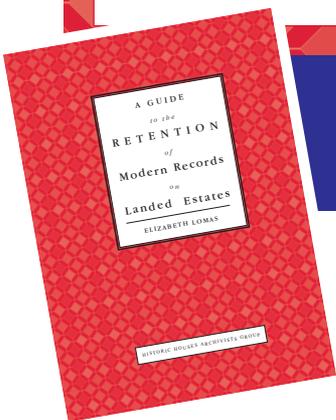


# A GUIDE *to the* RETENTION *of* MODERN RECORDS *on* LANDED ESTATES

**The HHAG is delighted to announce that the Guide has now been fully revised and a substantially enlarged edition of the HHAG's *Guide to the Retention of Modern Records on Landed Estates* has now been printed.**

Copies may be ordered from  
Hall-McCartney Ltd., Heritage House, PO Box 21, Baldock, Herts. SG7 5SH  
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The Guide is essential reading for estate owners, archivists and records managers. The introduction and chapter one set out the general guidelines to be considered when compiling a retention schedule.

Chapter two sets the general legal framework and the remaining chapters deal with the records generated by specific functions or departments within

the overall estate organisation. Each of these chapters discusses the legal and archival issues relating to retention. The following areas are covered in these chapters:

- the management of estate properties;
- the records generated by commercial activities generally, farming, forestry, sporting rights and public access to the estate;
- employment, pay and pension records;
- health, safety and fire records;
- the collection, the archives and insurance documentation.

*The appendices have also been much expanded and include:*

- a sample records management policy;
- sample records management procedures and associated forms;
- sample survey forms and questionnaires required to produce a retention schedule and an information asset register;
- summary of retention recommendations;
- contact list.

The book also contains a short foreword by The Marquess of Salisbury, PC, DL, who describes this timely Guide as “destined to be much used”.

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