



ACCREDITED
ARCHIVE SERVICE

Archive Service Accreditation

Scalability

June 2018

Scalability of the Archive Service Accreditation Standard

The Archive Service Accreditation Standard is the national standard for archive services in the UK, but is not a 'one size fits all' standard. Archive services come in many sizes and governance types. The scalability indicators below indicate broad characteristics of the legal basis, collection size, public role and user offer of different types of archive service operating within the UK, to provide transparency to the assessment process.

Scalability is used to help archive services to understand what is expected of services of their type and size, and is referenced throughout the separate 'Guidance for developing and completing an application', where scaled guidance is provided. Assessors will also use the scalability indicators as a guide during the assessment process as one means of understanding the archive service's role.

Archive services do not need to meet each and every indicator on the scale, and may find they sit between two types. Archive services should use the appropriate indicators within this document to decide which scale most closely matches their operation. Not all requirements are differentiated, as there will be areas common to all archive services. Operating budget is specifically excluded as an indicator.

If you are struggling to identify your service's scale, a calculator is provided to give you some additional guidance.

Local Authority Archive Services

	Type one	Type two
CIPFA definition	Small	Large
Place of Deposit status	Not appointed	Likely to be appointed
Size of Analogue Archive Holdings	Up to 100 cu m	Over 100 cu m
Size of Digital Archive Holdings	Up to 20 GB	Over 20GB
Constitution	Part of a body subject to the Freedom of Information Act (2000), or the Freedom of Information (Scotland) Act, or an externally-contracted body delivering an archives service on behalf of one or more such bodies	Part of a body subject to the Freedom of Information Act (2000), or the Freedom of Information (Scotland) Act, or an externally-contracted body delivering an archives service on behalf of one or more such bodies
Workforce	Paid professional archivist/manager, support staff	Paid professional archivists, and relevant professional staff supporting learning/outreach/technology/Collection care and conservation offers
Opening	Regular onsite access and developing online presence	Regular onsite access and strong online research support
User offer	Reading room. Outreach to wider communities/education offer. Concentrating on developing the use of archives for learning and engagement by other organisations.	Reading room. Audience development and outreach to wider communities/education offer. Developing an in house learning and engagement offer, alongside working with others.
Legislative requirements for	Local Government Acts	Local Government Acts 1962 and 1972, Freedom of Information Act

public access	1962 and 1972, Freedom of Information Act 2000, Data Protection legislation, Manorial Document Rules, Tithe Document Rules, Parochial Records and Registers Measure, s60 of the Local Government (Wales) Act 1994, Local Government (Scotland) Act 1994, Public Records (Scotland) Act 2011, Freedom of Information (Scotland) Act 2002, Reuse of Public Sector Information Regulations 2015	2000, Data Protection legislation, Manorial Document Rules, Tithe Document Rules, Parochial Records and Registers Measure, s60 of the Local Government (Wales) Act 1994, Local Government (Scotland) Act 1994, Public Records (Scotland) Act 2011, Freedom of Information (Scotland) Act 2002, Public Records Act (Northern Ireland) 1923, Reuse of Public Sector Information Regulations 2015
Example service	Borough archives & Local Studies Library	City or county wide service

Other public sector archive services

	Type one	Type two
Place of Deposit status	Probably not appointed	May be appointed if relevant
Constitution	<p>Part of a body subject to the Freedom of Information Act (2000), or the Freedom of Information (Scotland) Act, or an externally-contracted body delivering an archives service on behalf of one or more such bodies</p> <p>Within a university context, may be part of university records management structure or a library service holding special collections rather than an operation combining both internal and external records.</p>	<p>Part of a body subject to the Freedom of Information Act (2000), or the Freedom of Information (Scotland) Act, or an externally-contracted body delivering an archives service on behalf of one or more such bodies.</p> <p>Within a university context, may deliver access to both university archives and special collections.</p> <p>Includes national bodies constituted by Act of Parliament (see also note below regarding national archives) and other bodies with a national remit in their constitution or their description of holdings.</p>
Size of Analogue Archive Holdings	Up to 100 cu m	100 cu m or over
Size of Digital Archive Holdings	Up to 20 GB	Over 20 GB
Workforce	Managed by competent staff ¹ , with access to professional archival expertise appropriate to the type and nature of the organisation and collection.	Paid professional archivist/manager and relevant professional staff supporting learning/outreach/technology/collection care and

