

# Archives Sector Update

Summer 2012

Welcome to the Summer 2012 edition of Archives Sector Update.

This is the last issue of the newsletter to be produced in this format. Following on from the launch of the new **Archives Sector pages** on our website we will be refreshing the presentation of the newsletter and providing more frequent updates with links to relevant new content online.

This issue looks at how we are taking forward our leadership role and supporting the development of the archives sector. Our role entails working on three levels: using strategic partnerships and influence to create a positive environment for archives, testing, developing and promoting innovative approaches, and supporting specific developments on the ground. We have brought together a variety of personal views from around the sector, each considering how The National Archives' leadership can make a real difference. We're grateful to our contributors for providing some stimulating suggestions and we're keen to hear more from other colleagues in the wider sector.

We know that the current environment is a challenging one for archives, with budgets and resources under continued pressure. We hope that the articles in this update illustrate how The National Archives is helping the sector to capitalise on the positive opportunities arising in this time of complex change.

We welcome your feedback, so do let us know what you think by sending an email to [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)



**Nick Kingsley**  
**Head of Archives Sector Development**

## In this issue:

- ▶ Engagement - a new approach
- ▶ Developing integrated services in Manchester

And also:

- ▶ The Record of London 2012 and the Cultural Olympiad

# Engagement – a new approach

**Isobel Siddons**  
**Head of Engagement**  
**Archives Sector Development, The National Archives.**

I am really pleased to have joined The National Archives to lead the new engagement team at such a challenging and exciting time for archives. The whole public sector is changing, as local authorities, universities and other public bodies look at radical new solutions for service delivery. This complex and shifting landscape provides The National Archives with a key leadership opportunity – to ensure that we support the archive sector to seize and develop the opportunities that change can offer.

Our mission is to help deliver *Archives for 21st Century* with a particular focus on the priority of sustainable services. This means services that adapt to changing circumstances rather than struggling to stay the same. As Accreditation rolls out, we will use this to help focus our support on specific areas of development. So, how do I think the engagement team can help archives?

We will maintain our well-established regulatory and advisory roles, but we will be taking a wider perspective on service development - working with senior managers to help them develop ambitious visions for what their archives services can deliver for their communities.

We will offer:

## Expertise

The National Archives has a long-established track record of sharing its expertise with the wider archives sector. The engagement team will work like telephone exchange operators, to help plug this expertise into the relevant places. We also want to identify the wealth of expertise out there in the archives sector, where practitioners have found practical approaches and innovative solutions that should be shared more widely. We have launched our new web pages at [nationalarchives.gov.uk/archives-sector](https://nationalarchives.gov.uk/archives-sector) and we see them as a continually developing resource for the sector, providing expertise, guidance and other useful material generated by The National Archives and other experts from across the world of archives.

## Good practice

The engagement team will not only support services that are experiencing difficulties, but will also identify services that are developing new and successful approaches. We can help spotlight these by disseminating case studies and highlighting the key ingredients for success that will be applicable to other archives. For example, we invited members of the Greater Manchester Archives partnership to discuss their developments with the Association of London Chief Librarians, generating a discussion about a regional approach for London's borough archives. It has also been really encouraging to hear from archives and their senior managers that The National Archives support of their work is powerful, and can help secure stakeholder interest and backing.

Look out for Archives for the 21st Century in action: refreshed, due to be published soon!

## Networks

The engagement team will develop a unique view of the archives sector, with each region having a dedicated engagement manager who will get to know the archive services, understand regional priorities and identify opportunities. One of our first tasks will be to explore the effectiveness of existing regional archive (or cultural sector networks) and see how The National Archives can support them to work strategically. Are there new networks and connections we need to make to help share expertise, facilitate peer support and tackle specific issues?

## Advocacy and influence

Because archives are often far down their organisation structure, it can be challenging for them to get the ear of senior managers. Our team will have a key role in building relationships at this level to advocate for how the archive service can deliver against key organisational priorities and to help develop a vision and action plan to maximise the archive's potential.



## Partnerships

With Arts Council England (ACE) we have developed a shared method for regional working, which will really enhance the support our small engagement team can offer. With ACE we have identified shared areas of interest, as well as where our interests differ, agreed how we will share our information and regional intelligence and how we will work through key regional networks. This will ensure that the archives are considered within ACE's approach of a 'single cultural conversation', and specifically that we have a joined-up approach that makes sense for those archive services that sit within museums and libraries – which look to ACE for leadership and funding.

Over the last few weeks I have had some really useful discussions with different types of archive services and senior managers, to help confirm how the engagement team will work. It has been enormously encouraging to hear that there is a real appetite for leadership from The National Archives. We look forward to working with you.



# Engagement, leadership and working with The National Archives

**John Chambers**  
**Chief Executive**  
**Archives and Records Association (UK and Ireland)**

The archive profession was very divided five years ago, and to a lesser extent still is. When I joined the Society of Archivists in 2007 there was a plethora of professional bodies often giving contradictory views and advice to government and its bodies. Archivists wondered why museums were able to access tens of millions of pounds in government funding whilst archives were getting tens of thousands.

Fast forwarding to 2012 we have a much more effective advocacy for the sector because of the successful merger which created the Archives and Records Association (ARA). ARA is now sufficiently well resourced to deliver on advocacy and engagement in a way that the pre-merger organisations could not. The archives sector has, for the first time, a body outside government that can make a noise and demand to be listened to. We have access to ministers and civil servants and have already had a number of wins in advocating for the sector.

Now that The National Archives has sole responsibility for leading the sector in England it can be a more effective body with, like ARA, a stronger and more unified voice. ARA and The National Archives have different roles, but in both cases, for the archives sector less is more.

Our positive relationship with The National Archives means we can work

together or independently depending on the circumstances and what we are trying to achieve for the sector. In the last year we have worked together effectively on issues such as Renaissance funding and been able to draw on the support of the Local Government Association and the All Party Parliamentary Group on Archives and History.

