Archive sector update

Summer 2009

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Launch of a new publication to help companies protect one of their most important assets

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Welcome to The National Archives' quarterly newsletter for those interested in the UK archives and information management sector. We are delighted that so many of our *RecordKeeping* readers were keen to continue receiving news from us by email, and we hope that you enjoy this new format. You can navigate through the newsletter by clicking on the left-hand tabs.

Our aim is to keep you up to date with news about policies, developments and initiatives in the sector, and we welcome contributions from readers with news they would like us to report. We plan to produce this newsletter quarterly, and would welcome suggestions for features.

Protecting your data
To help us meet demand for sending out the newsletter email notifications we've enlisted the services of a third party email distribution company. You can unsubscribe from these emails at any time by following the instructions at the bottom of each email.

A new look
With effect from 1 April 2009, The National Archives' advisory services became Archives Sector Development. Underlying the changes we have made is the intention of The National Archives to play a more active leadership role in the UK archives sector. We'll be working even more closely with the Museums, Libraries & Archives Council (MLA) in England

and with CyMAL in Wales, to deliver an integrated strategic response to the challenges facing the archive sector. In this digital age, these challenges cover both the cultural and information management agendas.

Most staff within the department have significantly changed roles and we include below a guide to who does what, and who leads on liaison for each region and home country. We will continue to provide the same level of high quality support and advice to all parts of the UK archive sector as we have always done, and hope that our new structure enhances this.

The new team structure
Archives Sector Development is organised in four small teams, with the responsibilities and personnel described as follows.

Development team
This team is responsible for encouraging change and opportunity in the archives sector and has a key role in delivering *Archives for the 21st century*. Key areas of work include strategic engagement, communication and development of collaborative opportunities around cataloguing, digitisation, archive networks and legal issues. The development team is responsible for producing this newsletter. ▸▸

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Public sector team

This team works with publicly funded archives outside central government such as those provided by local authorities, universities, health sector bodies and national museums, and advises on information management issues in the wider public sector. Key areas of work include places of deposit, advice on digital preservation, casework including liaison with grant-awarding bodies, and archival standards including the development of an accreditation scheme for archives.

Private archives team

This team works with private sector institutions and owners of archives (individuals, families, charities, businesses and many more). It also maintains the Manorial Documents Register and Rules. Key areas of work include the implementation of the recent national strategy for business archives, the co-ordination of work on the development of a religious archives strategy, and the revision and computerisation of the Manorial Documents Register.

Information systems and resource discovery team

This team is responsible for the maintenance and development of three key information resources: the ARCHON directory, the National Register of Archives (NRA), and Access to Archives (A2A). Key areas of work include extending the linkage of records in the NRA to online catalogues, a survey of university archives, and updating information about public records held on ARCHON and the NRA.

At the time of writing, a number of appointments remain to be made and it has not been possible to assign regional liaison responsibilities for every region on a long-term basis. The team duties are developing, but will be more focused on maintaining contact and communication with repositories than under the previous structure.

The lead roles for the regions are listed in the Contacts section at the end of this newsletter.

We hope you enjoy reading this first issue of *Archive sector update*, and do get in touch by emailing us at **asd@nationalarchives.gsi.gov.uk** if you have any ideas or news items for future issues.

Nick Kingsley
Head of Archives Sector Development
The National Archives

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New guide reveals secret weapon for business success

In July, many of the UK's most senior business leaders discovered the power of an often forgotten asset as The National Archives launched a new publication, *Corporate Memory – a guide to managing business archives*.

Business leaders and parliamentarians attended a reception at the House of Lords, hosted by the All-Party Parliamentary Group on Archives and the National Council on Archives, to launch the guide. Speakers Sir Stuart Rose, Chairman of Marks & Spencer plc, Professor Mervyn King, Governor of the Bank of England and Dame Stella Rimington, former head of MI5 and professional archivist, all spoke passionately about why archives are important, particularly for the business sector.

Corporate Memory demonstrates how businesses can use their archives to develop new products, create PR and marketing campaigns or even provide legal and regulatory protection. It highlights the benefits of good quality record keeping and some of the many different ways companies are successfully using their archives to gain an edge over the competition.

The guide supports work that is under way through a partnership between The National Archives, business archivists, companies and the wider archive sector in developing a National Strategy for Business Archives. Businesses often define communities – economically and physically – and

consequently the people of those communities. It's important that the business legacy is neither forgotten, nor captured only in transient human memory.

A website has been established to provide a step-by-step guide to managing corporate archives. In addition, The National Archives has a Business Archives Advice Manager, Alex Ritchie, who can advise on establishing and maintaining corporate archives.

