

Terms of Donations, Bequests, Deposits, Transfers

This document sets out the standard terms on which archives and Local Studies materials are held by Suffolk Archives (SA) and should be used in conjunction with the Collecting Policy and Entry Form.

Definitions:-

Donor – Individual or organisation giving or donating archives or Local Studies materials to SA or his/her/their lawful heir or successor in title.

Owner – Individual or organisation which owns archives or Local Studies materials, or to which these items belong or are the property of or his/her/their lawful heir or successor in title.

Depositor – Individual or organisation placing archives in SA for safe keeping on long term loan or his/her/their lawful heir or successor in title.

Bequest – Archives or Local Studies materials left to SA under the terms of a will i.e. a legacy.

Archives and Local Studies materials - the items the Donor, Owner, Depositor or anyone acting on their behalf shall place in the custody of the Council and is listed in the receipt.

Suffolk Archives (SA) – shall be held to be the professional archive service for the county of Suffolk by whatever name it may be known in future.

Suffolk County Council (SCC) – shall be held to mean the council and any successor authority.

Warranties:-

The Donor, Owner, Depositor or anyone acting on their behalf warrants that:-

- Their title to the records is free and unencumbered and that they have the right power and authority to lend or donate the same
- They assign any copyright in the records vested in them to the council unless otherwise stated.

FORMS OF TRANSFER

SA adds to its holdings by:-

- **donation or bequest where ownership passes to SCC. This is the preferred option for establishing custody for public benefit.** SA will assume material is offered as a **donation** unless the owner indicates otherwise on the 'entry form'. Published and printed Local Studies material will only be accepted as a **donation or bequest**.
- **as a statutory deposit or an official transfer or presentation after the records are no longer required for current use from Suffolk County Council departments, the Records Management Centre, other local authorities, statutory bodies etc.**
- **by Permanent Direction issued under Section 9 (2) of the National Heritage Act 1980 for archives accepted by HM Commissioners of Revenue and Customs under the Acceptance in Lieu scheme**
- **under the Cultural Gifts Scheme - The provisions contained in Schedule 14 to the Finance Act 2012 enable an object (or collection of objects) to be donated and held by SA for the benefit of the public or the nation in exchange for a tax reduction for an individual or company.**

- **under Conditional Exemption Tax Incentive Scheme** - The owner of 'designated archives' must undertake to look after and preserve them in the UK and secure reasonable access for the public, including access without a prior appointment by placing them in the safe keeping of SA.
- **as a deposit on indefinite loan** - ownership remains with the depositor. Deposits are not normally accepted unless they remain in the custody of SA for a minimum of twenty years.

In certain circumstances archives may be temporarily deposited at the absolute discretion of the Archivist for the purposes of assessment, digitisation, conservation etc. and according to such arrangements as shall be individually determined between the Archivist and the Owner or Depositor(s).

EXCLUSIONS

SA will not normally accept and reserves the right to return to the Donor, Owner, Depositor, or anyone acting on their behalf:

- material: -
 - which falls outside the stated geographical collecting area of SA, unless forming an integral part of a collection which cannot be divided without loss of archival value, or relating primarily to a Suffolk community.
 - of a low historical or informational value or which does not contribute to an understanding of the creating body or individual e.g. large ephemeral collections.
 - of a highly specialist nature. In these cases, SA may be able to advise on a more suitable repository for the material.
 - which is still in semi-current use by the creating body. If storage space is an issue, there are commercial storage options and Church of England bodies can make use of the Church of England Records Centre's charged for accommodation.
 - with long closure periods, complex access restrictions or limitations on the disclosure of catalogue information for reasons of confidentiality. It is recommended that owners retain such material until the closure periods and access restrictions can be lifted.
 - whose ownership cannot be reasonably established (unless specifically anonymously donated) or is disputed.
 - which is already well-represented unless it is of exceptional quality or of particular historical significance.
 - That duplicates items already held in SA collections or held in other publicly accessible collections.
 - whose significance is outweighed by serious physical defects, deterioration or other damage, particularly where information is inaccessible or has been lost due to the condition of the material.
- Films and video recordings. These fall within the collecting policy of the East Anglian Film Archive.
- Collections that are a specialism of another repository without first consulting that organisation e.g. Britten Pears Arts.
- Artefacts, specimens and other three-dimensional objects falling within the collecting policies of local museums. Only where there is a special relationship between an artefact and the associated archives will SA seek to keep the material together.
- Works of art. These fall within the collecting policies of local museums and art galleries. SA will maintain close links with such institutions to avoid a conflict of interest over topographical views

