

Cheshire Archives and Local Studies Public Task Statement

This statement sets out the functions carried out by Cheshire Archives and Local Studies and what information is available for re-use under the Re-Use of Public Sector Information Regulations 2015.

The Public Task

The service identifies, collects and cares for archives and publications that are the evidence of Cheshire communities' lives past and present. We deliver access for all to our collections for information, learning and enjoyment and work to make sure archives survive so that future generations will be able to do the same. The archives in its care relate to the historic county of Cheshire and those parts of Warrington and Halton Boroughs which were part of Lancashire before 1974. It provides access to these collections at the Cheshire Record Office. It also manages the local studies collection for Cheshire West and Chester and Cheshire East Borough Councils and makes these available through local libraries. An overview of the collections is available in its collecting policy and on the service's website and online catalogue.

Cheshire Archives and Local Studies is a service shared by Cheshire West and Chester and Cheshire East Councils. It is hosted by Cheshire West and Chester Council. It also provides archives services for Warrington and Halton Borough Councils under a service level agreement. The core functions are carried out within a legal framework including the Local Government (Records) Act 1962, the Local Government Act 1972, the Public Records Acts 1958 and 1967, the Parochial Registers and Records Measure, 1978 (amended 1992), the Manorial Documents Rules 1959 (amended 1963 and 1967), the Public Libraries and Museums Act 1964, the Data Protection Act 1998 and Freedom of Information Act 2000.

Information available for re-use

You can see, copy and re-use information that is produced by the service (e.g. catalogues, indexes, policies, procedures) free of charge provided it is not subject to Data Protection or a third party agreement.

You can also view archives and publications held at Cheshire Record Office and in Cheshire libraries free of charge during opening hours. You can make a copy of most of these items for personal use but the law for re-use is more restrictive. Constraints include copyright and Data Protection are outlined in our access policy and service charter. Information about arrangements and charges is on our website.

Review

This statement will be reviewed regularly and is due to be considered again in March 2019.

Questions or comments

If you have any questions, comments or complaints about this statement, please use the Contact Us form on our website or email recordoffice@cheshiresharedservices.gov.uk.

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Owner	Paul Newman, Archives and Historic Environment (Archaeology) Manager