▸ nationalarchives.gov.uk/corporatememory

▸ managingbusinessarchives.co.uk

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Learning outside the classroom

The Learning Outside the Classroom Quality Badge was developed as part of the Learning Outside the Classroom Manifesto. This national initiative provides guidance and information to teachers on how to plan and organise high-quality activities and ensure young people are given more opportunities to learn beyond the traditional classroom environment.

The National Archives is one of the first organisations in the country to be awarded the badge, recognising it as a provider of quality, safely managed educational experiences for young people.

Ed Balls, Secretary of State for Children, Schools and Families, said:

"Educational visits are among the most memorable experiences in a child's school life. Quality Badges offer teachers a guarantee that not only is a venue providing the sort of educational value that they can build on in class long after the visit but they also have the appropriate risk management structures in place. I congratulate The National Archives on being awarded the badge."

To qualify for the badge, organisations need to provide good quality, and safe, teaching and learning experiences outside of the classroom. To find out more about the initiative, including details on how to apply for a Quality Badge if your organisation can meet the criteria, click on the link below.

▶ lotcqualitybadge.org.uk

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Revision of records management code of practice under Section 46 of the FOI Act

Around this time last year, the revised code of practice on records management (under section 46 of the Freedom of Information Act) was published for public consultation. We can now report that the revised code was formally issued on Thursday 16 July 2009.

Key changes
The 2009 code is not completely new – some of the text of the 2002 code has been carried forward – but there are a good many changes to the content as well as to the structure. A key change is that there is no longer a separate section for digital records. The revised code deals with the principles and practices of good records management whatever the technology used to create and store them and refers to specific technologies only when necessary. It assumes that records will be held in a variety of systems – document and records management systems, business systems, geographic information systems and websites.

There are new sections on records created in the course of collaborative working or through out-sourcing and on performance monitoring. There is also expanded guidance on deciding what records should be created and kept. A glossary has been included at Annex A and more sector-specific supporting guidance and standards are included in Annex B.

Self-assessment workbook
Work is currently under way on revising the self-assessment workbook. This is expected to be completed by the autumn. The implementation guides, written for those without specialist training who find themselves responsible for records management, will also be revised.

▶ justice.gov.uk/guidance/foi-guidance-codes-practice.htm

▶ nationalarchives.gov.uk/recordsmanagement

National Cataloguing Grants Programme

We are delighted to announce that the National Cataloguing Grants Programme for Archives will receive three years of grant support from the Monument Trust, bringing the total national pot to just under £1.5million over the five years of the scheme (2008-12).

The deadline for first-phase applications under the 2009 round of the grants programme has now passed. The scheme remains hugely popular and over-subscribed: this year 84 eligible applications were received, requesting £2.44 million in grant aid this year alone. We continue to seek additional funding partners to sustain and expand this vital resource for the sector.

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Collections and collecting: university archives survey

Our ongoing university archives survey has returned some interesting results. We are getting a picture of both well-established and fast-developing areas of the Higher Education archive sector. Older institutions are more likely to have larger teams of archivists whereas newer institutions are, in some instances, employing a qualified archivist for the first time. Relatively few universities make no professional provision for archives.

Lack of suitable storage space is apparent throughout the university sector, although this problem is being addressed by many institutions through schemes to develop BS5454-compliant buildings, including provision for non-paper formats. Although some respondents described a coherent and close relationship between management of modern records, institutional archives and Special Collections, a relatively fragmented record-keeping pattern was more common. There are particular weaknesses around managing electronic information. These issues appear to receive less attention than problems concerning storage. Collaborative work is also part of the university archive sector with joint projects being undertaken with repositories outside higher education. Funding for such projects, however, is relatively limited across the sector.

Archives for the 21st century update

The National Archives, in partnership with the Museums, Libraries and Archives Council (MLA) and CyMAL (Museums, Archives and Libraries Wales), has developed a proposed new government policy on archives for the 21st century. A consultation on the proposals in the document, titled *Archives for the 21st century*, was open for three months, and has now closed (on 12 August 2009).

The consultation generated a great deal of interest and we received over 600 responses, mainly from the UK, but also from places as diverse as Chile, Malta, Croatia, New Zealand, Turkey and Norway. Nearly 70% of the responses were from individuals, with just over 30% coming from institutions, organisations and companies. We are now considering all of the comments and questionnaire responses, with a view to advising ministers on amendments to the policy, which we expect will be published in the autumn.

We have also begun work on developing a joint National Archives/MLA Action Plan in alignment with the policy, and we shared our thinking on this at a meeting with representatives from across the archive sector at the end of July. We aim to issue a final version of the Action Plan in the autumn alongside the revised policy, and will be encouraging public and professional bodies to prepare their own action plans thereafter.

News from The National Archives

Documenting archives of religious faith and practice

The National Archives will be working in partnership with the Religious Archives Group (RAG) and the Society of Archivists to undertake a survey of religious archives from all faith traditions. The project is the result of an initiative by RAG and is part of a series of actions stemming from its seminal conference in 2007 on 'the state of religious archives in the UK today'.

