

ALHS Archiving Policy

Abergavenny Local History Society aims to ensure the preservation of those records which show the institutional identity, good governance, transparency and accountability of the Society.

In addition it aims to preserve those records which raise the profile of ALHS activities as cultural and research assets for the public and for the academic community. The Society aims to record annually any additions to the records and any changes in their location and accessibility.

How will the Policy be implemented?

Which records will be kept?

The Trustees decided that the following records should be kept:-

A Catalogue of all resources

Records of lectures and presenters

Records of visits and other activities of the Society, including social events

Photographs (particularly pre-digital) or films of past members and activities

Records of projects e.g. Ceramic plaques

Summer Newsletters

Selected media articles

Records of research articles

A record of publications relevant to ALHS activities, books and articles by members

The minutes and actions of committee meetings and AGMs

Where are the records?

Records are currently held by a number of past and present Committee members in either paper or digital format. An Inventory will be required to give the type of record, the location, format and contact details for the person holding the record. The Inventory will be reviewed and updated annually or more frequently if necessary.

How will the records be stored?

As ALHS at present has no storage facilities apart from a portable hard drive, all paper records will have to stay in their current locations unless they can be scanned with the permission of the record holder or added to the collections at Gwent Archives or Abergavenny Museum. All computer files will stay in their current location but will be backed up on to the ALHS portable hard drive if possible.

How will the information be kept up to date?

A Records Custodian will be chosen to hold the portable hard drive and the inventory. The Custodian will ensure that the inventory is reviewed and updated annually. Individual Committee members will be responsible for getting data to the Custodian for holding or recording. The Custodian will check regularly that computer files listed on the Inventory are still in an accessible format.