

NGRC Collections Policy

1. *Name of Repository*

This collection policy applies to the National Geological Records Centre (NGRC). For the purposes of this document the NGRC comprises three main collection areas:

- British Geoscience Archive
- Earth Science Academic Archive
- BGS Archives

2. *Address*

This policy covers the collections managed at 3 main sites;

British Geological Survey
Kingsley Dunham Centre
Keyworth
Nottingham
NG12 5GG

British Geological Survey
Murchison House
West Mains Road
Edinburgh
EH9 3LA

British Geological Survey
Maclean Building
Crowmarsh Gifford
Wallingford, Oxfordshire
OX10 8BB

3. *Governing Body*

Natural Environment Research Council / British Geological Survey

4. *Statutory Position / Obligations*

All parts of NGRC abide by the following legislation;

- Public Records Act (1958 & 1967)
- Data Protection Act (1998)
- Freedom of Information Act (2000)
- Environmental Information Regulations. (2004)
- Science & Technology Act 1965

In addition some areas of NGRC are also bound by other specific legislation or policy.

British Geoscience Archive

Many records held have been created under the Geological Survey Act (1845). Other records have been deposited under the terms of other legislation such as;

- Mining Industry Act (1926)
- Water Resources Act (1991)
- Petroleum Operations Notice 9 (PON 9) regulations (on-shore and off-shore)
- Petroleum (Production) Act (1934)

Earth Science Academic Archive

Records funded by NERC are required to be kept under the NERC Data Management Policy and NERC Charter.

5. Official External Recognition

Two of the NGRC sites have been appointed as a 'Place of Deposit' by the National Archives. This gives the right to retain managed collections officially defined as public records at both Keyworth and Edinburgh sites.

6. Overall Policy and Priorities

The British Geological Survey operates the National Geoscience Data Centre (NGDC), on behalf of NERC, as the national collection of geoscientific environmental data and information in Great Britain. The NGDC is responsible for the management of geoscientific information from Great Britain and UK dependencies and the surrounding continental shelf. The information, collections and archival material is gathered or generated by BGS and its predecessors, or provided by external organisations, as part of the national strategic mapping programme. It also manages the NERC Data Centre for Earth Sciences providing support and guidance in information management to those funded by NERC, and is responsible for the long-term curation of all the information generated as a result of this earth science research, from whatever discipline or area, and for ensuring it is available to the wider community.

The National Geological Records Centre (NGRC) is part of National Geoscience Data Centre. Each area under NGRC has a different remit but in general it collects information according to the following criteria;

- earth science information and information that improves the understanding of the geological environment in Great Britain both at the surface and subsurface
- information that is site specific and / or from organisations / individuals involved in this area of work
- emphasis will be placed on retaining information created, compiled or collected as part of BGS operations.
- primarily records relating to Great Britain and UK dependencies and surrounding continental shelf.

In general, NGRC collections will exclude the following;

- rocks, fossils and other physical samples – these will generally be directed to the National Geological Materials Collection (NGMC)
- records from non-GB locations – unless there are contractual obligations for BGS to hold this information; it is supporting information for the physical collections or is deposited as part of the Earth Science Academic Archive.
Note: In all instances this will need to be negotiated with NGRC in advance of deposit
- industry related information eg. Mining history

The BGS Archives has the added criteria of;

- the administrative records relating to BGS operations in Great Britain
- administrative and scientific records for the areas covered by BGS and predecessors in overseas operations.

7. Geographical Area

NGRC retains information relating to Great Britain, and UK dependencies, covering terrestrial and coastal areas and the continental shelf. This information is held at different sites according to the specific collection and the following geographical divisions;

British Geoscience Archive

- Information relating to England and Wales will be held in NGRC (S), Keyworth
- Information relating to Northern England and Scotland will be held in NGRC (N), Edinburgh
(See Appendix for exact divisions of information)

Note: This division may vary in some instances for specific collections if the conditions of deposit require the collection to be physically maintained in one place

8. Subject Area

The specific subjects and exclusions for each of the collection areas are as follows:

British Geoscience Archive

Collection includes;

- site specific information, including terrestrial, coastal and marine information for Great Britain
- records, samples and related analysis, monitoring and observations.
- site specific information for non-GB locations where BGS has taken lead responsibility in the work and there are contractual obligations to retain that information
- information which improves the understanding of the geological environment both at surface and at depth
- Information related to the exploitation of the geology of an area, geohazards, land use or related processes which affect the surface or subsurface.

Exclusions;

- published material
- scientific geological information for areas outside of the Great Britain
- non-site specific scientific / industry related information
- administrative records
- personal papers
- records deposited on long term loan.

Location of Collections

- information relating to hydrogeology for all of Great Britain will be held in NGRC (W), Wallingford

Earth Science Academic Archive

Collection includes;

- data resulting from grants within the NERC Earth Sciences programme
- Records and data from all forms of Earth Science academic research funded by NERC and other bodies.
- site specific geological information for Great Britain and non-UK locations.

NATIONAL GEOLOGICAL RECORDS CENTRE

- information must add to the understanding of the Earth Science environment and its processes.

Exclusions;

- published material unless it adds to the understanding of the archive
- scientific geological information for areas outside of Great Britain
- administrative records
- personal papers

Location of Collections

- all Information will normally be held in NGRC (S).
- some information may be held at other NERC data centres such as the British Antarctic Survey or at internationally recognised external data centres.

BGS Archives

Collection includes;

- administrative records of BGS and its predecessors, which cover operations in Great Britain
- administrative and scientific records of BGS, and its predecessors, covering overseas operations
- personal papers of BGS staff and other individuals associated with BGS
- personal papers of individuals or groups in related fields.