by notable artists or which are of particular artistic merit, which may fall within the collecting policies of both SA and museums and galleries.

- Archives in a format or language which require for their preservation, consultation or interpretation, storage conditions or specialist skills or equipment which SA does not have or does not plan to provide.
- Books or periodicals of general historical interest (even if they contain some references to Suffolk) and new collections or library collections of wholly printed published material except where these relate substantially to the wider archival holdings of SA.
- Duplicate books and periodicals.
- Digital archives in proprietary file types or which use proprietary software e.g. MS PowerPoint presentations, family history programmes etc.
- Frames, tin trunks, deed chests and other containers. If archives are contained in these when they are brought to SA, the containers will normally be disposed of by SA (with permission) or returned to the owner.

It shall be possible at any time to convert a deposit into a gift or bequest at the discretion of the depositor(s).

OTHER TERMS AND CONDITIONS INCLUDING CHARGES:

- Only collections and items which are judged to be of sufficient quality for permanent preservation will be accepted.
- Priority in acquiring archives will be given to those which are at risk of loss, destruction or damage, or are of particular historical significance.
- All material except purchases will be subject to SA's *Terms of donations bequests, deposits and transfers*. Archives will only be accepted if accompanied by an 'entry form' signed by the person depositing or giving the material, or someone authorised to act on behalf of an organisation, business, individual etc. This constitutes the contract for deposit or donation.
- Archives presented as donations will normally be maintained at our expense.
- All correspondence will be sent to the depositors last known address. It is the responsibility of the depositor to inform SA of any changes of contact details, or ownership, where applicable. If SA need to contact a depositor and are unsuccessful despite reasonable attempts to establish and trace contact by the Archivists, and if archives have been in the custody of SA for seven years or more, they will be presumed to have been donated to SCC.
- SA requires the owner or depositor to offer items or collections in reasonable order. Extraneous material e.g. empty folders, carbon paper and duplicates should be removed. Guidance can be provided as to the types of records SA considers for permanent preservation, depending on the type of organisation or nature of the material, through reference to the Micro-Collecting Policy. This can be provided by and discussed with the Archivists on contact.
- The original filing structure or arrangement of the archives should be preserved where possible to assist researchers to better understand the inter-relationships between items within a collection.
- SA requires the owner or depositor to provide an electronic list or schedule of their material with relevant contextual information e.g. the administrative history and structure of the creating organisation or key individuals at the time of deposit especially where the bulk is likely to render the documents otherwise inaccessible until processed. SA may charge for the creation of an initial list or schedule if this is not provided by the owner or depositor.

