RecordKeeping

For all those interested
in archives and records

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Note from the Editor

Welcome to the Winter edition of *RecordKeeping*.

This issue has a distinctly international feel. We bring you highlights of this year's Caribbean Family History Day at The National Archives; Alex Ritchie explains the rich source of international records on the National Register of Archives; and in our Case studies section we hear of the latest developments in archiving and records management in the United Arab Emirates.

Electronic records management is once again at the forefront of *RecordKeeping*. We hear the latest announcement on Moreq2, the new standard for Model Requirements for Electronic Records Management, and Adrian Cunningham explains a new project in the Electronic Records Priority Area at the International Council on Archives.

Elsewhere you can catch-up on the latest developments concerning the National Manuscripts for Conservation Trust and the Pilgrim Trust/Esmée Fairbairn Foundation Cataloguing Grants Scheme. We also hear from one of last year's successful applicant to the Cataloguing Grants Scheme, East Dunbartonshire Archives, on the 'Taming the lion' project.

Other case studies include the Manchester High School for Girls Archive, records management at Leicestershire County Council, the newly launched Community Archives website as well as featuring an interview with Carol Tullo, Director of the Office of Public Sector Information.

If you have any comments on this issue or indeed suggestions and ideas for future issues, including the special Autumn edition on the bicentenary of the British Parliamentary abolition of the transatlantic slave trade, I'd be only too happy to hear from you.

Catherine Guggiari
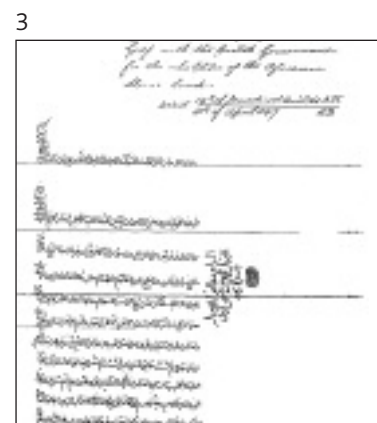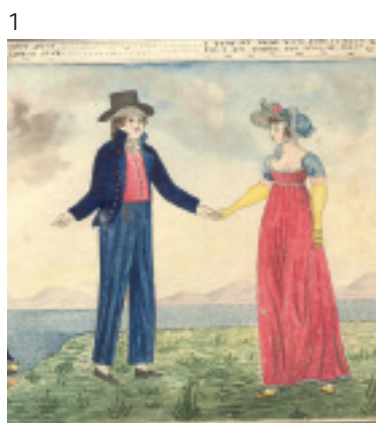**Editor**
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TNA update

People in partnership: Caribbean Family History Day 2006

Nearly 100 adults and children attended the Caribbean Family History Day at The National Archives on Saturday 25 November. This annual event is organised by Sara Griffiths, Outreach and Inclusion Manager, in conjunction with community partner, Every Generation Foundation.

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The extraordinary story of Olaudah Equiano from enslaved African to public servant is brought to life through costumed interpretation, supported by original records

Caribbean Family History Day has been running at The National Archives since 2003. After the success of the first event, we sought the involvement of Every Generation Foundation (www.everygeneration.co.uk), a community organisation with whom we share a common objective. Every Generation promotes the sharing of Caribbean and African family history in the UK through online information, workshops and policy development.

The primary aim of the Caribbean Family History days is to inform people about the resources available within archives and online. This is achieved partly through talks and workshops that offer practical tips on starting or managing your research. In recent years, however, one-to-one research surgeries providing advice on specific enquiries have proven particularly popular.

The involvement of Every Generation Foundation ensures

that the event has maintained a strong community perspective and involvement. Many people attending the events are completely new to family history research and want to learn within a supported environment. This is far easier to achieve when your community partner can help to shape and promote the event.

Over the years, we have found that our audience is growing with us and has developed a strong sense of commitment to our cause. We now have a network of 'community ambassadors' who promote the event to their friends and who help us to shape future programmes. This means that the events are not static in content but evolve in response to areas of interest raised by the audience.

One recommendation that came out of last year's consultation was that the Caribbean Family History Day could provide something even more valuable than the research assistance on offer. In previous events we have managed to

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Patrick Vernon, Colin Jackson and Sara Griffiths. Colin holds a framed selection of old postcards depicting the Panama Canal where his ancestor worked in 1905

provide an atmosphere of support and confidentiality throughout the day. As undertaking family history research can be a painful journey for many African Caribbean people, we were asked to create a space where visitors could discuss some of the sensitive issues that arise as part of the process.

Our response was to organise the 'Record and Share' programme. We wanted to encourage people to record facts and experiences. Every Generation filmed individuals' stories and a writer-facilitator ran workshops to develop self-expression through creative writing.

Most importantly, we allowed time in the schedule for an audience-led Sharing Forum. Here people took the opportunity to exchange tips on useful sources but they also related the personal stories that lay behind their quest for answers and the emotional journeys that resulted. Some of their experiences illustrate how issues such as secrecy within families or the legacy of the slave trade can continue to impact upon individuals and families today. After the event, one person reported on the day's events and the impact of the open communication that she had witnessed:

"I know about slavery, not in its entirety, but I know – it's a dark wound we were made to carry and continue to carry on strong backs that have humped under the weight of it all. But, having stayed

throughout the whole day, for the first time in a long time, I saw a way out, a way through."

Patrick Vernon, founder of Every Generation, is a strong believer in the importance of family history as a powerful resource in the healing, resilience and development of a community:

"Family history acts as a motivator for young people, giving them a sense of their identity and of the achievement of their ancestors, as well as a wider perspective of their place in society."

The need to encourage young people to connect with their history means that we always

programme children's activities as part of the day's events. The education programme provides children with a combination of study and recreational activities. We use original documents, maps and images to encourage the study of role models in black British history. The children then explore these historical icons through costumed interpretation, dance or poetry workshops and perform their work in front of the audience at the end of the day.

At last year's event, as well as studying historical icons, the children from Croydon Supplementary Education Project were amazed to be joined in their workshop by a modern day role-model; Colin Jackson! We had learned that Colin was interested in attending the day through the Black Cultural Archives some months prior to the event. His contribution to the day was considerable and a great inspiration.

In opening the event, the former hurdler talked about the bittersweet journey of tracing his family history for the BBC's Who Do You Think You Are programme. Although his research had been a positive experience overall, he did advise people of the need to be prepared:

"Black people's history can be positive and negative in all sorts of different ways. Before you start

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Members of staff use copies of the slave registers as well as online resources to guide new users during Research Surgeries

tracing your family, you need to be assured in your own mind that you're willing to accept whatever you find out about your past."

Colin also contributed to a panel discussion that included family historians, writers and researchers. One debate centred around this year's commemorations of the Bi-Centenary of the Abolition of the Slave Trade Act. Many museums, libraries and archives are planning activities to mark this event. The panel stressed the importance of presenting the untold stories of Africans and their descendants, along with those better-known accounts of white abolitionists.

It will be interesting to see how commemorative activities organised by the heritage sector impact upon the growth of interest in Caribbean family history. Will there be an increased need to learn, group together and reflect upon the frustrations and emotions that families and their histories can invoke? Or will people new to family history research be overwhelmed, conscious of the many obstacles to self-knowledge that it can present?

Through the Caribbean events at The National Archives, we have seen the value of those journeys at first hand and we believe in the importance of sharing what we learn. I hope that this account will encourage others in the cultural sector to embark upon that journey – and to do it in partnership.

Sara Griffiths
Outreach and Inclusion Manager
The National Archives

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Children aged 11 to 15 examine historical heroes alongside modern-day celebrity, Colin Jackson

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Research surgeries offer the opportunity for one to one assistance, as provided here by writer and family history researcher Paul Crooks

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Patrick Vernon interviews visitors prepared to record their family history stories on film

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Colin's presentation and the subsequent panel discussion have been uploaded as Podcasts and can be viewed for free from www.nationalarchives.gov.uk/rss/podcasts.xml

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The National Archives launches 1911 Census Freedom of Information Request Service

The National Archives (England and Wales) has launched its Freedom of Information request service to see entries from the 1911 Census. The service has been launched online at www.nationalarchives.gov.uk/1911census as an interim system. This service has been launched in advance of the digital release of the records, as a response to the Information Commissioner's decision notice to address access to the 1911 Census.

The Information Commissioner ruled in December 2006 that The National Archives could supply specific information from the 1911 Census in response to Freedom of Information (FOI) requests. However, the Information Commissioner's ruling also means that to protect personally sensitive information the 1911 Census must remain closed as a whole document until 2012.

In response to this ruling The National Archives is hoping to start to provide online access to the 1911 Census, through an approved partner, as early as 2009. Originally, the digital release was expected in January 2012. However, the Information Commissioner's decision allows The National Archives to produce an online name and address search of the census in advance of this date, with only the personally sensitive data remaining closed until 2012.

The National Archives recognises that the Information Commissioner's decision means it needs to respond to requests that arrive before 2009. A special FOI service to deal with requests for information contained in the 1911 census before the online service commences has now launched. Requestors should fill in an online application at: www.nationalarchives.gov.uk/1911census where the exact, following information will need to be supplied:

- House name or number
- Street name
- Town
- County

The 1911 census does not have a name index, so it is only possible to supply information based on an address search. Researchers using this service will currently be charged a non-refundable research fee of £45 that will cover the costs of each search. Applications can be made in writing, rather than through the online system, to The National Archives, but these requests must also state the exact required information. No personally sensitive data will be disclosed before 2012. For more details on how to make an FOI request to see an entry from the 1911 Census, please visit: www.nationalarchives.gov.uk/1911census

Natalie Ceeney, Chief Executive of The National Archives, said: "The National Archives recognises the popularity of family history research and the value of census data and is eager to launch the online 1911 census service as soon as possible. The Information Commissioner's decision allows us to start to digitally release information from the 1911 Census as early as 2009, with the whole census being opened as planned in 2012, which is very exciting for people interested in this type of information.

"In the meantime, The National Archives will be providing a Freedom of Information request service for those who would like to have access to information from an address entry in the 1911 Census."

For more information, please contact: Séverine Gould or Marie Clements on 020 8392 5277 or email: press@nationalarchives.gov.uk

Pilgrim Trust/Esmée Fairbairn Foundation Cataloguing Grants Scheme 2007

Many readers may be keenly awaiting the announcement of the 2007 round of the Cataloguing Grants scheme funded by the Pilgrim Trust and the Esmée Fairbairn Foundation.

I am able to report that both trusts have renewed their funding for 2007 at the same level as last year, and that we anticipate issuing an invitation to submit bids to repositories in Northern Ireland, North-East England, the East Midlands and South-West England later this year.

As a condition of their grant, however, the Esmée Fairbairn Foundation have asked The National Archives to submit a business plan for ensuring the long-term sustainability of the grants programme, before the funds for 2007 are released. We are currently in discussions with the Foundation about the scope of this business plan and the methodology for developing it. Inevitably, this means that there will be a delay in inviting bids for this year's scheme. All being well, we would hope to announce the scheme formally during May 2007, with a submission date for bids in late August. At this point, however, this can only be a loose timetable.

Nicholas Kingsley
Head of National Advisory Services
The National Archives

Advance Notice of the Joint CIMTECH/The National Archives Conference on Electronic Document and Records Management in the Public Sector 2007

The annual conference and exhibition sponsored jointly by CIMTECH and The National Archives will be held on 22 and 23 May 2007 at the Fielder Centre, University of Hertfordshire, Hatfield. It is intended for Local Authorities, Government Departments, Agencies, Police Services and all Public Authorities. The key topics addressed will be:

- Developing an information and records management strategy
- Selecting the right platform
- Winning over users with change management
- Benefits realisation
- Standards and best practice guidelines
- Providing a platform for electronic government
- Lifecycle Management with EDRM and electronic preservation

A brochure giving full details will be sent out shortly.

RecordKeeping news

Monks launch appeal for new library and archive

Douai Abbey, founded in Paris in 1615, is involved in an extensive re-development programme, including the building of a new library.

Douai Abbey, founded in Paris in 1615, is involved in an extensive re-development programme, including the building of a new library. The first phrase of the development, which is near completion, includes new refectories, kitchen and guest accommodation.

