

Aylsham Town Archive

Collection policy

1. Act as archive for the Town Council in liaison with Town Clerk.
2. Accept all items relating to history of Aylsham and immediate (2-3 miles) district unless:
 - a) duplicates of material already held
 - b) too damaged or fragile to be kept in non-specialist storage
 - c) in a format no longer accessible (ie floppy disks, videos), although rare items may be taken to NRO or Film Archive for deposit/migrating
 - d) the bulk is too great for our storage capacity
 - e) it is a public record or parish record out of custody which should be deposited under the Public Records Act or Diocesan Synod Measures.
3. Ensure sensitive personal information is protected by closure of records where appropriate.
4. Items on loan must be returned within 2 months: scanned images to be stored in photographic archives and documents to be listed in detail.