- SA requires the owner or depositor to provide information, where known, on the intellectual rights e.g. copyright relating to any of the items transferred, presented or offered as a donation, bequest or deposit. This will be recorded on the Entry Form and on the SA cataloguing system but will not be made publicly available unless it is requested and the content is in the public domain.
- Donors, owners, depositors or their representatives are required to inform SA of any known personal or commercially sensitive information contained within material offered, so appropriate restrictions on access can be agreed with an Archivist.
- Donors, owners, depositors or their representatives requiring legal advice about their collections, associated rights and access restrictions should approach a Solicitor. SA can not provide advice in such situations.
- SA requires donors, owners or depositors to make arrangements for their material to be delivered to the SA.
- When a deposit is accepted, a charge will, in the majority of cases, be made for placing it in archival standard packaging for long term preservation. This packaging can be purchased prior to deposit to help protect collections whilst in transit.
- The owner or depositor is advised to have their collection valued for insurance purposes prior to transferring to the custody of SA. Items of a high monetary value should be separately identified prior to deposit.
- In the case of collections containing material in need of extensive conservation treatment, the council may request additional financial assistance from the depositor towards any reconditioning, rebinding and repair.
- Material purchased with the assistance of grant aid will be held subject to the terms and conditions of the bodies from which such aid has been received.
- Copies and transcripts are usually only acquired where the originals are not available or are believed to be at risk or are of significant value to archive users. Such material might also be accepted as part of a larger archival group or if it complements another archive held by or likely to be acquired by SA.
- Collections of historical and genealogical notes and pedigrees and one name studies are only accepted if they are judged to be of major importance to the history of the county.
- In order to ensure the long-term survival of digital archives SA requires digital material to be supplied in open file and uncompressed or widely used formats e.g. TIFF, WAV and XML with associated metadata. Ideally, the original formatting within the document will be preserved. Permission to make multiple copies and to migrate data to new versions of software as necessary for long term preservation is also required.
- SA also requires permission to make electronic copies of digital collections available in the Searchroom and online for public access.

TRANSFERS AND PRESENTATIONS OF LOCAL PUBLIC RECORDS

Creating bodies transferring or presenting local public records to SA as a designated 'Place of Deposit' e.g. prisons, coroner's courts, hospitals etc are advised to read The National Archives guidance on *transferring records of Local Interest to Places of Deposit* prior to contacting SA.

DEPOSITS AND TRANSFERS FROM LOCAL AUTHORITIES INCLUDING SUFFOLK COUNTY COUNCIL

Archives created by SCC, Borough, District, Parish or Town Councils can be deposited directly with SA or transferred from Records Management Services within Suffolk according to agreed retention guidelines included in local file plans, taxonomies, the Local Government Classification Scheme, Service List etc. Archives requiring long term preservation especially those created in digital format should be transferred at the earliest opportunity to ensure information of evidential value is kept and remains accessible. This protects local government interests and assets and captures how:

- decisions were reached and implemented
- the councils interacted with Central Government, local partners and people and other agencies
- the councils delivered their core business functions to local residents
- the councils met statutory obligations

Material that is not required to be kept for legal, fiscal, business or democratic purposes may still have an enduring social, cultural, and historic value and therefore should be offered to SA for appraisal and potential sampling prior to destruction.

Significant archives requiring permanent preservation created by organisations commissioned to deliver SCC services should be deposited in or transferred to SA to ensure continuity and to meet statutory obligations.

All SCC archives deposited in or transferred to SA by directorates, departments, sections, individuals or commissioned services etc will become general SCC assets managed by SA with advice and support from Suffolk Legal, Information Governance and directorate Strategic Information Agents.

PRESERVATION

- The conditions under which all archives shall be stored in shall not be less than those considered acceptable for the storage of SCC's own records. As far as is possible, adequate precautions are taken against damp, fire, vermin and illegal access.
- When a deposit is accepted, a charge may be made for storing and packaging the collection to archival standards. This includes server space for digital deposits.
- In the case of collections containing material in need of extensive conservation treatment, SCC may request additional financial assistance from the Owner or Depositor towards any reconditioning, rebinding and repair.
- SCC will be entitled in their absolute discretion to take any of the following actions in respect of archives and Local Studies materials:-
 - To withhold public access to those in a fragile condition until such time as the necessary conservation work has been completed.
 - To photograph, microfilm or digitise for research, preservation or security. Copyright and ownership of such photographs, microfilms or digital files shall remain vested in SCC at all times. In order to protect original records, members of the public may be required to study the photographic, microfilm or digital copies.
 - To ensure the long-term survival of digital archives, SA will make multiple copies of them for preservation purposes and migrate them to updated versions of software as necessary.
 - To number or mark with a finding reference for their security and identification.

- To carry out conservation and preservation treatments including physical repair by a qualified Conservator or individuals working under professional supervision.

INSURANCE

All Owners and Depositors are encouraged to obtain a valuation of their archives prior to deposit and to provide SA with a copy of this valuation for insurance purposes.

