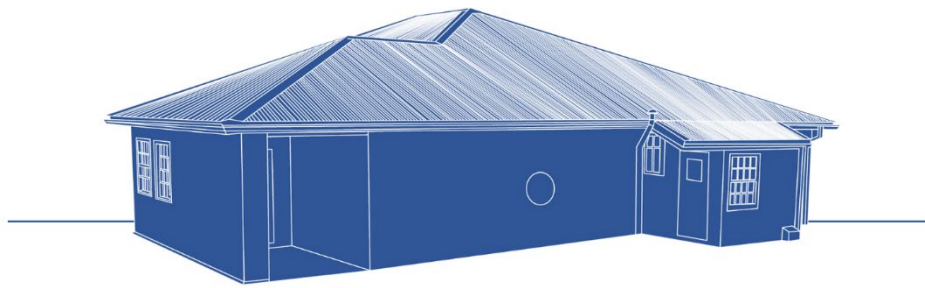


Collections Development & Acquisition Policy



Jane Cameron National Archives

JANUARY 2025 | VERSION 1.0

Corporate Records & National
Archives Manager



January 2025 | Version 1.0

Contents

Definitions	2
1 Introduction	3
1.1 The Jane Cameron National Archives.....	3
1.2 Legal and policy framework	3
1.3 Policy Aims	4
2 JCNA Collection Remit.....	5
2.1 Why we collect records	5
2.2 Whose records do we collect.....	5
2.3 Collection criteria	5
2.4 Collections development	6
2.5 How we provide access to the collection.....	7
3 Acquisition Process	8
3.1 Appraising the value of archives	8
3.2 Methods of acquisition	8
3.2.5 Audio-visual material	9
3.2.6 Photographic material.....	9
3.2.7 Born-digital material	9
3.3 Contact with depositors	9
4 Deaccession & Disposal.....	9
4.1 Disposal of documents.....	9
5 Implementation of Policy	10
5.1 Review procedures.....	10
5.2 Implementation & Access	10
6 References.....	10



Definitions

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)
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



January 2025 | Version 1.0

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.
- 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.

1.2 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. However, we do seek to follow as best practice and as a policy framework where appropriate the following:
 - Public Records Acts 1958 and 1967
 - FIG Data Protection Policy
 - National Standard for Access to Archives 2003
 - FIG Corporate Document & Records Management Policy
- 1.2.2 This Policy should also be seen in context with wider current and planned policies of:
 - Accession Policy (pending)
 - Collections Access Policy
 - Collections Care & Conservation Policy (pending)
 - Collections Information Policy
 - Volunteering Policy
- 1.2.3 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



January 2025 | Version 1.0

- 1.2.4 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 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.
- 1.3.2 The JCNA will represent comprehensively the history, lives and activities of the people, community and organisations of the Falkland Islands through the ages. Where gaps are found to exist, we will actively seek to acquire records which can enable those gaps to be filled.
- 1.3.3 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.
- 1.3.4 The aim of this policy is to define and publish the basis on which we acquire, collect or dispose of these archives and records.



January 2025 | Version 1.0

2 JCNA Collection Remit

2.1 Why we collect records

- 2.1.1 Acquiring new material is an essential function of an archive institution to expand our existing collections and reflect the geography and development of the Falkland Islands, both in terms of the community and natural environment. This allows the local community and international researchers to explore the heritage of the Islands virtually and physically through the JCNA collections.
- 2.1.2 As the official archive of the Falkland Islands we help to maintain a record of past actions and decisions as a long-term memory for the nation, community and local society. Collecting records as an institution also supports research, meeting needs of academic and research communities and the general public.

2.2 Whose records do we collect

- 2.2.1 The JCNA is the official and public archive repository for a number of types of records and record creators including:
- Corporate records of the Falkland Islands Government
 - Privately owned records from individuals or organisations by way of donation or purchase
 - Faith groups
 - Charities and voluntary groups

2.3 Collection criteria

- 2.3.1 The JCNA will collect material by both passive and active means through appraising unsolicited offers of material and actively seeking records which support the mission of the service and the existing collection.
- 2.3.2 Archives and records can be in various formats including: including paper, audio-visual, photographic, optical media and digital. The JCNA at present does not have dedicated capacity to accept born-digital material but options can be discussed at point of acquisition.
- 2.3.3 We will not acquire material or records that is classed as current or semi-current, meaning that they are still referred to as part of business activities or used by the record creator. The JCNA will only accept material that are worthy of permanent preservation.
- 2.3.4 For Corporate records of the Falkland Islands Government, the JCNA seeks to preserve public records that document principal policy and decision-making processes in government, this will include:
- Records that illustrate the process of developing government policy
 - Minutes and papers of Committee meetings and other management boards across the public sector where there is likely to be a public interest
 - Records that detail changes in strategic function of the government
 - Records that detail change to organisational structure or arrangements

The above will be reviewed in line with Corporate Record Retention Schedules.