The community is now launching an appeal to build a library. This will be designed by the award-winning architects, David Richmond and Partners, to incorporate the latest techniques in energy conservation and environmental control. It will also house the community's archives and associated school records, manuscript collection and other English Benedictine material. The President of the Appeal is Professor Henry Mayr-Harting (Emeritus Regius Professor of Ecclesiastical History at Oxford and a former pupil of Douai School). The National Advisory Services at The National Archives has been involved in advising on the new building and overall objectives of the project.

At present, the Abbey's important historical collection of books, manuscripts, archives and portraits lacks suitable accommodation and there are no adequate facilities in which the monks and visiting researchers may undertake study and research. The Abbey hopes that the new library will also be a place for other religious communities to deposit their archives, if necessary, so that they too can benefit from a safe and secure environment.

The library and archive attached to the English Benedictine Community of St Edmund, now at Douai Abbey, is what today survives from the first monastery established in Paris in 1615 by English exiles, from the monks' second monastery founded in Douai, northern France, in 1817 after the French Revolution, and from the third monastery set up in 1903 at Woolhampton, where the monks preserved the name of the town with which they had been associated in France. The present collections illuminate an extraordinary story of continuity, in the face of adversity, by a

Benedictine community in the pursuit of learning and the preservation of a rich and varied cultural inheritance.

The monks are now appealing for help in preserving their collections in a new, purpose-built library, which will not only serve the monastery, but will also be open to the public and thus become a key resource in the monastery's provision of hospitality for its guests and visitors.

More details can be found on the Douai Abbey website at www.douaiabbey.org.uk

For further details or queries contact Fr Oliver Holt at Douai Abbey 0118 971 5319 or oliver@douai.org.uk

Latest news from the National Manuscripts Conservation Trust

At their meeting in December 2006, the Trustees of NMCT decided to adopt a more flexible approach to the matched funding which the Trust currently requires from applicants.

At present, NMCT grants do not normally exceed 50% of the total estimated cost of a conservation or preservation project involving archival or manuscript material, while applicants normally have to provide at least 50% from their own resources or other sources of funding. Although the commitment of some funds from the applicant institution will still be sought, the Trustees will not now place a limit on the proportion of the total cost that they will support.

New sources of funding are also opening up. In Wales, for example, CyMAL:Museums, Libraries and Archives Wales has indicated its willingness to consider grant applications from eligible archive services to provide match funding for grants from the Trust. The National Archives can also provide further advice to potential applicants on funding strategies.

The implementation of surveys by repositories using the National Preservation Office's needs assessment tool and the results of TNA's own recent self-assessment exercise involving local authority record offices has shown that the need for expenditure on conservation and preservation

measures is as strong as ever. Potential applicants are also reminded that the Trust will fund preservation measures such as boxing and packaging, although it will look to ensure that any award does not replace expected and necessary core expenditure by publicly-funded repositories on this activity.

For further information, please contact the Trust's administration at nmct@nationalarchives.gov.uk

Global initiatives – Overseas records on the National Register of Archives

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English seaman's unpublished notebook entitled 'William Carter's Navigation Book, Civet Prison, France, 1807'. The Naval Historical Collection, Naval War College, Newport, Rhode Island, USA

The National Register of Archives (NRA) has been systematically recording manuscript material relating to British history since 1945.

It was designed to carry forward, in a more detailed way, the published findings of the Historical Manuscripts Commission, which had been active throughout the British Isles since 1869. What is not perhaps generally appreciated is the extent to which information has been gathered not only from throughout the United Kingdom, but on a global scale.

The NRA, and its associated directory ARCHON, now provides details of papers held by 586 repositories in 48 overseas countries. From Alaska to Zimbabwe, the manuscript trail in itself provides an interesting commentary on British history and influence. With the ease of communication that has come with the development of the internet, it is now possible to expand our knowledge and

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exploit resources that were once inaccessible or obscure.

What explains the wide geographical spread of material?

There are some general answers and some that are highly specific.

It is no surprise, for example, to find that the United States, with 273 repositories on ARCHON, has the largest single contingent among overseas countries. American acquisition of British literary manuscripts is well illustrated by the Harry Ransom

Humanities Research Center Library at Austin, Texas.

A quirkier entry is that of the Silverado Museum in California, which not only has some of Robert Louis Stevenson's papers, but his lead soldiers as well. If you want to know the whole story, visit their website. As for Alaska, perhaps the most northerly collection of papers noted in the NRA is that of the mathematician Sydney Chapman in the Elmer E Rasmuson Library, Fairbanks.

Again, there is a story behind this, but as his index entry links to both the *Oxford Dictionary of National Biography* and an online catalogue of his papers, let's not waste time here.

Diplomats feature prominently among the papers that have ended up abroad. George Macartney, Earl Macartney, has long provided a study in the dispersal of personal papers with material in India, Japan, South Africa and the USA as well as in numerous repositories in the UK. Sir Robert Murray Keith left

extensive correspondence in the Austrian State Archives and Joseph Andrew Blackwell left papers now in the Hungarian Academy of Sciences Library.

Expatriate individuals and organisations make their contribution, for example the Royal English College, Valladolid, the Walton Trust in Italy (papers of the composer Sir William Walton) and the British School at Athens. Yet it is British imperial expansion that has contributed most to the distribution of archives around the world. As a result, the papers of numerous soldiers, colonial governors, explorers and missionaries can be found in Hong Kong, Jamaica, Sri Lanka, South Africa and Zambia.

However, the process of fully exploiting British material held overseas has scarcely begun. In recent months ARCHON has added to its international coverage with the addition of the National and University Library of Iceland, the Historic New Orleans Collection, the Khama III Memorial Museum in

Botswana and the National Archives of Malawi. These represent only opportunistic initiatives and we still await a concerted effort to examine the furthest limits of what is now possible in mapping British manuscript sources worldwide. South America, in particular, remains an area where much may exist but nothing is yet known. Fortunately modern technology has largely overcome many of the problems once posed by distance. It is as easy to form a link to an electronic catalogue in Canberra as to one in Edinburgh (and we have the evidence to prove it). The frequent use of English as a second language on foreign archival websites has facilitated their investigation for relevant content.

While the UK will always remain the primary focus of the NRA's work, the opportunities to expand and enhance its international coverage will certainly be exploited.

Alex Ritchie
Information Resources Manager
National Advisory Services
The National Archives

Principles and Functional Requirements for Records in Electronic Office Environments

Report on Project Meeting in Edinburgh, September 2006

This project is being sponsored by the International Council on Archives as a lead activity in its Electronic Records Priority Area, one of four priority areas currently being pursued by the ICA Program Commission.

George Mackenzie, Director of the National Archives of Scotland, hosted the first meeting of the Project Team in Edinburgh on 25-28 September in his capacity as member of the ICA Program Commission with responsibility for the Electronic Records Priority Area.

Adrian Cunningham (National Archives of Australia) acts as Project Coordinator. Archives New Zealand (Stephen Clarke/Evelyn Wareham) is acting as the Secretariat for the project.

Other countries present at the meeting were South Africa (Louisa Venter), England/The National Archives (Richard Blake), Scotland (Rob Mildren and Steve Bordwell), the USA/National Archives and Records Administration (Mark Giguere) and Sweden (Göran Kristiansson). Malaysia (Mahfuzah

Yusuf), Netherlands (Hans Hofman), Germany (Andrea Hänger and Frank Bischoff) and the Cayman Islands (Sonya Sherman) are also participating in the project, but were unable to attend the meeting. Australia and New Zealand will also coordinate input into the project by the Australasian Digital Recordkeeping Initiative (www.adri.gov.au).

The aim of the project is to produce globally harmonised principles and functional requirements for software used

to create and manage digital records in office environments. There currently exist a number of jurisdiction-specific sets of functional requirements and software specifications, so the aim is to synthesise this existing work into requirements and guidelines that meet the needs of the international archival community and that will enable that community to speak with one voice to the global software industry.

The meeting agreed on the scope, modules, work plan and timelines for the project between now and the 2008 International Congress on Archives. The agreed modules with timelines and lead jurisdictions are:

1. Develop overview document with principles, concepts, etc;

2. Work with the European Union MoReq2 Project to develop detailed core and optional functional requirements for eDRMS software, with supporting rationales and test scripts;

3. Develop global high-level statement of core and optional requirements, including application guidelines and compliance checklist;

4. Identify reference recordkeeping metadata element sets based on ISO 23081, part 2 (Metadata for Records: Implementation Issues) and mappings of other recordkeeping metadata element sets;

5. Develop guidelines and generic core and optional functional requirements for records in business information systems; and

6. Explore options for an international software testing regime based on a model of reciprocal recognitions.

The Project Team identified two additional modules that could possibly be pursued after the 2008 Congress:

7. Develop UML and/or IDEF modelling diagrams in support of the functional requirements; and

8. Develop implementation guidance for the functional requirements, perhaps in cooperation with the International Records Management Trust (IRMT).

The next meeting of the project team will take place in Canberra, Australia in September 2007, at which time the various drafts will be discussed and revised and discussions will be held with members of the Australasian Digital Recordkeeping Initiative.

The aim is to issue exposure drafts on the ICA website for comment during October or November 2007, with the comment period extending to the end of March 2008. In addition to ICA Branches and Sections, the consultations will target the ISO Records Management Committee TC46/SC11, the DLM Forum in Europe (re MoReq2), the IRMT, Association of Records Managers and Administrators (ARMA), Association of Commonwealth Archivists and Records Managers (ACARM), the Workflow Management Coalition, the Object Management Group and other relevant industry and professional organisations.

Professional peer review will also be sought from selected international experts. The Project Team will need to meet again in March or April 2008 to consider the comments received during the consultation phase and finalise the various products for release in time for the August 2008 ICA Congress.

Adrian Cunningham
National Archives of Australia

Buried Battles and Veterans' Voices, an Archives 4 All project

Archives 4 All, the fourth phase of the Access to Archives (A2A) programme, began in September 2005 and is set to run until March 2008. The aim is to develop partnership projects between archive holders and users.

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Roy Harding, Queen's, being interviewed

In order to establish and reinforce connections between archives and the local community, repositories are being encouraged to work with community groups. The catalogues, digital images and other resources from the projects will be available via the A2A website www.a2a.org.uk/

Although the project 'Buried Battles and Veterans' Voices' only properly got underway in August 2006 the idea originated in 2003 when the Queen's Royal Surrey Regimental Museum and Association contacted the Surrey History Centre to discuss the long-term future of their collection of records and photographs housed in Clandon Park, an 18th century mansion near Guildford.

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The Queen's Royal Surrey Regiment was formed in 1959 through the merger of two ancient Surrey Regiments, the Queen's Royal West Surrey Regiment based in Guildford and the East Surrey Regiment, which had a depot in Kingston. The combined regiment only lasted until 1966 when it was absorbed into the much larger Queen's Regiment which also included the historic Kent Regiments, the Royal Sussex Regiment and the Middlesex Regiment. Between them the Surrey regiments had seen service across four centuries and throughout the world. The archives held by the Museum reflect the rich history of the Surrey regiments, particularly their imperial heyday in the 19th century and during the two World Wars of the 20th century.

The Regimental Association for former members of the Queen's Royal Surrey Regiment and its two predecessors became increasingly aware that since 1966 membership had been dwindling. Therefore, it was important something was done to ensure the collection was preserved and made more accessible.

After speaking to staff at the Surrey History Centre it was decided that all the records, photographs and publications that had accumulated at Clandon Park would be donated to the Centre. Some parts of the archive had been roughly listed, however most of the records were uncatalogued. To get the records catalogued to the level they merited was undoubtedly a major undertaking, demanding

more dedicated archivist time than the Surrey History Centre felt able to provide.

It was therefore decided that a Heritage Lottery Fund 'Your Heritage' bid should be developed, not only to catalogue the collection for users but to add depth and richness to the collection by establishing an oral reminiscence project, taking as its subject surviving veterans of the regiments. With the national celebrations of the 60th Anniversary of the end of World War II, staff at the Surrey History Centre felt this was an ideal time to embark on a venture of this kind and were aware that the opportunity to record interviews with surviving veterans of World War II might not come again. It

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2nd Battalion,
East Surreys,
leaving Dublin,
1922

was also felt to be important that the interviews should also cover other post war operations and campaigns, such as Palestine, Malaya, Suez and Korea.

