

A2A: Access to Archives

Statement of A2A Central Team Contribution to Archives 4 All Projects

For the *Archives 4 All* phase of the **A2A** Programme running for two years from April 2006, TNA is willing to employ an extra **A2A** editor to support an anticipated 16 projects to be funded from sources other than TNA or archive holding institutions themselves: that is from sources such as the Heritage Lottery Fund. In such cases, a calculation based on the full cost to TNA suggests that a figure of £4750 may be used in project budgets as both an in-kind contribution and cost.

Central contribution

To appear on the income side of project balance sheets:

- £4750, as in kind contribution from the A2A Team

Central costs

To appear on the expenditure side of project balance sheets:

- £4750, as the cost of project work undertaken by the A2A Team

Paper retroconversion costs

As for previous phases

- Standard cost per page for A4 or foolscap typescript catalogues: **£1.05 and/or**
- Standard cost per page for Manuscript catalogues: **£2.00 and/or**
- Typescript catalogues on index cards, photocopies 3 sides to an A4 page: **£1.50 and/or**
- 'Populate' (e.g. re-arrange an alphabetical index – contained in a catalogue – to documents in a file, volume or bundle, to form electronic item descriptions in reference order): **£2.50**
- carriage of catalogues from the National Archives to the keying contractor, and back: **3p each way** per catalogue page

- carriage of catalogues from the project to the National archives, and back: this is to be rearranged by each project; costs will vary depending on method chosen (e.g. registered post or courier)

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