SCC takes all reasonable precautions to preserve the archives from damage, loss and theft. It effects a Public Liability Insurance Policy which indemnifies the authority in respect of damage to archive collections arising from the negligence of SCC or its employees. All Owners and Depositors are advised to read the attached Notice of Insurance Appendix B for more detailed information. Any Owner or Depositor requiring further cover should make their own arrangements for the insurance of their archives, but SA will not be liable for any costs so incurred.

LISTING AND CATALOGUING

- The council requires the Owner or Depositor to provide an electronic list or schedule of their material at the time of deposit. The council may charge the Owner or Depositor for the creation of an initial list or schedule if this is not provided.
- Donors, Owners and Depositors will automatically be given a receipt for their archives or local studies material which will include a brief description.
- When a deposit is accepted, a charge will normally be agreed towards future cataloguing.
- All archives and local studies materials placed with SA will be catalogued, as part of the overall cataloguing programme, according to current practice and national standards, and as resources allow. The content, format and structure of all catalogues, lists, calendars, indexes and other finding aids shall be at the discretion of the Archivist. No fixed date can normally be given for the completion of such catalogues.
- One free copy of all catalogues will be provided to Donors, Owners and Depositors for reference purposes only and to other such individuals and bodies as the council deems appropriate. The catalogue will also be made available to the public. Further copies of catalogues can be provided for an additional charge.
- The copyright in all lists, calendars, indexes or other finding aids, made, commissioned or undertaken by SA in respect of any archives or Local Studies materials, shall be vested absolutely in SCC, which is free to publish such works including via the Suffolk Archives or any other website.

ACCESS, COPYING AND PUBLICATION

- Archives and Local Studies materials will be made available to the public, for the purposes of research in the supervised Searchroom during advertised opening hours and in accordance with the Searchroom regulations.
- 'Born Digital' archives and digital and other surrogates may be made available to researchers in the Searchroom or online.

- Closure for a short fixed period of time or restrictions on access may be agreed between the Owners, Donor(s) or Depositor(s) and the council acting through the Archivist. Statutory legal and other administrative, business or commercial restrictions on access to archives, including confidentiality restrictions for personnel records, will be observed.
- Archives and Local Studies materials will not be made widely available for public consultation until a catalogue has been compiled and the items have been repacked and numbered. In certain circumstances, access to uncatalogued material may be facilitated at the discretion of the Archivist. However, Owners and Depositors will be able to access their own uncatalogued and closed archives during public opening hours, with advance notice.
- Access may be refused to records that are in a fragile state or in need of repair.
- SA assumes permission to publish archives in whole or in part in its own publications and on its own website subject to copyright restrictions without the further consent of the Owner, Depositor or Donor and will provide due acknowledgement.
- Having regard to the provisions of the Copyright Acts, for the time being in force single copies of records may at the discretion of the Archivist, be supplied to the public on payment of an appropriate charge for non-commercial research, private study, criticism and review. No further reproduction shall be made without written application to the Archivist and the receipt of their written consent, in consultation with Owners/ Depositors and Copyright holders, as applicable.
- People can only publish extensive extracts or copies of archives with the consent of the Owner and or Copyright holder. We require the author and publisher to seek permission through us and to conform to copyright law and include an acknowledgement of the item's title and reference.
- Archives and Local Studies materials may be used for official or legal purposes by any user of SA.
- In certain special circumstances access to some sensitive deposited archives may only be granted following an application made to the Owner by the researcher and the subsequent receipt of the Owner's written consent by SA.
- Records may be temporarily transferred to another recognised repository for the purposes of study, conservation, digitisation or other appropriate uses, at the discretion of the Archivist. Where a long-term removal from the custody of SA is contemplated the Archivist shall, in the case of deposited records, seek the written consent of the Owner or Depositor(s) to the arrangements proposed.

EXHIBITION AND DISPLAY

- Records may be exhibited or displayed without further consent of the Owner or Depositor(s) in small or short-term exhibitions held in premises under the control of the council or its partners.
- The written consent of the Depositor(s) will be sought for the display of archives in premises not under the control of the Council. Records will not be lent for such exhibitions without the written consent of the Owners or Depositor(s). Records displayed in premises not under the control of SA will not be covered by our insurance.
- SA will consider requests made by the Owner or Depositor for exhibitions of their records. It reserves the right not to release archives which are too fragile, damaged or otherwise unsuitable for display.