The interviews are to be retained in digital format and as transcripts in their entirety. Clips from the interviews will be arranged in themes, illustrated with appropriate images and then mounted on the Regimental Association's website. The completed catalogue will be made available online. Surrey History Centre has also coordinated a volunteer listing project to produce detailed

descriptions of the several hundred photograph albums that accompany the records, involving volunteers from the Regimental Association and other individuals interested in the collection. The Association and Museum were included and continue to be included in all aspects of the project as a partner body. Their newsletter and contacts have been vital in identifying potential interviewees and cataloguing volunteers.

Although the Surrey History Centre had already pieced together the main elements of the project before the formal launch of Archives 4 All in July 2005, those involved soon realised that the project was tailor-made for Archives 4 All, with its emphasis on partnership, community and intergenerational involvement, skills sharing, digitisation and enabling contributors to tell their story. A bid was submitted to the Heritage Lottery Fund (HLF) in December 2005 and within weeks the Surrey History Centre had been notified that it had been awarded a £47,900 'Your Heritage' grant to complete the project. The bulk of the award has gone to employing an archivist for 13 months and a media design contractor to record the interviews, convert existing interviews into digital format and design the web pages.

Since receiving the grant, progress on the catalogue and the volunteer description of the photograph albums is going well and the first interviews have been recorded. The project is scheduled to be completed in September of 2007 with the end of the project being marked by the creation of a small exhibition which will tour around the county's libraries and museums network to help promote the archive and website. The catalogue and links to the website will also be made available on the Access 2 Archives/ Archives 4 All website.

More information is available about these and other Archives 4 All projects as well as further information about A2A and the Community Access to Archives Project (CAAP) at www.nationalarchives.gov.uk/ partnerprojects/

The A2A database can be found at: www.nationalarchives.gov.uk/a2a

Rosie Logiudice
Regional Liaison Co-ordinator
for A2A

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Italian Campaign
1943

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Archive Awareness 2007 Freedom and Liberty Campaign

Following the success of 2006's 'Neighbourhoods and Woods' campaign, which saw a record number of events take place in archives throughout the UK, Archive Awareness is looking forward to bringing the public even more exciting activities in 2007.

Archive Awareness is now in its fifth year and if you haven't got involved in the campaign before now, 2007 could be your chance!

Freedom and liberty

The national theme for this year's Archive Awareness Campaign is 'Freedom and Liberty'. The theme has been chosen to link in with this year's bicentenary of the British Parliamentary abolition of the transatlantic slave trade.

All organisations are also free to interpret the theme to highlight other historical issues illustrating struggles for freedom – e.g. the suffragettes, chartists or perhaps the 60th anniversary of Indian Independence.

The main activity period for the campaign in 2007 is September to December. However, other events throughout the year can be registered on www.archiveawareness.com The central AAC team will be looking for publicity opportunities throughout the year.

Ideas for events

Last year's campaign provoked some great ideas for events around the UK – take a look at www.archiveawareness.com for inspiration!

Events included open days, exhibitions, workshops, storytelling, screenings, lectures, debates, behind the scenes tours and online image galleries.

Perhaps there is an existing activity in your events calendar that you could brand with 'Freedom and Liberty' marketing materials? A family history workshop could include finding the names of abolitionist campaigners or

suffragettes in the census records. Or if your record office is already hosting an open day you could highlight specific records relating to local rebellions and protests.

The AAC logo can be downloaded from the website along with additional publicity support. www.archiveawareness.com/contributors/promotional/downloads

Showcase your resources

The AAC central team is currently sourcing archival images to feature on the 2007 marketing materials and would like to highlight material from as many different UK archives as possible. If you have resources you would like to showcase please send scanned images of at least 70dpi (including a credit line) to elise.oliver@nationalarchives.gov.uk.

Documents (wills, images, registers, letters, original newspaper articles) highlighting the following themes would be particularly relevant:

- Local abolitionist movements
- Local sugar boycotts
- Local businesses who benefited from the slave trade
- Petition movements
- Female protestors

Publicity

We will be looking for opportunities to promote the work of archives throughout the year and will need your help.

If your archive has a particular document, story idea or event which you would like help promoting please contact Elise at elise.oliver@nationalarchives.gov.uk tel 020 8392 5237.

If you are not running an event but have a fantastic tale from the archives please let us know and we can try and get it the attention it deserves!

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Mud March of the Suffragettes. Courtesy of The Women's Library

Case studies

In 2006 The National Archives and the Office of Public Sector Information merged. The combined organisation aims to lead on information policy and support effective delivery of records and information management across government and the wider public sector. In this issue we interview Carol Tullo, Director of OPSI on the role of the organisation and what she hopes to achieve in the future.

Interview with Carol Tullo

What does the Office of Public Sector Information do?

The Office of Public Sector Information (OPSI) brings together a portfolio of information policy and management responsibilities that embrace official, legal and statutory responsibilities across publishing, UK legislation, licensing, Crown copyright policy and regulation of the re-use of public sector information (PSI). A robust complaints and mediation service underpins the role of the regulator. OPSI staked out its emerging new territory from its launch in May 2005 and was created from the extended organisation in central government of the information policy lead that arose from the UK response to the EU Directive on the re-use of public sector information. Her Majesty's Stationery Office (HMSO) was enhanced to deliver this broader, statutory, re-use agenda. The economic value released from information assets created, collected, managed and maintained on the citizen's behalf drives this focus. Initiatives designed to unlock the potential of these assets for the benefit of all users have operated in central government since 2001 and OPSI now facilitates the extension of these tools across the wider public sector.

What was your background before becoming Director of OPSI?

I have a legal background as a barrister with an interest in intellectual property. In my early years of practice, I prepared cases for law reports and indexed and edited law texts and materials. That led to the opportunity to move into law publishing and ultimately a career leading the publishing and editorial operations for a leading law publisher and its international parent. Technology was changing the publishing and printing industries and the migration from print services to searchable digital services honed my interest. Combining legal expertise with rights and publishing experience provided an interesting mix for the range of responsibilities I took on as Controller of HMSO. Moving into the public sector at the centre of government was an exciting time to learn about public service and bring an outsider's perspective to official responsibilities that had been developing for centuries. It is a privilege to help shape these responsibilities.

What are your recent successes?

In the last year these are a sample, designed to remove barriers to re-use and encourage use of the assets that enrich the knowledge economy:

- Extending the online Click-Use Licence system for Parliament and providing a shared service for the public sector in 2006

- Handling the first of the complaints under the statutory dispute resolution processes

- Implementing the Public Sector Information Directive to schedule in 2005

- Producing the first PSI film streamed from our website

- Completing the latest contract negotiations for the UK legislative programme

- Breaking the 25m hits and over 1m unique visitors milestone per month in 2006 on opsi.gov.uk

- And most importantly the merger of TNA and OPSI!

What is the added value in bringing TNA and OPSI together?

Our collective goal is a clear focus and alignment for government information policy and management with coherent strategies leveraging our mutual strengths.

From these positions of strength, we will continue to provide the tools for those who rely upon us to find, interpret, re-use, share and preserve their information assets. My own view is that a refocused TNA with OPSI brings a centre of gravity and expertise to every strand of the information cycle and has tremendous potential to deliver efficient and integrated solutions that will be of benefit to all of us who work in the information arena. We are marking out a shared vision that recognises that today's information is tomorrow's knowledge.

What are the biggest challenges that you face?

Apart from the sheer pace of change in recent years for both TNA and OPSI as our reach and work has developed, I would highlight:

- the transformational government agenda with its focus on tailored delivery of services from government

- the outcomes of the Office of Fair Trading Market Study on the Commercial Use of Public Information (December 2006) that recommends significant strengthening of OPSI's regulatory role

- the opportunities offered by new Web technologies

- rights issues that reflect the importance of technology, media and information industry needs

- embedding understanding across the public sector of the benefits from adopting sound information management standards

What work does OPSI do outside central government?

We operate as OPSI, HMSO and Office of the Queen's Printer of Scotland so importantly we support all parts of UK central and devolved government. All in HMSO and OPSI have relished the unique opportunity to support the devolved solutions that maintain the integrity of the roles we hold. Our role spans the entire public sector and has grown out of the framework we delivered for central government departments and agencies across the UK. Initially our priority has been to share the context around PSI policy and what it means for bodies. Seminars and workshops tailored for national health service organisations and local government have been our priority. Information is global and does not recognise boundaries – nor do users! We work with partners and parallel organisations across all jurisdictions. We lead by example in Europe with the PSI initiatives we have delivered. Trade organisations and lobby groups share their thinking and concerns with us to inform debate. The work of the Advisory Panel on PSI is a significant external and independent challenger and driver to keep us on our toes. Being the custodians of such valuable information assets and data, enables those of us in the PSI world to influence and facilitate. In brief, we could not meet our obligations with a concentration solely on central government.

How do you see OPSI developing in the next five years?

The next year will shape the OPSI of the future. Some of the challenges relate specifically to the independent legal and statutory identity of OPSI, HMSO and OQPS. The success of our collective aspiration within TNA to secure today's information, for present, past and future will be vital. My aim is to provide direction for the talented teams that make up OPSI and encourage the momentum and creativity they harness to achieve sound and effective solutions for the users and stakeholders that OPSI serves.

Community archives go online!

The Community Archives Development Group (CADG) was set up in 2005 to build on the work of the earlier Community Access to Archives Project (CAAP).

The group aims to monitor and inform developments in the field of community archives, and to act as an expert body on best practice in this area. The group brings together bodies and organisations concerned with community archives, and provides a forum for the regular exchange of views and information.

The 'Community Archives' site at www.communityarchives.org.uk is run by CADG. The website is useful both to people working in community archives or community groups and to individuals interested in community archives. Website visitors can add to the site by contributing articles and features and by supplying details about their own community archive. There is also a community archives email discussion mailing list that users can subscribe to and a section where newsworthy topics and events can be publicised.

Anyone can add an archive to the directory on the 'Community Archives' site, if it falls within the loose definition of community archive as used on the website:

"Community Archives is a contributory site. Anyone can submit an archive, though of course entries are checked before publication. In the spirit of this, we take a broad approach to the definition of 'community archive'. This means that if an organisation or project thinks it is appropriate to describe itself as a community archive, we'll normally include it on the site. If this approach starts

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John and Georgina Wood outside their shop in Brighton, c.1912 From www.mybrighton andhove.org.uk with permission from David Carrington

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The Brighton and Rottingdean Seashore Electric Railway, the so-called Daddy Longlegs railway, built in 1896. From www.mybrightonandhove.org.uk

causing problems, we may have to modify our policy, but for now the door is open.

"The only caveat is that to satisfy the requirement of being an archive, the organisation should have a collection of some sort. This collection should include primary source material such as photos, documents, oral histories etc. The collections could be either physical or digital – or both."

An archive can be added to the directory in two ways. Firstly and probably the simplest way is to register a username and password on the website. You will then be guided through the process of submitting your archive. You can add photos and a link to your website if you wish. Alternatively you can download the entry form in Word and email it to the Community Archives editor. Details for both these processes can be found on the site under 'Adding an archive to the directory'. Included on the website there is also information about how to describe and update your archive entry.

Archivists or individuals involved with community archives can also add articles and features to the site. There are three main areas on the website where users are encouraged to add information, this is on the 'Resources' page, the 'What's on' pages and the 'Features' page. CADG are keen for users to share any information, advice or links that might be considered useful to community archives and add them to the 'Resources' page.

What's on

On the 'What's on' pages information about events that are taking place which are relevant to community archives can be added. The 'Features' page includes an 'Archive Showcase' section where individual items from collections can be singled out by community archives and displayed online. At the moment this includes exploring the ups and downs of the textile industry in Morley, letters from a Wolverhampton boy in World War I and a 'then and now' three centuries photo gallery with a

twist. The user can submit their contribution directly to the site. Further information about this is provided on the website under 'Contributing articles and features'.

