



## HARPENDEN & DISTRICT LOCAL HISTORY SOCIETY

### PROTOCOL FOR ARCHIVE

#### Introduction

1. Harpenden & District Local History Society (**HADLHS**) has an archive of documents, photographs, maps and artefacts (**the Archive**) held primarily<sup>1</sup> in the Les Casey Archive Room (**LCAR**) adjacent to the HADLHS museum in the Eric Morecambe Centre (**EMC**). Only a limited number of HADLHS members have unsupervised access to the Archive. The Archive includes some digital material.
2. At present (January 2024), requests for information by HADLHS members or the public are handled by Rosemary Ross or Diana Parrott who access information in the Archive and respond to the enquiries. A record will be kept of the enquiries and responses. The form of that record is to be determined.
3. It is anticipated that once the HADLHS museum is opened to the public and there is increased awareness of the existence of the Archive, offers of donations and requests for access will increase.
4. There is an excellent index of the Archive documents in a Word document which enables a full word search and particular documents to be readily found in the Archive storage system. Photographs, maps and artefacts are recorded separately in Excel files which can also be word searched. Photographic slides are held digitally and individually titled allowing them to be word searched. We should aim to index material within three months of it being received by HADLHS.
5. This protocol sets out the process by which material may be accessioned to the Archive, stored, preserved, and indexed, and taken from the Archive, how searches of the Archive may

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<sup>1</sup> Most archive material is in the roller racking in the LCAR, in the Society's Cage in the EMC storeroom, or on display in the Museum. A backlog of unindexed material/recent donations is temporarily held by Rosemary Ross at 21 Connaught Road, prior to indexing and transfer to the Archives. It is understood that there is also material currently held at 12 Sibley Avenue which is to be held at the LCAR.

Harpenden & District Local History Society is a Charitable Incorporated Organisation registered with limited liability in England and Wales under the Charities Act 2011 with charity number 1183526 whose principal office is at Eric Morecambe Centre, Rothamsted Park, Harpenden, Herts. AL5 2FR. [www.harpenden-history.org.uk](http://www.harpenden-history.org.uk)

Member of The National Council for Voluntary Organisations and we have adopted the Code of Ethics for Museums of the Museums Association.

be conducted, and how material may be viewed by members of HADLHS and the public. It also describes how digital material may be held and accessed electronically.

### **The accession, storage and recording of material**

6. Only named individuals (**Archive Supervisors** identified in **Appendix A**) will be entitled to accession material into the Archive and to add their description to the relevant index. Any donation of material to the Archive must be subject to a completed Object Entry Form signed by the donor (**Appendix B**). Accessions will be recorded in an expansion of the Accessions Register established in 1977 (digitised in 2018), and in a file of signed Transfer of Title and Object Entry forms.
7. Documents will be added to the Archive by reference to the order of files in the Archive. They will be given a description in the index of Archive documents that is sufficient to identify their contents.
8. Documents and photographs will be stored in the clamshell (**CS**) boxes and archive ring-binders (**ARB**) in the racking in the LCAR. Where specified, collections of material will be kept in the same order in which they were deposited.
9. Maps will be clearly labelled, indexed and stored in the drawers in the map chest together with related aerial photographs.
10. Photographic slides and digitalised photographs will be maintained in a searchable digital archive.
11. Artefacts will be kept in the LCAR racking or in the cage in the EMC or in the HADLHS museum. Their location and condition will be recorded in a searchable register accessible in the LCAR.
12. Books will be indexed and kept on the shelves in the LCAR. The books will be for reference only, not lending.

### **Taking Archive material**

13. Only HADLHS members with the approval of an Archive Supervisor will be entitled to take material out of LCAR. Material should only be taken for the purposes of exhibiting it in the museum, or for research, or for any other exceptional circumstance agreed by the Head of Archive. A register will be maintained in the LCAR in which any material that is taken out of the LCAR is to be recorded with the date, name and contact details of the person removing the material, its description and index number, the purpose for and the date of its removal, its prospective return date, and date of return (see **Appendix C**). The material that is removed should be accompanied by a sheet stating, *'Property of the Harpenden & District Local History Society due for return by [date].'*

## Storage of Personal Data in the Archive<sup>2</sup>

14. Data protection law applies to 'personal data' meaning any information relating to an identifiable living person who can be directly or indirectly identified. It applies to the processing of digital information about people, and information about people in manual filing systems. Personal data must be processed for a specified purpose, and kept for no longer than that purpose requires. Individuals have rights over their data, including the 'right to be forgotten'.
15. HADLHS may itself create personal data, e.g. membership records and information about those accessing the Archive. HADLHS will be the data controller of that data and of personal data held in the Archive. It will be responsible for ensuring compliance with data protection law. Volunteers working in the Archive will be data processors on behalf of HADLHS.
16. The law recognises that there is a public interest in permitting the permanent preservation of personal data for the long-term benefit of society ('archiving purposes in the public interest'). There are accordingly various exemptions applicable to archiving by HADLHS, including:
  - the retention of data for long periods
  - compatible further processing beyond the original purpose
  - the data subject's right of erasure of their data, although public access to inaccurate historical data can be withdrawn at the data subject's request
  - the data subject's right to be informed of indirectly collected personal data via a Subject Access Request where it would involve disproportionate effort to locate that data.
  - the right to hold special category data (relating to the subject's ethnicity, religion, health and any disabilities, sexual orientation and trade union membership) and criminal convictions.
17. Personal data preserved in archives is not expected to be kept up-to-date in the same way as data that is still subject to operational use. Public use of archived personal data will generally be possible once the people concerned are dead, and may be possible earlier if the use is fair to the individuals in the records.
18. The guiding principle is that HADLHS can continue to process personal data in its collections for archiving purposes provided it (a) minimises the amount of personal data needed for processing, and (b) does not cause substantial distress or substantial damage to any living person whose data is being archived.
19. Separately from archiving, the use of data for historical research purposes or for freedom of expression and information is also subject to exemptions.
20. A key issue for HADLHS is allowing access to the public for personal data held in the Archive:
  - Some data is subject to confidentiality and should not be made available to the public, e.g. health and social care records, information about victims of sexual offences

