

## **1. Background**

NDA Archives Limited, Nucleus, holds a wide range of material relating to work of the NDA in decommissioning nuclear sites, together with the permanent preservation of historic NDA records.<sup>1</sup>

The NDA's Archive Acquisition Policy states that "records may be given or bequeathed to Nucleus. In such cases, the NDA will ensure that offers will be directed to the most suitable collection. This includes local or specialist archives".

Donated material shall become the absolute property of the NDA Archive Ltd or their successor authorities". These will not be classed as "public Records" under the Public Records Act (PRA) 1958.

## **2. Responsibilities**

NDA Archives Limited, working together with the Commercial Partner for Nucleus, are responsible for the management of potential records at or prior to the point of accession to assess their long-term value to the Nucleus archive collection.

It is to be acknowledged that donations may come from any part of the world and via many circumstances.

## **3. Donation Form**

Upon acceptance of a donation, a donation form must be completed. This form contains a brief description of the donation, basic terms of deposit, donor details and date of donation.

## **4. Terms of Donation**

### **4.1 Accepting Deposits**

NDA Archives Limited will only accept donations which are compatible with its Acquisition Policy.

NDA Archives Limited will only accept donations from those whose rights to transfer ownership have been accepted.

Duplicates are only accepted if they have been annotated by their owner or custodian and those annotations add to the historical or research interest; if they are in better condition than the copy already held and therefore replace the existing item; or if there is a demonstrable need to acquire a duplicate as part of a handling collection to facilitate outreach or learning activities.

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<sup>1</sup> The collection is, currently, developing and evolving and it is expected to take several years to reach comprehensive coverage.

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## **4.2 Copyright**

Unless otherwise agreed, the depositor assigns to NDA Archives Limited all copyright and intellectual rights in the material.

## **4.3 Preservation**

NDA Archives Limited will ensure that the material donated is stored in appropriate archival conditions (Nucleus).

NDA Archives Limited will take all reasonable care to preserve records from theft, loss or destruction.

## **4.4 Conservation**

NDA Archives Limited, working with the Commercial Company for Nucleus will be entitled to take any of the following actions in respect of donations:

- To photograph, scan, microfilm or otherwise copy them as a conservation measure
- To catalogue them for their identification and safe-keeping
- To carry out such work in regard to the conservation of the records as is considered necessary to prevent deterioration.

## **4.5 Disposal**

NDA Archives Limited has the right to return to the donor, any records not judged to merit permanent preservation, or by agreement with the donor, dispose of them. Details of this will be noted on the donation form.

## **4.6 Cataloguing**

Deposited records will be catalogued as part of Nucleus's cataloguing programme, in accordance with best current practice.

## **4.7 Access**

NDA Archives Limited, working with the Commercial Company for Nucleus, will make the material available to users of the archive, according to requirements by legislation e.g. The Data Protection Act (1998), Freedom of Information Act (2000) and the Environmental Regulations (2004).

Access to some records may be restricted if they are in need of conservation.

## **4.8 Exhibition**

The depositor authorises NDA Archives Limited to exhibit the material as it sees fit. Any such exhibition will not conflict with NDA's archive preservation policy and, where possible, surrogates rather than original documents will be used.

## **4.9 Publication**

The depositor authorises NDA Archives Limited to permit publication at its discretion with full acknowledgement being made.

## **4.10 Withdrawals**

The depositor agrees that the material cannot be withdrawn from the collection (Nucleus).

## **5. References**

### **5.1 Public Records Act 1958**

### **5.2 IMP09 - NDA Archive Acquisition Policy, March 2017**

### **5.3 IMP02 - NDA Records Retention Schedule, 2016**

### **5.4 The National Archives, OSP 57 "Nuclear Decommissioning Authority – Site Records 1940 onwards", July 2013.**

### **5.5 Copyright, Designs and Patents Act 1988**