January 2025 | Version 1.0

2.3.5 For records relating to individuals or wider lives of the Falkland Islands residents, the JCNA seeks to collect and preserve that include:

- Records that contain extensive information about the lives of individuals or groups, or organisations and places, which contribute substantially to public knowledge and understanding of people and communities across the Islands
- Records relating to individuals or national and international events of contemporary interest

2.3.6 We will reflect collection policies of other record repositories and organisations collecting material on the Falkland Islands, to ensure material is deposited in the most appropriate place. Through consultation with these bodies we clarify areas of specialisation and where conflicts of interest may arise, also avoiding duplication and waste of resources. We liaise closely with:

- Falkland Islands Museum & National Trust
- The UK National Archives, British Antarctic Survey Archives, United Kingdom Hydrographic Office Archive
- Other relevant institutions internationally

2.3.7 Records which fall outside of our remit or do not meet our collection criteria include:

- Materials that are subject to access restrictions which do not permit public access in the future or at any point
- Artefacts and works of art (with the exception of maps and prints)
- Records which are intended for long-term loan
- Copies of original archive material relating to the archive collection but are held and accessible by another archival institution and is accessible

2.3.8 When material is offered to the JCNA which does not meet our own criteria, depositors may be encouraged to contact most relevant alternative organisation or repository.

2.3.9 Due to the quantity of records and material created across the Falkland Islands, including the government, the JCNA is physically, and in some cases technically, unable to hold and preserve all records. In the decision-making process on collections development, we will consider the following factors including the:

- Size of the collection
- Format in which records are stored
- Physical condition of the records

2.3.10 Acquisition of material outside of the remit of this policy will only be made in exceptional circumstances and after consultation. The JCNA does reserve the right to use discretion and go beyond the scope of the criteria.

2.4 Collections development

2.4.1 The JCNA will acquire archive collections and records which reflect the life and community in the Falkland Islands. This includes material that relates to the geography, administration and development of the Islands.



January 2025 | Version 1.0

2.4.2 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. These reflect the growth and prosperity of the Islands as it has developed into a self-governing territory. In addition to the extent of these collections, we hold and collect the following records to further reflect and represent all aspects of life in the Islands:

- Local public records from government departments
- Records of conformist church institutions such as Christ Church Cathedral
- Records of non-conformist church institutions
- Records of local organisations, businesses, public and private institutions, families, individuals, community groups.

2.4.3 There are certain weaknesses in our collection that cannot be corrected. For example, the loss of legal records, including number of early Crown Grants, to the Town Hall fire in 1944 and the Secretariat fire in 1959. Due to previous ad-hoc storage prior to the construction of the JCNA service, there are gaps in certain record series and collections. However, the JCNA will actively seek to collect material from across the Islands to fill existing gaps in our collection and those not currently well represented such as local businesses, organisations and community groups.

2.4.4 To support the capturing of the corporate memory and development of the Falkland Islands Government we support the strategies, policies and vision of the government. This includes preserving records that represent the government's activities for corporate use and wider public access. This information will be collected and acquired in line with FIG's record retention schedules.

2.4.5 In planning collections development, the service works within existing strategies and interests of relevant national agencies (such as Falkland Islands Government) and the interests of our depositors, users and other groups/stakeholders.

2.4.6 The JCNA will not accept or attempt to acquire material or collections that does not contribute to our knowledge or understanding of the Islands, its development or communities.

2.5 [How we provide access to the collection](#)

2.5.1 There are a number of ways that the JCNA provides access to its collection including:

- **Public Reading Room:** The JCNA operates a reading room where any member of the public can view records on request. It also offers computer stations to access the website and reference library. It can be accessed via appointment and the opening hours of the service support researchers during optimum hours.
- **Archives Website:** Our website provides online access to our digitised collections and signposts other external resources for researchers.
- **Social Media Platforms:** We post service updates and information about our collections on our social media accounts, such as Facebook and X.
- **Public Engagement:** The JCNA explores opportunities to allow the collections to be used in outreach and engagement activities, including talks and other partnerships.