TEMPORARY WITHDRAWAL

- Records deposited at SA may be withdrawn temporarily for any reason, at the discretion of the Depositor(s), for a period not exceeding three months, thereafter renewable for further periods not exceeding three months at the discretion of the Archivist. Such withdrawal shall require a minimum period of notice of five working days and must be requested in writing. Records temporarily withdrawn are not covered by the council's insurance whilst in transit or out of the custody of SA and SCC will accept no responsibility for any damage caused to the records during such periods of temporary withdrawal.

PERMANENT WITHDRAWAL

- Records deposited on indefinite loan at SA may be withdrawn permanently from the custody of SA, under the following conditions, to be operated by SA at its discretion and in negotiation with the Depositor(s):-
 - Any request for such withdrawal shall be submitted to the Archivist in writing. SA will require a formal period of notice of two calendar months for records occupying up to 3 linear metres and 6 months for over 3 linear metres of records, or such longer period as may be required by specific statutory provision to copy any or all of the records.
 - During the period of notice referred to above SA will be entitled to copy any or all of the records at the depositor(s) expense and retain the copies as the property of SCC after the removal of the records. These copies may be microfilm, photographic or digital copies to an approved preservation standard. SA will continue to make the copies accessible to the public after the withdrawal of the records.
 - SA reserves the right to require from the Depositor a payment reflecting the financial costs involved in the storage, cataloguing and conservation of deposited records if, in the sole opinion of The Head of Suffolk Archives, insufficient public benefit has been derived to fully cover the public expenditure incurred up to the time the records are withdrawn and in consideration of the Services provided. Any payments already made by the depositor towards the packing, cataloguing and conservation of these records will be taken into account.

OPTION TO PURCHASE RECORDS

- In the event the Depositor(s) intends to sell all or any of the records SCC and or the Friends of Suffolk Archives shall be given the first opportunity to buy them at a price to be agreed between the Depositor(s) and SCC and or the Friends on the basis of an independent valuation.

OWNERSHIP OR CHANGES OF CIRCUMSTANCES

- It is the responsibility of the Depositor(s) to notify SA of any change of address or any change in title to the records. Communications relating to deposited records will be sent to the Depositor(s) or his/her/their duly appointed agent(s) at his/her/their last known address. In the event of these being returned or unacknowledged and following a lapse of seven years thereafter the liability of SA to communicate with the Depositor(s) will be deemed to have been discharged. SA will not

accept responsibility for any consequences which may arise from the Depositor(s) failure to notify such changes.

- Where requests are made for the withdrawal of deposited records under the provisions of the sections relating to temporary and permanent withdrawal above it will be necessary for the person(s) requesting withdrawal to be able to prove title to those records, or where withdrawal is requested by an agent or agents for the same to be duly authorised in writing by a person or person(s) able to prove title to those records.

FREEDOM OF INFORMATION: PROVISIONS APPLICABLE TO PUBLIC BODIES (INCLUDING SCHOOLS)

- If the records are requested under a Freedom of Information Act request whether directly or through the public body SA will do its best to advise but will not answer Freedom of Information requests on behalf of the public body unless prior arrangement has been made.
- If historical records are included in the publication scheme the public body must use the form of words provided by SA for that purpose.

ENVIRONMENTAL INFORMATION

- Information in the records may be disclosed to third parties if the information is Environmental Information as defined in the Environmental Information Regulations 2004.

DATA PROTECTION

The council shall at all times comply with the provisions of the Data Protection Act and General Data Protection Regulations 2018.

- Where material is considered to be sensitive personal data it will be closed for 100 years after the date of birth of the data subject, where known, or calculated as near as possible. Where data protection issues are concerned, SA will be guided by SCC Legal Services and Information Compliance Officer.