The scope of the community archives that are included on the website is wide-ranging. At the moment the areas of interest are divided into four key categories. 'Special interest communities', includes projects like 'Apple and Pears Past', at the Cider Museum in Hereford, and 'From History to Her Story' Lives of Yorkshire women. The 'Black, minority and ethnic communities', category includes archives such as 'SALIDAA' the 'South Asian diaspora literature and arts archive', and 'Memories from Emilia-Romagna and Sicily' compiled by Italian immigrants in the Lea Valley and London.

There is also a 'Local, Regional or Communities' category where you can view what is happening in different areas of the UK.

For example in London there is information included about the 'East London People's Archive' and the 'London Street Market Collection', whilst in the South West there are details about the 'Exmoor Oral History Archive', and the 'Ball Clay Heritage Society Archive' in Newton Abbot, Devon. Finally the 'National Collections' section includes links to the 'Mass Observation Archive' which specialises in material about everyday life in Britain and the 'Wise Archive' which was established to validate older people's work experience by collecting relevant material and

storing it in a secure long term online archive.

The coming year is a very exciting time for CADG with several key events taking place. CADG has commissioned Stuart Davies Associates to undertake research to support a national case for the value of community archives. The consultants are attempting to build up a picture of the size and nature of the community archive sector and have distributed a survey to numerous known community archives as well as requesting that people fill in the questionnaire available on the community archives website. A number of projects will also be selected for more detailed case studies.

A Community Archives Forum Day is also planned for the summer of 2007 to coincide with the completion of the survey. This will be the first ever UK conference for community archives. It will bring together about 120 people from the community and mainstream archive and heritage world. The event is being organised by CADG and further details will be posted on the 'Community Archives' later this year.

More information is available about CADG at the National Council on Archives website at: www.ncaonline.org.uk/about_nca/what_we_do/

**Rosie Logiudice
Secretary for CADG**

The Manchester High School for Girls Archive

This article describes the archive of Manchester High School for Girls, its importance in the context of other school archives and the archive website which has been developed from it.

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Manchester High School for Girls in the 1880s. The buildings were modelled on the latest developments in school architecture and design in Germany and America

Manchester High School for Girls was founded in 1874. It was one of the schools set up in the last decades of the 19th century to give an academic education to girls. To quote the school's founders, it would "provide for Manchester's daughters what has been provided without stint for Manchester's sons."

Manchester High School has witnessed and participated in the revolution which has taken place in the last 150 years in female education and more broadly in the role and status of women. The school's former pupils include Christabel and Sylvia Pankhurst; one of the first teachers was Sarah Woodhead, the Girton pioneer; and one of the early governors was Margaret Ashton, the first woman member of the Manchester City Council. Among the more dramatic episodes in the school's history were the evacuation of its pupils in 1939 and the almost complete devastation of the school in the Manchester blitz.

All this and much more are well documented in the Manchester High School archive. The archive is one of the most important collections of girls' schools records in Britain. It is important partly because it is so comprehensive and partly because it is catalogued in a unique degree of detail. The importance of the archive was recognised in 2002 when the

school was awarded a major grant from the Heritage Lottery Fund. The grant has been spent on restoration and conservation work, the purchase of computer hardware and software, storage materials and the establishment of a website.

Items are stored and catalogued by type chronologically except for pupil and staff records which are stored alphabetically. The archive is catalogued with a shelf list and a database of detailed information.

The database contains summaries of every governors' meeting between 1873 and 1955, every article in every school magazine, every School Report (these were information booklets which were sent out annually to parents), every Old Girls' Federation magazine, every letter, newspaper article, miscellaneous item, prospectus and programme. The names of all those mentioned have been included in context. All this information is easily accessible at the school via the computer management system through searches of names and keywords.

This degree of detail in the database is unique among school archives. It opens up to researchers information which would otherwise be very time-consuming and sometimes tedious to find. For example, the school's 137 different issues of the school magazine are

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The admission record of Sylvia Pankhurst. Christabel, Sylvia and Adela Pankhurst were pupils at Manchester High School in the 1890s

rich in evidence of all kinds. They illustrate the numerous ways in which a girl's school has reflected the political, economic, social and cultural issues in Britain between the late Victorian period and the 21st century. There are articles about the experiences of the first women to enter university and medical school, the school's involvement in the League of Nations movement in the 1920s and 1930s, school visits to Germany in the late 1930s and the arrival of Jewish refugees from Germany in the 1930s and 1940s. The development of the women's movement and youth culture are well reflected in the issues which date from the 1960s and later. What would a historian of women's suffrage make of a description of the mock parliamentary elections at Manchester High School in the 1870s in which there were "fierce political fights" between girls representing different political parties?

Historians working on school magazines have to wade through thousands of articles in hundreds of issues. It is not surprising, therefore, that the great pool of historical evidence in school magazines is still largely unexplored. The database of the Manchester High School archive with its summary of every article with every name in context provides an invaluable aid to researchers.

An archive website has been created which is linked to the Manchester High School for Girls website. It can be accessed on

www.mhsgarchive.org The website contains the shelf list, parts of the database up to 1952, all the photographs up to 1905 and a Young Historians' Scheme. The parts of the database which have been included on the website provide a degree of detail which is unique and they enable historians and others to make their own detailed searches.

The Young Historians' Scheme is about the school in Victorian times. It is aimed at primary school children in Years 5 and 6 and has been designed to develop their understanding of historical sources. It is divided into five sections: buildings, teachers, children, lessons and sport. Each section contains a number of primary sources from the Manchester High School archive with accompanying background notes, guidance to understanding and tasks. Although there are other websites for

children about education in Victorian times, the Young Historians' Scheme is the only one which is entirely derived from an existing school archive.

The Manchester High School archive is one of the very large number of archives held by schools. One such archive at Queenswood School was described in an article, In Hortis Reginae: an introduction to the archives of Queenswood School, by Dr Fiona Kisby in the winter 2006 issue of *RecordKeeping*.

As part of the supporting material for the grant application to the Heritage Lottery Fund, I devised a questionnaire which was sent to every independent girl's school founded before 1880. These schools were chosen because they have important archives which are similar to that held by Manchester High School. There are 53 such

A senior pupil in the chemistry lab at Manchester High School in 1905. Manchester High was one of the first girls' schools to teach chemistry to university level

schools. Forty four schools replied and all but one have an archive.

The results showed that the archives in the great majority of these schools are the responsibility of non-specialists working in their own time. Only six schools have a qualified archivist and all are part-time. In about a third of the schools the archive is looked after by the school librarian. There is a wide range of other responsible people in the remaining schools including former pupils, former teachers, serving teachers (including an art teacher and a textiles teacher) and administrative staff such as secretaries and bursars. Over two thirds of the responsible people are given no time allocation for work on their archives. This is a particularly important issue for librarians who are expected to fit work concerning the archive around an already full-time job.

Nearly two thirds of schools have catalogued their archives but almost none has archive material on the internet.

Almost all the schools used their archives in some way, mainly for teaching in school and to answer enquiries about former pupils, but the great majority (84%) wanted their archives to be used more.

The main contents of the Manchester High School for Girls archive

- Records of almost every teacher and pupil including the leaving destinations of pupils since 1913;
- Minutes of all governors' meetings and of some staff meetings;
- Documents concerning the legal constitution of the school and its endowments;
- Thousands of newspaper articles;
- 137 different issues of the school magazine;
- Magazines and newsletters of the Old Girls' Federation;
- School newspapers;
- Programmes of school occasions including concerts and plays;
- About 6,000 photographs;
- Several hundred letters including letters from Dorothea Beale and Emily Davies;
- Thousands of miscellaneous items such as examination results, girls' reports, inspection reports, timetables, examples of curricula, school rules, prospectuses, reports of sports fixtures and items of school uniform.

This was a very small survey and the schools chosen are not typical English secondary schools. They are, however, among the oldest girls' schools in England, they have extensive archives and many of their former pupils, like the Pankhursts, have shaped history. It is especially from the archives of independent girls' schools that key aspects of the history of female education need to be further researched.

There is a growing awareness of the rich stores of archive material held by local organisations and the considerable interest that exists in this material. The National Archives initiatives, especially the Community Access to Archives Project and Archives UK, have given invaluable help to those responsible for local archives by providing best practice models and guidelines, general encouragement and the means of establishing contacts between like-minded groups.

One of the main aims of the Manchester High School archive project is to promote the use of school archives in education at all levels from primary schools to postgraduate and professional research. In May 2006, Manchester High School hosted a conference entitled 'School Archives for Schools'. The focus of the conference was the ways in which schools can use their own archives for teaching and learning. Presentations ranged from using school buildings to illustrate changes in education to using statistical evidence culled from archives for GCSE maths coursework.

The use in lessons of a school's own archive gives an immediacy and relevance to the topics being studied. Pupils feel a sense of ownership as they are working with

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Manchester High School was almost completely destroyed in December 1940 in the Manchester blitz

material which is so near to home. A school archive can also show pupils what archives are like and how historians use them. This is a much-needed antidote to the all too widespread belief among many pupils that historical sources are only six lines long and come in already sorted groups.

Manchester High School welcomes those who wish to consult the archive. Access to the archive is almost always possible in the afternoons during term time but those wishing to visit the school should first contact the School Archivist. Enquiries can also be sent by post or email, they will normally be answered free of charge but a charge for photocopying may be made.

Enquiries should be sent to:
Dr Christine A Joy
School Archivist
Manchester High School for Girls
Grangethorpe Rd
Rusholme
Manchester M14 6HS
0161 249 2267
cjoy@mhsg.manchester.sch.uk

Information about the author

Dr Christine Joy is the school archivist at Manchester High School for Girls. She is the first person to hold this position and her appointment in 2001 sprang from the realisation by the school governors that the Manchester High School archive is of national importance.

Prior to her appointment as school archivist, she was the head of the history department at Manchester High School.

An example of the Young Historians' Scheme:

A photograph of the first teachers at Manchester High School for Girls in the 1880s.

Tasks:
Describe how one of the teachers is dressed.

The photograph was intended to give people a good impression of the teachers shown in it. How does the photograph do this? Think about the following aspects of the photograph:
– the way the figures are posed;
– how the figures are dressed;
– the background which was chosen for the photograph.

If a photographer took a picture of your teachers today, how would the photograph be different from the photograph of the teachers in the 1880s? Suggest some reasons why the photographs would be different.

Taming the lion

Following a successful application to the Pilgrim Trust/Esmée Fairbairn Foundation, East Dunbartonshire Archives was awarded a grant to catalogue the Lion Foundry archive. In this article Janice Miller, Project Archivist, describes the processes involved.

Employees of bicycle and motorcycle company Rudge-Whitworth Ltd, Coventry, c1910 line the fire escape and street

The high quality, decorative and architectural iron castings produced by the Kirkintilloch based Lion Foundry Co Ltd are prime examples of the skilled craft that once made Scotland the world centre for decorative ironwork The Lion Foundry designed and manufactured ornate cast iron products including bandstands, shopping arcades, decorative building front panels, lamp pillars, gates and shelters. In its later life the Lion produced the world famous red telephone kiosks and pillar boxes for the Post Office. The Lion Foundry's legacy is visible across Britain as well as around the world from Buenos Aires to Hong Kong.

In its heyday the Lion Foundry was considered one of the most important architectural iron founders in the UK. Fortunately, when the foundry closed its doors in 1984, the Lion Foundry Co Ltd archive was preserved, largely due to the efforts of former chief draughtsman James Leitch Jnr, and is now held locally in Kirkintilloch by East Dunbartonshire Archives. The archive collection is comprehensive. In addition to nearly 1,000 photographs and over 2,300 drawings it includes corporate and financial records, staff and administrative records, and advertising and publicity material. The Foundry's patterns in wood, plaster or iron and related artefacts are also housed

locally at the Auld Kirk Museum, thereby complimenting the archive collection and providing visitors with a unique opportunity to study 3D physical objects and documentary sources almost side-by-side. Few other foundries' records have survived so completely. The quality and completeness of the collection coupled with the craftsmanship and reputation of the Lion Foundry makes this collection both nationally and internationally significant.

