

## Management Board summary

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**09 June**

### Building Environmental Simulation Project

The Head of Collection Care presented this item explaining that the programme had been running for five years with a number of pieces of work coming out of the project that supported the department's main priorities.

Key outcomes include 12 publications, a new British Standards Institute – PAS 198 Environmental Standards for Cultural Heritage Collection, 28 presentations and 430,000 additions to Discovery.

The Head of Collection Care advised that The National Archives is becoming a driver for new environmental standards and has relationships with 143 organisations. A current project on dust and its impact on archival collections has received interest from a number of organisations.

Board Members agreed that they would welcome the opportunity to have more strategic discussions or challenge strategy, and have input into the vision going forward.

**The Acting Chief Executive and Keeper thanked The Head of Collection Care for the update.**

### Captured Letters, Prize Papers: creating a pan-European research network

The Head of Licensing and a Principle Records Specialist Manager gave the Board details of a funding bid relating to records of the High Court Admiralty (HCA) that are held here at Kew.

The records consist of thousands of bundles of paper with various objects emerging from sealed envelopes which provide a glimpse into life between the 17<sup>th</sup> and early 19<sup>th</sup> centuries. They were taken from 25 000 enemy and neutral ships in order to prove legal status and cargo.

The Principle Records Specialist Manager advised that it was planned to bring together scholars and archivists from across the EU in a pan-European research network with a conference planned at Kew in October 2014.

**The Board noted progress and agreed this was a worthwhile project.**

### Caribbean through a lens

The Outreach and Inclusion Manager advised that Caribbean through a lens (CTAL) was an Outreach project, whose objective was to engage Caribbean and wider audiences with The National Archives' CO 1069 and INF 10 image collections.

The project was completed on time and within budget, working with over 50 community partners nationwide producing exhibitions, education resources and other co-productions.

CTAL can be used as a model to engage new audiences in the future. The project was evaluated externally and learning and findings shared.

**The Acting Chief Executive and Keeper thanked the team and noted that it had been a successful project.**

#### ROLI 20 Year Rule

The Public Records and Information Policy Manager stated that following the decision to reduce the transfer period for public records from 30 to 20 years, records transferring to local authority places of deposit were scoped out of the first phase to provide time for consideration of the costs involved and the additional burdens which would be placed on local authorities.

A paper outlining the background and options had been circulated to the Board for consideration. The Board was being asked to approve the strategy and approach.

Management Board discussed the paper.

**The Board approved the strategy approach and acknowledged the challenges the team have faced.**

#### Tour of Reprographics area

Board members were given a tour of the Reprographics area.

#### Any Other Business

The Director of Public Services and Human Resources advised that an induction programme is being set up for the new Chief Executive and that the Non-Executive Directors will be involved.

The Sports and Social Club's summer party will be held on Friday 27<sup>th</sup> June, details to be sent to the Non-Executive Directors.