

In general we are looking to record decisions made and the process that lead to that decision. We seek to show development, strategy and policy for dealing with issues, people and places. Much of this material is nowadays made available on a council's website, however, capturing that information for the future is still in its infancy and difficult to ensure. We therefore believe the archives service still has a part to play in ensuring that this information continues to be available for people to use in the same way that they are able to use similar records from earlier times. The following list is an indication only. If anyone is in doubt they should contact the archives and ask for advice. [archive@bedford.gov.uk](mailto:archive@bedford.gov.uk)

Type of Record	Give or Offer	Why	When	How	Notes
Electoral registers	Give	Very useful for proof of address at a particular time	Full register after superseded by new one, edited register on publication	Hard copy or digital pdf	edited register will only be kept for 15 years and only if it is the only copy, if CBC retains a copy then we are really only interested in the full register, which will be accessed only under the conditions prescribed by law.
Council Yearbooks	Give	Useful for tracing councillors and council structure.	On publication	Hard copy or digital pdf	If these are still produced - realise may now be part of website only.
Council minutes	Give	Official record of work of the council	Signed minutes when administrative use concluded. Unsigned minutes as soon as available	Hard copy or digital pdf	Member services should take control of sending to archives on a regular basis, BBC send one year's worth at the start of the next financial year.
Council agenda and papers	Give	Official record of work of the council	As issued to meeting as soon as possible, material not for publication to be clearly identified	Hard copy or digital pdf	Member services should take control of sending to archives on a regular basis, BBC send one year's worth at the start of the next financial year.
Committee minutes	Give	Official record of work of the council	Signed minutes when administrative use concluded. Unsigned minutes as soon as available	Hard copy or digital pdf	Member services should take control of sending to archives on a regular basis, BBC send one year's worth at the start of the next financial year.
Committee agendas and papers	Give	Official record of work of the council	As issued to meeting as soon as possible, material not for publication to be clearly identified	Hard copy or digital pdf	Member services should take control of sending to archives on a regular basis, BBC send one year's worth at the start of the next financial year.
Ad hoc and partnership committee papers, minutes & reports	Offer	Record of work of the council	As issued to meeting as soon as possible, material not for publication to be clearly identified	Hard copy or digital pdf	If archives received copies from more than one partner a decision will be taken as the most appropriate copy to keep some material may not be considered of long term value and will be weeded
Corporate plans, Strategy Plans, Business Plans, Annual reports	Give	Record of priorities and requirements of the council and it's constituents	Preferably as published, but otherwise after administrative use is concluded	Hard copy or digital pdf	These can be very useful and their value should not be underestimated
Strategic Management team minutes	Offer	Background to the final corporate plans etc.	Regular intervals	Hard copy or digital pdf	These have not always come to Archives but we would encourage this even though they may be considered sensitive and would be subject to FOI
Corporate and departmental policy, procedure, instructions	Offer	Can be important evidence, Health & Safety policy and procedures are particularly important	Preferably as published, but otherwise after administrative use is concluded	Hard copy or digital pdf	
Organisation charts	Offer	Useful in tracking changes in responsibilities and therefore tracking down relevant documents	When major restructuring of departments or council structure has occurred.	Hard copy or digital pdf	
Departmental plans and records of development and implementation	Offer	Useful for tracing major changes in attitudes and strategies	After administrative use is concluded	Hard copy or digital pdf	Not all will be kept depends on scale, impact and other factors
Management of enquiries, submissions and complaints which result in significant changes to policy or procedures		Record of policy development and reaction to local constituents	After administrative use is concluded	Hard copy or digital pdf	This requires some judgement and background knowledge so earlier transfer to archives recommended
Publications	Give	One copy from initial print run or digital issue	On publication	Hard copy or digital pdf	Suggest only for new editions not where minor alterations to an existing edition have been made
Press releases and press cuttings	Give	Idea of work of the council and how it was explained to the public	Probably annually but could be on release	Hard copy or digital pdf	

