

# Falkirk Museums and Archives: Collections Development Policy

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July 2012

**Name of Museum:** Falkirk Community Trust Museums & Archives

**Name of Governing Body:** Falkirk Community Trust

**Name of Collections Governing Body:** Falkirk Council

**Date on which this policy was approved by Falkirk Council:**

**Date at which this policy is due for review:** July 2017

## **Introduction**

A formally approved Collections Development Policy is a requirement of the Accreditation Scheme for Museums in the United Kingdom. It is a statement of intent, reflects the purpose of the service and provides the basis for the development of the collections. Its revision over time is a reflection that the service is evolving and adapting to changing circumstances.

This policy regulates the acquisition and disposal of items by Falkirk Community Trust Museums and Archives services (hereafter referred to as the Museums& Archives) in respect of those collections Falkirk Community Trust manages on behalf of Falkirk Council. It supersedes Falkirk Council Museums Acquisition and Disposal Policy 2006-11. Falkirk Community Trust was established on 1<sup>st</sup> July 2011 and a Collections Agreement defining the ownership and management of the Council's collections was reached as part of the Transfer Agreement. Under this Agreement, Falkirk Community Trust seeks approval for collections development policies from Falkirk Council, the owner of the collections covered by the present policy.

This policy is subject to review and renewal 5 years after receiving formal approval. Any changes of substance in the interim will be subject to the approval of Falkirk Council, and will be notified to the Scottish administrator of the Accreditation Scheme (presently Museums Galleries Scotland) and the Keeper of the Records of Scotland.

## 1. Statement of Purpose

The purpose of Falkirk Community Trust Museums & Archives (hereinafter referred to as Museums & Archives) is to engage the public with heritage, by encouraging and enabling learning and by collecting, recording, preserving, interpreting and making accessible the material culture and archival record of the Falkirk Council area.

## 2. An Overview of Current Collections

### Context

At the core of the previous Acquisition and Disposal Policy which was approved in 2006 was the need to ensure that collecting practice recognised limitations on the growth of collections. It was accepted that existing collections (the result of rapid acquisition in the 1970s and 1980s) need to be managed more effectively and that there are practical and financial implications in acquiring new items. Since 2006, the requirement has been that new object acquisitions should shed new light on local cultural identity and this has resulted in a significant reduction in new acquisitions. It has been recognised that curatorially-motivated disposal is a positive and active process of managing collections sustainably and increasing the benefit to the public. This approach to collecting has taken into account the physical and resource limitations and challenges which face the Museums & Archives.

Since 2006 there have been two significant developments which have impacted on the archives collections. First, the development of Falkirk Council's Records Management service has made significant improvements to the quality and flow of Council records to the archives and has assisted with improvements in preservation. Second, the Museums & Archives has begun to accept digital records for long-term preservation which presents challenges in digital storage and access without significantly reducing the storage requirements for paper records.

There are currently over 35, 800 museum items in the Museums & Archives collections management database. Due to the way the collection was catalogued in the past many entries contain a number of objects under one cataloguing entry. This is especially true of archaeological items where large number of items come under one number.

The collection can be broadly broken down into:

<b>Subject</b>	<b>Entries</b>	<b>Notes</b>
Archaeology	<135,000	Roman archaeology the largest section at 10,433 entries. Our Roman collection is considered the third best in the country.
Industrial related objects	<6300	Iron founding being the largest sub section with 3453 entries which contain over 5010 items. One of the main parts of this collections is the items from the Carron Company which are complimented by an extensive collection of archive and images.
Trades	<4300	
Natural history	<3700	
Costume	<1300	

Religion	Approx 1300	This includes a large and significant collection of Communion Tokens which is among the best in the country.
Art	235	
Ceramics	<370	This includes an important collection of Art majolica
Others	<4100	These include social history, recreation, domestic items, transport and law enforcement related items

As can be seen by the analysis of the iron founding items the number of actual objects has the potential to be nearly 150% greater than the number of entries putting the number of objects in the region of 53,250 individual objects.