As long as both organisations continue to communicate with each other as they are, and work together where necessary, and again independently where necessary, then the sector should have the most effective advocacy and leadership it has ever had.

## 20-year rule

The Government will move towards releasing records when they are 20 years old, instead of 30, from next year. This will make thousands of historical records public much earlier than previously possible.

For more information, visit [The National Archives' website](#).

# The National Archives and Universities

**Judy Burg**  
University Archivist, University of Hull  
Hull History Centre

**As The National Archives develops its new role as sector leader for archives and evolves a new engagement strategy, what should and could this mean for university archives? I offer a few personal thoughts – based on my experience as a university archivist and member of the Archives for the 21st Century advisory panel.**

Universities have a good track record of working collaboratively in partnership, and The National Archives already has strong links with the research and academic communities so there is good existing practice to build on. To make further progress The National Archives will need to develop a strong understanding of the higher education (HE) archives sector, recognise its value and find new ways to support it.

## **Understanding**

The HE sector is diverse, in comparison with local government. The funding situation is dominated less by budget cuts than by financial uncertainty, and strategic responses focus as much (if not more) on quality and reputation as on efficiency and retrenchment. Archive collections are built, mostly, around subject specialisms and professional networking is often based around these specialisms, or on the status of the parent organisation (e.g. as a member of Research Libraries UK). There is currently no UK- or country-wide group for archivists working in the HE sector, so one outcome of The National Archives' engagement strategies

might be to act as a catalyst in its establishment and give it an initial rationale and purpose.

## **Recognition**

A considerable proportion of the UK's dispersed national collection is held by universities – both in terms of linear metreage and of regional, national and international significance. They provide a public service and in many cases undertake outreach activities which go beyond their institution's strategic priorities, but are based on a strong ethos of supporting education and learning for its own sake. Institutional priorities (together with funds from JISC and academic research councils) mean that universities have made significant contributions to developments in digitisation, on-line discovery and access, and digital preservation.

## **Support**

Of the many ways in which The National Archives could support university archives, I would like to highlight two in particular. Firstly I would like to see the concept of a dispersed national collection extended, to promote and enable comprehensive

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and coordinated coverage of subjects (i.e. types of creating organisation) as well as geographical areas. There are undoubtedly significant gaps in current holdings and acquisition policies, but currently no way of identifying these gaps as a precursor to filling them. There is also no simple process to enable creating organisations within a 'gap' area to identify potential places of deposit, or for archive institutions seeking to build research collections in a new area to assess potential, or to publicise their intentions to the archive sector. The National Register of Archives is an obvious starting point for a wider role for The National Archives in mapping our dispersed national collection, highlighting gaps and supporting archive institutions seeking to fill them.

Secondly, there is a role for The National Archives as advocate for the university archive sector, particularly with funders such as HEFCE, the JISC and research councils. Highlighting the direct and indirect impact of university archives beyond the HE sector into regional and national communities would raise their profile within their own organisation and with potential funders. This in turn would help to harness the strengths of the university archives sector – in areas such as on-line discovery and digital preservation – for the benefit of archives and archivists as a whole.

## Building partnership

Sam Gough  
Media Relations Officer (Museums and Libraries)  
Arts Council England, National Office

The National Archives and Arts Council England have joined forces to work for the collective benefit of archives, museums and libraries and the people who use them.

A new memorandum of understanding (MoU), signed in March 2012, marks the beginning of a new partnership as the two bodies commit to working more closely together given their common responsibilities and shared vision for increasing access to information and improving services.

Collaboration on areas of shared interest will result in delivering schemes like Museum and Archives Accreditation; sharing expertise to develop opportunities such as those presented by emerging digital technologies; pooling resources to secure 'at risk' collections; and talks are currently under way to identify effective ways of working together in the regions.

The MoU recognises that while The National Archives and Arts Council England have distinct roles, their strategic vision and aims reflect areas of shared interest. These include: improving access to information, services and cultural experiences; promoting sustainable services; developing a skilled and more diverse workforce; and taking advantage of new technology.

The arrangement follows the closure of the Museums, Libraries and Archives Council (MLA) whose responsibilities were divided between The National Archives and Arts Council England in October last year.

Officials from both bodies will meet regularly to review progress on agreed actions, share knowledge, discuss emerging strategic initiatives and agree shared priorities for the year to come.

# How can The National Archives help local authority archives services?

**Simon McKeon**  
**Local Studies & Archives Manager**  
**Bexley and Bromley Local Studies and Archives**

As a Borough archivist who has recently become responsible for managing Bexley and Bromley archives services, I very much welcome The National Archives' additional role as being the sector's primary point of contact and route to specialist advice.

**With pressure on our budgets and new ways of governance being introduced, it is vital that our interests are represented in discussions with the wider cultural sector.**

I recently consulted several heads of archives services in local government on how they thought The National Archives could best support them. A popular response was for The National Archives to develop stronger links with central government departments and with other organisations including Arts Council England (ACE) and the Local Government Association, to name just two.

I expect most of us have had mail relating to archives land on our desks unopened with 'FAO Archivist' scrawled across the envelope, that was initially sent to our Chief Executive or Cabinet Member. I hope that with The National Archives' enhanced advocacy role it will be able to ensure that archives feature in its discussions with other local government groups. So when important information about archives is next sent to our elected members or senior managers I hope that they take time to read it first and perhaps discuss with us ways in which archives can help them to deliver our authority's objectives.

With the abolition of the Museums, Libraries and Archives Council (MLA) and the changing role of ACE, it is particularly important that The National Archives demonstrate that archives can contribute to the wider arts and cultural agenda. In these economically straitened times it is crucial that local government archives services can access other sources of funding. A strong relationship between The National Archives and ACE will be particularly beneficial in this regard.