Marketing of particular projects and strategies	Offer	e.g. where campaigns have been run to raise support or resistance e.g. Nirex	After administrative use is concluded		
Programmes, photographs and planning of civic and royal events	Offer	Really only need the set up if it was a major and unusual event, programmes and photos will record the event.	After administrative use is concluded	hard copy, pdf or in the case of photos hi res tiff	Beds & Luton archives do not take analogue sound or vision recordings but will take digital WAV files of sound and will transfer moving image to the East Anglian Film Archive
Summary systems for looked after children and adults e.g. children's home registers, admission registers, discharge registers	Give	They will be closed if DPA applies but will be available under the appropriate exemptions.	After administrative use is concluded	Hard copy or digital pdf	
Social Services case files (adults and children)	Offer	Although looked after children's files may be destroyed 75 years from the 18th birthday we feel that this may be too short a time given the amount of use early case papers are put to e.g. Poor Law Union records 1834-1930	After administrative use is concluded	Hard copy or digital pdf	Would expect paper files to be subject to weeding <i>after</i> retention period and for subject to request destruction.
Child protection registers	Offer	Don't really see this as necessary for archives but not likely to be transferred for many years so leave as guide.	After administrative use is concluded	Closed for 70 years?	
Residential homes diaries, rotas, daily logs	Offer	Although may be destroyed 25 years from closure of file we would recommend they be considered for archives as we know the value of older records of this type, however the bulk could be a problem and some sampling may be needed.	After administrative use is concluded		
Coroners - summary registration and case files of inquests	Offer	We have agreed procedures with the Coroner's office and would like these to continue.	After administrative use is concluded	Hard copy or digital pdf	After 15 years retention in RM the files are offered to Archives and we weed out those not of long term interest and catalogue the rest. Inquest case files remain closed for 75 years.
Industrial relations major negotiations and disputes	Offer	Potential for future historical research	After administrative use is concluded	Hard copy or digital pdf	
Appointment files for Shrievalty, Magistrates, Lord Lieutenants	Offer	We have agreed procedures with the Coroner's office and would like these to continue.	After administrative use is concluded	Hard copy or digital pdf	This already tends to happen - the office is very good at sending us things.
Consolidated annual accounts and reports	Give		After administrative use is concluded	Hard copy or digital pdf	
Final version of annual budget	Give		After administrative use is concluded	Hard copy or digital pdf	
Registers of rateable properties and rate books	Offer	When useful as a source for property history	After administrative use is concluded	Hard copy or digital pdf	We realise that these probably exist as a database these days so we would have to consider whether it is possible to get a snap shot of the data every so often.
Housing - social housing provision, traveller sites, sustainable infrastructure	Offer	When useful as a source for property or social history	After administrative use is concluded	Hard copy or digital pdf	This is probably more of a planning issue than necessarily administrative but probably worth mentioning separately.

Property files including plans, specifications, that relate to the development, redevelopment or other aspects of buildings and estates	Offer	When useful as a source for property history and also if potentially useful in tracing building materials e.g. asbestos	After administrative use is concluded	hard copy or digital pdf	This includes council owned property as well as private development. Of course we currently run the deeds registry for CBC and so working property deeds are already with us.
Major Incident plans and process of developing them	Offer	Can be important evidence of environmental issues	after administrative use is concluded or if superseded	Hard copy or digital pdf	
Major incident reports	Offer	can be important evidence and be of continuing interest	after administrative use is concluded	Hard copy or digital pdf	
Licenses for sites holding hazardous substances	Offer	Can be important evidence of environmental issues	after administrative use is concluded	Hard copy or digital pdf	
Bye-laws	Offer	Can be important evidence of social history	master set of bye-laws could be lodged with archives immediately	Hard copy or digital pdf	
Cemetery registers and plans	Offer	Really very important but we realise that they tend to remain in administrative use for very long periods	If surrogate for everyday use becomes available or site has closed	Hard copy or digital pdf	Generally this is probably a PC or TC responsibility rather than CBC.
Waste sites management records	Offer	Can be important evidence of environmental issues	after administrative use is concluded	Hard copy or digital pdf	
Local structure plans, local plans, development plans	Give	Useful for tracing major changes in attitudes and strategies	On publication	Hard copy or digital pdf	
Historic Environment Record material	Offer	We work closely with the HER and this could be developed			
Planning schemes, applications	Offer	Important for property history and environmental and social history	after administrative use is concluded	Hard copy or digital pdf	Depends on whether this is already permanently provided by the local authority under legislation, we would weed following our past practice.
Country side access records	Offer	Important for property history and environmental and social history	after administrative use is concluded	Hard copy or digital pdf	Should follow our established practice but include records of development of open spaces.
Rights of Way definitive maps and orders	Offer	Important for property history and environmental history	On publication	Hard copy or digital pdf	Should follow our established practice
Building control and listed building consent	Offer	We realise that building control tend to deal with this themselves but if that breaks down they should be offered to us.		Hard copy or digital pdf	
Strategic and large scale development including highways and transport links	Offer	Important for property history and environmental and social history	after administrative use is concluded	Hard copy or digital pdf	
Education records e.g. log books and admission records	Offer	Traditionally useful for social history and for proof of education and residence.	after administrative use is concluded	Hard copy or digital pdf	We appreciate that many schools are no longer under the LEA, that the admission records have been electronic since the 1990s and that log books are no longer regularly kept, but if they do exist it would be useful to have them.
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