However, despite this obvious local and national value the Lion Foundry archive has not been widely used. Following the rescue of the records in the 1980s the collection was listed. However the list was inadequate, poorly structured, and inaccurate. A selection of photographs and drawings was subsequently digitised as part of the Resources for Learning in Scotland (RLS) project, funded by the New Opportunities Fund (NOF), and made available via the Scran

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Window breast panel from Raleigh Cycle Company building 1930, sculpted by CLJ Doman

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Window surround for Plaza Constitucion Station, Great Southern Railway, Buenos Aires, 1930

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Plaster pattern for decorative feature on window breast panel for Waterloo Station, 1918, modelled by Holmes and Jackson, Glasgow

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Unilever House, London, under construction, c 1932. The Lion Foundry supplied and erected cast iron window breast panels and the ornamental features for this building

website. Nevertheless the unsatisfactory nature of the paper finding aid was identified as a key barrier to access. Many items, particularly photographs, were not dated and many were unidentified. To enable the Lion's contribution to the built heritage of the United Kingdom and the wider world to be recognised the existing list needed to be superseded by a new complete catalogue produced to international archival standards. In particular the volume and complexity of the photographs and drawings required the attention of a full-time cataloguer over an extended period.

A grant from the Pilgrim Trust/ Esmée Fairbairn Foundation Cataloguing Programme provided East Dunbartonshire Archives with the ideal opportunity to make this uniquely valuable collection accessible to as wide an audience as possible. The nine month project, styled Taming the Lion, aimed to create a new catalogue and encourage greater use of the collection. A full time project archivist was recruited and CALM Version 7, with a second licence, was purchased. During the course of the project the photographs and drawings have been catalogued to ISAD(G) and ISAAR (cpf), the photographs to item level and the drawings to file level. The catalogue created will be made available online. The photographs have been repackaged in melinex and housed in archival boxes. The drawings, which will require flattening and some conservation treatment before being stored flat in plan chests, have in the interim been repackaged in acid free envelopes and placed in archive boxes.

The Lion Foundry collection provides an excellent illustration of the sheer variety of items once produced in cast iron, and in particular shows the decorative detail applied to everyday functional objects and structures. For example the urinals and public toilets produced by the Lion could be considered things of beauty! The collection also demonstrates the exceptional skill of the foundry workers, and the variety of craftsmen involved in the creation of each finished product. Each part of the process involved high levels of skill and judgement accumulated

over many years; the knowledge and skill of draughtsmen, pattern makers, moulders, dressers and finishers made iron founding a highly skilled trade.

Soon after its foundation in 1880, in line with many of its contemporaries, the Lion Foundry began production of cast iron gates, railings and gutters. However its range of products was soon developed to encompass baths, fountains, theatre canopies and some larger structures such as bandstands, balconies, verandahs and arcades. The 1920s and 1930s proved a buoyant period for the Lion Foundry as they produced a great deal of cast ironwork for building facades. These facades ranged from the relatively modest Alexanders Stores in Ayr to much grander buildings such as Unilever House in London. Much of this work was highly decorative, such as the building panels for the Commercial Bank in Glasgow and Waterloo Station in London (the plaster head for the latter, modelled by Holmes and Jackson of Glasgow, survives at the Auld Kirk Museum). The Lion benefited from working with many notable architects and sculptors of the day on projects such as Lothian House in Edinburgh and the Raleigh Cycle Company building in Nottingham. The series of cast iron panels for Lothian House, produced in 1936 from sculptures by Charles D'Orville Pilkington Jackson, depict the seasons and the trades of

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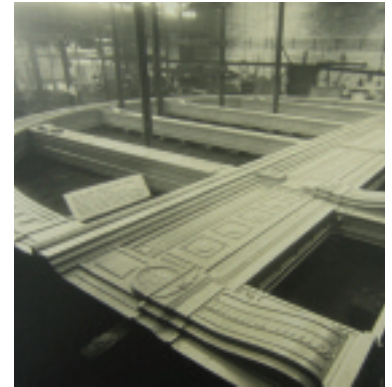
11

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Edinburgh – building, engineering, printing and brewing. The 1930 panels for the Raleigh Cycle Company building feature cherubs occupied in machining bicycles and were sculpted by Charles Leighfield Jonah Doman, perhaps best known for the frieze on Liberty's Regent Street frontage.

Castings produced by the Lion can be seen across the United Kingdom – from Portsmouth, Bangor and the Isle of Man to Belfast and Banff. However the Lion also built up an international reputation through projects such as the building panels for Customs House in Shanghai and the impressive 60 ft wide window surround for the Plaza Constitucion Station in Buenos Aires. Post World War II the Lion continued to produce some architectural work but concentrated primarily on engineering castings such as counter balance weights for forklifts, keel blocks for shipbuilding, and oil industry castings, while passenger shelters and fire escapes remained a production staple. The Lion also produced the famous cast iron telephone kiosks and pillar boxes, and the archive collection includes photographs and drawings of these most British of icons. Of particular note are the drawings of the rare type K7 telephone kiosk, designed by Neville Conder in the early 1960s, of which only six prototypes were produced in cast iron. The Lion Foundry survived for over 100 years, due in part at least to its ability to diversify, and was the last iron foundry operating in Kirkintilloch. However after the loss of the telephone kiosk contract it finally closed in 1984.

One of the main challenges of the project was the familiarisation of

staff with the language and culture of the iron founding industry, which necessitated a rudimentary technical understanding of the iron founding process and the terminology used within the industry, in addition to learning how to decipher complex technical drawings. Assistance in this regard was provided by Historic Scotland's Technical Conservation Research and Education Group, the Scottish Ironwork Foundation, and the Auld Kirk Museum. Particular help came from a retired foundry worker, Dan MacKay, who volunteered his assistance with the drawings and gave a valuable insight into foundry working practices. Dating photographs of cast iron products also posed another challenge, particularly those photographs without clues such as individuals with datable styles of clothing. However this provided justification for some enjoyable detective work such as research into the performers and films appearing on billboards and posters below theatre and cinema canopies such as 'Mr Raymond Phillips and his wireless controlled airship' and 'Pelissier's Punchinellos'.

The work carried out as part of the Taming the Lion project will now be built upon and developed further. Indeed now that the collection is fully catalogued work is already underway to take the accessibility of the collection to the next level. Historic Scotland recognise the importance of the collection and are funding the digitisation of a selection of the photographs and drawings. This will produce high quality digital images which allow access to the collection from many different perspectives including: art and design, architecture, industrial history, decorative ironwork,

local history, family history, socio-economic history, business history, restoration projects, and advertising. The collection will be promoted through a marketing campaign to target potential users to include a series of talks and a travelling exhibition. The completed catalogue will also be sent to various institutions including other archive services and academic departments in relevant disciplines.

The Lion has been 'tamed'! The collection is now truly accessible for the first time, allowing the significance and considerable potential of the Lion Foundry archive to be explored by all.

Janice Miller
Project Archivist, Taming the Lion
East Dunbartonshire Archives

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Leeds County Arcade under construction, 1900. The Lion Foundry supplied and erected arcade type No 47, roof trusses, domes and balcony railings

Further information
For further details about the project and the Lion Foundry collection please contact:

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2-4 West High Street
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Email
archives@eastdunbarton.gov.uk

Further Information:
East Dunbartonshire Archives
www.eastdunbarton.gov.uk

Scran
www.scran.ac.uk/

Scottish Ironwork Foundation
www.scottishironwork.org/

Technical Conservation Research and Education Group
www.historic-scotland.gov.uk/index/conservation.htm

Connected Earth
www.connected-earth.co.uk

It all started with the Freedom of Information Act when...

This paper reflects upon my experiences as the Compliance Manager at Leicestershire County Council (LCC) on my way to self actualisation at work, fully appreciating that I will never reach my destination!

LCC have embarked upon an exciting journey of improvement not only in how it handles its documents and records but also how this impacts upon its many customers.

In September 2002 the Council established an initiative known as the Better Access to Better Services Initiative (BABSI). This initiative included looking at improving services to customers through better management of its information.

The Journey

We acknowledged very early on that improving records management was not in itself an IT solution. We also acknowledged that without a good business case, the Freedom of Information Act 2000 (FOI) and other compliance legislation were unlikely to be strong enough drivers to impact on delivering improved records management. But FOI was a start. The following tracks a path to where we are today.

I commenced work with LCC on 1st July 2003.

Prior to building any route to compliance or improved records management, a great deal of preparatory research was undertaken to improve the Council's understanding relating to documents, records compliance requirements and potential organisational impact.

The latter related to cultural change and was quickly identified as the most crucial. With the benefit of hindsight an intensive training course on Project Management would have done wonders to focus and frame the project. This did occur but not until 2004.

Running with the preparatory research was a schedule of appointments, aimed at meeting key representatives across the organisation, the purpose of which was to build an organisational profile about the management of information within the County Council (readers will recognise the start of ISO 15489/DIRKS).

In September 2003 an early pilot aimed at deploying an electronic records and document management system (EDRMS) was rejected, favouring instead a route to identify our needs across the organisation prior to delivering potential electronic solutions. A firm records management methodology was established. I used DIRKS although some will recognise the move to ISO 15489 later in the process. I would recommend any reader with an interest in records management to access the technical report ISO/TR 15489-2. An information management project board was established under BABSI and an Action Plan was requested to deliver our BABSI/FOI related needs.

The Action Plan, delivered in September 2003, was a mix of time and quality related outputs. The cultural impact was seen as the most crucial, training and awareness was an important element of dealing with the earlier stages of cultural change. As a direct result of this need and a better understanding of information storage structures derived from the face to face meetings with departmental representatives, the initial Action Plan was split into three distinct phases, being:

A Retention Scheduling

B Records Management Strategy and Policy

C Electronic Records Management Strategy

Work also commenced in examining the commercial technology related solutions. We wanted to learn what commercial products could do for us today and what developments were in hand. This process was vital in developing our strategy and also bringing into vision issues not fully thought out.

Retention Scheduling was taken out of the box and set as an early target. By bringing Retention Scheduling to the forefront, staff across the authority were asked to think about information in a different way, as entities and not just as evidence or ephemera.

Retention Scheduling achieved a number of purposes:

- Developing a sound policy on retention, supported by examples

- Developing a higher level of understanding about records management

- Presenting an opportunity to create a baseline profile for record sets

- Presenting an opportunity to consider emptying that cabinet

- Providing an early map of records across the authority

- Providing an inspection tool to Internal Audit

The early retention schedule work was subsumed by the Information Audit, but it had been a great success in raising the profile of records management.

A Records Management Policy was developed in line with an over-arching Information Management Strategy. Had time been with us this the policy would have been prepared in advance of the Action Plan. However, a policy was still very much required as failure to establish an agreed policy would likely as not result in compliance management problems emanating from a failure to apply common standards with regard to data management, classification, interoperability of systems and the use of common metadata standards.

