RecordKeeping

For all those
interested
in archives
and records

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Cover photo:
Approaching the South summit couloir, Everest South West Face Expedition, 1975, by Doug Scott.
© Doug Scott / Alpine Club Photo Library

Note from the Editor

Welcome to the Summer edition of *RecordKeeping*.

Welcome to the summer edition of *RecordKeeping*. In this issue we're on top of the world, with our front cover depicting Doug Scott's ascent of Mount Everest, courtesy of the Alpine Club, which this year is celebrating its 150th anniversary. You can find out more about our cover feature on the Alpine Club in our Case studies section.

Other case studies include, the Archdiocese of Westminster; the Herald's visitation of Essex, a National Manuscripts Conservation Trust project; 'Explore North Devon', an Archives 4 All project; Southwell workhouse and Poor Law Union records; and Nicci Obholzer gives us a volunteer's perspective on the Community Archives website.

No edition of *RecordKeeping* would be complete without featuring the latest challenges of digital preservation. In this edition Louise Craven talks us through the new referencing system for born digital records at The National Archives and we hear of the new agreement between TNA and Microsoft.

Elsewhere, Heather Boyns explains the latest developments of the Archives in Museums Subject Specialist Network. In addition, we hear highlights from recent conferences and launches, and announce this year's Public Sector Quality Group forum.

A new feature in this edition is our interesting acquisitions section. In this issue we focus upon Norfolk Record Office's purchase of a 'new' swan roll.

If your archive has an interesting, important or unusual acquisition, which you think your fellow readers may find interesting please get in touch.

Catherine Guggiari
Editor
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TNA update

Henry III Fine Rolls Project

The Fine Rolls are the earliest of the great set of rolls on which the English royal chancery recorded its business, unparalleled in the rest of Europe and amongst the chief treasures of The National Archives.

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Seal of Henry III:
E42/315

These Rolls recorded offers of money to the king for a huge variety of favours, a fine being essentially an agreement to pay money for a concession. Writs to initiate law cases, charters to set up new markets, licenses for widows to have custody of their children and not be forced to re-marry, all these and much else besides had to be paid for. The rolls also expanded over the reign so that they contain appointments to local office, details of taxation levied on the Jews, and seizures of property into the king's hands at times of political crisis.

King John had used the Fine Rolls to record the supposed offer of 200 chickens from his minister, Hugh de Neville, for permission to spend one night with his own wife. Was she John's mistress and were she and John joking about what a night back with Hugh might be worth? Likewise the Fine Rolls reveal Henry III's rather more benign sense of humour. In the ship coming home from Gascony in 1243, it was on the Fine Rolls that he had recorded a whole series of ridiculous debts which he pretended had been incurred by his clerk, Peter the Poitevin: five dozen capons for an offence Peter had committed in the ship; a £100 (the equivalent of one million pounds in today's money) which Peter promised in the ship on 9 September and so on. However, Henry was careful not to let the joke go too far and ordered them to be crossed out without Peter seeing!

The rolls thus open a large window on politics, government and society during one of the most pivotal reins in English History, one which saw the implantation of Magna Carta into English political life and the emergence of the parliamentary state. To that end, with funding from the Arts and Humanities Research Council, this project based at King's College London under Professor David Carpenter, is creating English translations linked to a powerful search engine which means that research, which once would have taken weeks, can be done in moments. All this is freely available on the project's website: www.finerollshenry

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Membranes from the fine rolls of Henry IIII

TNA C60/9

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TNA C60/8

3.org.uk/home.html together with digitised images of the original rolls and an amazing zoom facility!

A podcast of Professor David Carpenter's talk on the Fine Rolls can be downloaded at: www.nationalarchives.gov.uk/rss/podcasts.xml?

Aidan Lawes
Academic Publications Manager
The National Archives

Revised Acquisition and Disposition Strategy published

The National Archives (TNA) has revised its Acquisition and Disposition Policies and now has an Acquisition and Disposition Strategy which was published in March 2007. The strategy is available on TNA's website: www.nationalarchives.gov.uk/documents/acquisition_strategy.pdf
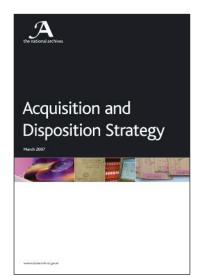
The revised strategy merges the acquisition and disposition policies, so emphasising the way the two complement each other. Such an approach is also more in line with TNA's evolving national collection strategies and positioning within the national archival network.

The strategy defines in broad terms the records that are of long-term, historical value and should be permanently preserved at TNA; and identifies the types of records that are more appropriately stored and made available outside TNA in Places of Deposit.

The strategy has not made radical changes to the previous policies. Instead the emphasis has been on sharpening the definitions, taking account of recent changes in government and the impact of electronic records, and providing for processes to ensure the long-term preservation of specific types of records which will not be preserved at TNA.

The strategy was developed through an Acquisition Advisory Forum which included representatives from academic researchers, local archivists and community researcher groups. It was published in draft form in November 2006 for a three month consultation period and comments were received from a wide variety of respondents. This resulted in a number of amendments being made.

Interpretation and implementation of the Strategy will be a very important part of the work at TNA for the next year. Issues which will be considered include:

- appropriate selection and preservation of records containing data of potential long-term value for scientific research

- assessment of the process for presenting records which have not been selected for permanent preservation to a suitable repository

- revised guidance for places of deposit

In addition, TNA will continue to interpret the broad collection themes in the strategy through Operational Selection Policies for specific departments, areas and functions and through the new-style Appraisal Reports for electronic records. The programme of inspection of places of deposit will continue.

We would like to thank all those who responded to the consultation and the members of the Forum. For further information please contact:

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New Acquisition criteria

6.1 The National Archives will select for permanent preservation public records which document:
- The principal policies and actions of the UK central government;
- The decision-making process in government;
- The state's interaction with its citizens and the physical environment;
- The Crown's rights and obligations.

6.2 The effect of selection will be to allow the study of decisions government departments took, why those decisions were made and how those decisions were carried out. It will allow the study not only of policy but also of data collected in the course of implementing such policies.

Self-assessment of local authority archives: findings and update

As I write this short article in July 2007, local authority archivists across England and Wales are bending studiously to the task of completing their self-assessment return for 2007.

It may therefore seem rather late in the day to be producing an analysis of the 2006 results. The fact is, however, that 2006 was a pilot year and that among the many things to be done for the first time was the whole process of analysing the returns to distil some key national messages from the vast mass of statistics and comments provided to The National Archives.

Over 12,500 answers and 12,500 scores have been reviewed, categorised by size and type of repository and by region/country, compared, weighted, ranked, averaged and studied for significant patterns. Some clear findings emerge, and if they are not startling or unexpected, it is perhaps helpful to be able to demonstrate them so clearly. We are working now on a short report of the 2006 survey results for publication later this summer.

Self-assessment was established in part because of a feeling that local authority archive services were experiencing more rapid change and greater volatility than in the past. Self-assessment has provided TNA with far more information about

these services than it has ever had before, and also with a consistently up-to-date picture. What emerges from our analysis is that not all services are experiencing the same pressures, although all services have their pressure points. In 2006, almost as many archive services experienced budget growth as experienced cuts, although staff numbers were more uniformly down. User numbers are rising in some places and falling in others, but with no clear overall trend. Picking over the statistics, however, five key challenges for local authority archive services in England and Wales have emerged. These are:

1 There are unjustifiable variations in the nature and quality of services between authorities. Few archive services are sufficiently well-resourced to address all of their responsibilities adequately, but there is strong evidence that larger services are more efficient and deliver better services for every pound spent. This suggests that joint service provision by smaller authorities might lead to more efficient

and effective services, but there is also evidence that services operating under joint arrangements find it more difficult to secure revenue growth and capital investment.

2 The role of archive services as information managers for their authorities and the wider community is being lost, with services being viewed as essentially cultural facilities. As a consequence, inadequate preparations are being made for the preservation of digital records, posing a risk that the last three decades will be the least well documented period in recent centuries.

3 Many archive services are poorly integrated into the strategic planning and policy frameworks of their parent authorities and as a result have not made the contributions they could to the information management and cultural needs of the areas they serve.

4 All too often, the premises of archive services are both unfit for purpose and an active

constraint on the maintenance and development of services. This is most obviously true of places which lack storage accommodation for the expansion of their collections, but lack of space for staff and public activities can also be a constraint on service innovation and the maximisation of external funding opportunities.

5 Local authority archive services are the backbone of the national network of archival provision, but few services are able actively to fulfil their collecting remit or to make the materials they do hold fully accessible through appropriate programmes of

cataloguing and digitisation. Many services have an almost entirely reactive approach to acquisitions and lack consistent engagement with their major depositors. Cataloguing backlogs are growing in most services and in some almost no new cataloguing is now taking place. While there is a widespread recognition of the importance of developing online services, many services do not have the resources to do this in house and have made limited progress with finding online partners.

In the light of these findings, TNA will be focusing its advisory work on the key challenges identified. We are already beginning to use them as the context for the advisory letters we write following on-site inspections, to show how local issues relate to the national picture. We will also be seeking to address these issues when we publish for consultation later this year a draft of the successor to the Government Policy on Archives (1999), which is provisionally entitled The 21st century archive. We have developed The 21st century archive jointly with colleagues in the Museums Libraries & Archives Council, and will be soliciting input to it from the devolved administrations in Scotland, Wales and Northern Ireland shortly. The 21st century archive will be a succinct statement of the Government's vision for the archives sector, and will drive the future development of our assessment and inspection frameworks. The 2007 self-assessment results,

which will be published, will enable local authorities, professionals and users to compare the performance of different services, and to see just how widely the quality of service provision varies between authorities. We hope and anticipate that this can be made into an effective driver for improvement in places which are at the lower end of the league table, and we are aware that some authorities have already responded to their results in the pilot exercise by developing improvement plans to address their areas of weakness. We hope to encourage more authorities to respond to self-assessment in this way in the future.

Finally, the value that self-assessment has had for our advisory work, and the benefits that services have told us that they have already derived from the process and from using the results internally, encourages us to seek to extend the principle of self-assessment to other publicly-funded archive services in the future. I would be very pleased to hear from colleagues in universities or elsewhere in the public sector about whether they would welcome this being done in 2008, perhaps on a pilot basis.

Nicholas Kingsley
Head of National Advisory Services
The National Archives

The National Archives and Microsoft tackle our digital heritage

The National Archives and Microsoft have announced a Memorandum of Understanding to help preserve the nation's digital records from the past, present and into the future.

Microsoft has provided The National Archives with access to previous versions of their key technologies, to help solve the problems of managing historical records written in Microsoft formats. This agreement will bring a number of key benefits. Firstly, it will enable The National Archives to understand how best to preserve the legacy of digital documents created using previous versions of Microsoft technologies; secondly, it will help us to explore innovative approaches to preservation; and finally, it will allow The National Archives to influence the future development of Microsoft technologies, to ensure that they fully meet the requirements of sustainability and interoperability.