January 2025 | Version 1.0

- **Archives Catalogue:** There is ongoing work to make our Archives Catalogue and listings of our collection and holdings available on our website. In the interim, researchers can request this information by contacting the service directly.
- **Copy requests:** Where applicable and resource allows the JCNA can provide copies of records on request. These will be provided in digital format where possible.

2.5.2 Where possible the JCNA provide open access to our collections and holdings. However, some records are subject to restrictions, for security or sensitivity reasons. Restrictions and conditions will be communicated to researchers as appropriate.

3 Acquisition Process

3.1 Appraising the value of archives

- 3.1.1 The JCNA will appraise archives for their historical and evidential value before a decision is made whether to acquire them.
- 3.1.2 The service team will and respond to queries and offers of records.
- 3.1.3 Documents held together in an original archival grouping are not normally divided. However, where a collection of records fall within discrete parts or within the structure of existing archival collections, there may be a case for these records to be separated.
- 3.1.4 When records are delivered to the custody of the JCNA, an Accession Form is signed and agreed between the two parties of the donor, or depositor, and the service team. This provides written agreement between the donor and the JCNA.
- 3.1.5 The preservation needs of material will be assessed in relation to their historical value prior of immediately after their acquisition.

3.2 Methods of acquisition

- 3.2.1 The JCNA will acquire material in the following ways:
 - **Donation:** the records become outright property of the JCNA including copyright
 - **Transfer:** records are acquired through government transfer
 - **Purchase:** records may be occasionally purchased from reputable organisations or through the assistance of the Friends of Falkland Archives & Museum.
- 3.2.2 To accept material the JCNA will issue an Accession Form agreement signed between staff and the donor/depositor. The service will preserve documentation relating to each acquisition.
- 3.2.3 The JCNA will not accept material on long-term loan, though may consider exceptions for specific purposes or periods however, proposed use will be communicated to depositors.
- 3.2.4 We accept material only on the basis that they will be made accessible to the public in due course, subject to current information legislation. We will not acquire material whereby the depository wishes to place unreasonable access restrictions.



January 2025 | Version 1.0

3.2.5 Audio-visual material

- 3.2.5.1 We may accept audio-visual material but will work to develop our specialist equipment for the preservation of such media and formats required for permanent preservation. In some cases this may include deferring acquisition until resources are in place however, this will be discussed with donors or depositors.

3.2.6 Photographic material

- 3.2.6.1 We will collect photographs that form part of an archival collection or fit within our collections remit.

3.2.7 Born-digital material

- 3.2.7.1 The JCNA at present does not have dedicated capacity to accept born-digital material but options can be discussed at point of acquisition.

3.3 Contact with depositors

- 3.3.1 The JCNA seeks to maintain and develop strong working relationships and communication with depositors of collections for which we receive ongoing accruals. We work closely with the Falkland Islands Government to ensure systematic transfer of official records designated for permanent preservation. We encourage deposits of records from local individuals, organisations and companies including businesses, churches, charities and voluntary groups.
- 3.3.2 The service endeavours to keep in contact with the donors/depositors as long as they advise of any change in contact details.

4 Deaccession & Disposal

4.1 Disposal of documents

- 4.1.1 The JCNA will assess material at the point of collection and any material deemed not worthy of permanent preservation will be returned to the donor or depositor or confidentially destroyed. This is undertaken in line with the wishes of the donor, or depositor, as specified in the signed accession agreement and documentation.
- 4.1.2 During the catalogue process and at other points, we may assess our collection to ensure that the material we hold are within our collections remit. We may also remove duplicate records or items not worthy of permanent preservation. The JCNA will further consider if material would be better transferred to a more relevant institution.



January 2025 | Version 1.0

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 was approved by the Corporate Management Team in January 2025.

5.1.3 It will be reviewed every year to ensure it remains fit for purpose.

5.2 Implementation & Access

5.2.1 This policy will be made available on the Jane Cameron National Archives website.

6 References

Bristol Archives. Collection Development and Acquisition Policy. 2017.

Library of Birmingham. Birmingham Archives & Collections: Collections Development Policy. 2017.

The National Archives. Records Collection Policy. 2022.

UK Parliament. Parliamentary Archives Collections Development Policy

Version Number	Date	Author Title	Approval Status	Comment/Reason for Issue
1.0	2025.01.27	Corporate Records & National Archives Manager	Approved by CMT	New Policy