Personally, I am looking forward to The National Archives developing its new role and I am confident that with the active engagement between local authority archives and The National Archives that this will result in a stronger voice.

# Developing integrated services in Manchester

**Neil MacInnes**  
Head of Libraries, Information and Archives,  
Manchester City Council

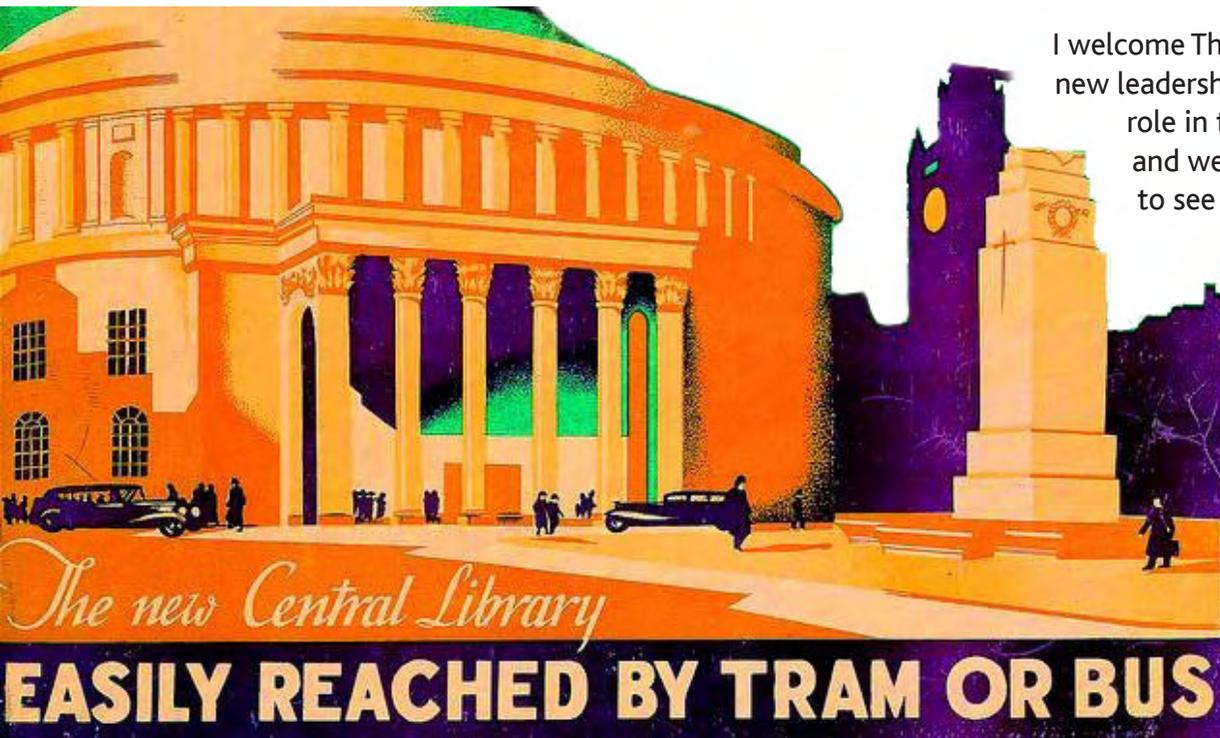
As Head of Manchester's Libraries, Information and Archives I have responsibility for the Greater Manchester County Record Office and Manchester Archives & Local Studies. We have recently created a new integrated service through service redesign. This new structure supports the development of the proposals to create 'Archives+', a new partnership within the

refurbished Manchester Central Library. This will create an archive centre of excellence in the heart of Manchester, a one-stop resource bringing together an innovative partnership of statutory, university and voluntary organisations to provide new ways for more people to discover the richness and relevance of archives, share their own stories and have a personalised experience of the city region's history.

Feasibility Study. This study has assessed existing local authority archive provision across Greater Manchester and explored options for collaborative working, service improvement and ongoing sustainability. I am also delighted by the announcement of The National Archives' Memorandum of Understanding with the Arts Council, as it is vital that there is a shared vision for improving museum, library and archives services.

I welcome The National Archives' new leadership and engagement role in the archives sector and we have already started to see the benefits in Greater Manchester. The National Archives has played a significant role in the Greater Manchester Archives

With the help of The National Archives, the feasibility study report has created a powerful advocacy document that demonstrates how archives and local history services in Greater Manchester are actively engaged with communities highlighting their contribution to councils' priorities. It also recommends the establishment of a new Greater Manchester Archives and Local Studies Partnership to enable services to collectively deliver much more than they can at present and enable councils to optimise the return on their investment. We are now about to proceed to the implementation



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phase of the project. We are delighted that The National Archives are keen to stay involved and work alongside us to deliver our exciting vision for archives.



The key strengths of the 'Archives+' and Greater Manchester Archives Feasibility Study projects are that they clearly demonstrate how archive services can make a strong contribution to local and council priorities – particularly around community engagement, a sense of place and learning. The new engagement and leadership role of The National Archives will enable the archives sector to communicate this clearly to stakeholders. It will also, hopefully, encourage archive services to find innovative ways to reduce their reliance on government finances while retaining, developing and improving services that are valued by residents.

## Accreditation Update

The initial phase of co-creating the new standard for **Archive Service Accreditation** was completed in May. Co-creation is the ongoing development of the accreditation standard by the archives sector and its users.

Thank you to all who participated in the process by commenting in the online dialogue, or taking part in the workshops and webinars, either individually or as part of a group – over 1,000 direct contributions were made from across the archives sector.

The archives accreditation partners and contractors have now drawn together the outputs of the co-creation process into a first draft standard which will be published on our website in July.

The sector will be invited to further comment on the first draft standard over summer before it's piloted with a range of archives during autumn 2012.

