

POLICY 003

Adopted on 28th October 2016

ACCESS TO PAPER FILES AT TAYLOR HOUSE

1. The Society's files area valuable asset, in some cases being more complete than those of the Highway Authorities
2. These files should therefore be made available to such bodies and individuals whom the Trustees feel could make good use of them.
3. The files may not be removed from Taylor House though photocopies or scans may be made at the visitor's expense
4. A Trustee or C&IO should be present to supervise the visitor.