

**WORCESTERSHIRE RECORD OFFICE****POLICY STATEMENT ON ACCESS TO ARCHIVE SERVICES**

The Public Services Quality Group has produced a 'Standard for Access to Archives'. This document has been adopted by the National Council for Archives and may ultimately be converted into a formal British Standard.

The Standard comprises a number of elements, each defined initially as an outcome for users. These elements have been summarised to form a charter for access for the WRO (appended).

The Standard does not seek to create new rights of access; instead it emphasises the conditions necessary to ensure rights of access are meaningful in the practical circumstances of the Office. Adoption of the standard or any part of it is voluntary, but it forms a set of performance criteria in this area of its work.

**POLICY STATEMENT:** The Worcestershire Record Office accepts the general principles set out in the PSQG's Standard for Access to Archives as the main guidelines for the policy of the Worcestershire Record Office on access to services and will seek to implement the requirements of the Standard.