This will ensure that current sector views and its priorities continue to inform the development of the new Archive Service Accreditation Standard.

Please **see our website** for further information on taking part in the accreditation pilot – register by 31 July 2012.

# Voluntary sector archives

**Philip Gale**  
**Senior Adviser Private Archives**  
**Private Archives Team, The National Archives**

Charities and voluntary sector organisations are rarely out of the news and underpin much of the cultural, social and environmental activities of the country. The sector includes a wide range of organisations, from major charities such as the Children's Society and the Red Cross to local voluntary groups such as the London Wildlife Trust and campaigning organisations such as Stonewall. Whatever the size of the organisations, they will create records and these, suitably appraised, form an important part of the nation's archival heritage.

The very diffuse character of the sector means that the survival of archives is variable. Some of the larger charities and voluntary organisations employ archivists and maintain their own professionally managed archives, while many smaller local charities have turned to the network of local authority record offices to deposit their records. This still leaves many organisations that have not made any provision for their archives. Some archives have not survived and one response to these losses was the launch in February this year

of the Campaign for Voluntary Archives. This is a coalition of academics, archivists, records managers and charity administrators with an objective of raising awareness of the research significance and vulnerability of voluntary sector archives, both for the organisations themselves and for the wider research community.

The importance of archives for the corporate memory of individual charities is clear but, with public services and other activities increasingly being delivered in partnership with the voluntary sector, archives will become an essential source for future research into British history and social policy. For example, the influence of the voluntary sector on policy makers, in areas as diverse as environmental conservation, planning law and the relief of poverty, will be of great interest for future generations of researchers. At a time of financial stringency, rapid change may increase the vulnerability of these archives, and better provision is required to secure their preservation and access.

As part of our leadership role we are working with

archivists, researchers and the wider community to develop a creative environment that can help organisations in different sectors to improve their own archival provision. Our work to date includes:

- the evolving scheme of archival accreditation
- publishing guidance for institutions holding archive collections that do not employ an archivist, whether on professional or a voluntary basis: 'Archive Principles and Practice: an introduction to archives for non-archivists' sets out some practical guidance for organisations holding archive material
- giving impartial advice concerning the preservation, management and, if appropriate, deposit of the archive collections through The Private Archives Team.

We look forward to continuing working with you and believe that a secure future for voluntary sector archives can best be achieved through collaboration.

# Meet the new programme manager for Opening Up Archives



Opening Up Archives is a collaborative project to develop a new route into skilled work in the archives sector, which has just entered its second year. The key aim is to diversify the workforce by opening up an alternative means of entry into archives work to the postgraduate diploma.

Rachel Briscall was recently recruited by The National Archives to become the new Programme Manager for Opening Up Archives she spoke to Leah Chapman, Archives Sector Update editor.

## So, Rachel, what were you doing before joining The National Archives?

For the last 14 years I have worked for Loot, a classifieds paper and website. I started there as a policy advisor, and during my time there I have fulfilled a wide variety of roles. For the last six years I was Loot's Head of Operations, where I was responsible for ensuring that the company was operational, and for managing developmental projects.

## How does The National Archives differ from Loot?

It feels like a privilege to work here where so many people are incredibly knowledgeable on their subjects and leaders in their field. While The National Archives is open to change, the approach here is structured and considered, which is vital to achieve long-term benefits.

## What does the year ahead hold for Opening Up Archives?

The members of the second cohort began their placements in April and have already attended a basecamp week at The National Archives. They will continue to work with their trainers on developing their skills and experience, and we will be organising some Cohort days throughout the year where they will get the opportunity to visit other heritage organisations.

We are delighted that the Heritage Lottery Fund has just granted us the funding to continue this project for another year, and recruitment for a third cohort will begin before the end of 2012.

For more information on Opening Up Archives, see our webpage:

[nationalarchives.gov.uk/archives-sector/opening-up-archives.htm](http://nationalarchives.gov.uk/archives-sector/opening-up-archives.htm)

# Milestone reached in web archiving in local authorities

**Melinda Haunton**  
Programme Manager, Archives Sector Development,  
The National Archives

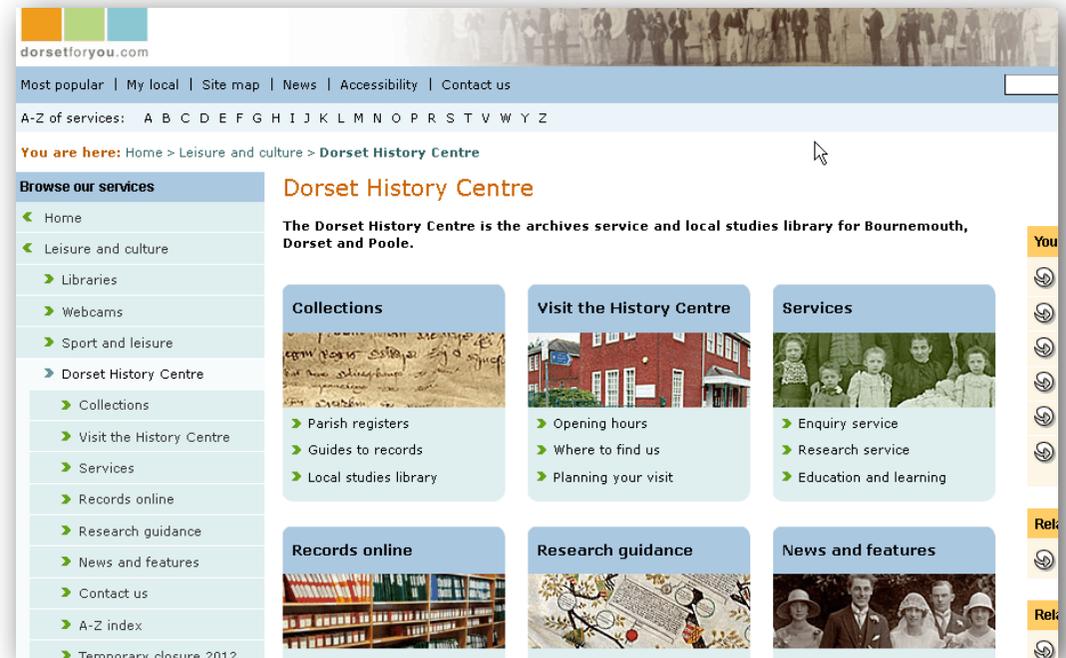
We have reached a milestone in piloting web archiving with local authority archive services: the websites selected for preservation are now available via the UK Government Web Archive. All sites are viewable from the pilot project homepage:

