

## **Aylsham Town Archive**

### **Mission statement/objectives**

- To preserve and maintain the current Town Council archive in good condition
- To increase the archive by accepting appropriate deposits, both physical and digital, which enhance the collections of both documents and photographs
- To safeguard the collection from physical hazards (theft, fire, flood, damage by handling) in line with Council policy
- To make the archive accessible within the constraints of above statements and those of volunteer staffing supervision, in line with Aylsham Town Council guidance. Contact the Town Clerk on [TownClerk@aylsham-tc.gov.uk](mailto:TownClerk@aylsham-tc.gov.uk)
- To acknowledge enquiries within a week and answer within a month
- To encourage and support volunteer colleagues in meeting the objectives

Adopted By Aylsham Town Council 16.9.21