The survey will be undertaken through a questionnaire to bodies holding archives and personal papers relating to religious history. We intend to approach up to 2,500 institutions and will aim to fill gaps in the coverage of the National Register of Archives by gathering information at collection level.

The research is being made possible by a generous grant from the Pilgrim Trust. It will also hopefully provide important strategic information about the disposition and collecting of such material in order to underpin support for its future preservation and, where possible, accessibility. A Resource Discovery Officer, who will undertake the survey, will be appointed shortly. The postholder will be based in Archive Sector Development and will work under the direction of Norman James.

A steering committee has been appointed to oversee the project which will have appropriate expertise in a range of faith traditions and will be chaired by the President of RAG, Dr Clive Field, a former Director of Scholarship and Collections at the British Library and a member of the Advisory Council on National Records and Archives.

If you have any further enquiries about this initiative please direct them to Norman James at The National Archives.

▸ nationalarchives.gov.uk/archives/advice-corporate.htm

Guidance on offsite records storage

The National Archives has published guidance to help organisations identify and specify requirements for a non-archive offsite records storage service.

▸ nationalarchives.gov.uk/electronicrecords/advice/specify-offsite.htm

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Digital Preservation on the road

A consortium including The National Archives, the Society of Archivists and the Digital Preservation Coalition is delivering a series of Digital Preservation roadshows across the UK in 2009 and 2010. Although archivists have long been aware of the emerging challenge posed by digital information, many archives are still either not able to handle digital deposits or lack confidence in what to do once they have accepted them.

The series of roadshows aims to highlight the issues associated with preserving digital information as well as offering expert advice and practical solutions to the archives sector. Delegates learn how a phased approach to digital preservation may be more manageable, particularly in a time of shrinking budgets. Some of the first steps are easy to understand and are proven archival or ICT routines: knowing what you've got, dealing with any immediate issues, securing at least two copies and planning for the longer term.

The first two events, at Gloucestershire Archives and the Borthwick Institute, York proved very popular and received excellent feedback from participants.

▶ archives.org.uk/events.asp

The value of information management

An innovative tool, which quantifies the significant cost savings and other benefits of good information management, will be made freely available to the public sector by The National Archives.

The Information Management Value Model (IMVM), commissioned by The National Archives' Digital Continuity Project, allows organisations to quantify the benefits, in monetary terms, which could be realised by improving information management. Running the model against a number of possible options will provide an evidence-based understanding of how changes in the way you manage information can increase efficiencies and effectiveness, and reduce costs.

The National Archives is currently testing the model with central government departments and, once refined, it will be made available for free to the public sector.

▶ nationalarchives.gov.uk/digitalcontinuity

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Manorial records online

The National Archives has an ongoing programme to revise and computerise the Manorial Documents Register (MDR), the official index to the nature and location of surviving manorial records for England and Wales, on a county by county basis. So far, Wales and the historic counties of Berkshire, Buckinghamshire, Cumberland, Hampshire, the Isle of Wight, Lancashire (North of the Sands), Middlesex, Norfolk, Surrey, Westmorland and Yorkshire can be searched online.

The Hertfordshire MDR project will be available online from early September. We are very grateful to all those archivists and custodians of records who have assisted with the project so far. If you hold any Hertfordshire manorial records and have not already been contacted about the project, we would be very pleased to hear from you.

Work is also under way to computerise the relevant information for the counties of Dorset, Essex and Shropshire. Funding is in place for a Gloucestershire project and work is expected to start in January 2010. Fundraising is still taking place for the counties of Suffolk and Sussex.

We are actively investigating possibilities of further computerisation projects and we would be pleased to discuss projects in other counties with interested parties.

▸ nationalarchives.gov.uk/mdr

Accessions 2008

The accessions to repositories survey for 2008 is now complete and amounts to about 3,500 records from 220 repositories. The information has been added to the indexes of the National Register of Archives and will also be available in 32 thematic digests.

As ever, there are some intriguing names among the deposits, such as the Norwich and District Fuchsia and Pelargonium Society and the Glenbuchat Community Hall. Medievalists and early modernists may be satisfied with 61 deposits relating to their period and going back to 1250.

Television viewers in Scotland may no longer be able to see TV presenter Bob Crampsey, but they can now consult his papers in the National Library of Scotland, while the Manx National Heritage Library has papers relating to the pirate radio station, Radio Caroline.

Many deposits relate to far-flung parts of the world, such as the letter book for the Cape of Good Hope Dockyard or the records of the African Lakes Corporation.

▸ nationalarchives.gov.uk/nra

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The future of electronic information and records management in the public sector

The National Archives, together with Cimtech Ltd, held a conference for record and information management professionals in the public sector on 24 June 2009. This conference was the most recent in what is now an established annual event.

