

Guidance Note: How does Place of Deposit administration interact with Archive Service Accreditation?

Places of Deposit for public records are appointed by the Lord Chancellor in agreement with their parent authority to hold specific record classes under s.4(1) of the Public Records Act (1958). The most typical reasons for such an appointment are that the records are of strong local interest and are best made available within the context of a local archive service, or that the records are retained by their creating institution as the most appropriate location for ongoing use. In a small number of cases specialist records (in subject matter or in format) are also held within appropriate Places of Deposit.

The National Archives has undertaken regular inspection of Places of Deposit to provide assurance that the records are secure and that suitable arrangements are in place for their preservation and access. We will be working in the coming years to fully align the schemes as Archive Service Accreditation matures. This is an interim note to explain the current and intended future interaction of the schemes.

Current system

The National Archives appoints Places of Deposit after inspection to ensure suitable arrangements are in place for preservation and access.

Inspection is against The National Archives *Standard for Record Repositories*, and is proportionate to the circumstances of each repository and the records.

TNA has re-inspected Places of Deposit on a regular cycle to ensure that appropriate standards are maintained.

What will happen once Accreditation is introduced?

Will Places of Deposit have to go through Accreditation?

Places of Deposit will be expected to apply for Archives Accreditation when it is rolled out 2013—2017.

Application for Accreditation has three possible outcomes:

- Accredited
- Provisionally Accredited: Places of Deposit will have time to address the recommended areas of improvement. If they cannot address these areas within a reasonable time, this may trigger a review of their Place of Deposit status
- Not Accredited: this may trigger a review of their Place of Deposit status

Accreditation will be a baseline requirement before any new Place of Deposit can be appointed.

Will Accreditation be scalable and proportionate?

Yes. A scale for Accreditation has been developed for different types of archive service (see *Guidance: Scalability*).

- Places of Deposit that have been appointed to collect a variety of record series will be expected to meet standard of the scale at Local Authority scale 2.

- Places of Deposit which are appointed only to hold their own records, highly specialist collections or a small quantity of non-accruing public records, will be expected to meet the standard of the scale at which their overall archive service belongs.

If you feel you should be assessed against a different point in the scale, please contact the Programme Manager for Accreditation to discuss.

Will inspection still carry on?

The National Archives will maintain its supervision of Places of Deposit.

Inspection will happen for these reasons:

- Appointment of a new Place of Deposit
- New building or accommodation for the records
- Substantial changes to buildings and/or services
- Significant changes to governance.

The National Archives will no longer regularly re-inspect Places of Deposit. Instead, we will use the regular cycle of accreditation renewal to provide assurance that the relevant standards are being maintained by Places of Deposit.