

## **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.

### **Appointment of Place of Deposit Status and ongoing monitoring**

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

To provide ongoing assurance that the records are secure and that suitable arrangements are in place for their preservation and access Places of Deposit are expected to participate in the Archive Service Accreditation Scheme once an initial appointment of Place of Deposit Status has been made.

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 and Scalability**

Accreditation is scalable and proportionate 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.

### **Exemption from Archive Service Accreditation and Place of Deposit**

In very exceptional circumstances a Place of Deposit may be exempt from participating in the Accreditation Scheme, for example where the archive service has not accrued any public records for very many years and the size of public records is very small.

### **Inspection of a Place of Deposit**

Inspection of Places of Deposit 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.