

Public Task Statement – Westminster City Archives

This statement sets out the functions carried out by Westminster City Archives and what information is available for re-use under the [Re-Use of Public Sector Information Regulations 2015](#).

The Public Task

Westminster City Archives acquires, preserves and makes accessible archives and local studies materials relating to the City of Westminster. A brief overview of our collections is provided in our [Acquisitions policy](#) and on the '[Guide to the Archive Centre](#)' page of our website.

Westminster City Archives is a Westminster City Council service and provides an archives and local studies service for Westminster City Council under a service level agreement. The core functions are carried out within a complex legal framework including the Local Government (Records) Act 1962, the Local Government Act 1972, the Public Records Acts 1958 and 1967, the Parochial Registers and Records Measure, 1978 (amended 1992), the Manorial Documents Rules 1959 (amended 1963 and 1967), the Public Libraries and Museums Act 1964.

Information available for re-use

You can see, copy and re-use information that is produced by the service (for example catalogues, indexes, policies, procedures) free of charge provided it is not subject to Data Protection, for example, the accessions register, or a third party agreement.

You can also see archives and publications held at the Westminster City Archives free of charge during our opening hours. You can make a copy of most of these items for personal use but the law for re-use is more restrictive. Constraints include copyright and Data Protection and are outlined in our [Photocopying Policy](#). The photocopying policy, [digital imaging and printing price list and a table of reproduction fees](#) can be found on our website.

Review and complaints

This statement is due to be reviewed in December 2019. If you have any queries or complaints about the re-use of information, please submit them to archives@westminster.gov.uk