¹ As described in PAS 197 “Competent person - someone who has the necessary and sufficient training, knowledge, experience, expertise, skills, and/or other qualities to complete their allotted task safely and effectively “

	Often within the context of wider library or records management operations.	conservation offers.
Opening	Regular onsite access	Regular onsite access and strong online research support
User offer	Primarily focused on specialist/internal researchers Public access may be by appointment or by limited opening hours	Strong focus on specialist/internal researchers. Institutional commitment to and expectation of regular public access. Broad user offer including developing audiences in addition to regular onsite access and developing online presence
Legislative requirements for public access	Freedom of Information Act, Freedom of Information Act (Scotland) Dependant on holdings but some collections may also be governed by Data Protection legislation, Manorial and/or Tithe Rules, Environmental Information Regulations Archives within University Libraries and other defined Public Sector Bodies are subject to the Re-use of Public Sector Information Regulations 2015	Freedom of Information Act, Freedom of Information Act (Scotland) Dependant on holdings but some collections may also be governed by Data Protection legislation, Manorial and/or Tithe Rules, Environmental Information Regulations Archives within University Libraries and other defined Public Sector Bodies are subject to the Re-use of Public Sector Information Regulations 2015
Example service type	Hospital Archives and records management service. University archive with access to relevant expertise.	University Special Collections and Archives, Large Museum Archives

Private and third sector archive services

	Type one	Type two	Type three
Place of Deposit status	Probably not appointed	Probably not appointed	May be appointed if applicable
Constitution	Various	Various	Various
Workforce	Typically volunteer or staff member without full training in Archives and Records Management disciplines, with appropriate professional advice from outside source	Paid professional archivist and/or records manager	Paid professional archivist(s), and relevant professional staff supporting learning/outreach/technology/collection care and conservation offers
Opening	Onsite access can be arranged or is regular but with limited opening hours	Regular onsite access	Regular onsite access and/or strong online presence
Size of Analogue Archive Holdings	Under 50 cu m. Please refer to the eligibility criteria to ensure your service is eligible.	Between 50 and 100 cu m	100 cu m or over
Size of Digital Archive Holdings	Less than 10 GB	Between 10 and 20 GB	Over 20 GB
User offer	Primarily focused on community/internal business users Public access may be by appointment or by limited opening hours or through mediated online	Significant focus on internal business users Public access may be by appointment or by limited opening hours, or through	Institutional commitment to promoting public access to collections Audience development and outreach to multiple

	access	mediated online access	user groups and/or developing online offer
Legislative requirements for public access*	Dependant on holdings but some collections may be governed by Data Protection legislation, Manorial and/or Tithe Rules	Dependant on holdings but some collections may be governed by Data Protection legislation, Manorial and/or Tithe Rules	Dependant on holdings but some collections may be governed by Data Protection legislation, Manorial and/or Tithe Rules
Example service type	Small business; Small Independent museum	Medium business; Specialist body	Large business; Charity; Learned society/ museum.

*Indicative only. Other legislation will affect access to specific classes of record.

Legal Indicators

National Archives and Records Bodies

Archive services run by bodies constituted by Act of Parliament. They will offer visitor facilities appropriate to a national organisation, holding and developing a collection of national and international significance and providing excellent engagement opportunities through learning, research and participation.

Places of deposit in England and Wales

Public records, as defined by the Public Records Act 1958 and subsequent amendments to the schedules of such records attached to it, are subject to statutory controls and are placed under supervision of the Keeper of Public Records (the Chief Executive of The National Archives), and the Secretary of State for Digital Culture Media and Sport. Many of these records are held in local places of deposit, which have to be approved by the Keeper. There are specific requirements for places of deposit, which however, are largely limited to providing for their management, safe keeping, and access, and do not constitute a standard. Organisations operating places of deposit are expected to care for public records in their custody and make them available in accordance with the Public Records Acts 1958 and 1967, the Data Protection Act 1998 and the Freedom of Information Act 2000.

Local authority Places of Deposit are in general expected to meet standards expected of local authority archives type 2; other Places of Deposit the scale on which their archive service falls as a whole. Information specifically for Places of Deposit regarding accreditation is at: <http://www.nationalarchives.gov.uk/archives-sector/approved-places-of-deposit.htm>

Further detailed guidance about the care and management of public records in places of deposit, and their loan, donation, destruction, transfer, or administrative retention can be found on The National Archives website which also lists all such approved places.