The huge growth of digital information in recent years has created new preservation challenges. Our dependence on technology to access digital information means that, as those technologies change, action needs to be taken to sustain access to information in older formats into the future. Our collaboration with Microsoft is one element of our work to tackle the challenges of preserving digital records.

At the launch Natalie Ceeney, Chief Executive of The National Archives, said: "The ephemeral nature of digital information, resulting from the rapid evolution of technology, is a major challenge facing government and our society today. Unless we take action, we face the certainty of losing years of critical knowledge, in many cases before it even reaches an archive. That's why it is essential that The National Archives, working with Government and with the IT industry, address the challenge now. Our relationship with Microsoft supports our work in digital preservation and gives us many key tools to access the legacy of government for years to come."

The announcement made on 3 July 2007, sees Microsoft provide The National Archives with access to previous versions of Microsoft's Windows operating systems and Office applications, powered by Microsoft Virtual PC 2007. Virtual PC 2007 enables people to run multiple operating systems at the same time on the same computer. This allows The National Archives to configure any combination of Windows and Office systems from one PC, thereby allowing access to practically any document based on previous Microsoft file formats, in its original environment.

The new techniques for digital preservation being developed by The National Archives require the periodic transformation of digital information to new formats as technology changes. We therefore need to identify and test the most appropriate methods for performing these transformations. Because Microsoft technology is currently widely used by the Government, it is estimated that The National Archives will have to manage many terabytes of data in these formats over the next few years. The Virtual PC system will

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Previous versions of Microsoft Windows and Office

Natalie Ceeney, CEO, TNA and Gordon Frazer, Managing Director, Microsoft UK sign the agreement

enable us to test alternative transformation methods for legacy Microsoft formats, and to compare the results of these transformations with the documents in their original environments, in order to assess their effectiveness.

The ongoing partnership will also see The National Archives further its innovative approach to sustaining the nation's digital heritage, by contributing its expertise in digital preservation towards the development of future releases of Microsoft products. The announcement represents an important step in Microsoft's commitment to digital preservation, and sets a standard for future collaboration between The National Archives and the IT industry to address these challenges.

Adrian Brown
Head of Digital Preservation
The National Archives

RecordKeeping news

The National Register of Archives, developing into a Name Authority File database

The year 2006 was an exciting time for the development of the National Register of Archives (NRA). A number of changes to the structure of the database have recently gone live.

These changes allow the NRA to hold and display archival Name Authority Files for corporate bodies, persons and families. These developments will, we hope, make the NRA better as a resource, more effective and more informative.

A Name Authority File authoritatively identifies the creator of a record and stores information, which places the creator of the record in context. This information can include biographical details, if the creator is a person, links to related websites such as the *Royal Historical Society Bibliography* and online archival catalogues and finding aids.

The NRA is based around the record creator, as such it has the perfect structure for development into a Name Authority File database. It already contains a considerable amount of authoritative information, with entries on 50,000 individuals, 9,000 families, 32,000 businesses and 96,000 organisations.

What do the changes look like?

At the top of a typical NRA entry the key authority information is now displayed. This will include the authority name, any alternative names and the National Name Authority File reference.

Below this there are two tabs, 'Archival Information' and 'Historical Information'. The 'Archival Information' tab is selected by default. Beneath this tab all the information currently present in the National Register of Archives is displayed.

The second tab, 'Historical Information' contains details which place the creator of the records in context. Links are in place from individual entries on the NRA to:

- Your Archives, The National Archives' online community of records users (http://yourarchives.nationalarchives.gov.uk)

- The Royal Historical Society Bibliography (www.rhs.ac.uk/bibl/bibwel.asp), which has details of the relevent history publications about an individual

- The Artists Papers Register (www.apr.ac.uk/), which contains full authority files for artists and designers

- The Oxford Dictionary of National Biography (ODNB – www.oxforddnb.com/) – 17,000 links have been established between the NRA and the ODNB

- Related businesses or organisations on the National Register of Archives

While undertaking this enhancement work we have also taken the opportunity to make some amendments to the design of the database pages, so that they are now fully compliant with the Disability Discrimination Act and the Web Accessibility Initiative, and, hopefully, easier to use.

How is the database structured?

The changes to the NRA have been undertaken in accordance with ISAAR (CPF), the International Standard Archival Authority Record for Corporate Bodies, Persons and Families. The NRA will have the capability to hold every field contained in ISAAR (CPF). By basing the developments on ISAAR

Screenshots of the NRA entry for the Noel family, Earls of Gainsborough

(CPF) we hope that, in the future, we should be able to easily exchange data with other databases which contain Name Authority Files.

We want your help...

The way information is gathered and added to the NRA is currently changing. We are undertaking several pilot exercises to investigate the possibility of lists being submitted to the NRA electronically, rather than in a paper format. We hope to be able to roll this initiative out in the next year. At this point we would like to start using data from the catalogues which we have been sent, to populate Name Authority Files, if repositories are willing to allow us to do this. In the meantime we welcome comments on Name Authority File entries. These can be posted on 'Your Archives'. Authority data can also be sent to us, in ISAAR (CPS) compliant XML format, to the following address: nra@nationalarchives.gov.uk.

How we are Bringing History to Life

These changes to the NRA are very important. In line with The National Archives Vision to 'Bring History to Life', these developments will reinforce the NRA's position as a key destination for researchers seeking information about people, families, businesses and organisations, their histories and their archives.

For further information on this project, or to submit data, please contact Amy Warner, amy.warner@nationalarchives. gov.uk, National Advisory Services, The National Archives, Kew, Richmond, Surrey TW9 4DU.

Amy Warner
Senior Information Resources Officer (Systems)
National Advisory Services

The NRA database can be found at:
www.nationalarchives.gov.uk/nra/

Archives 4 All goes online!
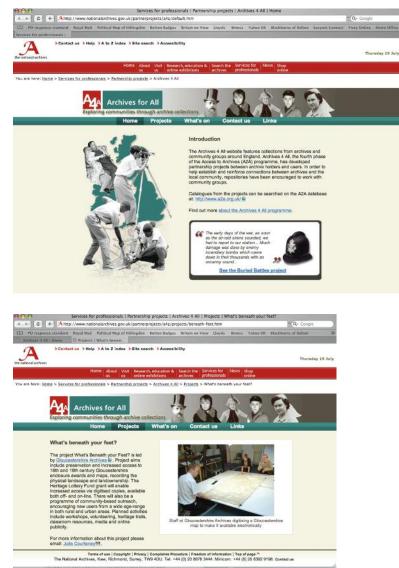
The Archives 4 All website has recently gone live. The site is designed to bring the Archives 4 All projects under one easily accessible search engine.

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 projects have allowed archives to expand into new and exciting areas, making use of technology such as digitised images, sound and video clips. Adding a community archives dimension has increased the sources and subjects open to users and has helped to provide information that reflects the diverse nature of society.

The website is made up of five parts, these include a 'home' page, a 'projects' page, a 'what's on', a 'contact us' section and a 'links' page. The 'home' page includes a brief description of what Archives 4 All is about with a link to the A2A database www.a2a.org.uk/ where the catalogues for some of the projects will be listed.

The projects section is divided into two parts: themes and projects. The user can click through to the various pages to read a brief description of a particular theme and then learn how the theme links to some or all of the projects. The six themes are oral history, education, digitisation, outreach, volunteers and exhibitions.

Digitisation, for example, has featured highly on the Archives 4 All agenda. Some projects are digitising their resources from archives, local studies, museum and private collections. 'What's beneath Your Feet?' led by Gloucestershire Record Office was awarded just over £49,000 to digitise a series of enclosure maps and awards for Gloucestershire in order to preserve and make them widely available. The project 'Steam and Agricultural Machinery Manufacturers' led by the Museum of English Rural Life also received £50,000 funding to catalogue archives of Wallis & Steevens; International Harvester and Massey; and to preserve and digitise Wallis and Steevens' glass negatives held by the Road Locomotive Society.

Each of the 18 funded Archives 4 All projects have their own web pages, which include information and images. Over the coming months

links to catalogues through the A2A database, images, education packs, local websites will be added to the individual project pages. It is already possible to link through to a number of the projects' own websites, for example, from the Archives 4 All website the project 'Watching the Birdie on Harrow Hill' has a link to the 'Hills and Saunders Restoration Project' homepage and archive.

Most of the project pages also include external links to other resources or archives, for example the project 'Steam and Agricultural Machinery Manufacturers' has links to the Museum of English Rural Life and the Road Locomotive Society, while the project 'Mauretania: Pride of the Tyne' has links to Tyne and Wear Archives Service and Tyne and Wear Museums.

The 'what's on' page has a list of Archives 4 All project events and exhibitions that will be happening over the coming months such as the recent 'Explore North Devon' event on the 24 June called 'Lets party – celebrations of the past and present' where members of the public are invited to contribute photographs and documents to be scanned and added to the 'Explore North Devon' database. The 'contact us' section lists all the relevant contacts and the 'links' page includes links to useful websites and databases such as A2A, Heritage Lottery Fund, Local Heritage Initiative and Community Archives.

To view the new website and to find out more about Archives 4 All go to www.nationalarchives.gov.uk/partnerprojects/a4a/

The A2A database can be found at www.a2a.org.uk

Rosie Logiudice
Regional Liaison Co-ordinator
for A2A
The National Archives

The Archives 4 All website can be found at: www.nationalarchives.gov.uk/partnerprojects/a4a/

National Advisory Services Sponsors Conference for the Public Sector

The National Archives and the University of Hertfordshire Cimtech* organisation recently co-sponsored a successful conference on Electronic Document and Records Management in the Public Sector

The two day conference was the most recent in what has now become an annual event, this time attended by 130 delegates plus 20 exhibitors with their staff.

The scope of presentations was wide, including:

■ Keynotes on each day by TNA speakers on 'current realistic goals for information and records management in public bodies' and 'EDRM in the public sector in 2007 – lessons learnt, next generation EDRM and potential for shared services for records management'

■ The Audit Commission on information management and governance

■ A view from the US

■ A review of the market place

Demonstrating that matters have progressed, there was an even larger number of case studies than previous years. They focused on successful implementations, the preponderance of 'soft' issues i.e. change management, training, organisational culture issues and use of gradual, low risk approaches.

Focus groups were run on the second afternoon on practical areas of tasks covering such things as implementation guidance, review against best practice and appraisal and preservation.

Given the success of this year's conference, we are confident that it will be possible to follow on with another in 2008.

