



Education & Cultural Services

Policy: Archives and Records Management

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Service: Library Service

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1. Background

- 1.1 West Lothian Archives and Records Management Service (ARMS) is responsible for the management and preservation of the records of West Lothian Council and its predecessors including West Lothian District Council and Livingston Development Corporation.
- 1.2 To encourage and provide advice on good and efficient record keeping involving all formats of records, including electronic records.
- 1.3 To prepare retention schedules outlining how long particular records need to be retained in accordance with legislation and professional best practice guidelines.
- 1.3 To accept deposits of historical records which relate to West Lothian individuals or organisations or otherwise contribute to the history and culture of West Lothian.

2. Service Provision

- 2.1 ARMS provides centralised storage for records created by West Lothian Council that are no longer required for day to day business but need to be retained for legal and administrative reasons, as well as those of permanent value. A charge is made for storage but all other services are free.
- 2.2 ARMS will catalogue these records and return the list to the service units.

- 2.3 ARMS will provide an enquiry service and return records to a service unit on request.
- 2.4 ARMS will destroy records that no longer need to be kept on the service units' behalf.
- 2.5 ARMS will provide advice on retention periods and compliance with new legislation such as Data Protection Act and Freedom of Information.
- 2.6 In addition to providing records management services, ARMS holds permanent archives created by the Council and previous authorities and on deposit from the public. All records created by West Lothian Council service units are the property of the Council and cannot be deposited with another repository or individuals outwith the Council.

3. Service Delivery

ARMS will:

- 3.1 Provide an enquiry service for service units who deposit records. If a record is urgently requested it may be possible to deliver it directly to the service unit, but only when staffing allows. The length of time it takes to receive a record will also depend on the frequency and timing of the internal van service.
- 3.2 Carry out uplifts of records as soon as is feasible after a request. However, ARMS can only accept records when there is enough space in the record centre and it may be necessary for the service unit to wait until records have been destroyed to clear space.
- 3.3 Destroy records timeously, however the service unit must also give permission to destroy promptly. Records will not be destroyed without first obtaining permission from that service unit.
- 3.4 Provide public access to archives by appointment.

4. Promotional Activities

- 4.1 Scottish Archive Network – ARMS is a participating repository with SCAN, a lottery funded project to digitise Scottish wills from 1500-1875, have a catalogue of all Scottish archives collections and a knowledge base of information about Scottish history. The website can be viewed at www.scan.org.uk.
- 4.2 Service Unit Inspections – the Archivist/Records Manager will visit service units with West Lothian Council to provide advice on record keeping and to prepare retention schedules, and to identify permanent archives that are still held by service units.
- 4.3 ARMS Handbook – the handbook provides more detailed guidance and information on how the service works. For more information please contact the service.

- 4.4 Talks and Advice - the Archivist/Records Manager is available to give talks on archives and modern records management and give advice on the storage and preservation of archives.

5. Quality Assurance

ARMS will ensure the quality of the service by:-

- making certain that retention schedules are compliant with current legislation and professional best practice guidelines
- Storing archives in accordance with professional guidelines for preservation

6. Customer Care

ARMS is committed to providing a programme of customer care which is responsive to the needs and wants of customers.

ARMS will

- provide service units with advice on records creation and retention
- respond to requests for files promptly
- destroy records once permission has been granted

Services to the public include:

- Access to archives by appointment
- Advice on how to carry out research and locate archive records held in other repositories

Customers with Special Requirements

Information is available in Braille, on tape, in large print and community languages.

Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.

الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 0131 242 8181

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ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਡ੍ਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸਿੱਖਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

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Informacje te mogą być przekazane na język Braille'a, dostępne na taśmie magnetofonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.
Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 0131 242 8181.

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