As at April 2012, the Museums & Archives held 1490 linear metres and 29.5GB of archival records which encompass records of local authorities, local businesses and industries, local organisations, private individuals and families and also records which accompany accessioned objects. There is an extensive photographic archive of over 44,000 items, relating to most aspects of life within the area.

### 3. Themes and Priorities for Future Collecting

The collecting area for the Museums & Archives will be the area administered by Falkirk Council at 1st April 1996, hereafter referred to as the Falkirk area.

Museums & Archives will collect material which reflects life and culture in the Falkirk area, as defined above. The services will acquire items that are significant for the following purposes:

- To document the Falkirk area
- To enable local people to understand issues of identity
- To provide inspiration for learning and creativity
- To provide information about local life and culture
- To encourage debate about the past, understanding of the present and recognise the needs of the future
- To develop a global perspective using the Falkirk area's collections and culture

Museums & Archives will continue to collect items which strengthen the main themes in the collections, which are the Carron Company and the local Ironfounding industry, Roman archaeology, Ceramics, Art and Social History; and the Archives. Future priorities will include collecting contemporary items. The Museums & Archives will seek to re-dress the identified weaknesses of the social history collection and photography from the 1930s onwards; and to continue to collect objects relating to the industrial past and its present, targeting modern industries in the area to enable the development of a holistic picture of the areas industries through its material culture. There will also be a greater emphasis on collecting "born-digital" records alongside paper records, following the best practice principle of acquiring original records in their original media and context.

The following standard criteria will inform decisions on whether to add material to the collections:

- Relevance, importance and long-term value of the item in the context of existing collections

- Potential use
- Condition
- The cost of acquisition, including purchase price, VAT, transport costs, immediate conservation costs, documentation and research costs
- The ability to provide long-term care and access and the cost of providing such care and access
- Existing resources and its long term sustainability
- The options for preservation in situ
- The interests of other accredited museums, archives and public institutions
- The quality of supporting documentation particularly contextual information
- The object's provenance, especially confirmation of legal title of the present holder and the right of the holder to transfer title to Falkirk Council.
- Archival appraisal processes in accordance with the Archives Selection and Appraisal Statement

#### **4. Themes and Priorities for Rationalisation and Disposal**

Museums meet their responsibility to future generations by ensuring that collections are well-managed and sustainable. There is a strong presumption in favour of retention of items within the public domain. Sometimes disposal can improve access to, or the use, care or context of items or collections. Responsible, curatorially-motivated disposal takes place as part of the museum's long-term collections policy, in order to increase public benefit derived from the collection.

##### Acceptable Reasons for Disposal

- Removal from the collections of any item which is too badly damaged or deteriorated to be of any further use for the purposes of the Museums & Archives
- Removal of duplicate or unprovenanced material of low intrinsic relevance to the collecting policy
- Transferral to a body better able to provide access to, use and care of an item
- Removal of any item which, on the basis of professional advice, is an immediate and substantial health and safety risk to staff and/or public
- Re-assessment of archives collections in the light of best practice or changes in legislation or policy

#### **5. Limitations on Collecting**

Museums & Archives recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. Accordingly, it will abide by the ICOM Code of Ethics and the UK Museum's Association's Code of Ethics, which has been formally ratified by Falkirk Council. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

Material from outwith the Museums & Archives' collecting area will not be collected on behalf of other museums.

## **6. Collecting Policies of Other Museums**

Museums & Archives will take account of the collecting policies of other museums, archives and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museums and archives:

Clackmannanshire Archives  
Clackmannanshire Museums  
National Mining Museum of Scotland  
National Museums of Scotland  
National Records of Scotland  
North Lanarkshire Council Archives  
Scottish Railway Preservation Society  
Stirling Council Archives  
Stirling Smith Museum & Art Gallery  
The Hunterian Museum & Art Gallery, Glasgow  
The Museum of Scottish Industrial Life  
University of Stirling  
West Lothian Council Archives  
West Lothian Museums

## **7. Policy Review Procedure**

The acquisition and disposal policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.

Museums Galleries Scotland and the Keeper of the Records of Scotland will be notified of any changes to the acquisition and disposal policy, and the implications of any such changes for the future of existing collections.

## **8. Acquisitions not Covered by the Policy**

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by Falkirk Council, having regard to the interests of other museums.

