



Guidance Notes for completion of Accession Form

Please complete as much of the form as you can before transferring records to the Norfolk Record Office (NRO).

If you require assistance please contact us on 01603 222599 or email norfrec@norfolk.gov.uk.

1. Donor / Depositor information

Are you the donor or depositor?

- *Yes* – These are your records or you represent the organisation that created them.

Please supply your name and address, telephone and email.

If you represent an organisation please put its name under 'Donor/ Depositor name' and your name, and job title if applicable, under 'Contact'.

- *No* – you are transferring records on behalf of someone else.

Please give the name of the person(s) you are representing under 'Donor/ Depositor name' and your name and contact details under 'Intermediary name/ address'.

2. Terms of Accession

You can transfer documents to the NRO by donation or, in certain circumstances, on deposit.

- Donation (or gift) means that ownership is granted to the NRO.
- Deposit (or loan) means that you retain ownership and the NRO holds the documents according to its general conditions and terms of deposit. These are printed on the reverse of the Accession Form.

Record Office staff can discuss with you which is more appropriate.

3. Content of Accession

Please provide as much information as possible about the nature and extent of the records.

- Title

Please leave this section blank.

- Extent

Describe the amount of records you are transferring. For example, 'Three manuscripts', '8 folders', '12 boxes' etc.

- Covering dates

The year of the earliest record being transferred to the NRO to the year of the latest record, for example 1879-2004. If you do not know the exact dates you can provide an estimate, for example '19th century', or leave this section blank.

- Brief description

Use this section to give brief details of the types of records being transferred. For example, minute books, letters, deeds etc., and some indication of the amount of each.

If you already have a summary list of the records, whether electronic or on paper, please bring this with you or send it with the records. Indicate you have done so by ticking 'Box list provided'.

- Accession contains

Please indicate if the records include any photographs, film, video or digital material.

- Condition

If the records have suffered damage, are in a fragile condition, or if they are mouldy or particularly dirty/dusty etc. please make a note of this here.

- Further information

Any background information about the records is immensely helpful to us. This could include biographical information about the people who created the records, historical information about organisations involved in their creation and/or information about the records' previous ownership or custody.

Additional information about the content and condition of the records can also be added to this section.

4. Access Restrictions

The NRO provides the public with access to the records it holds. However, certain records are subject to access restrictions due to the sensitive or confidential nature of the information they contain.

If you know of any restrictions that may apply to your records please outline them in the 'Further information' section above.

5. Copyright

If you own the copyright to any of the records, please tick 'Yes'. If not, please tick 'No'.

If you are the copyright owner please indicate whether you are happy for the NRO to control this right on your behalf.

If you are unaware of who the copyright owner is, please tick 'unknown'.

If you know of any copyright owner to all or parts of the records other than yourself, please give as much detail as you can in the 'Further information' section above.

6. Agreement and data policy

Please sign and date the form. If you are transferring the records in person please complete this section with a member of staff at the NRO.

The NRO will keep the information given on this form permanently as it helps us manage the records which have been deposited or donated. Your contact details will not be put in the public domain nor shared with third parties unless we have your permission to do so. Some of the information given in sections 3, 4 and 5 may be used to catalogue the records and may enter the public domain.

Please let us know if you would like to receive news about NRO's events and activities. This is usually done by email.

Though the NRO receives funding to offer core services, we sometimes have to raise money with our charitable partner, the Norfolk Archives and Heritage Development Foundation, in order to do more. Please let us know if you are willing to receive emails for fundraising purposes.

Thank you for taking the time to complete the form.