

Archive Collections Management Policy

1. Mission statement

The National Memorial Arboretum is a UK registered charity and 150-acre visitor site in Alrewas, Staffordshire. It exists to ensure that the unique contribution of those who have served and sacrificed is never forgotten and to ensure there is a year-round space to celebrate lives lived and commemorate lives lost.

The Arboretum represents one of the most significant millennium heritage projects to have been successfully delivered and sustained. To mark its 25th anniversary it is establishing an archive to collect and safeguard its history.

2. Collecting statement

2.1 Types of documents

The National Memorial Arboretum collects oral histories, and analogue and digital documents, ledgers, plans, journals, photographs, films and other ephemera directly relating to the Arboretum's development as a visitor attraction, the conception and construction of its memorials, and the planting of trees.

2.2 Exclusions

The National Memorial Arboretum does not collect:

- Public records that should be in a County Record Office or similar repository
- Militaria, equivalent archives and objects about individual regiments and service personnel or the First and Second World War
- Local history information about the site before it was the National Memorial Arboretum, including previous commercial activity and associated companies
- Multiple copies of publications and copy and duplicate documents (unless original documents are unavailable or there are extenuating circumstances)
- Records which are damaged beyond repair or recovery, or which require treatment beyond the Archive's normal resources
- It does not collect (or archive) databases and websites.

In those instances where these types of records and objects are offered, advice will be given on where else is best to approach.

We will not collect objects unless we are certain we have space and capability to appropriately store and care for them and there is an obvious use for them in the future in telling the Arboretum's story.

Objects and items outside of scope can be collected for a handling collection to be used by the schools programme. Clarity will be made to the donor about which collection they are entering.

2.3 Themes, topics and geographical area

The Archive collects records from the area local to the Arboretum and the wider United Kingdom (if relevant to section 2.1) relating only to the foundation and running of the Arboretum and the remembrance activities that take place there. This includes:

- The running of the visitor site up to present day (if no longer required for daily operations)
- Records linked to the foundation of the Arboretum in the 1990s
- The creation and unveiling of memorials
- The planting of trees and their dedication
- Oral histories covering the development of the arboretum, its memorials and people's use of the site for remembrance.

2.4 Terms of acceptance

The National Memorial Arboretum will consider for acceptance those types of documents listed in section 2.1 and 2.3. All material will be considered on a case-by-case basis after an appointment is made by any potential donor with the Archivist (or Heritage Team). Items that are dropped off with members of Arboretum staff or sent through the post without prior agreement will not be accepted as a donation.

Once material has been accessioned, the National Memorial Arboretum takes responsibility for its conservation, preservation, security and use. This includes disposing of any duplicate and out of scope material and unsolicited donations.

Records relating to living or potentially living individuals will be treated in accordance with the UK Data Protection Regulations (UK GDPR), Data Protection Act 2018 and Data (Use and Access) Act 2025.

Where the National Memorial Arboretum wants to use a work protected by copyright, it would ordinarily, with a few exceptions (as per the Copyright Designs and Patents Act 1988) seek the permission of the relevant rights holder(s), including as part of any donation agreement.

3. Access statement

Access will be provided via the National Memorial Arboretum's website and on-site portal in its exhibition galleries.

There are not currently facilities to provide a service for researchers on-site, but there is an ambition to provide this in the future.

4. Preservation statement

An assessment of preservation and conservation needs will be carried out during the accessioning process. Where appropriate, records may be copied to support long-term preservation. The National Memorial Arboretum aims to store and preserve records in line with recognised professional standards:

- [Archive Service Accreditation Standard](#)
- BS 4971:2017 Conservation and care of archive and library collections
- PAS 197:2009 Code of practice for cultural collections management
- Digital Preservation Coalition [Community Archives Digital Preservation Toolkit](#)

5. Related documents and guidance

The following documents must be read in conjunction with this policy

Archive Accessions Policy

Guidance from the National Archives on [Copyright and Orphan works](#)

The Archives and Records Association's [Generally Recognised Standards for Archiving in the Public Interest](#)