Ian Macfarlane
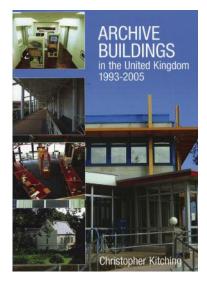**National Advisory Services**
The National Archives

*Cimtech, the Centre for Information Management and Technology

New research into Britain's archive buildings

Following his retirement from The National Archives in November 2004, Chris Kitching, formerly Secretary of the Historical Manuscripts Commission, embarked on a research project to study the development of the UK's archive buildings since 1992 (the cut-off date for his previous book in this field). The results have recently been published by Phillimore under the title *Archive buildings in the United Kingdom 1993-2005*.*

The research was jointly sponsored by the Society of Archivists and TNA. It takes account of more than 100 purpose-built and converted buildings completed between 1993 and the end of 2005. This great flowering of archive buildings – which happily is still ongoing – has in many cases been facilitated by generous grants from the Heritage Lottery Fund, but this does not diminish the enormous financial contribution made by governing bodies themselves, and by their local, regional and national partners. And it could not have been achieved without a growing base of public support for archives and records, and a rising awareness of their importance both to our heritage and to our day-to-day lives.

This is partly a text book, explaining how the thinking behind British Standard 5454:2000 *Recommendations for storage and exhibition of archival documents* can best be applied (and has been applied), and partly a fact-finding report, with a number of salutary lessons on problems that have been encountered in practice, and which others following down this path will wish to avoid. There are over 30 illustrated case studies, chosen to reflect the great range of developments, from very large national repositories like TNA and the British Library at one end of the scale to small specialist repositories at the other, and from each country of the United Kingdom.

Archive buildings in the United Kingdom 1993-2005: Phillimore, 2007, ISBN 978-1-86077-443-0

Action for Archives launch
– Royal Geographical Society 17 May 2007

Staff from The National Archives attended the launch of the Museums, Libraries and Archives Council's (MLA) new four-year programme Action for Archives, described fully in the previous issue of *RecordKeeping*. The launch was held at the Royal Geographical Society (RGS), and jointly hosted by MLA Council, MLA London and MLA South East.

Speakers included Mark Wood and Justin Cavernelis-Frost from MLA, who introduced the new programme. Dr Rita Gardner, Director of the RGS, explained how opening up their archive had been the means through which the Society has transformed its public image and welcomed much wider audiences.

Caroline Reed, MLA London, explained the 'Revisiting Collections'

project which is being piloted among three archives in London and will be extended in the coming year. 'Revisiting Collections' allows archives to find new ways into understanding their collections through relationships with external experts, to attract and serve new audiences. The methodology was originally developed in conjunction with mda (formerly known as the Museum Documentation Association) to support re-evaluation of object collections, and work is now being undertaken to revise the toolkit to make it compatible with archive needs and standards.

Wendy Walker, East Sussex Record Office, gave an engaging explanation of the positive impact of receiving one of MLA-South East's training bursaries to develop

fundraising skills. Although the only archivist on the scheme, and indeed the only archivist to attend the National Arts Fundraising School, she found the training school, workshops and mentoring extremely helpful in developing ideas for fundraising for archives through a huge variety of options including friends groups, trusts, legacies and marketing.

As East Sussex look to develop a new building project, 'The Keep', the experience of the training bursary will be a critical part of the complex fundraising needed to make it a success.

**Melinda Haunton
National Advisory Services
The National Archives**

Archives in Museums Subject Specialist Network

The Archives in Museums Subject Specialist Network (AiM SSN) has recently been successful in its bid for an Implementation Grant Application.

Over £16,000 has been awarded by the Museums, Libraries and Archives Council (MLA) to the network, to produce a sustainable training programme. This is an exciting time for archives, many of which are held in museums, and it is great to see this being acknowledged.

MLA is the lead strategic agency for museums, libraries and archives. The partnership acts collectively for the benefit of the sector and the public, leading the transformation of museums, libraries and archives for the future. A total of over £250,000 has been awarded to networks for projects running until March 2008.

SSNs are a way for the cultural sector to share knowledge, expertise and collections. Stephanie Lewis, Renaissance programme manager at MLA, is keen for the networks to bring about cross-domain working. "Bringing together the museums community with expertise and support from archives and libraries is a key element of many of the networks we are funding and something we hope all networks will move towards," she said.

A number of reports have highlighted the need to increase awareness of archival principles and practices amongst those working outside the core archive community to help make their archive collections more accessible to users. The *Understanding Archives in the South East* report, 2005, found that 'Museums represent by some margin the largest group of archival institutions in the region, and also the most diverse'. This demand has been substantiated by reports from other regions.

The AiM SSN wants to help make archive collections in museums more accessible (both physically and intellectually). It believes the best way to achieve this is by training those who work with these collections, who are generally non-specialist lone workers.

The network will develop a comprehensive skills sharing programme, drawing on its cross-domain membership. Professional archivists will work with museum colleagues to develop and deliver training sessions on the care & interpretation of archives in each of the nine MLA regions, Scotland, and Wales. Participants will be provided with training materials to take what they learn back to their museum, helping ensure the project has a sustained impact.

A training package will be produced to include guidance notes and a demonstration dvd of material. This will cover basic archive skills, potentially including basic preservation techniques, storage materials and methods, cataloguing digitisation, interpretation. The training sessions will be delivered throughout the UK with one session planned for each MLA region plus one in Scotland and one in Wales, totalling 11 sessions. Network members will be involved in each of these sessions, to provide real life case studies.

All museums with archive collections will potentially benefit from this project. Museums specifically within the network will have a greater understanding of the needs of archives and therefore be able to improve their own collections and accessibility. The formal training events and the training pack will be available to all museums which hold archive material and will, therefore, increase their knowledge and experience of archival practices. The professional archivists and record offices involved will build an understanding of the archive collections held in their area, or area of interest, and help ensure their preservation.

The training package/materials, once developed, can be used within museums to retrain staff/volunteers or to train new staff/volunteers for the first time. The intention is that the network will only need to run skeletal training sessions in the future as those attending these training sessions will provide the future sessions.

Building on the skills development programme, the network also intends to develop a Skills Bank: a directory of members as a framework for the future exchange of knowledge and support. In this way the training programme will help to build and sustain the network by strengthening the knowledge of its members and increasing its membership base.

For more information contact Heather Boyns (Chair), AiM SSN, heather.boyns@beaulieu.co.uk

Norfolk Record Office acquires 'new' swan roll

In early June, the eagle eyes of the Sales Team at The National Archives spotted an interesting Norfolk document listed for sale later that month at Bonhams. The auctioneers' catalogue described it as being an 1811 copy of a pre-Dissolution Norfolk swan roll. With their usual efficiency, the team contacted us at the Norfolk Record

Office (NRO), and, determined to acquire this rare document to add to our outstanding existing collection of such rolls, we bid at auction and were successful.

The NRO, as befits the archive of the county famous for its Broads, boasts one of the finest collections of swan-related records in the UK, including the second earliest East Anglian swan roll currently known to exist, dating from the late 15th century. In addition, we hold many other swan rolls depicting Norfolk swan marks, spanning the 16th to mid 19th centuries. Could the new swan roll be a copy of our earliest roll, or of another, perhaps, long-lost, pre-Dissolution swan record?

When we saw the new roll, however, we realised that it was not a copy of any of the other rolls we already held, although stylistically, it is very like one which dates from the mid 17th century. The new acquisition is a neat, paper roll, containing 40 pink and grey-washed sketches of swans' heads as viewed from above, with their marked bills. Each one is captioned with the name or seat of the owner. Internal evidence, from the few owners' personal names, which can be positively dated, indicates that it is a copy of a swan

roll dating from the 50 years between 1670 and 1720. Not quite pre-Dissolution, it nevertheless helps to close the gap between in our mid 17th century swan roll and others dating from the 1730s onwards.

The 1811 copyist identified himself as a J. Sendall, but, alas, we know very little else about this person, although, intriguingly, there was a minor portrait painter, specialising in painting horses, called John Sendall in Norwich in the early 19th century. Could these charming sketches be examples of his work? We shall probably never know for certain.

What we do know, however, is that another fascinating record of swan ownership in Norfolk has returned home.

Tom Townsend
Archivist
Norfolk Record Office

If you have an interesting recent acquisition, which you would like to feature in *Recordkeeping*, please email us at: recordkeeping@nationalarchives. gov.uk

Religious Archives Group Conference
British Library Conference Centre, 26 March 2007

The Religious Archives Group (RAG), which is affiliated to the Society of Archivists, and The National Archives recently joined forces to consider 'The state of religious archives in the UK today'. Leading figures came together at a well-attended and far-ranging event. The aim of the conference was to identify key issues faced by religious archives and ways in which they might be tackled.

Participants were welcomed by the Group's chair, Angela Kenny. The Chief Executive of The National Archives, Natalie Ceeney, then introduced the proceedings, together with Rosemary Seton, Secretary of RAG. Natalie Ceeney hoped that the day would help the sector to find a sense of direction. She also chaired the final session, which debated desirable outcomes from the day's proceedings in order

to try to map out key action points so that religious archives could move forwards.

The conference began with overviews of Anglican archives by Declan Kelly, Director of Libraries, Archives, and Information Services for the National Institutions of the Church of England; followed by Roman Catholic archives covered by Margaret Harcourt Williams,

Honorary Secretary, the Catholic Archives Society; and Nonconformist archives by Clive Field, Honorary Research Fellow, Department of Modern History, University of Birmingham.

The second session included case study presentations by Shaunaka Rishi Das, Director, Oxford Centre for Hindu Studies; Christopher Hunwick on the Manchester Cathedral Archives Project; Graham Johnson on the Christian Brethren Archive at the John Rylands University Library of Manchester; and Father Nicholas Schofield on the Westminster Diocesan Archive project.

The final session, chaired by Natalie Ceeney, began with a summary by Norman James, Principal, Archives Advisory Services at TNA, of the issues and challenges emerging which included the importance of cataloguing and online accessibility to serve expanding user groups such as genealogists and local historians. A key theme throughout the day was how religious archives can do more with limited resources. Other points raised included the need to capture digital records and oral history. It was necessary to determine what could be done centrally or in partnership within religious groupings, or what could be left to self-help.

Summing up, Natalie Ceeney thanked all the speakers for their presentations and pointed to the major challenges which religious archives face. Some of the main priorities identified during the day were the need to create a map of religious archives at collection level; the capture of the future as well as the past in the form of digital records; profile-raising and advocacy; training and guidance, especially for the staff of small repositories; the establishment of national priorities; and an educational programme to show why religious archives were important.

It was noted that RAG would convene further discussions to see what action might be undertaken in future.

A full conference report can be downloaded from The National Archives website at www.nationalarchives.gov.uk/archives/advice-corporate.htm

Public Service Quality Group

12th Annual Quality Forum

Balancing the Impossible – security and access in archives

Wednesday 7 November 2007

This year, the Public Service Quality Group (PSQG) Annual Quality Forum will address issues relating to security and access in archives: How do we identify and protect vulnerable items whilst allowing access and descriptions of records to be available online? How do we address issues regarding staff access to collections and document security? What will the future hold for reader registration? What is the best way to share information regarding thefts? What security aspects need to be built into disaster planning and what are the best uses of technology to improve security?

