

Collecting Policy

West Sussex Record Office

Statement of Collecting Policy

1. The Basis for Activity

West Sussex Record Office, as part of West Sussex County Council, exercises the functions of the council in respect of any enactment or agreement relating to records of archives in its custody, and in particular.

- a) S.224 of the Local Government Act 1972, whereby the Record Office fulfils, on behalf of the Council, the authority's responsibility for making proper arrangements for documents belonging to it or in its custody.
- b) The Local Government (Records) Act 1962 whereby the County Council was constituted an archive authority with powers to make provision for the inspection and copying of documents, prepare finding aids, publish records, hold exhibitions, stage lectures, purchase and accept gifts and deposits of records including those of other local authorities, and do all such things as appear to be necessary or expedient for enabling adequate use to be made of records under its control.
- c) S.4(1) of the Public Record Acts 1958, whereby, as an appointed place of deposit, the West Sussex Record Office accepts the deposit of defined categories of public record of a local character on behalf of the Lord Chancellor.
- d) An instrument dated 7 February 1949, whereby the Bishop of Chichester established a diocesan record office at the West Sussex Record Office to serve as a place of deposit for registers and records of ecclesiastical parishes located within the administrative area of the County Council. Such records are currently held under the provisions of the Parochial Registers and Records Measure 1978.
- e) Instruments dated 3 March 1951 and 8 June 1951, whereby the Bishop of Chichester and the dean and Chapter of Chichester respectively appointed West Sussex Record Office to serve as a place of deposit for their episcopal and capitular records.
- f) The Manorial Documents Rules of 1959 and the Tithe (Copies of Apportionment) Rules of 1960, whereby as an approved place of deposit the West Sussex Record Office accepts custody of, respectively, manorial and tithe documents on behalf of the Master of the Rolls.

2. The Scope of the Collections

The County archivist may accept custody of:

Such records or archives as, through their content, record or illustrate the administration, life and development of the whole or any part of the county and area of West Sussex, or of its people, throughout its history.

Such records may be in written, graphic, or mechanically or electronically generated form, and may be in the shape of books, papers, parchments, maps, photographs, microforms, aural or visual recordings, or electronic storage systems, and may exceptionally include non-archival items otherwise appropriate to a museum or library if their inherent association with any archival grouping justifies it.

3. Geographical Coverage

Archival material collected in the West Sussex Record Office shall relate to the whole or to any part of the administrative county of West Sussex as constituted in or after 1974, except that coverage may additionally include:

- a) the archive of any body or institution which relates to the whole or to a major part of the County of Sussex, the appropriate location of the archives to be determined by agreement with the archive authority of East Sussex.
- b) The archive of any body, institution, business, estate or individual, the greater part of which relates to, or the originating source of which lies within, the administrative county of West Sussex as presently constituted, even though some parts of the archive relate to places or areas outside the administrative county.

County Archivist