

Our ref: 4.2.4.1/AS/3240



Oxfordshire History Centre St Luke's Church Temple Road Cowley Oxford OX4 2HT

Mark Priddey
History Centre Manager (Archives)

Mark Lawrence
History Centre Manager (Local Studies)

Date: 4th May 2022

Dear Roger

Re: Acc 6977 Sibford Gower Parish Council records

Thank you for depositing these records with us.

Please find enclosed two copies of our accession receipt form, which I would be grateful if you would sign in the space provided on the reverse of each copy. Please return one copy to us in the envelope provided, whilst the other is for your records. It is vital that we have a signed formal agreement, otherwise this can cause problems at a future date.

I have also been able to catalogue these records, so please also find enclosed a copy of the up-to-date catalogue of your records.

Please would you let us know if you change address or other contact details so that we can keep our records up to date?

Many thanks

Yours

Miss Alison Smith Archivist

Tel: 01865 398200

Email: oxhist@oxfordshire.gov.uk

www.oxfordshire.gov.uk/oxfordshirehistory

## **OXFORDSHIRE HISTORY CENTRE**

St Luke's Church, Temple Road, Cowley, Oxford OX4 2HT Tel: 01865 398200 E-mail: <a href="mailto:oxhist@oxfordshire.gov.uk">oxhist@oxfordshire.gov.uk</a>

# RECEIPT FOR ARCHIVE MATERIAL

## **Description of documents:**

Sibford Gower Parish Council - additional records Minutes 1966-2019, accounts 1921-2005 and Councillor declarations 1894-2002 1894-2019

## Received from:

Sibford Gower Parish Council

Via:



Terms of receipt: Deposit with Power to Destroy

If a Deposit, is permission to destroy given? Yes Do you own the copyright to this material (Yes) If 'No', who does own it?
If 'Yes', are you transferring copyright to OHC (No)

**Access Conditions:** 

**Accession No:** 

6977

Date:

3/5/2022

Acknowledged with thanks:

(Archivist)

Please Sign on reverse



## **Terms of Deposit for Archives**

#### 1. Definitions

Oxfordshire History Centre (OHC) shall be held to mean the professional archives and local studies service for the county of Oxfordshire. OHC has responsibility for the records of local government and the Diocese of Oxford, and the right to hold private archives under the Local Government Act (1962). OHC has a responsibility to maintain a comprehensive collection of published and printed local studies material, relating to the county of Oxfordshire as formulated in 1974. Oxfordshire County Council shall be held to mean the Council and any successor authority.

#### 2. General

OHC has a duty to hold diocesan, archdeaconry and parish records under the 1978 Parochial Records and Registers Measure and subsequent amendments. It has a duty to hold Public Records under the Public Records Act (1958), and records of local government under the Local Government (Records) Act (1962) and the Local Government Act (1972). It has the right to hold manorial records under the Law of Property Act (1922) and its amendment of 1924, and to hold tithe documents under the Tithe Act (1936). Nothing in these terms of deposit shall override the stipulations of these acts. These terms of deposit are binding unless special terms or conditions are agreed overleaf.

### 3. Forms of Transfer

Archival collections may be transferred to OHC in one of four ways:

- a) Gift or Purchase [G]: an outright transfer of the records to the ownership of OHC.
- b) Deposit [D]: an indefinite loan of the records to OHC, ownership remaining with the depositor, who may withdraw them by agreement with the service.
- c) Internal Transfer [TT or TW]: Oxfordshire County Council records transferred either:
  - as the result of a formal appraisal process whereby responsibility and control pass from the creating department to OHC (Internal Transfer: control transferred – T/T), or
  - as current or semi-current records for reasons of public access, safe-keeping or otherwise, whereby control and responsibility are not transferred (Internal Transfer: control withheld - T/W).

If deposited material being withdrawn permanently within 10 years of the date of deposit, the depositor shall be liable to defray the costs of any cataloguing or conservation work carried out on the documents. After 10 but before 25 years, the depositor shall be liable to 50% of such costs.

OHC has the right to dispose of material transferred as a gift or purchase or internal transfer with control transferred. In the case of all other forms of transfer, OHC may refuse to accept the material, or may transfer it back to the owner but may not otherwise dispose of it without the owner's consent, unless all reasonable attempts to contact the owner fail. The owner must keep OHC informed of change of address or transfer of ownership. If the depositor is untraceable, ownership and copyright (if vested in the depositor) will pass to OHC.

OHC assumes that the depositor of records is the owner, or has the right to transfer them to OHC, and responsibility for transfer remains with the depositor. Without a signed accession receipt form, or completed Data Protection Questionnaire where necessary, material may not be accepted or may be returned to the depositor. Electronic material without a completed Digital Receipt Form may be returned to the depositor. OHC is only able to accept electronic files in specific formats and operating systems (see OHC Digital Receipt Form for details).