The Forum begins with an introduction by Charlotte Hodgson, Convenor of PSQG, and the keynote presentation on general issues and principles concerning security and access by Gerry Slater, Chief Executive of the Public Record Office of Northern Ireland. This will be followed by Judith Barnes, Reading Room Co-ordinator at the British Library, talking on legal implications and lessons learnt; and James Strachan, Director of Public Services and Marketing at The National Archives, on security and public places. William Brown, National Security Advisor at MLA, will discuss strategic issues.

The remaining sessions will feature Tim Harris, Technical Services Manager at London Metropolitan Archives, on next steps and how the sector can more effectively deal with theft; and Paul Brough, County Archivist at Cornwall Record Office, discussing the CARN scheme and its future.

Geoff Pick, Public Services Manager at London Metropolitan Archives, will speak on the launch of the PSQG Security and Access Group. There will also be presentations by security professionals from the private sector regarding the latest technology which could be used in the heritage sector. The speakers will be available to discuss their products individually with Forum delegates.

A draft programme and booking details are now available on the London Metropolitan Archives website.

Please contact London Metropolitan Archives should you require any further information: 020 7332 3820.

Case studies

The Alpine Club Archive – 150 years of mountaineering history

The development of the railway systems throughout Europe in the mid 19th century made travel easier, less expensive, and less time consuming than before, opening it up to a much wider range of the population. Among the British travellers who took advantage of this were a group with a particular activity in mind – climbing mountains. In the period 1854-1865, generally known as the 'Golden Age' of mountaineering, many of the major alpine peaks were climbed for the first time, mainly by British mountaineers.

On 1 February 1857, William Matthews, a businessman from the midlands, wrote to his friend the Reverend Fenton John Anthony Hort;

'I want you to consider whether it would not be possible to establish an Alpine Club, the members of which might dine together once a year, say in London, and give each other what information they could. Each member, at the close of any Alpine tour in Switzerland, or elsewhere, should be required to furnish to the President a short account of all the undescribed excursion he had made, with a view to the publication of an annual or biannual volume. We should thus get a good deal of useful information in a form available to the members.'

The Alpine Club, the first mountaineering club in the world, was formed on 22 December 1857, and this year is celebrating its 150th anniversary.

The original members were largely professional men – lawyers, clergymen, academics, civil servants, merchants, etc., and with a smattering of the landed gentry. They were a highly literate group, including among the early members William Longman the publisher, Leslie Stephen, and many more. They wrote accounts of their deeds first in *Peaks, Passes and Glaciers*, a record of members' activities in the mountains, first published in 1859, and subsequently in the *Alpine Journal*, which first appeared in 1863 and is still issued annually. Many also wrote books and articles for a range of popular magazines.

Early in its life the Club started to collect mountaineering literature for members' use, and this has grown into a library of over 20,000 volumes, and which continues to grow year by year. Management of the library became a problem for a Club with only about 1,000 members, so in 1972 the Alpine Club Library was re-organised as a separate body with charitable status, with the associated benefits in terms of taxation, the ability to attract grants, and raise finance from

Letter written by John Auldjo from the summit of Mont Blanc to his sister, Annie, 9th August 1825, signed on reverse by guides Julien Devuassoud, Simond Jaques, Joseph Couttet, Michele Favret, Jean Marie Couttet and Pierre Tiarraz. The Alpine Club Archive

other sources. The Library employs a professional librarian, and is open to the public for research purposes.

In addition to the books we have also accumulated an outstanding collection of mountain photographs, paintings, memorabilia, and of course the archive.

The AC archive contains around 20,000 pages of documents, dating back to the beginnings of mountaineering in the 18th century. As well as documents relating to the management of the Club, there are collections of personal letters and papers, diaries, and other written records of members' activities, expeditions, etc. A particularly valuable part of the archive is the collection of 'Fuehrerbuecher'. Early alpinists usually employed local guides, who had greater knowledge of the mountains, the weather, and often did most of the hard labour involved in their climbs. Each guide kept a written record of their work, a book in which the employer entered details of their climbs, and testimonials to their skill. The Alpine Club archive includes the original 'Fuehrerbuecher' of over 50 of the early mountain guides. Other notable items include the first letter written from the summit of Mont Blanc, and the last diary of Maurice Wilson, a visionary who made an ill-advised and fatal solo attempt on Everest in 1934.

The management of the archive has generally been the responsibility of an Honorary Archivist, a volunteer member, usually with no formal training, who gave what time they could to catalogue, preserve and organise the collection, and deal with enquiries from both members and the general public. In 1998 the Club was awarded a grant by the Pilgrim Trust to pay for the services of a professional archivist for two years to make a computer-based catalogue. It was decided to use AdLib software, not least because the Library already had good experience of the library version of the same system. This catalogue has made an immense improvement to the management and accessibility of the archive, and the recent connection to the A2A site makes the material available to a much wider audience. The archive is now back in amateur but enthusiastic hands, and continues to

Letter reads: My dear Annie, It may give you some pleasure to know that I am looking down upon you at this moment. You can judge of the gratification I have in being above the habitable world – a thing I've much desired. I have just drunk a bottle of wine to your health; my guides join me and we all wish you well while drinking long life and happiness, and even this high I am not forgetful of the many times I have written and now write again that I am your affectionate brother, John Auldjo.

grow with material donated by members, their families, and other sources looking for a safe and permanent home for relevant material. We recently received from his family a substantial collection of material belonging to Don Whillans, an outstanding British mountaineer in the 1950s, 60s and 70s. A large part of the current work is sorting and cataloguing this collection.

The Alpine Club is currently celebrating its 150th Anniversary with a busy programme of activities. A history of the Club, *Summit*, written by George Band (who made the first ascent of Kangchenjunga) has been published by Collins. This includes a large selection from the best of the pictures from our photo library. Peter Mallalieu, who looks after the Club's collection of paintings, has produced a superbly illustrated book of *Artists of the Alpine Club*, published by Ernest Press. As well as a large number of

talented but amateur artists Club members have included John Ruskin. We have six Ruskin watercolours in our collection. In June this year over 300 members and guests met in Zermatt to dine, party, and some even to climb, at the site of many of the finest achievements of Alpine Club members in the 'Golden Age'. On 21-26 September an exhibition 'Treasures of the Alpine Club' will be held at Christies Galleries in King Street, St James, London.

The Alpine Club Archive is located at the Club headquarters in Charlotte Road, Shoreditch. More information can be found on the Club website at www.alpine-club.org.uk, and visits to the archive can be arranged by contacting me on archive@alpineclub.org.uk.

Glyn Hughes
Honorary Archivist
Alpine Club

The Archives of the Archdiocese of Westminster

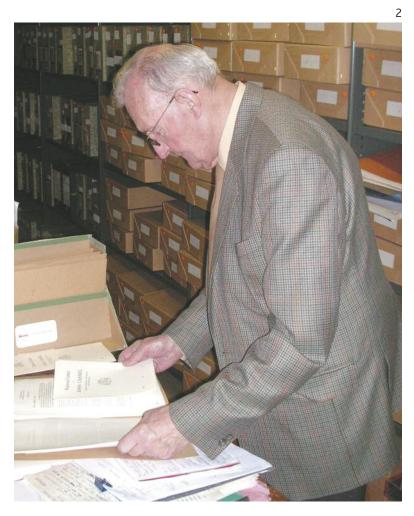Up until comparatively recently, the various British Catholic archives were relatively unknown to the wider archival community.

These collections range from the archives of the dioceses and the numerous religious Orders to those of the English seminaries that were founded to train priests overseas in the 16th and 17th centuries (those at Rome and Valladolid still exist).
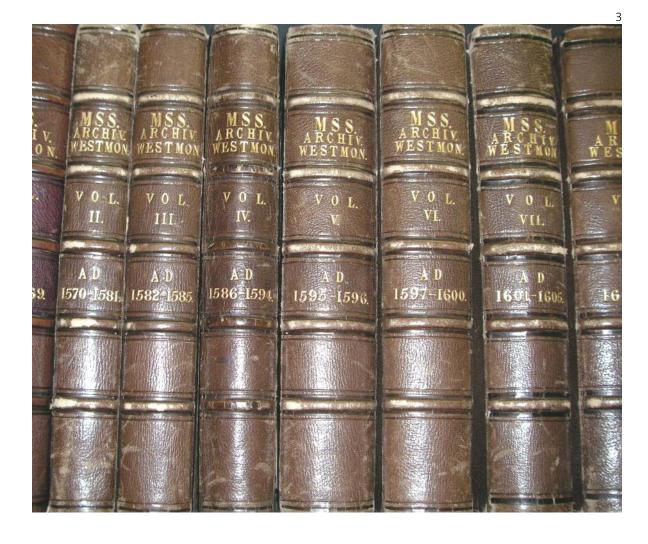
One of the richest of these archives is that of the Archdiocese of Westminster. Although we call ourselves a 'diocesan' archive, this only accurately describes a small part of the collection. The papers of the Archbishops of Westminster concern many national and international issues, because they have all (so far) been created as Cardinals, appointed by the Pope and with an important role at the Vatican, and have been leaders of the English and Welsh Bishops (for example, as Presidents of the Bishops' Conference). All this is in addition to their being bishops of a large, predominantly urban area. In their files you are just as likely to find correspondence with the Prime Minister or the Pope as you are with Parish Priests.

The papers of past Archbishops, no matter how important, are only one part of the Archive. A handful of documents actually date from the period before the Reformation. They include the reports of 15th century heresy trials from the diocese of Norwich and a Middle English miscellany of texts produced by a 15th century Carthusian, including advice for confessors and even a recipe for making ink. The bulk of our early papers, however, date from the period between the accession of Elizabeth I (1558) and the Restoration of the Catholic Hierarchy in 1850. The most important documents are bound in 50 handsome volumes. These chiefly concern the secular clergy and the work of the Vicars Apostolic and the Bishops' Agents in Rome. All in all there are some 9,000 items relating to this period, making the Westminster Archive one of the richest sources for the Catholic history of the country in the early modern period.

These are supplemented by independent archival collections, such as the archive of the 'Old Brotherhood' (originally the Chapter of Secular Clergy that governed the English Catholic Church between 1631 and 1685, when there was no active bishop in the country) and of the historic seminary of St Edmund's College,

Volumes of
bound 16th
century
documents

Ware. These usefully supplement our early modern collections and are often consulted by researchers.

It is not an exaggeration, therefore, to say that the Westminster Archive is of national and international importance. This is reflected in the number of visitors we receive each year: 2006 saw 137 visits – not insubstantial for a private archive which is only open two afternoons a week. Researchers have included the inevitable stream of family historians who come to consult our small selection of sacramental registers and many doctoral students and academics from institutions of higher education at home and overseas (especially the United States). Many of the users have studied themes that go beyond the traditional confines of English Catholic history – including emigration to Canada or theatre at the Court of Henrietta Maria.

