

COLLECTING POLICY FOR THE KENT ARCHIVES SERVICE

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DEFINITIONS

- Records – original documents in any format, eg manuscripts, maps, volumes, files, illustrations, moving images, sound recordings**
- Modern records – records in current or semi-current use by their creating body**
- Local studies – printed or duplicated material which illustrates aspects of local history, eg books, pamphlets, illustrations, videos etc**
- Document – an original handwritten, typed, printed or electronically created record of an activity,**
- Collection – records accumulated by an individual, group or organisation**
- Material – records and local studies items**
- Repository – place where records are stored and made available for consultation**

1. SCOPE OF THE POLICY

This is the collecting policy for the following repositories:

CANTERBURY CATHEDRAL ARCHIVES

The Precincts
Canterbury
Kent
CT1 2EH

Administered under the terms of partnership agreements by Kent County Council, Canterbury Dean and Chapter and Canterbury City Council.

CENTRE FOR KENTISH STUDIES

Sessions House
County Hall
Maidstone
Kent
ME14 1XQ

Administered by Kent County Council.

MODERN RECORDS CENTRE

Commercial Services Building
Gibson Drive
Kings Hill, West Malling
Kent
ME19 4QG

Administered by Kent County Council

EAST KENT ARCHIVES CENTRE

Enterprise Zone
Honeywood Road
Whitfield
Dover
Kent
CT16 3EH

Administered by Kent County Council

RECORDS RELATING TO HISTORIC KENT NOT COVERED BY THIS COLLECTING POLICY

Records from within or largely relating to the Medway Council area as created in 1998, plus the parish records of Rochester Archdeaconry, will be the responsibility of the Medway Archives and Local Studies Centre (MALSC) and are not included in this policy.

Records from within or largely relating to the London Boroughs of Bexley, Bromley, Lewisham and Greenwich as created by the London Government Act of 1965 will be the responsibility of the relevant local bodies and are not included in this policy.

2. LEGAL STATUS OF COLLECTING BODIES

- 2.1 Under the Local Government (Records) Act 1962 and Local Government Acts (1972), Kent County Council and Canterbury City Council are responsible for making proper arrangements for the care of their own administrative records. They seek to achieve this through their public service points and the modern records centres at Canterbury and Maidstone.
- 2.2 Canterbury Cathedral Archives, the Centre for Kentish Studies and the East Kent Archives Centre* are all appointed by the Lord Chancellor as repositories for public records under the Public Records Act 1958.
- 2.3 Canterbury Cathedral Archives, the Centre for Kentish Studies and the East Kent Archives Centre* are recognised by the Master of the Rolls as repositories for manorial and tithe documents under the Law of Property Act 1922 and the Tithe Act 1936.
- 2.4 Under the terms of the Parochial Registers and Records Measure (1978) (1992 Amended) Canterbury Cathedral Archives is designated by the Archbishop of Canterbury as a diocesan record office for Canterbury diocese and as the repository for parish records in Canterbury archdeaconry. The office fulfils the provision for record keeping stipulated in Canterbury Cathedral's statutes.
- 2.5 Under the terms of the Parochial Registers and Records Measure (1978) (1992 Amended) the Centre for Kentish Studies is designated by the Bishop of Rochester as a diocesan record office for Rochester diocese, and as the repository for parish records in the archdeaconry of Tonbridge. It is designated by the Archbishop of Canterbury as a diocesan record office for Canterbury diocese and as the repository for parish records in Maidstone archdeaconry.
- 2.6 The Centre for Kentish Studies is designated as a public library under the Public Libraries Act 1964.
- 2.7 Kent County Council has adopted the Historical Manuscripts Commission Standard for Record Repositories Second Edition 1997 as the basis for formulating this collecting policy. [See KCC Education & Libraries Committee (Libraries and Community Services Board) 23 March 1998].

