

## Request to deposit archives or photographs with Tameside Local Studies and Archives

In addition to the records of the Borough Council and its predecessors, Tameside Local Studies and Archives takes in a wide variety of archives and photographs from private donors, depositors and organisations, and makes them available to the public. Our collection policy can be accessed via our website at <http://www.tameside.gov.uk/localstudies/collection>. Broadly speaking, we accept records relating to places, organisations and people from the **Tameside area**, along with records relating to the **Manchester Regiment**.

**From 1 March 2017 until 1 July 2017, we will not be accepting donations or deposits of archives or photographs. Anyone wishing to donate or deposit archives or photographs is asked to fill in this form as fully as possible. A decision on whether to accept the items will be taken in July 2017. Please do not bring in any unsolicited material, as it may be disposed of or destroyed at our discretion. Unsolicited items received in the post will be returned to sender.**

Please note that we do not normally purchase material for addition to the archive collections, nor do we provide commercial valuations.

Today's date	
Name	
Address	
Telephone number	
Email address	
<b>Are you acting on behalf of another person or an organisation? Please tick</b>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, what is the name of the person or organisation?	
The person / organisation's address	
Your relationship to them (e.g. secretary, employee, niece / nephew)	
<b>Please turn over to complete the form by telling us about the records / photographs</b>	

Tameside Local Studies and Archives Centre, Central Library, Ashton-under-Lyne, OL6 7SG  
Tel 0161 342 4242, email [archives@tameside.gov.uk](mailto:archives@tameside.gov.uk), web <http://www.tameside.gov.uk/localstudies>

## Request to deposit archives or photographs with Tameside Local Studies and Archives

Description of the records to be deposited (e.g. records of Denton Sports Club; Photographs of Audenshaw by Fred Bloggs; Manchester Regiment records of John Smith)	
How did you come across the records? (e.g. belonged to father; records found in attic)	
What are the covering dates of the records? (give approximate date if not sure)	
Do the records include any of the following (please tick)	Manuscript / typescript papers, files, volumes <input type="checkbox"/> Photographs <input type="checkbox"/> Maps or plans <input type="checkbox"/> Electronic files <input type="checkbox"/> Other (please specify)
Do the records include organised lists of information about people who may still be alive? (e.g. registers of members or pupils)	
Are any photographs identified? (e.g. names of people, places, dates)	
Are you able to bring the records to Tameside Local Studies and Archives? If not, where are they currently stored?	
Roughly, how many records are there? (e.g. 4 boxes, 1 file, 3 bags, 200 photographs)	
Please provide any other information that could be useful, such as the relationship the person or organisation has with the Tameside area or the Manchester Regiment	

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