#### 4. Access

Access will normally be granted to members of the public to materials held in OHC, subject to the requirements of the Data Protection Act and other legal stipulations. Uncatalogued material may not be accessible to the public. Specific closed periods may be negotiated for particular records, but no permanently closed material will be accepted. The depositor or owner will be able to access their records during public opening hours. Direct access to material in the searchroom is free of charge. Material deposited may be used in talks and exhibitions by OHC staff.

## 5. Data Protection

OHC will not accept records still required for current administrative use. Depositor's or donor's contact details are only kept for purposes of identifying ownership and actions in regard to the material held. They will not be divulged to a third party without the giver's permission. Details of the owner/depositor's name and address are kept on file and in an electronic database, access to which is restricted to OHC staff.

## 6. Finding aids

Archival records transferred to OHC will be listed or catalogued by professionally qualified archivists, according to current office practice, but no fixed date can normally be given for the completion of such catalogues. Priorities will be set at the discretion of the OHC Management Team. A copy of any list or catalogue of Archival records will be supplied to the depositor/owner of the records, but copyright in such list or catalogue remains with OHC. No list or catalogue on public access will include personal details of the owner/depositor of the records unless requested.

#### 7. Preservation

Records deposited at OHC will be kept in environmental conditions which shall approximate as nearly as possible to PD5454 (Guide for the storage and exhibition of archival materials). OHC shall have the right to microfilm or digitise documents if appropriate, mark items with a catalogue reference, undertake necessary conservation work on the documents by appropriately qualified conservation staff, and withhold public access to material which, in the opinion of professional conservation staff, are too fragile for use. OHC shall have the right to migrate, re-arrange and, if appropriate, provide online access to electronic records.

#### 8. Copies and publications

Copies of archival documents (including photographic images and sound recordings) may be provided to the public in accordance with the terms of the Copyright, Designs and Patents Act (1988) (and any subsequent amendments) at the discretion of the professional staff, for private study with a non-commercial purpose. Deposit of archival records is deemed to imply permission to reproduce deposited material, subject to copyright provisions. Specified safe limits for the copyrigh copyright material are on display in the OHC searchroom and researchers will be expected to comply with these at all times unless they have been granted special permission from the copyright holder.

Signature of this form constitutes acceptance of the terms of deposit

Signed.....

Print Name... Rocer Norces ws

06/05/22

## **Oxfordshire History Centre**

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## SIBFORD PARISH COUNCIL RECORDS

The records were deposited as Acc 544 in February 1965 and Acc 707 in March 1968 and were originally catalogued as Sibford. Further records were deposited as Acc 6977 in May 2022.

Recatalogued by Alison Smith in January 2009 with additions in May 2022.

## PARISH COUNCIL MINUTES (PC240/A1)

PC240/A1/1	Sibford Gower Parish Council minute book	Dec/1894- Mar/1946
PC240/A1/2	Sibford Gower Parish Council minute book	Mar/1966- Mar/1980
PC240/A1/3	Sibford Gower Parish Council minute book	Apr/1980- Apr/1997
PC240/A1/4	Sibford Gower Parish Council minute book	May/1997- Nov/2007
PC240/A1/5	Sibford Gower Parish Council minute book	Jan/2008- Dec/2019
	PARISH COUNCIL DECLARATIONS (PC240/A2)	
PC240/A2/1	Sibford Gower Parish Councillors declarations on acceptance of office book	1894-1998
PC240/A2/2	Sibford Gower Parish Councillors loose declarations on acceptance of office	1992-2002
	CHARITY ACCOUNTS (PC240/F1)	
PC240/F1/1	Sibford Gower Town Estates and Fuel Land Charities statement of accounts 12 items	1932-1943
PC240/F1/2	John Loggins Charity statement of accounts 10 items	1932-1941
	PARISH COUNCIL ACCOUNTS (PC240/F2)	
PC240/F2/1	Sibford Gower Parish Council receipt and payment account book	1921-1943
PC240/F2/2	Sibford Gower Parish Council receipt and payment account book	1944-1968

PC240	Oxfordshire History Centre	
1 0240	SIBFORD PARISH COUNCIL RECORDS	
PC240/F2/3	Sibford Gower Parish Council receipt and payment account book	1969-1991
PC240/F2/4	Sibford Gower Parish Council receipt and payment account book	1992-2005
	PARISH COUNCIL FINANCIAL STATEMENTS (PC240/F3)	
PC240/F3/1	Sibford Gower Parish Council Financial statement found inside PC240/F2/2	1968