I was appointed Diocesan Archivist at Easter 2005 and, like all but one of my predecessors and the majority of other diocesan

archivists, I am a Catholic priest. This situation has its obvious limitations, of course, most notably in the fact that priest archivists will normally lack archival qualifications. We also tend to work on a very part-time basis, since our main concern is pastoral work: funerals and feast-days can often prevent the archives from opening. I currently manage to spend two afternoons a week in the Archive, which allows me to deal with correspondence and supervise researchers, although there is little opportunity to personally catalogue or organise the collection.

But, despite the increasing professional expectations for archives and the shortage of priests in this country, I think it right and fitting that many dioceses still appoint priests as archivists. After all, most of the documents in the Archive were produced by priests for priests and so it helps if a priest has an involvement in the Archive and can readily understand the purpose and provenance of many of the documents. A priest archivist

is also highly appropriate given that a Diocesan Archive fits into the structure and mission of the Church; not merely a collection of historic documents that require cataloguing and conservation, as required by the Church's Canon Law, but, according to a Vatican document of 1997, a 'place of memory' that records the 'path followed by the Church through the centuries in the various contexts which constitute her very structure.'

However, this is certainly not to suggest that Church archives should be the preserve of the clergy. As soon as I was appointed Archivist, I realised that I needed a great deal of professional advice and assistance so that the Westminster Archive could meet even basic national standards.

In my first year, I asked Dr Norman James of The National Archives to visit and share with us his expertise. This was useful in identifying goals – in the long-term, proper cataloguing and possible re-location; in the short-

term, basic steps such as installing fire and security alarms and introducing retention and collection policies. An advisory committee was founded to give further advice, consisting of a small group of custodians, experts, users and a senior representative from the archdiocese.

An unexpected blessing came last year when we entered into an arrangement with the Catholic Bishops' Conference of England and Wales, who were themselves looking for a part-time archivist and records management officer. We decided to advertise for a newly-qualified archivist on a two year contract who would spend three days a week at the Westminster Archive, situated near Kensington High Street, and two days with the Bishops' Conference at Eccleston Square, near Victoria. And so, in September 2006, we welcomed our new Project Archivist, Tamara Thornhill. I continued acting as a sort of archives manager, mainly dealing

with correspondence, administration and the supervision of researchers, while Tamara started to systematically go through the archives and implement archival policies.

Despite the richness of its collection, the Westminster Archive faces many challenges. I well remember walking around the Archive once I had been given the keys by my predecessor. It was rather like an Aladdin's Cave, with volumes of 16th century documents alongside the honorary degrees presented to various Cardinals and a well-preserved 1890s uniform of the Vatican's Palatine Guard (probably unique in this country).

Items deposited 20 years ago still remained unsorted in cardboard boxes. On some shelves, it was very obvious that a drawer of a filing cabinet had simply been emptied and left with us. Nor was there any general system of cataloguing. The areas of the collection that had

been catalogued contained various inconsistencies. I recently looked through some of the boxes relating to Francis Cardinal Bourne, Archbishop of Westminster between 1903 and 1935, which I thought was one of the better organised parts of the collection. I soon realised that many items actually dated from the time of his successor, Cardinal Hinsley, and that things had been placed in the 'Bourne Papers' simply because they had been transferred to the Archives some time after his death. Thus, there was a whole series of boxes containing 18th and 19th century wills, clearly labeled with a Cardinal Bourne reference number.

Another key problem, which we are in the process of addressing, is to decide what exactly the Westminster Diocesan Archives is for. It could be said that the Westminster Archives is the nearest thing the Catholic Church in England and Wales has to a 'central, national archive.' We do not advertise ourselves as such but this is how we are seen – in much the same way that the Archbishop of Westminster is often mistaken as the Catholic Primate in the English and Welsh Hierarchy. We are often the first port of call for those who want to find a home for 'orphan records'.

The identity of the Westminster Archive within the Diocese itself also needs to be resolved. We call ourselves the 'diocesan archive' and yet, in addition to the 'Secret Archive' required by Canon Law and kept at Archbishop's House, there is a separate archive for Westminster Cathedral, the Diocesan Property Office and the Diocesan Chancery and Tribunal (which deal respectively with marriage dispensations and annulments), as well as individual parishes and schools. Curiously, our weakest point in being a 'diocesan' archive is that we have few easily accessible documents relating to the 216 parishes and 223 schools in the diocese, many of which date back to the 19th century.

Records Management is another major concern. The papers of Cardinal Hume, who was Archbishop between 1976 and 1999, amount to over 1,000 boxes.

4
A typical scene from our archives of unsorted documents!

4

Every letter he received has been carefully filed, together with a copy of any reply that was sent. It made an efficient system for his office, but there was no Retentions Policy. Thus, there are copies of journals which can easily be found in libraries and several boxes of 'regrets' – that is invitations to various events (such as the opening of a parish fete) and the corresponding letter explaining why His Eminence could not attend. That's not to mention the hundreds of rather eccentric letters that a person in high position will inevitably receive.
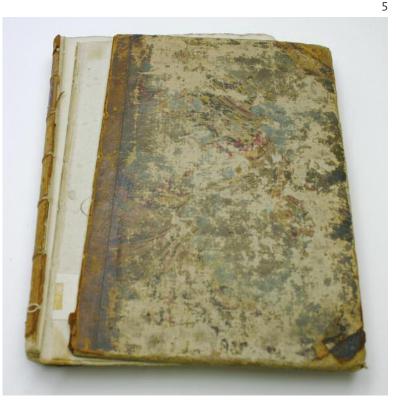
Thanks to our new Project Archivist, much progress has been already been made and the contents of the storeroom are slowly becoming more ordered and manageable. Since, prior to her appointment, about 60% of the Archive was not boxed or listed, many new discoveries have been made. Box lists are being created in an electronic searchable format and we are hoping to soon obtain CALM; search room procedures have been implemented; a reprographics service has been set up; and an accessions register started. Volunteers have been recruited to help with item listing and transcriptions.

We still have a very long way to go. Our basic aim at the moment is to find out what we have in our storeroom, and this will continue over the coming months. The challenges of cataloguing, digitalisation, conservation and re-location all lie happily in the future. The system that we now use at Westminster certainly works for us – that is, to have a part-time priest 'archives manager,' a professional archivist and a team of volunteers, and we hope this will continue into the long-term future. The assistance of the wider Archives community has also been invaluable, especially through the Advisory Committee. It is my hope that the Westminster Archive will grow in its function as custodian, conservator, collector and promoter of the *Memoria Ecclesiae*, the memory of the Church and of the Catholic contribution to the history of this country.

Rev Nicholas Schofield
Archivist of the Archdiocese
of Westminster

Herald's Visitation of Essex

In 2006, the National Manuscripts Conservation Trust awarded a grant to Barking and Dagenham Borough Archive Services for the conservation of the Herald's Visitation of Essex. In this article we explore the processes involved.
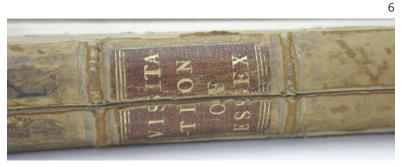

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External view of manuscript

The two Essex boroughs of Barking and Dagenham became part of Greater London in the 1965 reshaping of local government and were joined together as the London Borough of Barking & Dagenham.

Until the 1920s, Dagenham was beautiful farmland with marsh grazing along the River Thames. Much of its market garden produce fed London. Most of the land was therefore unpopulated when London County Council took action to fulfil the promise that soldiers returning from the World War I battlefields should have homes fit for heroes and built what is still considered to be the largest housing estate in Europe,

Becontree. Dagenham Urban District Council was created in 1926 as a result.

The collections

In 1928, the Council appointed its first Librarian, John O'Leary, a formidable Scotsman with a mission to create a world-class library service for the new inhabitants. It is said that he was so fearsome that the Council 'agreed' to his budget demands without question. Although this cannot be verified, the collections themselves suggest it may well be so. He was a scholar; the reference collection for local studies that he built up during his 37 years in office is

outstandingly good. His collecting policy was broad and, of course, covered manuscript material as well as printed books.

Herald's Visitation of Essex

It was therefore a pleasure rather than surprise to find amongst the collections a volume, compiled c.1760 by Barak Longmate, of extracts from the Heralds' visitations of Essex in 1614 and 1634 with Longmate's additions and references. The date that O'Leary purchased this volume for Dagenham's reference library is not known. Inside the covers are bookplates of Sir George Nayler (1764-1831) Garter King of Arms, and James Arnold Frere, Bluemantle Pursuivant of Arms 1948-56. A cutting from a sale catalogue pasted on the title page indicates that the volume was sold by the Nayler estate in 1836, passed through the hands of Thomas Thorpe, bookseller, and was purchased by Sir Thomas Phillipps (Phillipps MS 9772) the same year.

Pedigrees are contained in the first 100 pages, with an index to the

6
View showing vertical split down spine

6

7
Detached boards with annotated pastedowns and broken sections

families, and a 'Collection of Arms from Visitations of Essex' is provided at the back. The volume was obviously purchased because these pages include armorial bearings of Barking and Dagenham families.

Unfortunately, by 2006, the book was in such poor condition that it could not be produced for readers and it was therefore decided to seek a grant for its conservation from the National Manuscripts Conservation Trust (NMCT).
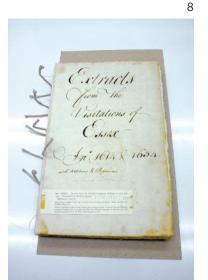
Conservation assessment

We were very pleased to be able to engage the well-respected freelance conservator, Lizzie Neville, on this project who was able to provide a conservation assessment, treatment proposals and cost estimates, to form the basis of the grant application.

Lizzie found the leather and marble paper book covers very worn. The boards were detached from the manuscript and the title label, on the spine, was split vertically. The sewing was broken in several places. The manuscript's paper was strong, with little evidence of tears or losses although some of the section spine folds were weak. The manuscript was written in iron gall inks and some of the inks were bleeding into the surrounding paper substrate with brown discolouration showing through to the other side of the page. However, there was no evidence of more extensive damage caused by the inks, such as cracking and losses to the paper substrate.

It was expected that, after conservation treatment, the manuscript would be used more frequently, so it was important that any repairs should be robust enough to allow for access by researchers and occasional display. It was therefore necessary to re-sew the volume rather than reinforce breaks in the sewing structure.

The binding had no outstanding decorative features or unusual structural elements. Wear to the board edges meant that the book-block received little protection at the corners. On the other hand, the covers clearly indicated the amount of handling that the manuscript had received in the past and the annotated pastedowns provided essential information pertaining to its provenance. It was decided that the binding should be retained and repaired and that a protective

wrapper would give additional support and protect the corners of the manuscript.