LIABILITY

- **Under no circumstances will Suffolk County Council be liable for damaged, lost or stolen records.**

Appendix A: Guidelines for depositing digital archives

Software

What software should I use?

- Ideally you should use an open source software product and file formats like TXT or XML.¹ An alternative file format for text-based content is Adobe Acrobat.
- Image files should be created as either JPEGs or TIFFs, with TIFF preferable at 300 dpi or greater.
- If you don't have access to open source software, we suggest using Windows and Microsoft products, e.g. WORD, EXCEL

Storage media

What should I store it on, and use to bring it to Suffolk Archives?

Accepted media are:

- CD ROM, USB stick, DVD, e-mail, hard-drive or shared drive
- All CDs are of unknown lifespan but high-quality Gold CDs should be used in preference to standard ones.
- By e-mail. Please contact us in advance to arrange this.
- By transfer through cloud based platforms e.g. WeTransfer

Please note: portable media (e.g.: CDs) cannot be transferred or copied on-the-spot and will have to be left with SA to be processed.

Metadata (data about data):

Information you need to include about **born digital archives**

- What version of software (e.g. Excel 2003) and
- operating system (e.g. Windows XP) was used to create it?
- When was it created?
- Who created it?
- Description of any images (e.g. details of who/what/where/when).
- Is the information available elsewhere, (e.g. on a web site)?
- Related documents and/or images

Information you need to include about **digital surrogates** (copies of original items)

- What digitisation equipment was used, e.g. scanner?
- Who did the digitising?
- When was it digitised?
- At what resolution?
- Physical description of the original, e.g. size, glass plate negative?
- Who owns the original, and are they the copyright owner?
- Is the owner happy for the image to be made available to the public?
- Are there any copyright restrictions on its use?

All incoming material will be scanned for viruses and/or malware. SA may or may not attempt to clean files and it may request that material be re-submitted.

¹ Open source software is software which does not require one particular system or program to read it but can be read by a number of programs.

Appendix B Notice of Insurance

All records deposited at Suffolk Archives are unique; replacement is impossible. Any monetary value placed on their intrinsic and evidential value can only be notional.

SA seeks to ensure the physical safety of the deposited records by the maintenance of the highest possible standards of care by means of:

- (a) adhering as closely as possible to **British Standards Institution, Conservation of Cultural Heritage. New sites and buildings intended for the storage and use of collections**, BS EN 16893 and **British Standards Institution, Conservation and Care of Archive and Library Collections**, BS 4971: 2017
- (b) the establishment of security procedures (including the marking of deposits) relating to the use of archives in searchrooms, exhibitions or for any other purposes; and
- (c) security photography, microfilming or digitisation to ensure that the information contained in deposits can be protected

Suffolk County Council (SCC) has recognised and supported the above policy by allocating funds for the provision of new, and the upgrading of existing strongrooms and the provision of appropriate security systems, fire protection and also funding a continuing programme of digitisation and digital preservation.

SCC has combined liability insurance and buildings and contents insurance for fire, lighting, explosion and impact by aircraft. SA has additional cover on top of the normal SCC buildings and contents insurance for the archive materials and records held in the following named locations:-

- The Hold and Endeavour House, Ipswich (for exhibitions)

1. The policy will pay for:-

- a. **the costs of reconstruction, conservation, restoration, repair, cleaning, drying, salvage, disinfestation and all other similar processes** if SA collections are damaged whilst in transit or at any of the named locations as a result of:-
 - i. fire (however it is caused and any resultant damage caused by any extinguishing system.)
 - ii. lightening
 - iii. explosion
 - iv. hurricane
 - v. earthquake
 - vi. windstorm
 - vii. tidal wave
 - viii. flood
 - ix. aircraft impact
- b. **all risks of physical loss or damage to specified items as per a schedule provided on an 'agreed value' basis** for collections of known value because they have been acquired by purchased, under the Government Acceptance in Lieu Scheme or have been valued by competent valuers. Owners are encouraged to have their collections valued and provide SA with a copy of the valuation to pass on to our insurers.

