

Wigan Archives & Local Studies

Requests for Retrieval of Records: Policy & Targets

Wigan Archives & Local Studies endeavours to look after the records of the borough to the highest standards of collection care.

Records are stored in temperature and humidity controlled environments to help conserve them and ensure that they survive for future use.

If you require additional material, please consult the catalogues for full reference numbers and complete the pink/white retrieval slips, before handing your request to a staff member.

Wigan Archives & Local Studies will aim to retrieve all records from our stores within 20 minutes of your request.

Where the search room is supervised by only one member of staff, retrieval of documents may not be possible. We ask all users to please be understanding in these circumstances.

Access is given to all collections on request, dependant upon applicable closure periods and conservation requirements.

All material requested in advance will be provided for researchers when they arrive at the Archives Service upon receipt of valid identification and in accordance with the Archives Access Policy.