Exclusions;

- published material
- scientific records/data of BGS, and its predecessors, covering operations in Great Britain
- scientific papers/data of BGS scientists
- scientific papers/data of non-BGS scientists.

Location of Collections

- All Information will normally be held in NGRC (S).

9. Chronological Period

Collections cover the time period from circa 1800 to the present day. In exceptional circumstances some earlier information may be retained.

10. Genre or Media of Records Held

A wide range of formats will be accepted including digital records. No deposits will be refused purely on grounds of format. Preference will be given to original versions of information, which in many instances will be the electronic versions.

11. Purpose of Collections

The collections held by NGRC support the NERC obligations under the Science & Technology Act in terms of the conservation, correlation and interpretation of geological information. Each element of NGRC has a slightly different focus and therefore purpose for BGS and the wider public.

NATIONAL GEOLOGICAL RECORDS CENTRE

In general, the collection makes information available in a unified location; acting as a central repository for both BGS and other organisations doing similar work. The collection provides a central reference point for previous scientific research in geosciences, increases the knowledge available to support ongoing scientific research as well as the history of BGS, its predecessors and associated geologists.

Maintaining these collections is fundamental in providing evidence of accountability of public services and expenditure as well as creating a centralised body of information available to guide public policy and advice. These collections are also key to underpinning the general public's knowledge of, and existence in, the natural environment.

British Geoscience Archive

The primary purpose of the collection is to fulfil the obligations as a NERC Data Centre for geoscientific information and act as the repository for BGS statutory work.

Earth Science Academic Archive

The primary purpose of the collection is to fulfil the obligations as a NERC Data Centre for Earth Sciences.

BGS Archives

The primary purpose is to fulfil the NERC obligations under the Public Records Act. It preserves and makes available the administrative history of BGS and its predecessors, and its connections with NERC, and also the records of individual geoscientists, both BGS and non-BGS.

12. Standards

All parts of NGRC aim to adhere to;

- BS5454: Storage and Exhibition of Archival Documents (2000)
- The National Archives Standard for Record Repositories (2004),
- Resource: Benchmarks in Collection Care (2002)
- BIP 0008: Legal Admissibility of Information Stored Electronically (2004)
- Lord Chancellor's Code of Practice for the Management of Records (England / Wales and Scottish FOI Legislation)
- Established Conditions of Deposit

In addition BGS Archives uses the following in cataloguing its collections;

- ISAD (G): International Standard for Archival Description
- ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families.

13. Cooperation / Demarcation with other Repositories

Supporting or additional information may be found in other collections or repositories depending upon the subject or record type. The repositories with the closest links are;

British Geoscience Archive

- the BGS Archive collection may contain additional geological or scientific information within personal papers

NATIONAL GEOLOGICAL RECORDS CENTRE

- the BGS Materials Collections will contain the physical samples that are referred to in the records
- local record offices hold various mine plans and may hold business records and site investigation reports from geological / geoscientific organisations or individuals involved in associated research
- there may be overlap with University collections which focus on research in a similar area
- the Coal Authority holds the coal plans for Great Britain and also some non-coal plans including oil shale
- commercial organisations may hold site investigation reports, plans and other site specific information.

Earth Science Academic Archive

- the BGS Materials Collections will contain the physical samples that are referred to in the records
- there will be overlap with University collections which focus on research in a similar area
- International and National Data Centres
- other NERC designated or funded data centres e.g. Polar Data Centre.

BGS Archives

there may be some overlap with other parts of NGDC e.g. British Geoscience Archive and the Materials Collection.

- BGS's Photographic Collections.
- Geological Society of London
- National Museum of Wales
- Local Record Offices / University archives which may hold records relating to individual geologists.

14. Methods of Acquisition

Many of the records acquired are created, maintained or compiled by BGS. In addition the Earth Science Academic Archive and British Geoscience Archive receive records created and deposited by recipients of NERC research grants, records created by NERC funded Consortia, records created and deposited by NERC thematic programmes such as URGENT, M2M, and Ocean Margin Link and other academic organisations and individuals.

NGRC will actively collect relevant information to support BGS research.

BGS Archives also acquires records created by individual geologists inside and outside BGS and records created by external organisations.

Significant / extensive collections and those with limited accessibility may require deposit of a dowry for their long term storage and management.

The NGRC will not normally purchase collections unless in exceptional circumstances.

15. Conditions Associated with Accessions

Primary emphasis will be on obtaining information with formal transfer of ownership where appropriate and possible. This may be limited or amended by obligations under contract. Clear and valid ownership of the information needs to be established prior to any collections being accepted. Collections will need to be of a suitable quality to be of use and long term loans will not generally be accepted.

Collections deposited within NGRC as Place of Deposit will be accepted where it fits within the collecting policy.

It will be essential that NERC/ BGS has the right to use and disseminate any information with the collections, if not immediately on transfer, within a specified time period. The condition that the information will be available for public consultation will be emphasised as NGRC functions as part of a body subject to FOI and EIR legislation.

16. Selection/ Deaccessioning

Selection / deaccessioning will be based on the subject, quality, integrity, originality and geographical area of the information. Deaccessioning will be rare but items will be deaccessioned according to conditions of deposit and will be offered to another repository prior to any disposal, as required by the NERC Data Policy.

17. Public Availability

NGRC will publicise significant collections that are held within any of the collections. Indexes to all areas of the collection will be made available on the intranet and internet. Appropriate collections will also be incorporated on other national sites / search facilities such as A2A, Access 2 Archives (www.a2a.org.uk). NGRC will ensure that NERC/ BGS obligations under the FOI and EIR legislation to make information publicly available are met.

Appendix 1

Geographical division of collections between NGRC (S) and NGRC (N)

