Acquisition Policy
- Collections Access Policy
- Collections Information Policy
- Volunteering Policy

1.2.4 The JCNA has also adopted the following standards as best practice:

- BS 4971:2021 Conservation and care of archive and library collections
- BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for storage or use of heritage collections.

1.2.5 The JCNA will keep informed of future or new legislation and policy recommendations relating to archives and records management and seek to adopt suitable practice where required or appropriate.

1.3 Policy Aims

1.3.1 The aim of this policy is to set out our commitment to the collections care and conservation of the archival material in our holdings. Both aspects are vital to the mission of the JCNA and allowing everyone from across the community and remote users to access, use, learn and study Falkland Islands history.

1.3.2 The JCNA collections record the history of the Falkland Islands and its administration from the point of British reoccupation in 1833 onwards. Though we hold records earlier than this, the archive is fortunate to hold a significant and extensive collection, from the early local government letter books to the administrative records of present-day Falkland Islands Government. With this, the JCNA have responsibility for these unique and irreplaceable items so that they can continue to be accessed by future researchers and residents of the Islands.



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- 1.3.3 We will follow the professional standards/guidance previously listed and act to prevent damage to items whilst they are in storage, being accessed by researchers, or on display. This will include procedures for collections care - with passive protection of our collections via robust security measures and controlled storage environment - and limiting remedial conservation work actively required.
- 1.3.4 The policy supports the Collections Access Policy which outlines the methods that the archives provide access to its collections. The ongoing collections care will safeguard material in our custody to ensure that maximum use can be made and preserve them for future generations.

2 Collections Care & Conservation Areas

2.1 Security

- 2.1.1 There are procedures in place to control and supervise access to the building and its collections to protect and mitigate against theft, damage, or impact of unauthorised individuals that mean to cause a loss or deface material. The procedures cover staff, volunteers, users and visitors to the service during normal working hours.
- 2.1.2 Procedures in relation to natural threats are covered in the Disaster Recovery Plan.

2.2 Buildings & Storage

- 2.2.1 The JCNA staff will monitor the condition of the building, which stores and provides access to the collections.
- 2.2.2 The FIG Public Works Department (PWD) will be notified of any minor or major issues that concern the building, including basic maintenance required, and will be responsible for providing swift response and action.

2.3 Environmental control and monitoring

- 2.3.1 The JCNA will maintain a stable environment (temperature and relative humidity) to professional standards across the building, including the storage area and Reading Room.
- 2.3.2 The temperature and relative humidity will be monitored so that action can be taken if the results fall outside accepted parameters or highlight potential risks to the collections. Natural fluctuations are expected across the seasons and as a result of having mixed collections in the storage area.
- 2.3.3 The risk of damage from pests is managed by implementing and maintaining a pest management programme and monitoring programme within the collection's storage area and public reading room.

2.4 Housekeeping

- 2.4.1 The storage areas and all rooms in the facility will be kept clean, tidy, uncluttered and routine maintenance of services will be carried out on a weekly, monthly and annual basis.



2.5 Access

- 2.5.1 The JCNA staff will only allow access to collections on the basis that it does not compromise the preservation, condition or safety of the records.
- 2.5.2 Information regarding the collections is captured in the JCNA catalogue and if the condition of records is classed as 'poor' or is deemed too bad then the item/collection will be closed to researchers and access removed.
- 2.5.3 For documents that are produced to the public, procedures will be followed to ensure that they are not damaged, lost or be placed at risk.
- 2.5.4 Where required, a digital surrogate (photocopies, photographs, or other digital copy) will be provided and used instead to reduce risk of damaging original items.

2.6 Packaging and remedial conservation

- 2.6.1 Records received, accessioned and catalogued will be assessed and packaged appropriately.
- 2.6.2 Lighting in the storage area is controlled and items should be packaged or boxed to reduce the risk of deterioration.
- 2.6.3 The JCNA staff will assess the need for remedial conservation by undertaking surveys and assessments of the collections.
- 2.6.4 The need and action for conservation will be made by assessing the degree of damage and the need for access or production to researchers.

2.7 Digital Preservation

- 2.7.1 At the moment, there is no dedicated system to support active digital preservation of 'born-digital' records.
- 2.7.2 The service will endeavour to ensure that digital material remains accessible and is preserved, working with the sector to share and receive knowledge in this fast-developing field.

2.8 Disaster Recovery Plan

- 2.8.1 The JCNA maintain a procedure/plan for the protection of staff, and those occupying the building, in the event of an emergency and a separate one that details how staff will respond to any event that threatens the collections directly to minimise damage and safeguard/recover record.
- 2.8.2 There is also a Business Continuity Plan that addresses how staff will maintain, achieve or resume service provision in the event of any disaster or event that impacts the usual running of the JCNA service.



3 Professional Conservation Support and Guidance

- 3.1.1 The JCNA will use partnerships and seek professional conservation support as appropriate to ensure the long-term care and conservation of collections.
- 3.1.2 Where required, this support will complement and address skills shortage gaps in the JCNA staff to ensure collections remain accessible and impact of risks are addressed.

4 Communicating Collections Care and Conservation Risks/Issues

- 4.1.1 To ensure collections care and professional procedures is promoted and understood by all, the JCNA will communicate requirements in the following ways:
 - Induct all users into our procedures for handling the collections and reasons that underpin the procedures.
 - Train and brief all staff and volunteers in collections care and conservation procedures and handling guidance.
 - Advise and promote to the public and stakeholders how we care for any archives in our possession and protect them against conservation issues/risks.

5 Implementation of Policy

5.1 Review procedures

- 5.1.1 The Jane Cameron National Archives is responsible for overseeing and updating the version control amendments for this document.
- 5.1.2 This policy is approved by the Corporate Management Team.
- 5.1.3 The Policy will be reviewed every three years. The next review date is August 2029.

5.2 Implementation & Access

- 5.2.1 This policy will be made available on the Jane Cameron National Archives website.
- 5.2.2 The contents of the policy will be supported and implemented through the procedures carried out by the Jane Cameron National Archives.

6 References

Portsmouth City Council. Archive Collections. Collections Care and Conservation Policy. 2023

Version Number	Date	Author Title	Approval Status	Comment/Reason for Issue
1.0	2026.02.23	Corporate Records & National Archives Manager	Approved by CMT on 23 February 2026	New Policy