

# Collections Information Policy



JANUARY 2025 | VERSION 1.0

---

Corporate Records & National  
Archives Manager



## 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 Collections Information.....	5
2.1 What information do we collect .....	5
2.2 Deposit and Accessioning procedures .....	5
2.3 Cataloguing Collections.....	5
2.4 Disposal and Deaccessioning of records .....	6
3 Legacy Gaps.....	6
4 User input.....	7
5 Implementation of Policy .....	7
5.1 Review procedures.....	7
5.2 Implementation & Access .....	7
6 References.....	8



## 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 Development & Acquisition 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 detail the type of information used for the management of the collections held by the archive service. It is used to enable access to the archival collections and therefore works in conjunction with the Access Policy.



January 2025 | Version 1.0

## 2 JCNA Collections Information

### 2.1 What information do we collect

2.1.1 To support the access and effective collections management the service will collect information which relates to and informs the:

- Deposit and accessioning process (including from depositors)
- Cataloguing of collections
- Creation of finding aids
- Collection care and conservation (including physical condition)
- Disposal and deaccessioning of records that do not fit our collections remit

2.1.2 Information will be able to be retrieved by staff from within the internal FIG systems. At present there is not centralised IT system (such as CALM) to manage all information.

### 2.2 Deposit and Accessioning procedures

2.2.1 On the transfer or acquisition of a collection from a depositor at the JCNA, the service will record:

- a. The name, address, contact telephone number and email address of the depositor
- b. A brief description of the deposit
- c. The extent of the deposit
- d. Covering dates
- e. The condition of the deposit
- f. Any background information relevant to the deposit, including technical information
- g. Whether depositor is the copyright holder, and if so whether copyright is transferred to the JCNA or allow us to the use the collection for certain purposes. If copyright is not held by the depositor, then detailing information as to who this does belong to
- h. Access conditions or restrictions that might be enforced by the donor
- i. Whether the deposit is a donation/gift, purchase, loan
- j. Conditions of disposal (whether requires permission or if material is to be returned)
- k. Date of deposit and signature of the donor and recipient (staff member)

2.2.2 At the point that the deposit is accessioned and formally added to the JCNA systems, it records the same as stated above in 2.2.1 in addition to:

- a. Catalogue number of the collection (once that process is complete)

2.2.3 This will be collected via the Accession Form and then recorded in the Accession Register. This information is stored in a hybrid of paper records (pre-2023) and electronic.

### 2.3 Cataloguing Collections

2.3.1 The JCNA will catalogue collections to the International Council on Archives standard of International Standard of Archival Description [ISAD(G)], and within the context of the Islands be aware of other legal or policy frameworks such as Data Protection.



January 2025 | Version 1.0

2.3.2 When the deposit is catalogued, the information recorded includes:

- a. Description of each record to item level in accordance with ISAD(G)
- b. Reference/unique identifier number what shows its relationship with the other items in the deposit, or wider collection
- c. Location of record
- d. Access restrictions
- e. Copyright details and restrictions
- f. Condition of records or conservation notes
- g. If the record has been digitised
- h. Other relevant notes including the administrative history or context of the depositor

2.3.3 For items which have been accessioned but not fully catalogued, then collections will be box-listed to collection level.

2.3.4 At present, the service does not formally accept digital born material so does not catalogue any digital items.

2.3.5 The JCNA will follow the ethical code of the Archives & Records Association Code of Ethics.

2.3.6 This information will be recorded and captured in the JCNA Catalogue.

## 2.4 Disposal and Deaccessioning of records

2.4.1 The JCNA will dispose of records that do not fit the remit or criteria of the collection's development. If an item is being disposed then will record:

- a. The reason for the disposal
- b. Method of disposal
- c. Date of disposal
- d. Name of staff member making decision and carrying out disposal
- e. That permission is granted to the service to dispose of the record
- f. Other relevant notes about the deaccession or disposal process

2.4.2 When an item is deaccessioned the JCNA may offer the record to other institutions, groups or individuals. In this case the details of the recipient will be noted.

## 3 Legacy Gaps

3.1.1 The keeping of collections has become more systematic and consistent since the JCNA building was constructed in 1998 and initial management/catalogue structure developed. Where possible, collections information for records will be brought up to current standards in accordance with ISAD(G).

3.1.2 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.



January 2025 | Version 1.0

- 3.1.3 The previous ad-hoc systems for managing archival records in the past and lack of consistent recordkeeping for accessioned items, also creates gaps in our information for some collections. This primarily is only an issue for items that do not fall under the fonds level for FIG records, as collections from individual depositors may not have been recorded prior to 2008.
- 3.1.4 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 collecting and acquiring our information in line with FIG's record retention schedules.

## 4 User input

- 4.1.1 The service will review any feedback or input from users (depositors and researchers) to amend improve, and develop the collection information. Any proposed changes will be recorded and assessed, and any that are judged worthwhile will be implemented.

## 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
- 5.2.2 The contents of the policy will be supported and implemented through the procedures carried out by the Jane Cameron National Archives.





January 2025 | Version 1.0

## 6 References

Portsmouth City Council. Archive Collections. Collections Information Policy. 2023

The National Archives. Developing a Collections Information Policy. 2016.  
<https://cdn.nationalarchives.gov.uk/documents/archives/developing-a-collections-information-policy-march-2016.pdf>

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