[nationalarchives.gov.uk/archives-sector/web-archiving-pilot.htm](http://nationalarchives.gov.uk/archives-sector/web-archiving-pilot.htm)

This represents the completion of the initial phase of the pilot, which has trained staff from seven local authority archive services in the principles and practice of web archiving, from site selection and harvesting to quality assurance. Participants commented on the benefits of participation:

- 'It will help us to meet an element of our Digital Preservation Strategy and we can now assess properly what we as a service should be doing and have capacity to do.'
- 'Confidence to think in terms of a wider digital preservation policy and strategy which would need to include web archiving and a network of fellow professionals who are engaged in the same work.'
- 'We learned a great deal about the processes involved and feel committed to developing web archiving as a future activity for our service.'

The pilot services will now work with The National Archives to consider options for business models that will allow local authority archive services to build their own web archiving practices, and consider when and how this can best be undertaken to ensure local websites are retained and managed at local service level.



▲ Dorset History Centre website, participating in the web archiving pilot

# British Library launches new Archives and Manuscripts Catalogue

**Bill Stockting**  
S&C Cataloguing Systems and Processing Manager, The British Library

At this year's UK Archives Discovery Forum we launched the British Library's new catalogue for archives and manuscripts.

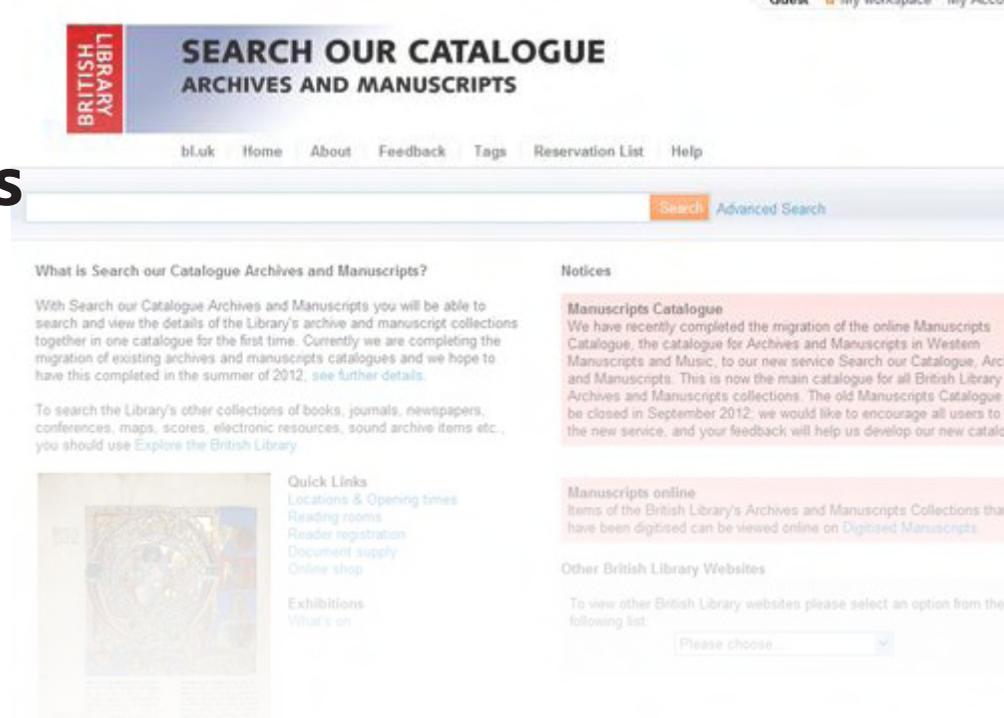
This is the culmination of work at the Library over the last five years which includes:

## New Cataloguing Tool

We have developed a new cataloguing tool for cataloguing the Library's archive and manuscript collections according to national and international description standards: all new cataloguing, amounting to about 26,000 records, has been carried out in this system since July 2009.

## Legacy Data Migration

We have migrated the main catalogues for these collections to the new system, amounting to some 1.8 million records. These include those for the Library's Western manuscript collections previously available online in the form of the Manuscripts Catalogue, which will be switched off at the end of September 2012. Also included are those of the archives of the India Office and its predecessors that are only partially available from the Access to Archives (AZA) service hosted by The National Archives. The catalogues of India Office Private Papers are currently being migrated and should be completed by the end of June 2012, when the Library's current online catalogue for this material will also be switched off.



## New Online Catalogue

We have developed the new public catalogue – Search our Catalogue, Archives and Manuscripts. As well as enabling users to search descriptions of the Library's archives and manuscripts within their collection context in a single interface, this also includes linked descriptions of the persons, families and institutions that created, used or are the subject of the material.

## Integration with Digitised Archives and Manuscripts

We have integrated the catalogue information with the Library's Digitised Manuscripts service where an increasing number of digitised versions of archives and manuscripts can be searched for and viewed online.