## **9. Acquisition Procedures**

Under the Collections Agreement Falkirk Community Trust has delegated authority to acquire items for the collections of Falkirk Council. The Team Leader Heritage, as Falkirk Community Trust's senior museum professional, will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the Museums & Archives, for soliciting gifts of material for the collections within the terms of this policy, and for making recommendations and taking action on the purchase of material in accordance with this Policy. Actual collecting activity will be undertaken by curatorial and archival staff, but in view of the restrictions imposed by this policy, all collecting decisions, unless covered by conditions specific to collection types (see appendix 1), will be referred to the Team Leader Heritage.

Items offered to the Museums & Archives as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the Team Leader Heritage considers that the item(s) in question are of over-riding importance, the acquisition of a specific item to which conditions are attached may be approved. In respect of restrictive covenants or conditions intended only to assure the permanent protection of the item concerned in the Museums & Archives' collections, the Team Leader Heritage may reasonably recommend the acceptance of the gift or bequest in question. For example, archival deposits may be closed, or access may be restricted, for up to 100 years to protect individuals in accordance with accepted archival practices and the requirements of the Data Protection Act (1998).

Under the terms of the Collections Agreement, where the acquisition of any item has significant financial implications, implications over and above existing storage or display conditions, or additional reputational implications for Falkirk Council, the matter will be referred via the Board of Falkirk Community Trust to the appropriate Falkirk Council committee for decision.

Under the terms of the Collections Agreement, elected members, Council officers, and FCT trustees will not put pressure on qualified staff to acquire items for the collections.

- a. The Museums & Archives will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the Team Leader Heritage is satisfied that the museum can acquire a valid title to the item in question. In the case of archives where title cannot be acquired for legal or other reasons, every effort will be made to establish who holds title to the archives and that the depositor is authorised to make such deposits.

No item will be received on "permanent loan", a term which has no legal status (although defined long-term loans are acceptable). Archives may be accepted on 'deposit' when they are permanently lodged with the Archives but remain the property of the owners for legal reasons and in accordance with standard archival practice.

- b. In particular, the Museums & Archives will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- c. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, the Museums & Archives will reject any items that have been illicitly traded. Falkirk Council will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport (CMS) in 2005.

- d. So far as biological and geological material is concerned, the Museums & Archives will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e. In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities. Scottish archaeological material cannot therefore be legally acquired by means other than by allocation to the Museums & Archives by the Crown. Where the Crown chooses to forego its title to a portable antiquity, the Team Leader Heritage, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

No excavated or archaeological material will be purchased unless the Team Leader Heritage can be reasonably certain that the circumstances of excavation or recovery did not involve recent unauthorised destruction of, or damage to, ancient monuments, known archaeological sites or places of special scientific or historic interest, or failure to disclose finds to the owner or occupier of the land where found, or to any proper authority.

- f. Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the Museums & Archives is:
- acting as an externally approved repository of last resort for material of local (UK) origin
  - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
  - acting with the permission of authorities with the requisite jurisdiction in the country of origin
  - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970
- In these cases the Museums & Archives will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.
- g. The Museums & Archives does not hold or intend to acquire any human remains.

## 10. Spoliation

Museums & Archives will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission. Accordingly, where the provenance of items in the collection is in doubt, or the Museums & Archives receives claims to title, the matter will be considered seriously and dealt with expeditiously.

## **11. The Repatriation and Restitution of Objects and Human Remains**

Falkirk Council, acting on the advice of the museum's professional staff, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The Museums & Archives will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.

## **12. Management of Archives**

As the Museums & Archives holds archives, including photographs and printed ephemera, Falkirk Community Trust will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002). Additional standards and guidelines are listed in Appendix 1: Archives.

## **13. Disposal Procedures**

### **Disposal preliminaries**

- a. Falkirk Community Trust will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, the Museums & Archives has a long-term purpose and holds collections in trust for society in relation to its stated objectives. Falkirk Council as the owner of the collections therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- c. The Museums & Archives will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account. Items given or bequeathed will not normally be disposed of without prior consultation with the original donors or their families within the first generation, and wherever possible their approval should be obtained to the course of action proposed. This is, however, a matter of courtesy rather than a legal requirement. The Team Leader Heritage shall be entitled to waive this requirement where all reasonable efforts to trace a donor have failed, and additionally where no details of the donor exist.