*Status to be confirmed

3 GEOGRAPHICAL SCOPE OF COLLECTING BODIES

- 3.1 Canterbury Cathedral Archives will acquire records from within or relating to the City of Canterbury and the Canterbury City Council area as after 1 April 1974. Church of England records will also be collected for the Diocese (except parish records for the Archdeaconry of Maidstone).
- 3.2 The East Kent Archives Centre will acquire records from within or relating to the District Council areas of Dover, Thanet and Shepway as after 1 April 1974, with the exception of records of the Church of England. Health Authority and National Coal areas can however, extend beyond these boundaries.
- 3.3 The Centre for Kentish Studies will acquire records from within or relating to the County of Kent as at 1 April 1998, except where it relates closely to existing collections or where it falls within the collecting policies of the offices at Canterbury and Dover.
- 3.4 In addition, the Centre for Kentish Studies will acquire printed and illustrative local studies items covering all aspects of the historic County of Kent, in accordance with the current Kent Libraries local studies collecting policy.
- 3.5 Through the Modern Records Centre, the Centre for Kentish Studies will acquire the records of Kent County Council from its inception in 1889 to the present time taking account of the boundary changes made by London Government Act 1965 and the creation of the Medway Council in 1998 (ie records relating to the geographical areas covered by boundary changes are deemed to be KCC records if they were created by the Council before the boundary change). It will also seek to acquire records belonging to the Council as a client of other agencies.
- 3.6 Subject to the overriding principle that the integrity of the collections should normally be preserved as far as possible and practicable, the repositories will not acquire records relating to places outside Kent unless they have a close connection with Kent or existing holdings.
- 3.7 Where there is overlap with other collecting bodies, such as museums, libraries or the HE sector, material will only be acquired in consultation with those bodies. Local agreements will be negotiated as appropriate. In case of dispute, the National Archives: Historical Manuscripts Commission will be asked to arbitrate.

4. CRITERIA FOR SELECTION

- 4.1 The repositories seek to acquire material that reflects all aspects of Kent's past and present, as described in the collecting guidelines in section 3.
- 4.2 All material will be considered, regardless of date.
- 4.3 Records are accepted in every format with the following exceptions:

- Machine-readable records should be in hard copy printouts or microfilm wherever possible, or accompanied by the appropriate operating software and licence
- Films will initially be referred to the South East Film and Video Archive for assessment, and where appropriate, video copies will be made for the collections
- 3-dimensional artefacts are not usually accepted.

4.4 Records may not be accepted if they fall into one or more of the following categories:

- Ephemera
- Material deemed to be of insufficient historical value
- Material which is already well-represented in the collections
- Material in need of extensive conservation treatment (unless covered by 5.7)
- Material of a highly specialist nature
- Duplicates of material already held
- Material which is still in semi-current use by the creating body

5 PROCESS OF ACQUISITION

- 5.1 Records and local studies items are acquired by gift, deposit and purchase.
- 5.2 Purchases of records will only be made if they are of outstanding importance.
- 5.3 Records will only be accepted if accompanied by a copy of the current contract for deposit or gift agreement, signed by the person depositing or giving the records.
- 5.4 The offices shall in accordance with the wishes and requirements of the depositors, evaluate and select for destruction or return those records deemed not worthy of permanent preservation.
- 5.5 Finding aids may be requested with deposits where bulk is likely to render the records otherwise inaccessible until processed.
- 5.6 In the case of large deposits, financial assistance with cataloguing may be sought from the depositor as current staff and financial resources cannot meet this type of demand.
- 5.7 In the case of collections containing material in need of extensive conservation treatment, financial assistance with repair may be sought from the depositor.
- 5.8 Records will not be accepted unless the depositor agrees to them being available for public access either immediately or at the expiry of a specified closure period.

- 5.9 Material purchased with the assistance of grant aid will be held subject to the terms and conditions of the bodies from whom such aid has been received.

6 INFORMATION ON COLLECTIONS

- 6.1 Notice of every new acquisition and any restriction on its use will be made public at the earliest opportunity.
- 6.2 Copies of finding aids will be systematically supplied to depositors and made available at the relevant office.
- 6.3 All Local Studies books, periodicals, journals, microfiche and videos [held at CKS and EKAC] will be added to the Kent Libraries Catalogue at the earliest opportunity to enable access to the holdings through libraries across the County and via the Internet.
- 6.4 Our policy is to make electronic copies of catalogues available on the Internet, via our own websites and national archival sites.

