

### **Scope of the policy**

This document explains the statutory position and the geographical coverage of the Highland Archive Service and sets out acquisition priorities across all four Archive Centres, as well as the terms of acquisition which will be applied across all collections.

### **Statutory and Legal Status**

The Highland Archive Service operates under:

- Local Government (Scotland) Act 1994
- The Public Records (Scotland) Act 2011(s.1)
- Data Protection Act 2018
- The Freedom of Information (Scotland) Act 2002
- Environmental Information Regulations 2005

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### **Geographical coverage**

The Highland Archive Service collects records relating to the area covered by The Highland Council. The Service operates four Archive Centres across the Highlands to encourage the deposit of records and to make local access easier:

- **Highland Archive and Registration Centre**, Bught Road, Inverness IV3 5SS: collects records relating to the former counties of Inverness-shire, Ross and Cromarty, Sutherland, Nairnshire, and part of Elginshire (Moray), and the former burghs of Inverness, Kingussie, Fortrose, Cromarty, Tain, Dingwall, Invergordon, Dornoch, Nairn and Grantown.
- **Nucleus: The Nuclear and Caithness Archive**, Airport Industrial Estate, Wick Airport, Wick, Caithness, KW1 4QS: collects records relating to the former county of Caithness and the former burghs of Wick and Thurso.<sup>1</sup>
- **Skye and Lochalsh Archive Centre**, Elgin Hostel, Dunvegan Road, Portree IV51 9EE: collects records relating to Skye and Lochalsh, including the parishes of Brackadale, Duirinish, Kilmuir, Portree, Sleat, Snizort, Strath, Glenshiel, Kintail and Lochalsh.
- **Lochaber Archive Centre**, Alexander Ross House, Achintore Road, Fort William PH33 6RQ: collects records relating to Lochaber, the parishes of Kilmallie, Kilmonivaig, the Small Isles, the Argyllshire parishes of Ardnamurchan, Morven and Sunart and the burgh of Fort William.

The Highland Archive Service will not split collections which overlap catchment areas. The main geographical source of origin will determine which Centre is chosen as the place of deposit.

The Highland Archive Service will not collect records which relate to areas which lie outside the agreed Highland boundaries as described above. Such records will instead be referred to the appropriate record office. However, in certain circumstances, if such records form an integral part of

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<sup>1</sup> Records relating to the history of nuclear energy science and technology development at all civil UK nuclear sites are governed by the NDA Acquisitions Policy, which provides for the preservation of nuclear archival heritage across the UK.

a collection which has a Highland connection, they will be kept together, and catalogue information provided to the appropriate record office.

### **Acquisition priorities**

Our acquisition priorities are to:

- collect records which represent the interests and opinions of our community
- acquire records which are deemed to be of archival value from private individuals, families, businesses, institutions and other organisations in order to increase the range and depth of the collections held by the Highland Archive Service
- seek the transfer of records relating to the Highlands held by the National Records of Scotland to the appropriate Archive Centre under Charge and Superintendence
- ensure the transfer of non-current records considered suitable for permanent preservation still held within the Council and High Life Highland, to the appropriate Archive Centre

### **Acquisition terms**

Before acquiring records, Highland Archives requires that:

- all records be non-current and no longer required for business purposes
- the material has a connection to the Highlands
- the depositor has authority to transfer title of the material and signs a deposit agreement
- the material is unique or deemed to be of archival value
- the records be free of legal or excessive access restrictions

Highland Archive Service as a matter of course does not collect artefacts, three dimensional objects, works of art, published works or newspapers. Only where these items are integral to the archive collection will we seek to keep the collection together. Artefacts will usually be directed to the appropriate museum or gallery and published material to the appropriate library.

When advising potential depositors, the Highland Archive Service will draw attention to the existence of other repositories with similar or overlapping interest, to ensure that material is offered to the most appropriate institution.

### **Policy Review Schedule**

This policy will be reviewed at least once every 3 years, or earlier if a response is needed to any changes in legislation. The Keeper of the Records of Scotland will be notified of any changes to the policy, and the implication of any such changes for the future of existing collections.

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