Disposal of archives including photographs and printed ephemera will be guided by the standards outlined in The National Archives Standard for Record Repositories (1st edition, 2004). The Archivist shall have delegated authority to weed records during processing and to return or destroy items identified as not appropriate for permanent preservation.

The Museums & Archives will return deposited archival collections to the owner or their legal representative on request, subject to a minimum notice of three months and, where appropriate, the re-imburement of any expenditure on the collections by the Museums & Archives. Falkirk Council will be notified of this through the Falkirk Community Trust Board prior to any return of deposited collections.

- d. When disposal of a museum object is being considered, the Museums & Archives will establish if it was acquired with the aid of an external funding organisation. In such cases, the body concerned or its successors will be notified of the Museums & Archives' intentions and any relevant conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

### **Motivation for disposal and method of disposal**

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.
- f. The Museums & Archives will not undertake disposal motivated principally by financial reasons

### **The disposal decision-making process**

- g. The decision to dispose of material from the collections will be taken by Falkirk Council only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the Museums & Archives' collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought. With the agreement of the owner, the Museums & Archives may transfer to the custody of another archival repository any archival records which for reasons of archival integrity would be more appropriately placed elsewhere. Falkirk Council will be notified of this through Falkirk Community Trust Board prior to any transfer.

### **Responsibility for disposal decision-making**

- h. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of Falkirk Council, acting through the appropriate committee or process, and on the advice of the Team Leader Heritage, and not of any member of Falkirk Community Trust or Falkirk Council staff, Falkirk Community Trust Board or elected member acting alone.

The Team Leader Heritage has the authority under the Collections Agreement to dispose of an item without recourse to the above process if, on the basis of professional advice, the item is an immediate and substantial health and safety risk to staff and/or public.

### **Use of proceeds of sale**

- i. Any monies received by Falkirk Council from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or

destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from Museums Galleries Scotland

- j. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

### **Disposal by gift or sale**

- k. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- l. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.
- m. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

### **Disposal by exchange**

- n. The Museums & Archives will not dispose of items by exchange.

### **Documenting disposal**

- o. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum Procedure on deaccession and disposal.

## **Appendix One**

### **ARCHIVES**

#### **Introduction**

Falkirk Community Trust Museums & Archives provides the archival service for Falkirk Council and for the area served by Falkirk Council, as Falkirk Archives.

Falkirk Archives is responsible for identifying information of long term value that people need; looking after this information in optimum conditions and maintaining its integrity, reliability and authenticity; and endeavours to make it as easy as possible for people to find this information and use it when they need to.

Falkirk Council's Records Management Policy, approved by the Keeper of the Records of Scotland under the Local Government (Scotland) etc. Act 1994 recognises that the Archivist provides professional advice to Falkirk Council on archives and records management.

#### **Definitions**

Archival records are records of any age and any format including electronic records, manuscripts sound recordings, maps, plans, photographs, moving images and printed records which are identified by the archivist, acting reasonably, as having long-term historical, evidential or legal significance.

Deposit is the long-term loan of archival items where for legal or other reasons the items cannot be gifted outright to the archives.

#### **Standards**

Falkirk Archives bases its standards on:

The National Archives Standard for Record Repositories. First edition, 2004

The Standing Conference on Archives and Museums: The Code of Practice on archives for Museums and Galleries in the United Kingdom

British Standards Institute: PD5454:2012 Guide for the storage and exhibition of archival materials

The Society of Archivists: Best Practice Guidelines Series

#### **Methods of Collecting**

Falkirk Archives will acquire archival records by deposit, donation, or purchase.

#### **Principles of Collecting**

Archival records are acquired and selected for their evidential and historical value, to document the lives and activities of the people of the area and the changing face of the area. Respect for archival integrity, context and provenance are the guiding principles of collecting. Geographical relevance and subject relevance are subordinate factors to these guiding principles.