COLLECTING POLICY LOCATION GUIDE

INCLUSION IN THIS GUIDE DOES NOT SIGNIFY THAT THE MATERIAL HAS
ALREADY BEEN ACQUIRED

ARCHIVAL MATERIAL

DESIGNATED PUBLIC RECORDS

Quarter Sessions

Borough Quarter Sessions within Thanet, Dover and Shepway District Council areas	EKAC
Borough Quarter Sessions for Canterbury City Council area including Fordwich Borough	CCA
Kent County and local Quarter Sessions except above	CKS

Petty Sessions

Petty Sessions within Thanet, Dover and Shepway District Council areas	EKAC
Canterbury City Council area	CCA
Kent except above	CKS

County Court

Thanet, Dover and Shepway District Council areas

EKAC

Canterbury City Council area

CCA

Kent except above

CKS**Coroners**

Borough coroners within Thanet, Dover and Shepway District Council areas (up to 1974)

EKAC

Borough coroners operating in Canterbury City Council area including Fordwich Borough (up to 1974)

CCA

Kent except above

CKS**Department of Health, NHS authorities, Trusts, hospitals and Community Health Councils**

Former East Kent Health Authority, preceding authorities and successor bodies

EKAC

Kent except the above

CKS**Territorial and Auxiliary Armed Forces**

Kent

CKS**Ministry of Defence (Army)**

East and West Kent regiments

CKS**British Railways Boards**

East Kent (presented records)

EKAC**National Coal Board**

Kent

EKAC**Registrar-General of Shipping**

Shipping and fishing vessel crew lists: Deal, Dover, Folkestone and Ramsgate

EKAC**HM Customs & Excise Records**

Shipping registers for Faversham

CKS

Shipping registers: East Kent Ports

EKAC

Dover Harbour Board

EKAC

Customs and Excise records: East Kent Ports

EKAC

Kent except above

CKS**Board of Inland Revenue**

Kent except Chatham

CKS**School Building Grant Plans**

Thanet, Dover & Shepway District Council areas

EKAC

Kent except above

CKS

LOCAL GOVERNMENT RECORDS

Lieutenancy

Kent

CKS

Shrievalty

Kent

CKS

County Council

Kent County Council: all records except below

CKS

Individual County run school records: Thanet, Dover & Shepway

EKAC

District Council areas

Individual County run school records: Canterbury City Council area

CCA

Cinque Ports

Cinque Ports and Lord Wardens

EKAC

Highway Authorities

Thanet, Dover & Shepway District Council areas

EKAC

Kent except above and Rochester

CKS

Rural District Councils

Dover, Eastry, Elham, Thanet, Romney Marsh

EKAC

Bridge & Blean

CCA

Kent except above

CKS

Urban District Councils

Broadstairs and St Peter's, Sandgate, Cheriton, Walmer

EKAC

Herne Bay & Whitstable

CCA

Kent except above

CKS

Liberty, City and Borough

Romney Marsh, New Romney, Sandwich, Dover, Deal,

Ramsgate, Folkestone, Hythe, Margate, Lydd

EKAC

Fordwich & Canterbury County Borough

CCA

Kent except above

CKS

Poor Law Records

Elham, Romney Marsh, Dover, Eastry & Thanet Boards of Guardians

EKAC

Canterbury, Bridge and Blean Boards of Guardians

CCA

Kent except above

CKS

Land Drainage and Courts of Sewers

Romney Marsh area

EKAC

Kent except above

CKS

District Councils

Thanet, Dover, Shepway

EKAC

Canterbury City Council

CCA

Kent except above

CKS

Civil Parish and Town Councils

Thanet, Dover & Shepway areas	EKAC
Canterbury City Council area	CCA
Kent except above	CKS

ECCLESIASTICAL**Diocesan, Archdeaconry, Deanery and Peculiar (including probate)**

Canterbury	CCA
Rochester (except Shoreham deanery)	CKS

Parish

Canterbury archdeaconry EXCEPT BELOW where the records are retained by the parish	CCA
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Ash next Sandwich

Tonbridge & Maidstone archdeaconries EXCEPT BELOW where the records are retained by the parish	CKS
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Bethersden

Maidstone All Saints

Ashford St Mary

Wormshill

Lenham

Cathedral (including Church Commissioners)

Canterbury	CCA
[Rochester Cathedral	MALSC]

Nonconformist

Offices will collect in their general collecting policy areas.