How to treat the iron gall inks was discussed. The dismantling of the sewing structure provided an opportunity to undertake water based treatments to stabilise the inks by reducing the rate of acid hydrolysis caused by the free iron in the inks. On the other hand, this treatment would be time consuming, cost more and introduce a greater level of change to the object. The inks had not degraded the paper substrate to the extent that further damage would occur as the pages were turned, so was this treatment really necessary? Taking into consideration the improved environmental conditions (by Spring 2010, the borough's collections will move into a newly designed and built archive strongroom) and that the manuscript would, in the future, be kept in an archival box, it was agreed that this treatment would be 'beneficial' but not 'essential'. In the event, NMCT felt that the overall improvements in care would be sufficient safeguard and it was agreed to keep treatment of the inks and paper to a minimum.

Work Undertaken

It was not possible to save the deteriorated leather on the spine but the title label was retained for future reattachment. The old adhesive on the spine was softened and removed using a poultice of sodium carboxymethyl cellulose. The sections could then be

8
Manuscript sewn onto new supports half-way through repair

The condition of the manuscript posed certain issues that needed to be discussed and resolved. Should the sewing be reinforced or replaced? Should the worn covers be replaced or retained? Does the deterioration of the paper around the iron gall inks indicate that treatment is required? Answers to these questions were partially dictated by the object itself. Other considerations, such as future usage, storage conditions and whether the object had undergone any previous alterations also impacted on the decision-making process.
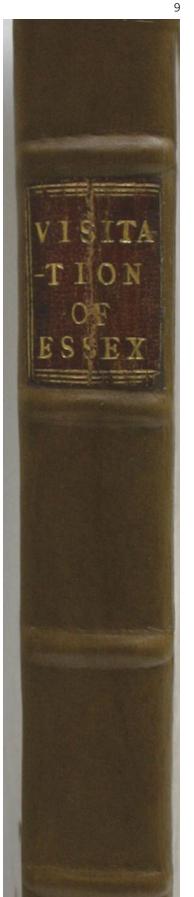
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9
View showing repaired spine with new leather and original label

10
Conserved manuscript in specially made clamshell box

separated and the pages wiped over with a vulcanised rubber sponge (Smoke sponge) to remove any surface dirt. Tears and damage to the spine folds were repaired using Kozushi and Usimino tissues and wheat starch paste. The worn board corners were consolidated using frayed bookbinding cord and paste.

The manuscript was re-sewn onto five raised cords using the original sewing positions. The spine was shaped back into a round with 'shoulders' to enable the original boards to rest snugly against the spine and the book spine was lined with Japanese tissue using wheat starch paste. To prevent disturbing the annotated pastedowns, the sewing supports were frayed out and inserted into splits cut into the spine edge of the cover boards. The spine was covered with Hewit's archival calfskin toned with Sellaset dyes. The original spine label was lined with Japanese tissue toned with acrylic paint and reattached to the new leather. A wrapper, constructed from archival grade polyester, protected the cover's corners and edges from further wear.

The manuscript was housed in a made-to-measure, archival folding boxboard, clamshell box, constructed by the London Metropolitan Archives, who have a Kasemake box-making machine and undertake commissions for other libraries and archives.

Conclusion

Barking & Dagenham has been forward-thinking in creating cross-domain working on one site for its museum, archive and local studies library. These services are all based within the Grade II* listed building, Valence House.

When the conserved book was returned, it was therefore a simple matter to put it on public display for a short while in Valence House Museum's exhibition case for new acquisitions. This is situated in the main thoroughfare of the museum between the front door and the café where it attracts the attention of many visitors to the House even if they are not intending to view the rest of the galleries.

The volume is now back in the strongroom and, with grateful thanks to the NMCT, available for readers.

Judith Etherton
Borough Archivist
London Borough of Barking and Dagenham
Valence House Museum

Lizzie Neville
Freelance conservator

Explore North Devon: an Archives 4 All project

In this article, Tim Wormleighton, Principal Archivist at the North Devon Record Office, explains how its Archives 4 All project, 'Explore North Devon', is working with community groups in a rural part of South West England to collect and preserve historical information on their localities in digital format and publish it on the internet.

'Explore North Devon' is an Archives 4 All project funded by a 'Your Heritage' grant from the Heritage Lottery Fund with additional funding from Natural England through the North Devon Areas of Outstanding Natural Beauty. Project partners working with the archives service of Devon County Council are North Devon and Torridge District Councils museums service, the Northern Devon Coast and Countryside Service and The National Archives. Our aim is to work with five community groups in the northern Devon area to develop their collections of local history information, encourage the involvement of residents in contributing new material and digitise the resulting data to populate a central web-based resource linked to Access to Archives (A2A).

'Explore North Devon' was inspired by a previous digitisation project, 'North Devon on Disk', established by the Museum of Barnstaple & North Devon in 2000, which has been very successful in collecting information in a variety of media from local schools and communities, presenting it on a website that utilises the HA2000 software developed by Information Sciences. This firm was commissioned to design the database and website for 'Explore North Devon' along similar lines, although for this project we wanted to give contributors in the participating communities the opportunity to upload data direct to the central database using broadband connections.

Our five participating communities (the parishes of Bratton Fleming, Hartland, Mortehoe, Parracombe and Winkleigh) were chosen for two main reasons: firstly, they responded enthusiastically to our request for expressions of interest and, second, they already possessed significant collections of photographs, documents and objects but wanted help to organise, catalogue, store and increase access to their holdings. In the event, our mix of communities turned out to be ideal, in terms of both geographical spread and the nature of their existing collections, experience and interests. We found it preferable to base our work in these communities around an established organisation, such as the local history society or the school, rather than relying on the enthusiasm of an informal group or

11
Explore North Devon launch event at Winkleigh Community Centre, November 2006

an individual. By doing so, we found we were able to tap in to an existing body of volunteer help and, of course, each group had an administrative structure already in place.

Having identified our partner communities and agreed a range of themes each wanted to concentrate on, with milestones incorporated into the project timetable, all that remained was the 'simple' matter of completing the relevant application forms from our funders and awaiting their decisions. Once the euphoria of discovering that our petitions had been successful subsided, the real hard work began in October 2006. Our first act was to appoint a co-ordinator to manage the project, liaise with the community groups and report to the steering group. As it turned out, we ended up with three employees on a job-share basis, something of an administrative juggling act but with the distinct advantage that each brings their own particular areas of expertise to the project.

Our next priority was to let people in the participating communities know about the project and the benefits that it could offer them, in terms of both participation in, and usage of, the project resources. As well as the usual publicity channels, launch events were arranged in the appropriate parish halls during late November and early December 2006. Given that most people were, understandably, more interested in Christmas preparations at such a time, we were extremely pleased by the enthusiastic response our vision received in each of the parishes we visited. As 2007 approached we really felt that we were riding the crest of a wave that would bring great results in the coming year.

The remaining winter months were busy with training sessions for volunteers on issues such as copyright, digitisation, cataloguing, oral history recording and data transfer. Laptops, scanners, printers, cameras and voice recorders were purchased and installed in each community and training given in their use. Meanwhile, development of the project database and website design progressed swiftly under the skilful expertise of Ken Laing of Information Sciences. A large proportion of the time of the project managers has been spent dealing with the various requirements of the participating community groups and keeping their data collection activities focused and on target. We are now (Summer 2007) at the half way point in our project, and the first sets of data from our community

12
Explore North Devon 'Let's Party' event at The King's Arms, Winkleigh, June 2007

13
Ring O' Bells public house, Winkleigh, c1960. This building, a focal point in the village community, was destroyed by fire in 1968

14
Drinkers enjoying a beer in the Ring O' Bells, Winkleigh, c1960, an image from the 'Let's Party' exhibition

Explore North Devon 'Let's Party' event at Parracombe Revels, May 2007

groups have just 'gone live' with the recent launch of our website, www.explorenorthdevon.org.uk. To publicise the project further, a series of awareness sessions on using both our web resource and the A2A site is being held in libraries throughout north Devon and we are participating in this year's North Devon Arts Festival with a touring exhibition entitled 'Let's Party', looking at local celebrations past and present, at which people are encouraged to bring along photographs or other information to be scanned into the 'Explore North Devon' database.

Future plans include creating content specific to the communities lying within the North Devon Areas of Outstanding Natural Beauty, increasing the quantity and range of material collected for each community, working with local schools on content creation projects, transferring data to the A2A resource, developing links with related heritage projects and, not

least, exploring new funding opportunities to enable us to extend the inspiring and rewarding work we have been able to undertake with our five communities to other parts of our unique and much visited region. Our long-term goal is to develop an accessible resource offering quality information about the northern Devon area that has something to appeal to all kinds of user, from the casual visitor through to the academic researcher.

If you would like to find out more about the 'Explore North Devon' Archives 4 All project, please contact Tim Wormleighton at the North Devon Record Office (telephone 01271 388608 or e-mail ndevrec@devon.gov.uk)

Tim Wormleighton
Principal Archivist
North Devon Record Office

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 repositories and their communities.

Explore North Devon launch event at Bratton Fleming Village Hall, December 2006

Some feedback from our launch events:

'Fantastic, let's have more of this sort of evening, please'

'Brilliant evening, will be joining in'

'A very worthwhile project, we do need to capture it now for future generations'

Southwell Workhouse and Poor Law Union Papers 1834 – 1871

The National Archives and the National Trust launched a fascinating online resource for social, local and family historians at a well-attended event at the Southwell Workhouse on 16 May.

The newly-catalogued and digitised records now available form part of the underused 'poor law correspondence' volumes, from the huge Ministry of Health archive held at TNA. The records provide vivid details of the sometimes sad and gruesome lives of the poor of north Nottinghamshire between 1834 and 1871, and offer a revealing insight into the workings of the newly-established central and local bureaucracies, charged with administering poor relief.

The launch of the online resource marked the culmination of a five-year project, which saw a dedicated team of volunteer editors cataloguing every letter, memo and report contained in 11 large volumes of correspondence between the Southwell Poor Law Union and the Poor Law Board/Commission in London.

When the National Trust acquired the Southwell workhouse building, they contacted TNA, aware that it held a huge collection of records relating to workhouses and the operation of the poor law. They were keen to establish a partnership that would open up and publicise the records, and promote the workhouse building and its history. TNA staff duly organised a trip to visit the property in spring 2001.

18
Southwell paupers looking at their own records – online!

It was at this meeting that the idea of working with volunteer editors to catalogue the material was first raised. It was agreed that the National Trust staff would recruit volunteers to work on the project, and provide them with a base at the Southwell Workhouse. TNA would microfilm the relevant MH12 volumes for the volunteers to work from; design electronic forms and rules for data-inputting, and provide two records specialists to train and support the volunteers, and to undertake editorial work for the project.

Volunteers were duly recruited – many of them already volunteering as room stewards at the newly-opened workhouse (surely the only opening of an English workhouse since the 19th century!) – and commenced their training. They were soon exercising impressive palaeographical skills, and getting to grips with microfilm readers.

Letter from Sarah Leach, 29 September 1865

TNA MH 12/9533/124

In September 1865, Sarah Leach wrote to the Poor Law Board from Manchester about taking her daughter, Harriet, out of the Southwell workhouse.