Falkirk Archives co-operates with the National Records of Scotland and with other local authority Archives in determining the most appropriate repository for any items or collections which may be offered to Falkirk Archives.

Falkirk Archives works with Falkirk Council's Records Management team to identify the archival records of Falkirk Council and its predecessors under the Council's Records Management Policy and in accordance with the Council's Retention Schedules.

### **Agreements with Other Archives and Related Institutions**

As the boundaries of former local authorities are different from current local authorities, it has been agreed with Stirling Council Archives that the archival records of Stirling County Council and Central Regional Council are to be deposited with Stirling Council Archives except where agreements have been made with Stirling Council Archives for particular series of records. Similarly it has been agreed with West Lothian Council Archives that the records of Bo'ness Burgh will be held by Falkirk Archives and the records of West Lothian County will be held by West Lothian Council.

Records of Church of Scotland congregations within the bounds of the Presbytery of Falkirk are held under a tripartite charge and superintendence agreement with the Church of Scotland, the National Archives of Scotland and Falkirk Council. Other public records, such as records of nationalised industries and central government departments, may be held by Falkirk Archives under Charge and Superintendence Agreements with the National Archives of Scotland.

By agreement with Falkirk Community Trust Libraries, Falkirk Archives acquires published works which support the collections and in particular local history books and relevant Ordnance Survey maps. Falkirk Archives does not collect the published works of local authors.

### **Main Collecting Areas**

Archival and printed records of Falkirk Council, Falkirk District Council, Bo'ness Burgh, Falkirk Burgh, Grangemouth Burgh, Denny & Dunipace Burgh, Central No 2 and Eastern No's 1,2 & 3 districts of Stirling County, schools in the Falkirk district, local parish councils and parochial boards and other relevant local authorities in agreement with Stirling Council Archives.

Archival and printed records and ephemera of local organisations, including trade unions, friendly societies, professional organisations, clubs and societies

Archival and printed records of local businesses and industries, including samples of products of local printers

Archival records and memorabilia of private individuals and families which illustrate life, work and leisure in the local area and which can be used for exhibitions or research purposes

Archival records which accompany objects accessioned into the collections and which document or explain the use, ownership or history of those objects

Maps of the local area; in particular maps which have been annotated for use in planning, estate management, legal cases or other activities

Printed ephemera relating to local events and activities

Oral history relating to exhibitions or local history or contemporary collecting projects

Photographs relevant to the local area including

- buildings, street, site or places within the Falkirk district
- activities and their results within the Falkirk district, such as examples of forms of transport, industrial processes, craft work
- events, including gala days, charity events, openings of buildings, disasters and newsworthy events
- people at work or participating in leisure activities
- individuals who have made a significant contribution to the history of the Falkirk district
- the work of local photographers
- objects held in the collections
- objects held by others which are relevant to the Falkirk district (i.e.: were made in the area or have some significant local connection).

### **Disposal of Archives**

There is a strong presumption against the disposal, by any means, of records accepted into the record repository unless it is found that they belong more properly with records in another repository, in which case they may be transferred there with the consent of the owner and the knowledge of both governing bodies, subject to any relevant statutory provisions being observed

Falkirk Archives may therefore transfer to the custody of another archival repository any archival records which for reasons of archival integrity would be more appropriately placed elsewhere. Falkirk Council will be notified of this through Falkirk Community Trust Board prior to any transfer.

Falkirk Archives will return deposited collections to the owner or their legal representative on request, subject to a minimum notice of three months and the reimbursement of any expenditure on the collections by Falkirk Archives, as per the standard conditions of deposit and relevant additional specific deposit agreements. Falkirk Council will be notified of this through Falkirk Community Trust Board prior to any return of deposited collections.

The Archivist shall have delegated authority to weed records during processing and to return or destroy items identified as not appropriate for permanent preservation. This will be made clear to the owner at the time of deposit or donation and Falkirk Archives will make arrangements with the owner for the return or disposal of weeded material.

Falkirk Archives may identify accessioned records which by reasons of changes in legislation, policy or other curatorially-motivated reasons, are deemed to be no longer worthy of permanent preservation. In such cases the standard procedures in the Collections Development Policy will be followed.