



# ACCESSION FORM (NROAd1)

Norfolk Record Office  
The Archive Centre  
Martineau Lane  
Norwich NR1 2DQ

01603 222599  
norfrec@norfolk.gov.uk  
www.archives.norfolk.gov.uk

ACC 201 /

Date:

Staff:

## 1. DONOR / DEPOSITOR

Are you the donor / depositor? Yes  No

Donor / Depositor name:

Contact:

Position:

Address:

Telephone number:

Email:

Intermediary Name:

Position:

Intermediary Address:

Telephone number:

Email:

## 2. TERMS OF ACCESSION

Donation  Deposit

## 3. CONTENT OF ACCESSION

Box list provided?

Title:

Extent:

Covering dates:

Brief description:

Accession contains: Photographs  Sound recordings  Film/video  Digital material \* *\*please complete separate form*

Physical condition:

Further information (e.g., archive creator / administrative history / provenance / parent organisation / access details / copyright owners) :

## 4. ACCESS RESTRICTIONS

Are there any conditions of access? Yes \* No  Unknown

Permission to: a) transfer to other repositories? Yes  No \* b) destroy? Yes  No \* *\*Records to be collected by depositor/donor*

## 5. COPYRIGHT

Do you own any copyright in this accession? Yes  No  Unknown

I assign my control of my copyright to the Norfolk Record Office: Yes  No

## 6. I agree this is a correct record and I have seen and agreed the General Conditions of Deposit (overleaf).

Please retain this form for your records

Signature by, or on behalf of, Depositor / Donor

Signature:

Print name:

Signature NRO staff:

Date:

**How we handle your data:** Please let us know any changes to this information, which the NRO retains permanently for administrative purposes. To receive news of the NRO's activities and events, please tick this box . The NRO does not charge for its core services, but occasionally needs to raise money with its registered charitable partner, the Norfolk Archives and Heritage Development Foundation. If we can contact you for fundraising purposes, please tick this box .

## Norfolk Record Office

### Schedule of General Conditions for Deposit of Archives

1. The Norfolk Record Office accepts records of public interest relating to Norfolk for care and preservation, and for the benefit of research, either as a gift or on deposit. Where records are on deposit, the depositor retains the right to withdraw all or part of the collections deposited by them upon reasonable notice and at their own charge, subject to the conditions following, or to any special conditions agreed upon at the time of the deposit.
2. Records accepted by the Record Office will be produced for study by any bona fide researcher under conditions of supervision similar to those provided for the Record Office's own records and during normal opening hours. Special conditions may be agreed between the Record Office and the depositor at the time of the deposit.
3. All reasonable care is taken of records placed in the custody of the Record Office, but no liability for loss or damage to documents on deposit is accepted.
4. The Record Office may take such measures for the administration of deposited or loaned records, as are professionally acceptable. This includes marking or numbering documents, arranging, packing or sorting them, and their disposition in storage areas as may be suitable or convenient.
5. Records in need of conservation treatment may be included in the Record Office's conservation programme.
6. In the case of records being permanently withdrawn by owners or depositors, the Record Office reserves the right to claim reimbursement of expenses incurred in storage, conservation, listing or administration of those records.
7. Records produced to searchers are so produced in accordance with the Record Office's rules for the public use of records and archives.
8. Records may be reproduced for purposes of study, subject to copyright restrictions. Where records are reproduced by mechanical, photographic, or other means, the office will decide what means are appropriate and permissible.
9. Records may be removed from the office by:
  - i) the depositor, under the conditions laid down here or in any special agreement made at the time of the loan;
  - ii) staff of the Record Office for any of the following purposes:
    - a) for conservation treatment
    - b) for the making of photographic or other facsimile copies for the purpose of preservation, exhibition or otherwise, the records remaining in the custody of a member of staff, or in the custody of some body or person appointed for this purpose by the Record Office.
    - c) for the purpose of exhibition arranged by the Record Office, the records remaining in the custody of a member of staff, or in the custody of some body or person appointed for this purpose by the Record Office
    - d) for deposit in other institutions offering similar standards, for the purposes of exhibition, etc., subject to the consent of the depositor.
    - e) for production in a court of law, subject to the consent of the depositor.

For internal use only - Location:	
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