She had been looking after her sick father in London, and left Harriet with her mother, although Sarah didn't get on with her. Harriet had been abandoned in Mansfield and taken into the workhouse.

Sarah comments about her mother: 'I ought to have known that behaving unkindly to me she would do the same to my child'. When she went to retrieve Harriet from the workhouse, she was arrested and imprisoned for 14 days, lost her job, could not support Harriet and had to leave her in the workhouse.

After months of illness, Sarah was in a position to support her child. She sent clothes, made arrangements for Harriet to rejoin her, but was told that if she approached the workhouse, she would be re-arrested.

Her letter to the Board ends: 'if you are parents yourselves, have pity on my child'. The Southwell clerk revealed that a warrant for Sarah's arrest had been issued when Harriet was first abandoned, and that a further warrant had been issued when she had failed to collect her on her release from prison.

This warrant was still in force. Sarah wrote again in despair when Harriet was ill: she believed the girl was dying of grief at their separation. The Board contacted the workhouse, suggesting that common sense should prevail, and the arrest warrant was lifted. In this instance a happy ending; but not all or most would end in such a way.

They may not have been picking oakum, or breaking stones – typical tasks for workhouse inmates - but the project still demanded a great deal of the volunteers. They needed to demonstrate excellent attention to detail; high levels of concentration, and a willingness to absorb and utilise vast amounts of new knowledge.

The documents involved are not regular or formulaic (as census, wills, military service records are) but quite the opposite. They are often abbreviated, hastily written and assume previous knowledge of the subject matter. The material is hand-written; much of the language and terminology was unfamiliar; they needed to develop an understanding of how the poor law and the workhouse system operated; and many of the volunteers acquired or improved their IT skills, as inputting the summarised data was a key part of the project.

As time went on, the volunteers' confidence and interest grew, with some researching the lives of individual paupers, chasing down all the references in the volumes to chart their progress, and even visiting other record offices and archives to create a fuller history. Remember, this group was not made up of academic historians: rather, its members were local people who were uncovering the hidden history of their own area. The documents they worked with contained place names (and family names too) that were familiar; they could see and visit places mentioned; they could picture the journeys individuals made.

The material uncovered is a real treasure-trove! Whether you want human interest stories; instances of the abuse of power; details of how education or medical care were provided to the poor; an idea of what constituted a reasonable standard of nutrition, or enough money to live on – there is something here for everyone.

The material is already informing the interpretation work at the workhouse; being used to develop educational resources for school-children; adding interest to talks by local historians, and feeding through into magazine and newspaper articles. The media interest prompted by the launch event was enormous, with both broadcast and press coverage – there were even mentions of it in newspapers as far afield as India and Canada (and their staff didn't even get the paupers' breakfast of gruel served to journalists at the launch!).

The online resource is fully searchable by name, place, date, occupation and other keywords, with every document digitised, and available free of charge at www.nationalarchives.gov.uk/docu mentsonline/workhouse.asp You may be interested to know that TNA staff are currently developing an application to the Heritage Lottery Fund, seeking funding to uncover the hidden history of the poor in another 20 areas of England and Wales.

Christine Lawrence
Grants Manager
Corporate Services and Finance
The National Archives

The Community Archives website – a volunteer's perspective

In December last year, just before Christmas, an email popped up on the Archives-NRA mailing list, which immediately caught my attention: 'Free Website Editor Training for Archive Volunteers'.

I had never had much to do with websites before, other than searching for them or doing my Christmas shopping from them, but I was assured in the email that full training would be given. As a full-time mother of a toddler, I had been wondering how I could get more experience within and about archives in order to eventually gain a place on an MA Archives and Records Management course when my son began school. I volunteered alternate Saturdays at Camden Local Studies and Archives Centre in London but wanted something to supplement this role. (I had previously worked in Parliament for nine years and for a small house museum for two years, where records management and archives had been a part of my job but only in a limited way.)

Having emailed back expressing my interest, Jack Latimer from www.communitysites.co.uk rang and told me about a newly-developed website called www.communityarchives.org.uk. The website has two aims: first, to provide a mechanism to capture information about existing community archives; and second, to provide the groups with a way to communicate and to give them access to sources of advice and guidance where needed.

Then, in January 2007, the group of volunteers assembled in a training room at The National Archives in Kew (the Mecca for would-be archivists!). Not only were we given full training in how to be website editors but the definition of what constituted a community archive was also discussed. Broadly speaking, community archives were generally considered to be those where:

1. The subject matter of the collection is a community of people. The classic example is a group of people who live in the same location, but there are 'communities of interest' as well, such as people who worked in a certain profession.

2. The process of creating the collection has involved the community. Typically, this means that volunteers have played a key role, sometimes alongside professional archivists.

The training day was a great opportunity for me to do something completely un-child-related and all my fellow volunteers were very friendly, interesting and, vitally for a volunteer, enthusiastic! We are a mixed group of six people, ranging from a librarian and an archivist both wanting to do something useful and worthwhile with their spare time, to three recent graduates, keen to gain more archives experience before commencing post-graduate archives studies.

Everyone has a full-time job and a family, both of which obviously take up a lot of their time (one has also moved house, another has moved from Wales to London to take up a pre-course post and another has even got married!). Nonetheless, we each spend between 3 and 10 hours a week searching for community archive projects for our allocated region be it on the web, from local history societies, personal recommendations, ARCHON, Commanet etc. We then create a webpage for each project, publish it and write to each community archive to tell them who we are and what we've done. The response has been overwhelmingly positive. Community archive groups feel that their records, their history, is reaching a greater audience and they are finding inspiration and advice from other community archives they read about on our website and from such pages as our Newspage, Resources section and monthly e-newsletter (also written and distributed by one of the volunteers).

Unlike most volunteers, there are not the same opportunities for camaraderie that one gets from meeting, say, weekly, as an archive volunteer at one's local council-run archive. Nevertheless, the volunteers themselves support each other via email, sending encouraging words and providing

Elise Oliver demonstrating the Community Archives website at Who Do You Think You Are Live! (Photo by Tim Matthews)

advice when asked. Plus, there are bi-monthly catch-up conference calls where we can see where we've got to and what we need to do to achieve our listed archive numbers target, or make the website more user-friendly etc.

There have been two recent well-attended forums where volunteers from www.community archives.org.uk have represented the website, letting a wider audience know of its existence. In May the popular television show 'Who Do You Think You Are' had an exhibition at Olympia at which www.communityarchives.org.uk, under the auspices of the Archives Awareness Campaign, had a stall.

Enthusiastic groups, who came to find out more about our website, ranged from teachers trying to find new resources for their students' local history projects; people who were trying to find alternative avenues than, say, their local record office, to put 'flesh on the bones' (if I can use that phrase …) of their ancestor's lives; or people who were in the process of creating oral history projects and who wished to get advice and a wider audience for these projects. Meeting some of the users of our website was very rewarding. I felt all our hard work was proving very useful to people up and down the country.

Then, in June this year the 'Shared Memories' conference, a one-day conference for all involved in community archives, was held at University College, London. There were many interesting talks: Tony Benn gave the keynote address on 'The importance of archives to communities'. Dr Andrew Flinn, of UCL, David Mander, consultant archivist and Anna Grundy of the Heritage Lottery Fund all presented papers. Jack Latimer also spoke about the www.community archives.org.uk website and one of our volunteers, Carys Lewis, was present to give a volunteer's perspective. She was answered with a round of applause!

All-in-all, becoming a volunteer website editor has helped me on several fronts: to provide intellectual stimulus in a toddler's world; to gain insights into the huge variety of community archives around the country; to learn more about the different structures and organisations within the archives and records management field; and to meet five other like-minded individuals. I'm so pleased I replied to that email instead of checking out the festive seasonal bargains at Toys R Us!

Nicci Obholzer
Website Editor
communityarchives.org.uk

Standards and guidance

What's in a reference?

More news about Seamless Flow: a new referencing scheme for born digital records at The National Archives

From early autumn, born digital records transferred to The National Archives by the automatic transfer process of the Seamless Flow Programme will be available to the public through Electronic Records Online (ERO), TNA's web based service for providing access to electronic records.

Some born digital records have of course already been transferred to TNA and are available through ERO (look at the Website of the *Victoria Climbie Inquiry* [Fig 2] for example at www.nationalarchives.gov.uk/ero/browse.aspx?id=3121&level=5), but what makes the Seamless Flow records so unusual, is that they will have been transferred in a new automatic way, using a new referencing system.
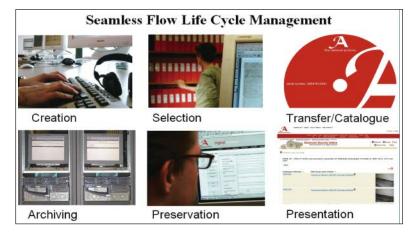
The creation of a reference system whose references can be allocated automatically, which can cater for any and every type of born digital record, and which can transfer from system to system - that is from a government department's Electronic Records Management System (ERMS) to the storage system for born digital records in TNA by XML export – is really quite an achievement, which proved not a little challenging in development!

Before we go further, let's just remind ourselves what a reference actually *is* and what it *does*.

What is a reference and what does it do?

According to TNA's *Cataloguing Guidelines* which are based on the *International Standard for Archival Description (General), ISAD(G)*, (1994, 2nd ed, Ottawa 2000), a reference is 'a unique identifier which links the Catalogue to the records it represents and allows the user to order and refer to them.' It refers then to a record, and to the description of that record (its metadata), which is to be found in the Catalogue, and it gives intellectual control over the records.

Taking WO12/15 as an example then: this is an alpha-numeric code identifying a Government Department (usually the source of the records and in this case War Office), the series of records (12), and the piece or actual physical record (15), in this case a volume. And this reference enables a user to order the volume, and TNA staff to find and deliver it.

Seamless Flow Life Cycle Management

Creation — Selection — Transfer/Catalogue — Archiving — Preservation — Presentation

Figure 2

Universally, archival references are also recognised to be authoritative identifiers by academics, family historians and editors who wish to cite them in publications (as in the March 2007 edition of Ancestors, where WO 208/3298-3327 are cited on page 43, in an article about records of Prisoners of War); and they are used by members of the public in discussing good sources for particular areas of historical research.

In designing a new reference system for born-digital records then, TNA wanted to be sure that the new system would retain all the attributes of intellectual control, location and authority vested in the current system. There were also a number of other issues to be considered and, more stringently, a number of requirements to be met.

Clearly the easiest thing to have done would have been to use the current referencing system which has been in place at TNA for some years and with which all our users are familiar. Unfortunately, this wasn't an option. The current system has been developed for manual allocation and cannot be adapted to provide automatic allocation; it will of course continue to be used for paper records into the foreseeable future.

What had to be considered?