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<sup>2</sup> This section is based primarily on The National Archives' *Guide to Archiving Personal Data*, 2018

- The information that is made available should not be libellous or obscene
- Access must be fair, which involves consideration of the nature of the information (it may be innocuous such as the subject's broken leg 20 years ago, or it may carry stigma, such as mental health), its age and context (significance may diminish over time), and whether it is already in the public domain.

21. In case of any doubt about allowing access to material, the Archive Supervisor should consult with the Head of Archive.
22. It is important to remember that data protection law only applies to the data of living individuals. It does not apply to corporate information. If it is not known whether or not an individual is alive, the general presumption is that a person is dead 100 years after their birth.

### **Access to the Archive**

23. It is not currently proposed to make the indices to the Archive available outside the LCAR except to Archive Supervisors . Members and non-members should be allowed to review the indices under the supervision of an Archive volunteer.
24. Archive volunteers will assist members and non-members in seeking to identify Archive material that may be of interest to them. Members and non-members can book a time to attend the LCAR to review records that have been identified as relevant to their enquiry. Specific times and days for sessions when the LCAR may be visited will be published on the HADLHS website – they are expected to be at the time and on the days when the museum is open so that two museum volunteers are present when the Archive volunteer is in the LCAR with the visiting researcher. No more than two researchers can attend the LCAR in any one session and no more than ten boxes of records made available to each of them in that session. Care must be taken by the Archive volunteer if the records to be provided contain any personal data of a living person and any such data should not be made available for review unless it would clearly be fair to do so and is not likely to cause distress or damage (see paragraphs 14 to 21 above).
25. Archive volunteers may also assist in searching for information in the Archive in response to an enquiry from a member or the public. An Archive Supervisor will be responsible for the provision of information in response to the enquiry.

### **Use of Archive material**

26. People who use information about living people from the Archive have a duty, under data protection legislation, not to use that information in a way which may cause distress or damage to them. The user should also be aware that, just because information is in the public domain, it does not necessarily make it lawful for the user to make it public.<sup>3</sup>

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<sup>3</sup> <https://www.nationalarchives.gov.uk/legal/privacy-policy/#sharing>

27. Any person requesting photographs or copies or scans of Archive material must provide the following declaration, which can be signed by the person requesting the material if present in the LCAR, or by email prior to the material being sent to them:

*I declare to the Harpenden & District Local History Society (**the Society**) that in consideration of providing me with a copy of material in its Archive (whether in hard copy, or by scan, or by me taking a photograph, or howsoever):*

*a) I require the copy for the purposes of non-commercial research or private study only and will not supply a copy of it to any other person.*

*b) I have not previously been supplied with a copy of the same material by you or any other Archivist or Librarian.*

*c) If the material is unpublished – to the best of my knowledge the work had not been published before the material was deposited in the Society’s Archive and the copyright owner has not prohibited copying. If the material is published – to the best of my knowledge no other person with whom I work or study has made or intends to make a request for substantially the same material at or about the same time.*

*d) If I intend to make use of the copy for the purpose of any work that I may publish, in any form, I will approach the Society as a first step towards obtaining permission to do so and will appropriately acknowledge the Society’s permission (if given) in the published work.*

*I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy and I shall be liable for infringement of copyright as if I had made the copy myself.<sup>4</sup>*

28. HADLHS will determine from time to time the charge to be made for the taking of photographs, or the scanning, or photocopying, of Archive material, or for conducting research, or whether a request for a monetary donation will suffice.

### **Training and Up-dating**

29. All Archive volunteers (including Archive Supervisors) will be trained in the use of the Archive and will acknowledge their receipt and understanding of this protocol.

30. The protocol will be reviewed annually and approved by the HADLHS trustees.

David Kendall<sup>5</sup>

Approved by Harpenden & District Local History Society  
trustees on 9 January 2024

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<sup>4</sup> Based on HALS terms of use, December 2020: <https://www.hertfordshirearchives.org.uk/terms-of-use/>

<sup>5</sup> Please address any queries about this document to David Kendall at [dkendalharpندن@gmail.com](mailto:dkendalharpندن@gmail.com)

## **Appendix A**

### **Archive Supervisors**

Rosemary Ross, Kitty Moores, Diana Parrott, Lisa Riegels,

David Keen, Philip Smith, David Kendall

## **Appendix B**

### **Object Entry Form**

## **Appendix C**

### **HDLHS Loans and Returns Register**

<b>Date of removal</b>	<b>Item description</b>	<b>Index number</b>	<b>Purpose</b>	<b>Name</b>	<b>Contact number</b>	<b>Date due to be returned</b>	<b>Date returned</b>
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