Work then commenced on understanding how we needed to structure our data, principally about electronic content. At the same time the RMS asked its local government members to join a team to examine this issue and potentially develop a core classification system for local government – the Local Government Classification Scheme (LGCS). I joined this group with two aims, to understand the environment for the benefit of LCC and to contribute to the development of a core classification solution. Separately, work was progressing on examining

14
Wisdom Homepage

15
Wisdom Folder Structure
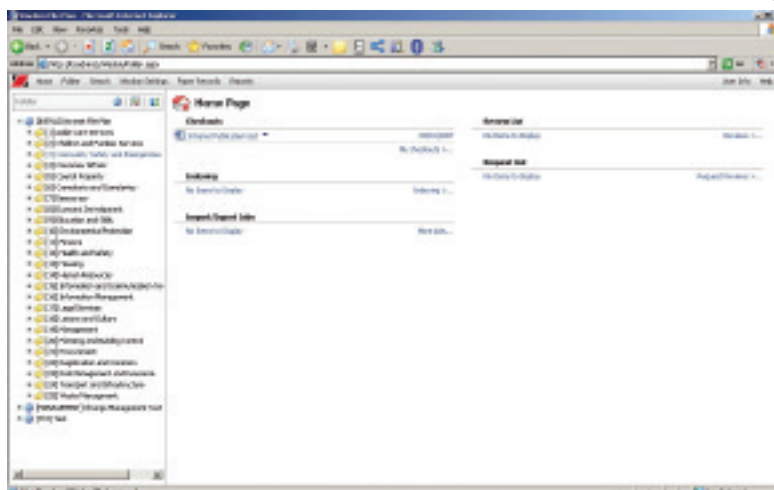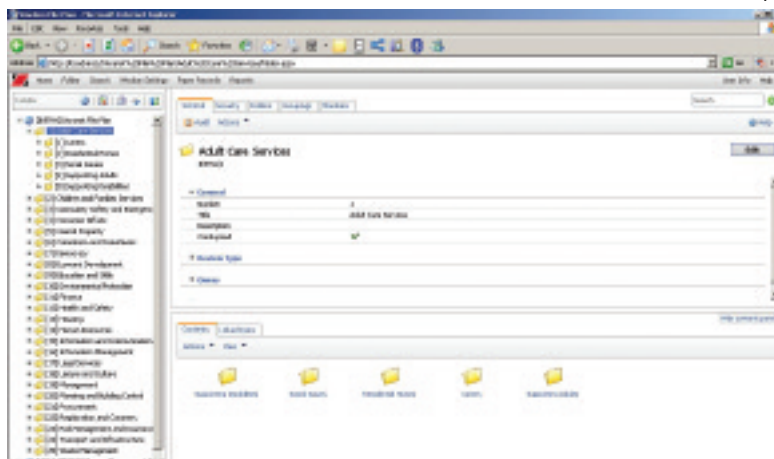
other solutions relating to synonym development and auto classification, thus potentially removing the fragile human decision-making element of the process.

In line with the records management methodologies we employed, we needed to know what information we had, how much there was and how and where it was stored. What was needed was a detailed information audit of the data currently available to the County Council.

Three primary purposes were defined, being:

- To provide the information needed to develop a business case and metadata solution for records management in LCC

- To develop a business case for the core information needed to provide a single comprehensive customer interface for Council services, including intranet

mapping, property data, and person data

- To provide a gap analysis by function of current records, management position and requirements to enable electronic integration of information, property, people and mapping

A tender was prepared and an advertisement placed with a view to commencing the audit in March 2004.

Reponses to the tender invitation for the Information Audit were received in January 2004. The contract was awarded to Cimtech Ltd and the Audit commenced in April 2004, delivering in August 2004.

In September 2004, Richard Blake, Head of The National Archives' Records Management Advisory Service, came to Leicestershire and provided a key note presentation confirming to senior managers

listening to a programme of events about information management that records and information management was a core business activity. This single event had a significant impact on delivering the benefits of the programme undertaken thus far and helped to bridge the gap in taking the next step. I would go so far as to say that this is when the penny finally dropped!

At about this time work also commenced on developing plans to procure EDRMS. Business drivers elsewhere in the Council had come into play and a need for EDRMS was provided through a requirement to have an electronic social record system (ESCRS). Whilst the corporate requirement was on schedule for a decision on the purchase of EDRMS in 2006/2007, the need for the ESCRS moved our timetable to delivery by late 2005.

After an extensive (and some may say exhaustive!) tendering process, the Council purchased its EDRMS, Wisdom V6 from Diagonal Solutions Limited. The ESCRS project had well established business drivers and was on course to deliver in early 2006. The corporate requirements were not fully established and as the EDRMS had been procured, ways needed to be found to prove the product. Whilst this was progressing a new project, Customer First, had been established to replace BABSI. This project, later defined as a programme was looking to establish a Customer Relationship Management solution. Work had also commenced on designing a new Council Intranet.

EDRMS was deemed in scope to the Intranet project in that any records used would not be stored in the intranet, but in the EDRMS, with a link to the EDRMS from the Intranet, thus removing instances of duplication and improving the management of such records. The intranet project needed to store content in the EDRMS in a structured way and also find some way of identifying the most appropriate pages on the intranet for the content to be displayed. The project agreed an innovative way to resolve this, using the taxonomy management tool available from Cintra, known as 'searchLight' to auto classify a document whilst at the same time routing it to the correct place in the EDRMS and also identifying suggested pages to where the content could be linked. At the time of writing this solution is awaiting delivery from our technology partners. In brief, the Taxonomy Manager uses the LGSL, IPSV and LGCS to value the content through the use of algorithms. The algorithms, in tune with the product identify the best LGCS fit and provides a single option for storage. A second option may be designed as a reserve solution; this option would allow the user to define location. However, this is unlikely to be used as it brings back subjectivity into filing. Of course with perfect controlled metadata, location would be less of an issue, but then we would be faced with resolving retention and security issues. Perhaps these will be resolved in the future through better templating, improved metadata and the more effective use of entry security such as Active Directory (AD).

It is very early days in this part of the programme of events and perhaps a paper further down the line may reveal more.

For the Customer First Programme, we have embarked on an even more innovative solution, creating a knowledge base of content, captured using a standard metadata scheme and integrating the taxonomy manager with the Council's Customer Relationship Management System. This would enable either a customer advisor mediated service or self service access to content re-purposed and stored in the knowledge base, whether that be EDRMS, spatial repository or some other data store. This project is being developed as a proof of concept and is likely to report back in March 2007.

The EDRMS is now live in our Adult Social Care Service, supporting over 1,000 users, although most do not see the EDRMS as it is hidden behind an in-house index which calls on the EDRMS as required.

Conclusion

We have now moved beyond the Action Plan and are supporting the Customer First Programme, into which the Intranet Project has been subsumed.

Some may regard our corporate approach as being high risk. It may be so. Having looked at emerging technologies I am of the opinion that we must deliver high quality services and in doing so we must, occasionally, use innovative solutions, some of which may be bespoke and require the use of newly proven technologies. Already organisations are using auto classification; we are merely configuring it in a way which supports our business objectives.

When confronted with doubters I merely point them to their electronic file plans and ask them how long they can work that way. Now email….. maybe another day!

This is no easy journey, the ride has been a bit bumpy at times, but it is one journey I am enjoying, perhaps more than any other.

About the author

Paul Dodgson is Compliance Manager at Leicestershire County Council, a Director of the Records Management Society, Chairman of the Wisdom User Group (an electronic document and records management (EDRMS) solution from Diagonal Solutions Limited) and also Chair of the Electronic Service Delivery (ESD) Controlled Lists Editorial Panel, which includes the Local Government Navigation List and the Integrated Public Sector Vocabulary. Paul was also co-author of the LGCS. Paul is Secretary of two local Information Management Groups and is currently studying for an MSc in Records Management via Northumbria University.

Archiving for a new nation

Historical archives are important for new countries such as the United Arab Emirates as well as the old. The Centre for Documentation and Research in Abu Dhabi preserves the history of this region, and looks forward to an expanding role in recording the rapid changes in the country as it evolves at an astonishing rate.

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The modern
Abu Dhabi

In past centuries the British used to call it the Pirate Coast – for our forbears this was a dangerous strip of desert coast along the south-eastern shore of the Arabian Gulf. Just 60 years ago it was still an undeveloped, sandy coast, with a few settlements and inland villages ruled by independent leaders, a few forts, uncertain boundaries – and oil exploration.

The United Arab Emirates (UAE) is now a modern, rapidly expanding country of international political and economic significance.

The story of how this region changed from shifting alliances of various tribes to what were known as the Trucial States – independent sheikhdoms or Emirates – to the modern UAE has been meticulously recorded by Dr Frauke Heard-Bey of the Centre for Documentation and Research (CDR) in Abu Dhabi [See Further Reading].

Fuelled by the revenues from oil and guided by a series of insightful leaders such as the late Sheikh Zayed bin Sultan Al Nahyan, the modern UAE was born in 1971 and nurtured into the thriving nation it is today.

The UAE comprises a federal nation of seven independent Emirates, each under the leadership of a local ruler. These leaders together form the Federal Supreme Council, under which there is a cabinet of ministers and their departments. Each Emirate still retains a good deal of independence, while at the same time forming part of an integrated federal government.

18
An early map of the 'Pirate Coast' area which now covers the modern UAE

The rate of change in the last half century has been astonishing. Where 50 years ago there was little but sand dunes, some date plantations and temporary dwellings, there are now some of the most advanced buildings in the world, skyscrapers and multi-lane highways joining the coastal cities of Abu Dhabi, Dubai, and Sharjah, and into the interior to places such as the quiet and beautiful university city of Al Ain. There is a modern, high-technology infrastructure of services supporting a vastly expanded and increasingly wealthy population.

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Economic growth has been very fast: a review of the Middle East compiled in 1958 for the Royal Institute of International Affairs described the "pirate" Trucial Coast as "economically poor" and noted a UK development package of just £500,000. Today the UAE's GDP is US$115.8 billion (2005 estimate), providing a per capita GDP of US$45,000. The population has grown from an estimate of 90,000 in 1954 to 2.9 million, of which only some 20% are national Emirati, the rest being expatriates from other Arab states, Europe, and south Asia.

Records in the UAE

Man has been here for millennia, but recorded history is sparse until the middle of the last century; even then it was usually recorded by others, like the British, who had an economic or strategic interest in the area. There is, however, a small, but very important corpus of local historical Arabic material.

This does not imply there is no records management and archiving activity. The most senior archive institution is the Centre for Documentation and Research (CDR) in Abu Dhabi, which we describe below. Throughout the Emirates there are other museums and cultural institutions, such as the Cultural Foundation in Abu Dhabi, and museums and scientific institutions in Sharjah. The Municipality of Dubai is also active in records management, and every three years runs a major conference on document and records management, with speakers from all over the world, addressing technological and business issues of digital archiving and records management.

The Centre for Documentation and Research in Abu Dhabi

In a step of great foresight the late President of the UAE Sheikh Zayed bin Sultan Al Nahyan in 1968 – even before the formal creation of the UAE – established the Centre for Documentation and Research in Abu Dhabi to record the evolving history of the region and reconstitute records of the Gulf region, for its stakeholders. Originally housed in the Old Fort (Qasr Al Hosn) which formed the hub of the old Abu Dhabi, it has recently moved to very modern, stylish, purpose-built premises fitted out with an impressive array of high-end technologies and facilities. These include a good IT infrastructure, advanced shelving systems, audiovisual facilities, large and well-equipped auditoria (including 3-D projection

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The VIP entrance and gardens to the Centre for Documentation and Research and (inset) the atrium

One of the CDR's historical documents: 'An Engagement entered into by the Trucial Chiefs of the Persian Gulf with the British Government for the abolition of the African Slave Trade, dated 30 April 1847'

equipment) and generous exhibition space.

The CDR is lead by the Director General, Dr Abdulla El Reyes (co-author of this article) and is governed by a Board of Directors, who are six senior government representatives. Funding comes from government grants, from the UAE Ministry of Presidential Affairs. As its name implies, the CDR is an archive, a library and a research centre. As a research centre it employs some of the leading experts on the history of the region – notably Drs Usra Soffan, Frauke Heard-Bey and Jayanti Maitra. The CDR is active on the International Council on Archives; recently the ICA's report *Electronic Records: A Workbook for Archivists* (ICA Study 16) was translated into Arabic by Dr Abdelkrim Badjadja at the CDR.