The catalogue, further information about the collections and the opportunity to give feedback can all be found at [searcharchives.bl.uk](http://searcharchives.bl.uk)

The Digitised Manuscripts service can be found at [bl.uk/manuscripts/](http://bl.uk/manuscripts/)

# Discovery and other online resources

**Sam Meunier**  
**Collections Knowledge Manager, Archives Sector Development,**  
**The National Archives**

We have now launched Discovery, our new catalogue. Discovery provides a new way for users to explore our collections and offers more features than the old Catalogue. This includes displaying search results in order of relevance, allowing users to filter their search results by subject, date range and collection, and enabling users to tag records with keywords to expand on catalogue descriptions. We have also added download functionality to Discovery so that users can search and download digital copies of our records, where available, all in one place.

As part of the development process we've also created a new taxonomy for categorising records by subject, which allows users to filter their search results. To read a case study documenting this process, visit the [UK Archives Discovery website](#).

Discovery is much more than just a replacement for the current Catalogue and DocumentsOnline services. It has also been designed to accommodate

the many different databases and datasets hosted by The National Archives, including those that we hold relating to records held in other archives, as identified in last year's Finding Archives review. As you may know, the review ended in March 2012 and covered resources such as the ARCHON directory, National Register of Archives and Access to Archives. The findings revealed key priorities, such as the need for effective search functions and an improved process for contributing information to these resources. The next step for this work is to better understand how we can incorporate this data into Discovery – this will be taking place over the next few months.

You can read the summary of the [Finding Archives](#) review and keep up to date with progress on The National Archives' website.

We're keen to gather as much feedback as we can on Discovery, as the service has been built largely on feedback to this point and we are keen to continue to develop it over time.

Please use Discovery and let us know what you think.

▶ [nationalarchives.gov.uk/discovery](https://nationalarchives.gov.uk/discovery)



# The Record of London 2012 and the Cultural Olympiad

**Cathy Williams**

**Head of Collections Knowledge, Archives Sector Development,  
The National Archives**

We might be sprinting towards the start of London 2012 but do you remember when Birmingham and Manchester unsuccessfully bid to host the Games? Or the Greater London Council's proposal to regenerate London's Docklands as an Olympic venue? What about the international political fallout from the Soviet invasion of Afghanistan in 1979? Do you remember the impact it had on the Games the following year?

The National Archives has launched a site showcasing records to help jog your memory and to encourage you to look back at the history of the UK's

involvement in the Olympic Movement. Available online, almost 200 digital records tell our Olympic and Paralympic story from 1896 to the present day organised along a timeline which culminates in London 2012 and The Record.

So the site's not just about the past: it's about today and tomorrow.

What's happening in 2012 – the cultural and sporting events, the community, regional and national activities – will create tomorrow's memories and The Record is our initiative to create a documentary legacy of a momentous year.

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Working with partners from central and local government, from across the cultural heritage sectors and with the core Olympic and Paralympic bodies – including the London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) and the British Olympic Association (BOA) – we have established a network of support: raising awareness of the need for good records management and collection building now to ensure rich archive resources for the future.

And we want that network to keep growing. Take a look at the website and at the activities, groups and institutions already featured and tell us what's missing – tell us if you're missing and why we should include you too.

As a sector, we have the mandate to record the UK's hosting the 'greatest show on earth' ... so make sure you're remembered!

► [nationalarchives.gov.uk/olympics](http://nationalarchives.gov.uk/olympics)

# Digitising on a large scale

**How to open up your collection for new audiences**

**Wednesday 5 September 2012**

**09:30 - 16:15**

We have been digitising our vast collection for several years, and we now deliver 218 documents online for every one delivered in our reading rooms. We have achieved this by developing our own in-house reprographic service and framework of digitisation suppliers, as well as by working with commercial partners (such as Ancestry.co.uk and Findmypast.co.uk) to digitise some of our larger name-rich record series.

In this free one-day event, we will share our experiences and offer advice on the different approaches that can be taken to digitisation, whether you are looking to undertake this independently or with a commercial partner.

The event will include tours of our document preparation and digitisation areas, along with talks on the different issues that should be considered.

This is a free event but attendees must register in advance. Tea and coffee will be provided, and attendees can purchase lunch in our cafe.

**[Book your place now.](#)**

## Case study: digitising the BT Archive

The National Archives is working in partnership with Coventry University and BT Plc to digitise BT's physical archive. The New Connections project, funded by JISC, will make almost half a million photographs, documents and correspondence preserved by BT over 165 years available online.

The BT Archive reveals Britain's leading role in the development of telecommunications, detailing industrial and gender relations in the workplace and social change from 1846 to the present day. It includes the whole of the UK (including Ireland until 1921 and the Channel Islands until 1973), along with the UK's communications with countries across the globe.

