

WORCESTERSHIRE RECORD OFFICE

POLICY STATEMENT ON ACCESS TO RECORDS

The prime purpose of collecting and maintaining records is to act as the corporate memory of the authority as well as to provide historical information for the public. The Record Office's Regulations provide rules for confidentiality [inter-departmental as well as in relation to the public]. In 1986 the County Council established a general 30-year rule which accords with most practices elsewhere.

There are many statutory and other exceptions to the rule however. Therefore, for the sake of clarity and consistency, it is suggested that the principles and closure periods set out by the Association of County Archivists in Document Closure Periods: Guide and Recommendations 1988 be adopted as the main guideline for the Worcestershire Record Office.

POLICY STATEMENT: the Association of County Archivist's policy paper shall be the main guideline for the Worcestershire Record Office.