OTHER RECORDS**Estate and family**

Thanet, Dover and Shepway District Council areas	EKAC
Canterbury City Council area	CCA
Kent except above	CKS

Business

Thanet, Dover and Shepway District Council areas	EKAC
Canterbury City Council area	CCA
Kent except above	CKS

Charities, Clubs, Societies and local organisations

Thanet, Dover and Shepway District Council areas	EKAC
Canterbury City Council area	CCA
Kent except above	CKS

LOCAL STUDIES MATERIALS

Forms of materials to be acquired for permanent preservation at the Centre for Kentish Studies:

Books	- on all aspects of the county ^{1,2}
Pamphlets	- on important aspects countywide ¹
Directories	- county: original and microfilm ² - town: original and microfilm - trade ^{1,2} - telephone - Crockford's Clerical Directory ¹
Yearbooks	- diocesan ¹ - trade ¹ - industrial - local government
Annual Reports	- KCC and departmental - Public Utilities: water, gas, electricity - Health Authority - Countywide societies
Local Government Publications	- KCC Summons and Agenda - KCC committee reports, minutes and papers - KCC departmental reports eg planning - District Council departmental reports eg leisure
Government Publications	- local Acts of Parliament - Parliamentary committee reports - Government department's publications
Publications of National and Regional Bodies	- eg British Rail, Eurotunnel, Serplan
Society Publications	- Archaeologia Cantiana ^{1,2} - Monograph and Record Series of Kent Archaeological Society ^{1,2}

	<ul style="list-style-type: none"> - Transactions of Local History Societies - National organisations and societies (local branches)
Newspapers	<ul style="list-style-type: none"> - Representative paper for East and West Kent
Periodicals	<ul style="list-style-type: none"> - on Kent and Kentish topics¹ - on local history - national and social history such as the Illustrated London News, Gentleman's Magazine, Annual Review
Printed Maps and Plans	<ul style="list-style-type: none"> - Ordnance Survey including all editions of 1" and 1:50,000; 2 1/2" and 1:25,000; 6" and 1:10,000; 1:2,500; 1:500; 1:10,000 - Archaeology division - Insurance plans - Goad Shopping Centre Plans - Early printed maps (small scale),¹ county and town - Specialist maps including geological; agricultural land classification; land utilisation; footpaths; wildlife habitat survey; aerial surveys.
Illustrations	<ul style="list-style-type: none"> - prints ie engravings and similar¹ - photographs, historical and modern - aerial photographs - published postcards - transparencies - lantern slides, glass negatives - pencil or pen and ink drawings* - watercolours*
Oral Recordings	<ul style="list-style-type: none"> - tapes and disks¹ - Transcripts
Cine and Video Films	<ul style="list-style-type: none"> - including the copies of the SEFVA collection

Electoral Registers and Poll Books

- Parliamentary elections for county candidates
- Modern Electoral Registers (current and back issues)¹

Sales Catalogues

- printed catalogues and brochures to sales of houses and estates

Archival Material on Microfilm/fiche

- census enumerators' returns^{1, 2}
- International Genealogical Index (Kent, Surrey, Sussex, Essex)
- archives held in national repositories eg non-conformist registers²
- Microfiche produced by Kent societies²
- House of Commons Parliamentary Papers

Ephemeral Material

- timetables of local transport services

Information Culled from General Books

- eg articles from DNB, Burke's Peerage

Books Written by Local Authors

- selectively as defined by "Local Studies Collecting Policy for Local Authors"¹

Key

¹ Also available at Canterbury Cathedral Library/Archives

² Also available at the East Kent Archives Centre

* The majority of such items are held by the Arts & Museums Unit of KCC.
