

**Action from E, D & I Committee 6 September 2022**

Agenda Item No:	7e)
Report Title	Depot and Store Review Report
Responsible Officer:	Neil Strachan

**Information Sought:****Response:**

I refer to the ED&I Committee on 6 September where in approving the recommendations in a report regarding the depot and store review the Committee sought information regarding the Council's records, which are held in a number of locations.

I can confirm that the Council holds two types of records identified as Closed Records and Archives. The Closed Records are either retained for a business need/value to the Council or that there is a requirement for the information to be held for a set period of time, which can be for a period of time from a few years up to 100 years. In some cases information held in the Closed Records may be transferred to the Archives. The Archives are publically accessible documents that capture the history and heritage of Moray, they should be preserved and conserved for public access forevermore.

Closed Records are currently held in 3 locations: Buckie Drifter, Old Lossiemouth Library and Mosstodloch. The Archives are housed in an industrial unit in Greshop Industrial Estate, Forres.

All of these locations are mostly secure, however, for best practice all records should be held in conditions that meet the recommendations for the storage and exhibition of archival documents that were defined by the British Standard BS 5454, which has been replaced by the BSI Standards Publication BS EN 16893. Currently these properties do not meet all the conditions outlined, however, these standards are being used to ensure the long term location for both Closed Records and Archives meets the BS EN 16893 standards.

As highlighted in the Depot and Store report Housing and Property officers are developing, with engagement from key stakeholder services, an outline business case for the

Depot and Store review. A critical part of this engagement with services is the identification of challenges in our service delivery to establish where our properties require to be improved to ensure we meet good practice and at least minimum standards. Work on the review is continuing and we intend to report to Committee in the first half of next year on recommendations from this work. This will include information on the future locations for Closed Records and Archives.

Further it is noted that Committee sought a list of items in storage. I can confirm that the Closed Records hold a broad range of business information from, for example, blue badge applications, building standards files, records on tenancies, information on staff files or school leavers, and, significant numbers of social work files, such as adoption and fostering records. The importance of the latter is of course currently being highlighted by the Scottish Child Abuse Inquiry. Each record type is held according to the Council's Retention Schedules.

The Archives house irreplaceable, unique records that cover a wealth of Moray's history and heritage going back hundreds of years. There are photographs and glass plate negatives of Moray's changing landscapes and people, there are accords on velum with wax seals, and, records of how Moray was governed with minute and record books covering all burghs and towns. Some of the biggest collections are those of the architectural plans detailing public buildings such as hospitals, schools and churches, and, most uniquely a vast number of bespoke distilleries. The Archives will only ever grow as Moray keeps recording and preserving the events and people that keep shaping this corner of the country.

I hope the above is sufficient for the committees purposes however if further information is required do not hesitate to contact myself.

Once completed please return to [committee.services@moray.gov.uk](mailto:committee.services@moray.gov.uk) for publication on CMIS and circulating to Elected Members and copy in [CMTAdmin@moray.gov.uk](mailto:CMTAdmin@moray.gov.uk)