# Caribbean through a lens – an outreach approach to engagement at The National Archives

**Sandra Shakespeare**  
Community Project officer, The National Archives

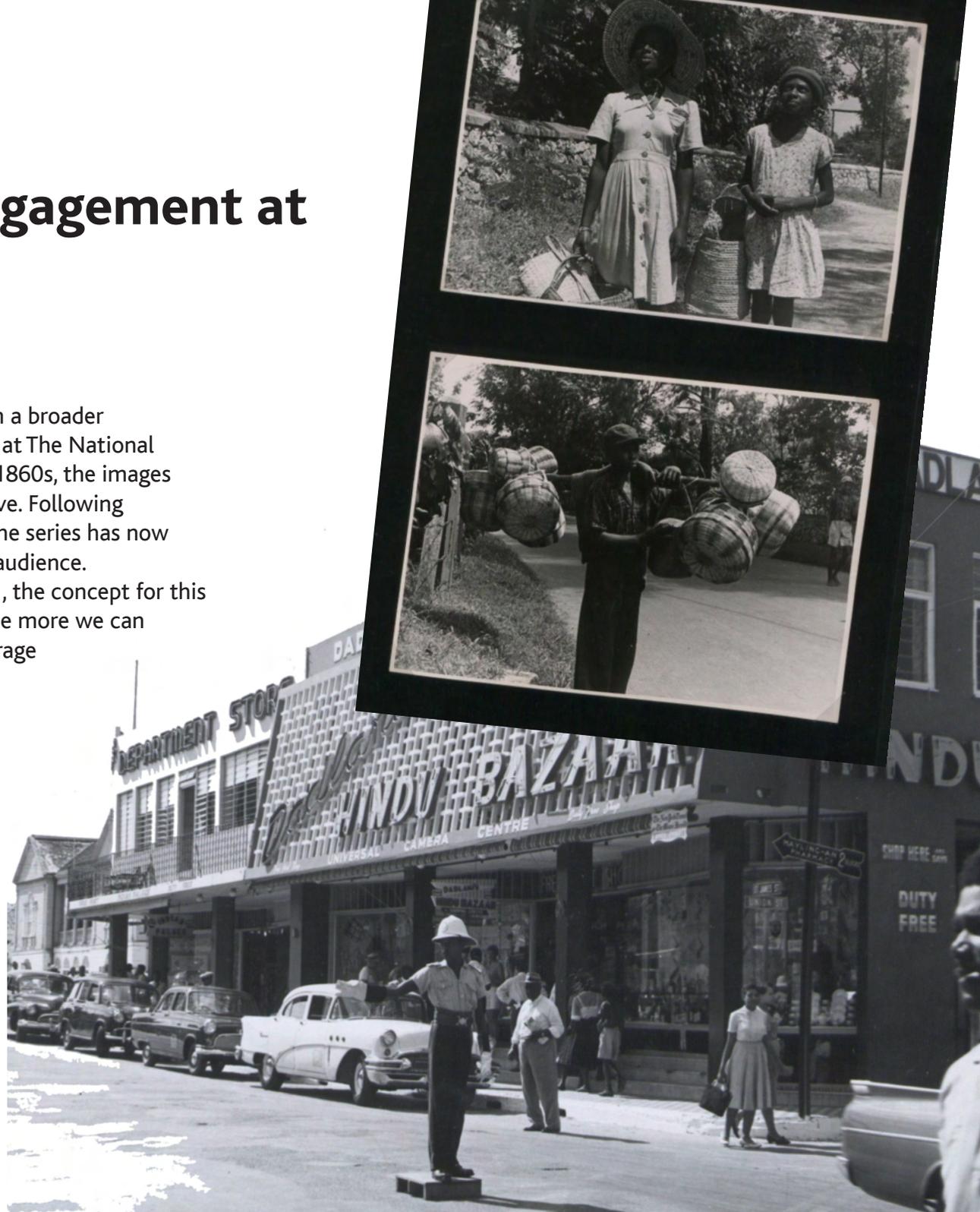
'Caribbean through a lens' is a set of thousands of images taken from a broader photographic collection of Foreign and Commonwealth images, held at The National Archives. Starting with some incredible early photography from the 1860s, the images span nearly 100 years of Caribbean history from a colonial perspective. Following conservation work to ensure the future preservation of the images, the series has now been digitised to provide online access to this collection to a global audience. Building on the success of our earlier project '**Africa through a lens**', the concept for this project is simple: the more people we get looking at these images, the more we can observe the images from different angles and perspectives, to encourage debate as to the true purpose behind them – were they merely 'observational' or were they taken for other agendas?

We are currently working in partnership with archives and community organisations in cities across the UK who can empathise with the concept of this project and embrace what will ultimately be a co-production. Our approach with 'Caribbean through a lens' is to use outreach to get our resources out to groups who will use and re-use the records for exhibitions, talks, events and educational workshops.

Our approach is as a positive step towards understanding new audiences and increasing opportunities for programme development. We have found that the archive sector

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Archives Sector Update from The National Archives



is strongly supportive of community engagement becoming embedded throughout the work of The National Archives and we are working with other departments to take this forward.

Engagement begins with dialogue, building relationships on trust to support people to access and to re-use our public records. What we have learnt from initial outreach is that there is a huge interest in the collection from people who generally have not visited The National Archives before. Making these records available online and capturing the voices of the people who view them adds value and meaning, and allows the records to make a greater and more widespread impact than would be possible if they were available only in our reading rooms.

In one example of this approach we have taken a selection of our digitised records to the Broadwater Farm estate in Haringey, where we have been working with a local historian. In this case, the collection has enabled us to form partnerships with local archives, further education colleges and arts performance venues. Using outreach in this way ensures that we get a much better sense of the bigger picture in terms of mainstreaming community engagement, enabling The National Archives to test the appetite for further cataloguing projects in relevant records and their potential for volunteer engagement.

We also set up an external advisory group to help us by sharing their knowledge and expertise. This has given us a better understanding of Caribbean history, audience development and ways of engaging with the community and has underlined the importance of making these memories of the past sustainable for generations to come.

Ultimately, our intention is to provide professional support and guidance to our collaborative community partners to use and re-use the records.

**For further information, please contact:**

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# From local to global

**Alex Ritchie**  
**Business Archives Advice Manager,**  
**Archives Sector Development**

The National Archives is currently engaging with the business community and its archives in a number of ways.

We are taking forward the National Strategy for Business Archives (England and Wales) in partnership with other bodies including the Business Archives Council.

We are also contributing to the parallel Scottish strategy and cooperating over the operation of the crisis management team, which acts in the case of records at risk due to business failures. In addition, we are also engaged in a project to identify the historic records of the architecture, building and construction sectors (the ABC Survey).

The UK plays a leading role in the promotion and understanding of



business archives and is prominent in international initiatives to raise awareness. Recently, UK archivists took part in a seminar in Copenhagen organised by the International Council on Archives (Section on Business and Labour).

