



ARCHIVE POLICY - Towcester Choral Society (TCS)

1. Purpose

- To record the history of the Society.
- To act as a source of information on any aspect of the activities or management of the society.
- To provide information on works performed and other factual data.
- To enable research into the history or activities of the Society.

2. Content

The archive may include material in printed, photographic, digital or other appropriate format.

3. Access

- The archive will be stored at The Sawpits Centre and available, by arrangement, to members of the Society.
- Requests for access from other persons, e.g. historians, journalists or others, will be allowed at the discretion of the Committee.
- Physical access to the archive will only be by arrangement with the Committee.

4. Management

- The archive will be managed by the Committee of TCS.
- An individual Committee member may be delegated for up to a term of three years to maintain the Archive.
- The Committee or, if appropriate, the delegated member, will collect and record information about the activities of TCS for that year.

5. Acquisition

- Archive material will be acquired at source wherever possible.
- Where a press review or other record originates outside the Society, photocopies or other reproductions will be acceptable.

6. Retention

- In most instances only single copies will be retained.

- In rare circumstances there may be exceptions where multiple copies might be useful. Retention of more than one copy is at the discretion of the Committee and/or the delegated member of the Committee.

7. Donations.

- These will be accepted at the discretion of the Committee or delegated member.
- Once donated, an item will become the property of the Society and will be managed in accordance with the principles set down in this policy.
- The Committee may, in special circumstances, vary the donations management in agreement with the donor.

8. Disposal

- Archived items will only be disposed of at the discretion of the Committee and where such items fall outside the scope of the collection, or are multiple copies and no longer required.
- Where articles are to be withdrawn, they will be disposed of as confidential waste ie. shredded or burnt.
- Disposal will be undertaken by a Committee member who has access to the required confidential destruction facilities.

9. Expenses

- Expenses incurred by the Committee and/or the delegated member in conjunction with obtaining, protecting, storing, reproducing or any other legitimate activity related to the archive must be submitted to the TCS Committee and approved before payment can be made from funds.
- Expenses over £20 must be approved before any cost is incurred.

10. GDPR (General Data Protection Regulations)

- Archive material is subject to the TCS Data Retention and Protection Policy

11. Dissolution of Towcester Choral Society

- In the event of the dissolution of the Society, the archive will be offered to the Northamptonshire Records Office, Towcester Museum, Towcester Historical Society, or other appropriate body.
- Should no suitable home be found for it, disposal of the archive will be undertaken by the Committee.