For starters:

- the huge diversity of form and format of born digital records,

continually changing and becoming ever more sophisticated;

- the nature of these records whose short life requires frequent migration to avoid obsolescence: it is after all the information which must be preserved whilst the format is discarded;

- electronic systems used by government departments: these have generally been developed in the light of Requirements for ERMS (PRO, 2002), but the application of this standard differs in different Government Departments, so the question remained: could all variations be provided for?

What was required?

- most obviously, any chosen reference system had to assist TNA in meeting the **legal requirements** of the *Freedom of Information Act (2005)* and of the Data Protection Act (1998);

- **international standards**, both technical and editorial: the *Open Archival Information System* (OAIS, 2002) had been adopted early in the Seamless Flow Programme for determining technical development and architecture. OAIS affected referencing most significantly concerning migration, and its requirement that two copies of every record be made (one for preservation and the other for presentation) gave added

complexity to version control. For editorial standards, the requirements of ISAD (G) were adhered to in so far as was possible for electronic records;

and

- perhaps most challenging of all, the requirements of **redaction**: redaction is the process of 'editing to hide', where a record becomes open, but for reasons of sensitivity or Data Protection, certain parts of the document remain closed or blanked out. Redactions are most likely to be triggered by an FOI request and though they do of course occur in the paper record context, for a number of reasons mainly to do with the FOI Act and the nature of born digital records, it is thought that requests for redactions will be far more common in the electronic than in the paper world. It was recognised by colleagues in the Seamless Flow Programme that redactions should, if possible, be identified within the new referencing system.

Then there were **Seamless Flow's own requirements:**

- essentially, any new referencing system had to be compatible with the needs of all projects within the Seamless Flow Programme;

- most crucially in this context were the system needs of the new Generic Metadata Management Store (GMMS) which will enable the transfer process and allocate these new references.

And amid all this: what about the **user**? We had been aware, right from the start of Seamless Flow that a memorable and citeable reference, not unlike those already in the online Catalogue, would be preferable for the user if it could be developed. Could it?

Lively discussion and debate!

As you can imagine, the process of developing a new referencing system engendered a great deal of

debate surrounding technical and editorial issues, and personal preferences.

It was realised quite early on that if references carried identifiers of all the possible levels of born digital records, the references would become unwieldy and possibly un-citable. Similarly, it became clear that a reference which indicated all migrations and all different versions would be similarly long and clumsy, difficult to remember and awkward to cite.
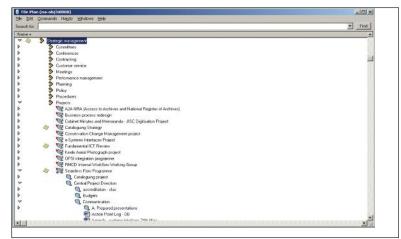
Fig 3 from TNA's own ERMS, *Objective*, gives an idea of what a reference which cited all levels might look like. The Action Log document at the bottom of the file plan is 6 levels down from **Strategic Management** of which it is part. If all these levels were cited, the reference would be eg TNA 1/1/1/1/1/1/1/1. If the preservation and presentation versions were also cited, this would then be something like TNA 1/1/1/1/1/1/1/pv1/ps1. If other migrations were added, the reference would become quite unwieldy. And of course, there may be many many more levels to any electronic file plan.

It was proposed however that redactions should be referenced because these were different records from their unredacted counterpart, whereas versions were just versions of the same record. Redactions were recognised to be valuable to users, and their identification as an additional part of the reference was recommended.

What was actually selected...

What was selected in the end was a very simple reference system which looks quite like the one with which we're all familiar, having what appears to be a departmental reference, a series reference and a piece reference, eg. **TCA 12/1**.

These are actually a departmental reference as before (**TCA**: The Coal Authority), a reference to part of the government department's own ERMS (**12**, for financial functions of the department), and a reference to the actual electronic records which, with their metadata, will be

Figure 3

delivered to the user; **the deliverable unit** (**1**). Redactions are to be indicated by the third part of the numerical identifier so, in this example, **TCA 12/1/1**.

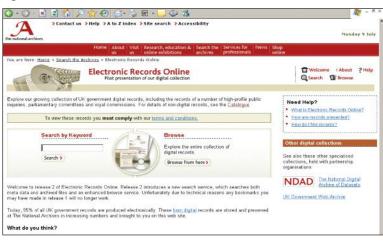There is no version reference but a reader who wants to know version reference, will be able to do so.

The descriptions, or metadata, which will accompany these electronic records will be consistent with ISAD(G), and like the descriptions currently in the online Catalogue will be characterised by title, covering dates, information about the creating department or organisation, and so on.

These new references will not in most cases be needed to order records through DORIS, as the whole record will be available online with the record description.

What will this mean for the user?

Readers who want to look at these newly transferred documents will find them at ERO:

www.nationalarchives.gov.uk/ero/ where they can browse or search from the ERO home page as shown in Fig 4.

Want more information?

A copy of the document describing these new citable references can be seen at www.nationalarchives.gov.uk/electronicrecords/seamless_flow/cataloguing.htm

A presentation about these new references was made by Matt Palmer to the Readers Forum on June 7. For further details, please email me at louisecraven@ nationalarchives.org.uk

**Louise Craven
Metadata and Cataloguing Project Manager for
Seamless Flow
Head of Cataloguing
Records Managment and
Cataloguing Department
The National Archives**

Figure 4

The National Archives – Appraisal Toolkits

The Records Management and Cataloguing Department of The National Archives has now started to publish its appraisal toolkits on TNA's website. The first appraisal toolkit is geared to the appraisal of electronic records and has been tested extensively and successfully for agencies.
www.nationalarchives.gov.uk/recordsmanagement/selection/appraisal-toolkits.htm

The two documents in this toolkit are the *Appraisal Report template* and the accompanying explanatory brief, *How to compile an Appraisal Report*. The explanatory document sets out TNA's approach to the appraisal of electronic and hybrid records (records created in paper and digital form) as well as providing a step-by-step guide to the completion of the report.

The approach involves researching functions and analysing the actual types of records produced in the organisation. The form provides a structure for concise descriptions of an organisation and its records, and reasoned judgements concerning historical appraisal.

We consider that the toolkit can be applied in various situations – providing a model for the appraisal of the records of organisations outside of central government, a starting point for the analysis of the records of policy-making departments of central government, and a tool to guide the review of paper records.

(TNA has already produced an Operational Selection Policy for 'English Partnerships', using the appraisal report form as the guide to analysis of its paper records.)

Future appraisal toolkits are to be published in the next year, covering methods for improving methods of paper appraisal and review, and providing additional guidance for the appraisal of the records of central policy-making departments.

For further information or to make comments about the toolkit, please contact Helen Mercer helen.mercer@nationalarchives.gov.uk

Recently released useful publications

Publications from other roganisations

Towards an Open Source Archival Repository and Preservation System: Recommendations on the Implementation of an Open Source Digital Archival and Preservation System and on Related Software Development

This report was commissioned by UNESCO Memory of the World Programme and prepared with the support of the Australian Partnership for Sustainable Repositories (APSR)
http://tinyurl.com/35trkm

Heritage Lottery Fund Factsheets

Factsheets focus on priority topics that set out clearly what HLF has achieved in a specific heritage sector or to a particular agenda. The HLF has recently published a number of factsheets for 2007.
www.hlf.org.uk/English/Publications AndInfo/AccessingPublications/ Publications.htm

Challenge and Change: HLF and Cultural value

The work of HLF has broadened the social base for the enjoyment of heritage so that there is now an acknowledged diversity of contributions to the national story. This report offers a detailed history of the organisation to support this argument. In addition, the report addresses the issue of how public and cultural value are generated by and through the heritage and the work of HLF.
www.hlf.org.uk/English/Publications AndInfo/AccessingPublications/ Publications.htm

Acceptance in Lieu Report 2006/07

The Acceptance in Lieu (AIL) Scheme has again had a successful year in 2006/07. This Report illustrates and gives full details of all 32 cases, involving objects valued at £25m, that were completed during the year. It tells the fascinating stories of eight important archives. These cultural treasures have been given by the Government and MLA to museums, libraries and archives across the UK.
www.mla.gov.uk/website/ publications/recent

MLA Partnership 2012 Setting the Pace

Last autumn the MLA Partnership published a prospectus setting out our vision for the contribution of museums, libraries and archives to the Cultural Olympiad. Setting the Pace was itself the product of extensive consultation with our sector. The responses have now been distilled into concrete proposals for five exciting projects which will help deliver the best ever Cultural Olympiad, and have a transformational impact on our sector. This document outlines the proposals and what the MLA plan to do about them.
www.mla.gov.uk/website/ publications/recent

Developing an Outcomes Framework for Museums, Libraries and Archives; Securing Excellence; Delivering for Communities

MLA sets out a strategic approach to setting out the contributions to outcomes that the sector makes, and also an approach to performance management and support for self improvement to better fit the sector to deliver.
www.mla.gov.uk/website/ publications/recent

Securing excellence; delivering for communities

NCA Response to 'Securing excellence; delivering for communities' Museums, Libraries and Archives and the Local Government White Paper. Jul 2007
www.ncaonline.org.uk/advocacy/ consultations/

Culture, Media and Sport Select Committee report 'Caring for our Collections'

You can browse the report together with the Proceedings of the Committee. The published report was ordered by the House of Commons to be printed 7 June 2007
www.publications.parliament.uk/ pa/cm/cmcumeds.htm

National Council on Archives: Observations on the conclusions and recommendations of the House of Commons Culture, Media and Sport Committee Inquiry 'Caring for our Collections' Jul 2007.

www.ncaonline.org.uk/advocacy/ consultations/

Contacts and staff news

Staff changes

National Advisory Services:

Michelle Kingston has left to become Assistant Librarian at the House of Lords Library; **Robert Brown** has left to become Archivist at the Faber Archive; **Tom Vincent** has left to become Archivist at Aardman Animations; **Nicholas Langston** has become an Archives Advisor.

Records Management and Cataloguing Department:

Helen Potter has become a Records Management Executive; **Molly Bootes** has become Business Administrator; **Karl Osborne** and **Francois Belhomme** have become Accessioning Administrators.

Among the leavers are **Adam Biggs**; **Bill Stockting**, who has joined the British Library; and **Rick Mitcham** who is teaching English in Japan.

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

Region		Contact
Scotland	–	Alex Ritchie
Wales	–	Andrew Rowley/Norman James
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	–	Nicholas Langston
North East Region	–	Catherine Guggiari/Kevin Mulley
South West Region	–	James Travers
London	–	Melinda Haunton

Information Resources Team
Manorial Documents Register enquiries to mdr@nationalarchives.gov.uk
National Register of Archives enquiries to nra@nationalarchives.gov.uk

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, including the current review and revision of the *Code of Practice*
- Guidance on data protection and its impact on records management and archives
  Susan Healy, Information Policy Consultant, Public Sector Information Division 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, Information Policy Consultant, Public Sector Information Division x 5381

Advisory Council on national records and archives
Lale Ozdemir, Secretary x 2649

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 Academic Liaison x 5224

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