The collections

At the heart of the CDR is the Documentation Department, led by Salma Al Mansouri. This manages a library of books and journals on the region, and an archival collection in a set of 14 fonds. These cover indigenous historical records, and records of national current affairs; they also contain records from the various powers which have had an influence or presence in the area over the last 500 years - America, Great Britain, France, Germany, Iran, Japan, the Netherlands, Ottoman Turkey, Portugal, Russia. These historical records are obtained as copies from the archives and libraries of these countries as paper copies and microfilm, and now some in electronic form. There are also special collections recording the achievements of women in the UAE and a collection of photographs from the last 50 years. Moves are in place to establish a
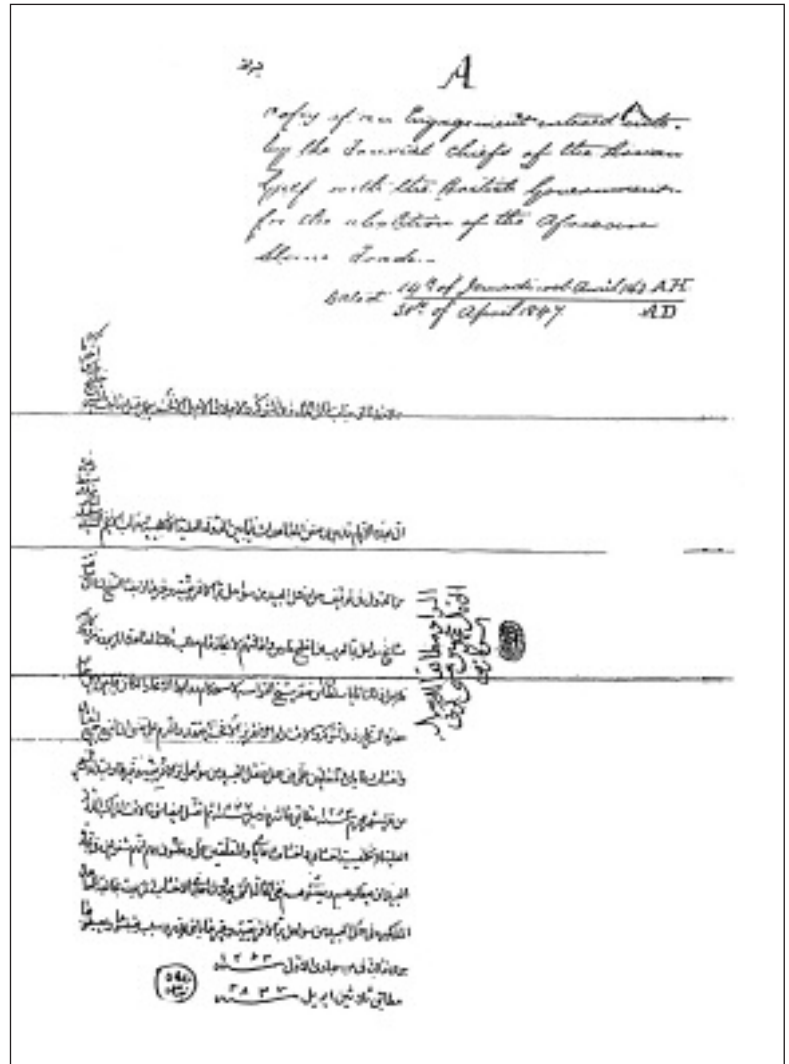
research project to record the oral history of the Emirates, thus creating an archive of recorded sound.

Indexing and processing

Indexing is done to ISAD(G) standards. For institutions in the Middle East such as the CDR, there are substantial challenges in the lack of up-to-date tools such as thesauri in Arabic (the CDR indexes in both Arabic and English).

The CDR, through its documentation group in particular, adds considerable value to the records by providing transcriptions of old texts into modern forms, and translations into Arabic or English. This work transforms the accessibility of the collections and their component records. It is a huge task, carried out by dedicated staff who collectively possess rare combinations of language skills and an enormous accumulation of knowledge about their records and the events and characters they document. Many of the staff are

The Seven Emirates
On the Gulf coast – west to east towards the Straits of Hormuz:
- Abu Dhabi
- Dubai
- Sharjah
- Ajman
- Umm al Qaiwain
- Ra's al Khaimah

On the Indian Ocean:
- Fujairah

expatriates from the countries which provide the source materials, and they represent considerable value not just to the CDR but, in a quiet way, to their host country as a whole.

By far the largest of the fonds is the British Archive, comprising some three million pages in 6,000 files. Much of this is provided from British sources, and comes from the Foreign and Colonial Offices (FCO) collections in The National Archives in the UK; other documents come from the British Library, in particular the India Office, and from records from the UK's colonial past in India (from the National Archives of India and the Maharashtra State Archives in Mumbai).

The group is not standing still, and plans are in place under the intelligent leadership of Miss al Mansouri to streamline processes and introduce a greater measure of automation. This will help process the backlog of indexing, and will support the handling of electronic records which will soon be received by the CDR.

Information technologies

The IT infrastructure of the CDR is first class, and will form the backbone of the CDR's future. However, there are challenges: foremost is a problem shared with all similar institutions world-wide – the effective archiving and preservation of electronic records.

In the context of the Middle East, a further problem is the restricted choice of software to support cataloguing and indexing which is supported in both Arabic and English. Further, support usually comes from third-party suppliers in the region rather than direct from the manufacturers, who tend to be based in the USA or Europe. The CDR archives use the Adlib system for indexing and management, and the (separate) library collection of books and journals uses Horizon from SirsiDynix. Both of these products support both Arabic and English languages, the working languages of the Centre.

Environmental factors

We think of the Arabian peninsula as having a hot and dry climate. It is indeed hot in the summer, when temperatures can be extremely high, exceeding 45°C. However, the humidity can also be extremely high, particularly in the coastal regions. First-class environmental controls are essential for preserving paper, microfilm and other media. The environmental variables are such that any sizeable store of archives really needs equipment to monitor and control the conditions. The CDR

The Old Fort (Qasr Al Hosn) in the 1950s, former home of the Centre for Documentation and Research

contains a large collection of photographs as well as delicate materials, and suitable controls are very important for these. The CDR of course holds records acquired early in its existence, which were lodged in Qasr Al Hosn, where the CDR was based for many years – a historic building of great interest [See Dr Jayanti's Qasr Al Hosn book in the Further Reading list], but without air conditioning were subject to extremes in temperature and humidity. The establishment of a conservation and preservation group is very high on the CDR's agenda!

Skills and training

There are few qualified archivists in the country (and in the region as a whole), and there are no universities which provide post-graduate training. This too is on the CDR's agenda, with the creation of tailored courses at one of the UAE's leading colleges. In today's world, distance learning also represents a great opportunity, particularly as cultural constraints can restrict travel for women.

The CDR is looking at a range of steps to remedy the lack of professional training in archives and records management. With this in mind it included in its new building excellent facilities for providing training for small groups.

Obtaining rare combinations of languages, with understanding of history and archival science, presents a particular problem which can be addressed by specialised training, the employment of expatriates and outsourcing.

The future and a UAE National Archives

The UAE is actively embracing e-government and the use of IT. Legislation for national archives is on the drafting board. Particular challenges they will face are:

1 *Recording the immediate past*: the pace of advance in the UAE has kept the focus of activity on extending the country's physical infrastructure, education, health service, and introducing new legislation to match. Records and archives management was not top priority during the Emirates' early years, so now the volume of records to be archived will be considerable. There is now growing awareness of the importance of collecting, cataloguing and preserving records. As many studies have shown, good records management does not just save a lot of money through rapid retrieval of records when required; good records management and archives increase not only day-to-day efficiency and underpin the security of nations, but indirectly feed into new revenue sources and invention.

2 *Addressing the skills issue:* estimates by the CDR show that over the UAE public sector a deficit of some 4,500 people will need to be filled in records management, archiving and related roles. The skills problem is therefore urgent to solve. While external resources can be recruited temporarily – with the necessary knowledge of Arabic – it will require skills transfer to take place rapidly and effectively to build the cadre of skilled personnel the country needs. Indeed, this is line with the UAE's own priority policy of developing the skills of its indigenous population.

3 *Addressing the electronic future:* Now and in the future, the UAE's government processes will be predominantly based on an IT infrastructure. Records will be produced, used and archived in digital form. Infrastructures will be needed to archive these, and skills in electronic records management and preservation will be needed.

The future

While there is much to do, there is much to achieve, but the country has the economic resources, the awareness and drive, and the individuals with vision to meet the challenges.

The CDR for its part now has plans to expand its capabilities. The Digital Archiving Consultancy in the UK has just completed a 'phase one' assessment of the CDR's future needs, and now the CDR is about to undertake the second phase of its programme of change and improvement to meet the challenges of records in today's digital world.

Philip Lord
Director
The Digital Archiving Consultancy Limited, Twickenham, UK

Dr Abdulla A K El Reyes
Director General
The Centre for Documentation and Research, Abu Dhabi, UAE

Further reading and information

The CDR website is at: www.cdr.gov.ae

For a view from an Emirati on the changes in the UAE:

From Rags to Riches: A story of Abu Dhabi, Mohammed Al-Fahim, The London Centre of Arab Studies, London, 1995 (ISBN 1 900404 00 1)

For the history of Abu Dhabi and the Old Fort:

From Trucial States to United Arab Emirates – A society in transition. Frauke Heard-Bey. Motivate Publishing, Dubai, 3rd edition, 2004 (ISBN 1 86063 167 3)

Qasr Al Hosn: The history of the rulers of Abu Dhabi, 1793-1966. Jayanti Maitra and Afra Al-Hajji, Centre for Documentation and Research, UAE, 2001 (ISBN 1 86063 105 3)

Standards and guidance

European Union project kicks off to develop international information management standard

The National Archives, as a long-term member of the European DLM Forum which addresses 'Document Lifecycle Management', contributed in 2005 to a scoping study for a new international information management standard. The scoping report from this was agreed between the DLM Forum and the European Commission who then took the steps to commission and fund a project.

The European Commission has now awarded the €300,000 contract to define the new standard for Model Requirements for Electronic Records Management to Cornwell Management Consultants. The project started in January for completion by the end of 2007.

The Model Requirements for Electronic Records Management will be known as MoReq2. Since its release in 2000 the original MoReq has gained widespread international recognition as a de facto standard for electronic records management (ERM) systems. MoReq2 will be an evolutionary, compatible update, enhancing and extending the original MoReq.

The aims for the MoReq2 development are to produce extended functional requirements within a European context, and to support a compliance scheme by:

- Strengthening from MoReq what have in the interim become key areas and covering important new areas of requirements with clarity

- Ensuring that the functional requirements are testable and developing testing materials to enable products to be tested for compliance with the requirements

- Making the requirements modular to assist application in the various environments in which they will be used

MoReq2 is destined to become a guiding principle used by ERM user organisations, system suppliers and developers to provide required

functionality, and by outsourced records management service providers to define their service offerings. The standard will support ERM procurement, auditing and training schemes. MoReq2 will be used by a broad spectrum of public sector and commercial organisations when preparing requests for proposals, evaluating existing systems and preparing records management training materials. It will also provide a valuable teaching resource for academic institutions.

Unlike its predecessor, MoReq2 will include testing materials and it is planned that the DLM Forum will establish a regime to test software products for compliance with the requirements. The testing materials will be published and will also make it possible for organisations developing and implementing an

ERM system based on the requirements of MoReq2 to assure themselves that records will be properly managed, accessible at all times, retained for as long as they are required and properly disposed of once the retention period has ended.

Drafts of the developing standard will be published by the project on www.moreq2.eu. The need to consult as widely as possible during the development of MoReq2 is recognised. The authors' work will take in feedback and comment as the standard is formulated.

Comments on the drafts to either the consultants or to the DLM Forum will be encouraged from interested individuals and organisations. To register your interest in providing input to the DLM Forum during the MoReq2 development phase and to provide comments please email moreq2@nationalarchives.gov.uk

The final approval to the MoReq2 documents will be given by the European Commission in association with the DLM Forum.

MoReq2 will be published and made available free of charge early next year.

About the DLM Forum

Originally inaugurated in 1996, the DLM Forum addresses issues of 'Document Lifecycle Management'. It represents the interests of the National Archives of each of the EU countries together with other like-minded organisations and institutions in the public, academic, research and commercial sectors. For more information see www.dlm-network.org

The DLM Forum takes its renewed mandate from the Council (of EU Ministers of Culture) of the European Union which recommended, at its meeting of 14 November 2005, priority actions to increase cooperation in the field of archives in Europe including exchange of information on electronic records management at DLM forums and development of a revision to MoReq.

About MoReq

The original *Model Requirements for Electronic Records Management* (MoReq) was initiated by the DLM Forum, the stakeholder organisation originally created by the European Commission that brings together many of the national archives of the EU member states and other public and private organisations interested in electronic records and archives management. MoReq was commissioned, paid for and published in 2001 by the European Commission, and it has subsequently been translated by other organisations into a number of languages (available at http://europa.eu.int/idabc/ and search on MoReq).