- c. **all risks of physical loss or damage whilst in transit, in store or in exhibition for all collections (including those that have not been valued).** Where there is no agreed value the archives or records are covered for the costs of conservation etc. But compensation for theft, vandalism, damage etc would be negotiated with a Loss Adjuster and would be based on the market value at the time of the loss as determined by qualified valuers.

All risks includes:-

- i. theft by third parties
- ii. unexplained loss or mysterious disappearance
- iii. burst pipes or leaks
- iv. accidental damage
- v. vandalism

Transit includes any conveyance whether it is a private staff vehicle's insured for county council business or a Suffolk County Council vehicle etc.

2. The policy does not cover:-

- a. loss or damage caused by or resulting from:
 - i. natural ageing, gradual deterioration, inherent defect (i.e. poor quality paper), rust or oxidation, moth and vermin, warping or shrinkage
 - ii. loss or damage caused by or resulting from: repairing, reframing, restoring, retouching or any similar process
 - iii. aridity, humidity, exposure to light or extremes of temperature unless such loss or damage is caused by storm, frost, fire, or malfunction of the temperature control equipment.
 - iv. loss or damage caused by or resulting from: theft or dishonesty committed by or in collusion with any principal, shareholder (beneficial or otherwise) partner, director, or other officer of the insured, or any person to whom insured property is entrusted or loan unless any of the aforesaid persons is working in the capacity of an employee (paid or unpaid) of the insured.
- b. loss or shortage discovered whilst taking inventory (see above unexplained loss or mysterious disappearance is covered under all risks).
- c. loss of or damage to property unless it is entered in the insured's Insurance Property records.
- d. loss or damage at any trade fair unless specifically notified to and agreed by the underwriters in advance. (This includes external events of all types.)
- e. loss from or damage in or on unattended vehicles.
- f. electrical or mechanical fault or breakdown. (i.e. the insurers will not pay for the repairs resulting from faults or breakdowns of electrical or mechanical items but will pay for any damage done to archives as a result of the failure of electrical or mechanical systems provided they are properly maintained).
- g. the amount of the deductible stated in the Schedule for each and every loss.
- h. consequential loss of any kind.
- i. loss or damage or liability directly or indirectly occasioned by, happening through or in consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power.
- j. loss or damage caused by or resulting from confiscation, nationalisation, requisition or destruction of or damage to property by or under the order of any government or public or local authority.

- k. loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising there from or any consequential loss from radiation, nuclear reaction, contamination by radioactivity etc.
- l. any legal liability of whatsoever nature directly or indirectly caused by or contributed to by or arising from
 - ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel
 - the radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof
 - nuclear reaction, nuclear radiation or radioactive contamination.

This additional insurance does not cover any archives or records loaned back to the Owner or Depositor for any purpose. Nor does it cover any archives or records loaned to third parties with the permission of the owner or depositor. Depositors or Owners should therefore ensure they or any third parties they grant permission to to remove records from the care of SA for any purposes have adequate insurance cover.

Depositors may make their own arrangements for insurance of their records but SCC or SA shall not be liable for any costs so incurred.

Suffolk Archives, The Hold, 131 Fore Street, Ipswich, IP4 1LR
01473 296666
archives@suffolk.gov.uk
www.suffolkarchives.co.uk

If you need help to understand this information in another language please call **03456 066 067**.

Se precisar de ajuda para ler estas informações em outra língua, por favor
telefone para o número abaixo. 03456 066 067

Portuguese

Jeigu jums reikia šios informacijos kita kalba,
paskambinkite 03456 066 067

Lithuanian

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku
zadzwoń na podany poniżej numer. 03456 066 067

Polish

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o
altă limbă, vă rugăm să telefonați la numărul 03456 066 067

Romanian

إذا كنت بحاجة إلى المساعدة في فهم هذه المعلومات بلغة أخرى، الرجاء الاتصال على
03456 066 067

Arabic

Если для того чтобы понять эту информацию Вам нужна помощь на другом
языке, позвоните, пожалуйста, по телефону 03456 066 067

Russian

If you would like this information in another format,
including audio or large print, please call **03456 066 067**.



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