The British contingent was not only the second largest national grouping, but it contributed three of the speakers. An unexpected bonus was an unscheduled visit to The National Archives by a Japanese delegate from the conference, Dr Yuko Matsuzaki, business archives specialist at the Shibusawa Eiichi Memorial Foundation in Tokyo. Yuko's work on Japanese business history has been informed by the resources of The National Archives and, in particular, by the National Register of Archives and ARCHON. It was a pleasure to receive her here and to be reminded that local initiatives may be the source of global inspiration.

## Guide for the storage and exhibition of archival materials

**Nicholas Coney**

**Places of Deposit Officer, Archives Sector Development,  
The National Archives**

As many of you will know, BSI recently published new guidelines for archives that came into effect on 31 March 2012. They supersede BS 5454 (2000) and PD 0024:2001 which have now been formally withdrawn. PD 5454 is expected to have a limited lifespan of around three years pending a new European-wide standard (or to become the recognised British Standard should the European standard not be adopted by the UK).

This article outlines how The National Archives will incorporate this new guidance into the inspections of Places of Deposit and repositories applying for allocation of material accepted in lieu of tax, as well as providing advice on archival accommodation.

### What is new in PD 5454?

The safekeeping of the archival record remains

central to the advice provided in PD 5454 but it emphasises that this should not be at the expense of the environment. PD 5454 has expanded guidance on environmental conditions, and current best practice in the light of the latest scientific knowledge and practical experience. It delineates environmental bandwidths, within which temperature and relative humidity can fluctuate slowly (as in the case of seasonal change) without endangering the records. The abolition of set points for temperature and relative humidity should allow a much lower degree of reliance on mechanical air conditioning systems.

### So what does this mean for archives?

It would be impracticable to expect archives to adapt immediately to the new criteria, so The National Archives will adopt a phased approach to

implementing the guidance provided by PD 5454.

### New building projects

- For projects that are in their initial stages of planning, PD 5454 should become the principal guidance used.
- Projects that have already developed their new build specifications may continue to apply BS 5454 (2000) where it is impracticable to change specifications. But they should follow PD 5454 wherever possible, especially with regard to the advice minimising the use of air conditioning.

### Existing buildings

Where existing buildings achieve compliance with the relevant environmental recommendations of

# PD 5454:2012

BS 5454 (2000), any changes should be introduced only cautiously, or as the appropriate opportunity arises. We will accept evidence of compliance with BS 5454 (2000) for the purposes of continuing approval under our inspection regimes.

However, we will also assess existing accommodation against PD 5454 to identify where further improvements can be made, and expect the criteria used in this document to be adopted as part of the post-inspection measures required for the continuation of appointment as Places of Deposit or approved repositories, subject to the way in which these are developed.

To find out more about PD 5454, you can attend a briefing event run by Chris Woods, chairman of the committee responsible for drafting of PD 5454:

The following are being planned:

July, Aberystwyth

July, Glasgow University

September-October, Newcastle, date to be confirmed

Autumn, Liverpool, date to be confirmed

You can register a place by emailing: [pd5454@fastmail.fm](mailto:pd5454@fastmail.fm)

## Proposed revision of Freedom of Information Publication Schemes

**Kevin Mulley**  
**Research and Strategy Manager, Archives Sector**  
**Development**  
**The National Archives**

Public sector archives should be aware that the Information Commissioner is in the process of revising the model publication scheme and associated definition and guidance documents. This is to take account of recent changes in the Freedom of Information Act and the Transparency and Open Data agendas. The aim is to have a new model scheme in place by April 2013. Those services which have not yet incorporated our guidance regarding paid research into their scheme, or that of their parent body, may find this a useful opportunity to do so. Further details of the revision can be found on the ICO website at:

[ico.gov.uk/news/latest\\_news/2012/ico-to-revise-publication-scheme-requirements-17052012.aspx](http://ico.gov.uk/news/latest_news/2012/ico-to-revise-publication-scheme-requirements-17052012.aspx)

and the existing definition documents at:

[ico.gov.uk/for\\_organisations/freedom\\_of\\_information/definition\\_documents.aspx](http://ico.gov.uk/for_organisations/freedom_of_information/definition_documents.aspx)

# Funding opportunities

## Heritage Lottery Fund 'All Our Stories' grant programme

Closing date – 31 July 2012

This one-off grant programme (for awards from £3,000 to £10,000) is linked to the BBC's The Great British Story – A People's History series. Find more information on the [Heritage Lottery Fund website](#).

## Encouraging legacy giving

Friday 6 April was Legacy Day. [Find out more about the Legacy10 campaign on our website](#), aiming to increase the number of people leaving money to charitable causes in their will.

# What's happening



- ▶ **Olympic memories exhibition**  
The Cadbury Research Library  
Until 10 December 2012
- ▶ **Sporting treasures from the archives**  
Tyne and Wear Archives  
Until January 2013
- ▶ **Summer of sport: cricket and tennis**  
Hull History Centre  
Until 21 July 2012

# Contacts

If you would like to get in touch with us, or if you have ideas for inclusion in future issues of this newsletter, email us at [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk). Please note that we reserve the right to edit articles.

Some key contacts in Archives Sector Development are given here:

Head of Archives Sector Development: Nick Kingsley

Head of Engagement: Isobel Siddons

Head of Private Archives: Norman James

Head of Collections Knowledge: Cathy Williams

Head of Strategy and Programmes: Amy Beeson

Initiative Manager: Emma Markiewicz

The following people are the current lead roles for each region/country:

Northern Ireland	Norman James
Scotland	Alex Ritchie
Wales	Jessamy Carlson
South-East	Melinda Haunton
South-West	James Travers
Yorkshire and Humberside	Andy Rowley
East of England	Liz Hart
North-West	Kevin Mulley
East Midlands	Nick Coney
West Midlands	Nick Coney
North-East	Andrew Rowley
London	Rosie Logiudice
London specialist	Sam Meunier and Fleur Soper

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