Atle Skjekkeland
DLM Forum General Secretary

Access to Historical Health Records Since 2005
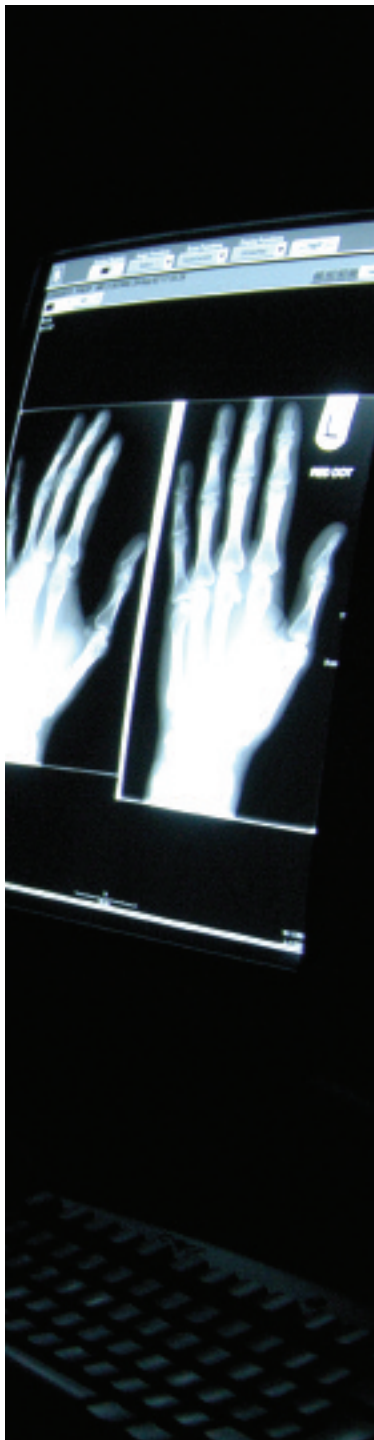
Hospital and other health records form a significant part of the holdings of UK repositories: records from around 2,000 hospitals are held around the country. Most have been deposited by NHS institutions under the *Public Records Act 1958*. In April 2006 the new *Records Management: NHS Code of Practice* (available at www.dh.gov.uk) replaced previous guidance on retention of NHS records, including historical retention.

Until January 2005, access to historical patient records of NHS organisations in England and Wales was governed by Lord Chancellor's Instrument LCI 92 issued under s.5 of the 1958 Act. Access to records less than one hundred years old was at the discretion of the transferring NHS organisation, while records over one hundred years old had to be made available to the public. In January 2005, the *Public Records Act* was substantially amended.

Access to transferred public records is now governed by the *Freedom of Information Act 2000* (FOIA). Any person making written application must be informed whether the authority holds the information they are seeking, and if so, given the information. This right is subject to a number of exemptions. The implications of this change for archives, users, and NHS organisations have been considerable. The general approach to access contained in After the Hundred Year Rule (produced by the Health Archives and Records Group in 2004 and available at http://www.healtharchives.org/) remains valid, but over the last two years many issues have arisen about the working of the Act.

Access rights now apply to information within records, rather than to the records themselves.

Where no information in a file is covered by an FOIA exemption, it can be made available in the reading room. Even where this is not the case, researchers have a right to access any information within the record that is not covered by an exemption. Many records will be neither wholly closed nor wholly open and repositories may have to provide redacted copies or summaries rather than physical access to original records.

The new access arrangements apply to records accessioned both before and after January 2005. To limit the burden of remote enquiries, repositories should identify records which are 'open' under the new access regime, so that they can be directly accessed by researchers in the reading room and the s.21 exemption ('reasonably accessible' by other means) can be claimed.

Few repositories have the resources to review the contents of records not yet open unless a specific enquiry is received. TNA has therefore advised using the pre-2005 closure periods as a default but making it clear that researchers can request access to or information from a closed record, in which case a review against FOI exemptions will be undertaken. Transferred public records are held by places of deposit on behalf of the Lord Chancellor.

Under FOIA the duty to respond to public queries lies with the repository, even if the records are 'closed', and enquiries cannot just be referred to the transferring body to deal with. Transferring bodies must, however, be consulted on access decisions as set out in FOIA s.66 (see www.nationalarchives.gov.uk/documents/foi_guide.pdf).

The new arrangements have required a major overhaul of procedures for communications between transferring bodies and repositories. The statutory deadline for responses (20 working days, or 30 if closed records are involved) means that repositories need up to date information on whom to consult, especially if the transferring body no longer exists.

Some repositories and NHS bodies have been unaware that FOIA applies to historic patient records and have attempted to apply the *Data Protection Act 1998* (relevant only if the applicant is seeking information about himself), or the *Access to Health Records Act 1990* (inapplicable to transferred records). There have also been some attempts to use exemptions which are time-limited by FOIA s.63.

Finally, there have been significant difficulties in establishing which exemptions may appropriately be applied to historic patient information, as some take effect only through complex interaction with other legal provisions. Recent decision notices issued by the Information Commissioner (www.ico.gov.uk cases FS50101391 and FS50071069) have been of some assistance in resolving these issues, particularly in respect of the s.41 exemption (actionable breach of confidence) which is based on the interpretation of common law. The Commissioner takes the view that information regarding deceased patients can be covered by s.41, as their personal representatives (even if not traceable) could bring an action on their behalf.

However, other factors affect the likelihood of such an action succeeding (if the passage of time erodes the confidential nature of information, for example), and authorities should not use s.41 if they believe they could successfully defend such an action. Guidance has also confirmed that repositories can use the s.40 exemption (personal data of living individuals) for the expected lifespan of the individual (100 years) unless the person concerned is known to be dead.

The identity or status of the enquirer is irrelevant in deciding the release of information under FOIA. However, archives may reasonably request information of this nature, provided it is not used as a pre-condition for processing the request. It could, for example, be used to determine whether another statutory access regime applies, or to decide that although FOI exemptions apply, the repository could consider granting conditional access (for example, subject to undertakings to publish the information only in anonymised form) outside FOI.

Further advice is available from TNA's National Advisory Services nas@nationalarchives.gov.uk and via the FOI Update supplement to *RecordKeeping*.

Kevin Mulley
National Advisory Services
The National Archives

Recently released useful publications

Publications from The National Archives

Operational selection policies

Operational selection policies (OSPs) apply the criteria set out in the acquisition policy to the records of individual departments and agencies or to records relating to a cross-departmental theme. Operational selection policies are normally the subject of public consultation. Operational selection policy currently out for consultation:

- OSP44: Record of UK government involvement in the development and implementation of European Community secondary legislation www.nationalarchives. gov.uk/recordsmanagement/ selection/ospintro.htm

Comments are welcome.

The National Archives Acquisition and Disposition Strategy, Draft Paper for Public Consultation

In 1999 we published our first Acquisition Policy which set out eight collection themes to guide selection of public records. In 2000 this was re-issued together with a Disposition Policy which explained the sort of records which, although worthy of permanent preservation, would be deposited elsewhere and which records, if not selected for TNA or another place of deposit, could nevertheless be presented to another bona fide collecting institution as an alternative to their destruction.

These policies are now being reviewed, and we are inviting comments on the new strategy which can be found in the documents below.

We would welcome any views on our strategy for selecting and depositing records, and the contact details to which comments can be sent are included in the Background document. The closing date for comments to be made is 28 February 2007.

www.nationalarchives.gov.uk/ about/operate/policies.htm

Publications from other organisations

Local Government Classification Scheme

An update to the LGCS v2.01 has now been released for consultation. That version now includes mappings from the LGCS to the LGSL. A link to the ESD web site, where comments can be provided will be added to the website once known. In the meantime, please forward any comments to Paul Dodgson at pdodgson@leics.gov.uk www.rms-gb.org.uk/resources/

Freedom of Information statistics July to September 2006

The seventh quarterly report providing statistics on implementation of the Act across central government covers July to September 2006. They were published on 19 December 2006.

www.foi.gov.uk/

Command Papers

Command Papers are Parliamentary Papers which derive their name from the fact they are presented to the United Kingdom Parliament nominally by "Command of Her Majesty", but in practice generally by a Government Minister. A list of Command Papers from 2001 onwards is available on the Office of Public Sector Information website with links to the Command Papers where known. www.opsi.gov.uk/ official-publications/index.htm

Implementing Persistent Identifiers: overview of concepts, guidelines and recommendations, Hilse, H.-W. Kothe, J. ISBN 90-6984-508-3

Traditionally, references to web content have been made by using URL hyperlinks. However, as links are 'broken' when content is moved to another location, a reference system based on URLs is inherently unstable and poses risks for continued access to web resources. The report explains the principle of persistent identifiers and helps institutions decide which scheme would best fit their needs.

The report was written by the Research and Development Department of the Goettingen State and University Library (Niedersächsische Staats- und Universitätsbibliothek Göttingen) at the request of the Advisory Task Group (ATG) of the Consortium of European Research Libraries. It is co-published by CERL and ECPA. Copies can be ordered through the ECPA website: www.knaw.nl/ecpa/

Contacts and staff news

Staff changes

National Advisory Services:

Tom Vincent and **Nick Coney** have become Information Resources Officers.

Records Management and Cataloguing Department:

Chris Ransted has become Accessions Administrator.

We wish them well in their new jobs.

Contacts

Tel: 020 8876 3444
Fax: 020 8392 5286

All staff email addresses are of the format firstname.lastname@nationalarchives.gov.uk

National Advisory Services
General enquiries to nas@nationalarchives.gov.uk

Advice on places of deposit and public records
Including disposal, legislation, standards for storage and access:
Andrew Rowley, Head of Archive Inspection Services x 5318

Advice on non-public records
Including standards for storage of and access to private archives, advice to grant awarding bodies, sales monitoring and liaison with regional archive councils and regional agencies:
Norman James, Principal, Archives Advisory Services x 2615

Regional archival liaison
Scotland	–	Alex Ritchie
Wales	–	Michelle Kingston
Eastern Region	–	Anthony Smith
South East Region	–	Melinda Haunton
Yorkshire and the Humber Region	–	Andrew Rowley
North West and Northern Ireland	–	Catherine Guggiari/Kevin Mulley
East Midlands and West Midlands	–	Liz Hart
North East Region	–	Catherine Guggiari/Kevin Mulley
South West Region	–	James Travers
London	–	Norman James

Robert Brown, Business Records Development Officer x 2616

Electronic Records Management
General enquiries to e-records@nationalarchives.gov.uk

Ian Macfarlane, Head of Electronic Records Management Development Unit x 5366

Records Management outside central government
Enquiries to rmadvisory@nationalarchives.gov.uk

Advice on developing effective information and records management systems for paper and electronic records:
Richard Blake, Head of Records Management Advisory Service x 5208

Records Management and Cataloguing Department

Enquiries to records.management@nationalarchives.gov.uk

Meg Sweet, Head of Records Management and Cataloguing Department x 5315

Kelvin Smith, Head of Accessions Management Unit x 2303

Howard Davies, Head of Inspection and Client Management Unit x 5340

Rose Ashley, S46 Programme Manager x 2254

Stuart Abraham, Access Manager x 5346

Louise Craven, Head of Catalogue Unit x 5232

Teresa Bastow, Head of Freedom of Information Unit x 2407

Key contacts in other National Archives departments

Information legislation
- Advice on Freedom of Information and its impact on records management and archives
- Information on proposed records and archives legislation
- Guidance on data protection and its impact on records management and archives

Susan Healy, Head of Information Policy and Legislation x 2305

Digital Preservation issues
Enquiries to digital-archive@nationalarchives.gov.uk

Adrian Brown, Head of Digital Preservation x 5257

Conservation and preservation of traditional materials
Enquiries to collectioncare@nationalarchives.gov.uk

Mario Aleppo, Head of Collection Care x 5283

Copyright and intellectual property issues
Tim Padfield, Copyright & Policy Manager x 5381

Advisory Council on national records and archives
Tim Padfield, Secretary x 5381

Archives awareness initiatives
Ruth Savage, Policy Development Officer x 5376

Education, learning and access, schools and universities
Tom O'Leary, Head of Online Services and Education x 5298

Academic publications and development of material for the higher education and lifelong learning sectors
Vanessa Carr, Head of Research, Knowledge & Academic Services x 5224

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