



WORCESTERSHIRE RECORD OFFICE

POLICY STATEMENT ON THE INSURANCE OF RECORDS

Both statutorily and privately deposited records are unique; replacement is impossible. Any monetary value placed on their intrinsic and evidential value can only be notional.

The Record Office therefore seeks to ensure the physical safety of the records in its keeping by the maintenance of the highest possible standards of care by means of:

- a) the provision of long-term secure accommodation for records, adhering as closely as possible to BS5454:2000 Recommendations for the storage and exhibition of archival documents
- b) the establishment of security procedures (including marking of documents) relating to the use of records in searchrooms, exhibitions or for any other purposes; and
- c) security microfilming to ensure that the information contained in records can be protected.

The County Council has recognised and supported this policy by allocating funds for the provision of new, and the upgrading of existing, strongrooms, and the provision of appropriate security systems; and also by funding a continuing programme of security microfilming.

Depositors may make their own arrangements for insurance of their records, but the Record Office will not be liable for any costs so incurred.

POLICY STATEMENT: Records deposited in the Worcestershire Record Office will not normally be insured.

The Record Office may, however, insure against the costs, in the case of loss or damage, of duplicating, in whatever form appropriate, material from its security microfilms; of purchasing duplicates of copies held elsewhere of material in its collections; or of any emergency storage or conservation costs.