Cimtech Ltd, part of the University of Hertfordshire, is a recognised centre of expertise on all aspects of information management and technology. It advises a wide range of organisations on how to take advantage of the latest developments in information management and technology and to adapt their processes and meet their corporate objectives more effectively.

The audience for this year's conference, which was attended by approximately 120 delegates, was primarily drawn from local and central government. Representatives from the health sector and police services also attended.

The previous two-day format was replaced with a one-day event, although the same depth and range of presentations were provided by limiting the number of plenary sessions. The smaller targeted sessions were increased to sixteen covering a broader scope of topics for delegates to choose from.

Conference programme

The conference programme addressed the following key topics:

- Future challenges for information and records management
- From document and records management to integrated information management
- Developing an information and records management strategy
- New platforms for content, document and records management
- Making the business case for information and records management
- Information lifecycle management with ERM and electronic preservation.

The event was well-received, with positive feedback regarding the changed format, which allowed delegates to choose from a greater depth of intellectual discussions and topics. Based on this feedback and the overall success of the new one-day format, it is anticipated that this will be the way forward for future conferences.

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Looking forward to 2012

When the Olympic flag is handed from one host city to the next, that city begins creating its own chapter of Olympic history. At the same time, the host city is expected to leave a legacy that the Olympic Movement can also build upon.

The National Archives is leading a five-year project to deliver one aspect of that legacy. Known as 'The Record', the project brings together key stakeholders from government departments and agencies, national and regional public bodies, sporting associations and cultural institutions, private and charitable organisations to ensure that key records created before, during and after the 2012 Olympic and Paralympics Games and the Cultural Olympiad are properly managed, permanently preserved, and available for the future.

There will be no single central collection but an online network of multimedia records focusing not only on London but on activities from across the UK. This will become accessible to anyone interested in any aspect of the sports or cultural events taking place.

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Linking the National Register of Archives

The National Register of Archives (NRA) is carrying out a programme of developing links between the NRA and collection level descriptions on repositories' own catalogues. This is in addition to existing links to networks including Access to Archives, Archives Hub and AIM25 (see our news piece in *The wider archives world*).

Earlier this year the NRA passed the significant milestone of 100,000 links from its indexes to online resources. There are now links to over 50 catalogues from approximately one-third of NRA sub-records to a collection level description page in an online catalogue, many of which can be browsed through to series and item level descriptions.

If you have an online catalogue and would like to discuss automated linking to the National Register of Archives, or to explore other potential links to online resources, please email us at nra@nationalarchives.gsi.gov.uk.

▸ nationalarchives.gov.uk/nra

Corrections to self-assessment 2008

We regret that a number of errors occurred in the hard-copy publication of results for the 2008 self-assessment. The most significant of these was the misidentification of the new direction of travel judgements. Green should have read as 'likely to improve further' and amber as 'neither improving nor deteriorating'.

These errors have been corrected in the online publication of results and this version should be regarded as the authoritative overall view. We apologise for any concern these errors have caused.

▸ nationalarchives.gov.uk/archives/self-assessment.htm

UK Archives Discovery Network

At a meeting on 6 August 2009 it was agreed to formalise the existence of the national archives network development committee, renamed the UK Archives Discovery Network. The aims of the network include working together in the best interests of archive users, surfacing descriptions, opening up data, sharing experiences and increasing links between repositories and networks. The National Archives is supporting this work and Melinda Haunton will act as secretary to the network.

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Launch of *UCL Archives*

University College London (UCL) Library Services has launched the first phase of *UCL Archives*, the online public interface of its Calm database of archive holdings for UCL Special Collections and the UCL School of Slavonic and East European Studies (SSEES). *UCL Archives* will ultimately cover every single collection in UCL.

Links in Calm to images to a number of significant collections including the Orwell, Gaitskell and Galton collections have been added, taking browsers to all images which to date have been created for these archive collections. The database to date features 955 catalogues and continues to grow.

In addition the Accessions and Enquiries databases in Calm have now been customised, allowing staff to track, search, record and update information on the acquisition and use of collections on a previously unprecedented scale. The customisation of the Loans database is in development.

Zoë Browne

▸ archives.ucl.ac.uk

AIM25 improvements help research and learning in London

AIM25, the website which allows users to search descriptions of collections in more than 100 London-based archives, has been substantially upgraded thanks to a grant from the Vice Chancellor's Development Fund of the University of London. The project is nearing completion and marks the tenth anniversary of AIM25, which is managed by its lead partner, King's College London.

Improvements include a doubling of the number of descriptions, new partners including the London Metropolitan Archives and Wiener Library and cross-searching with books held by the M25 Libraries Consortium. Date searching has been introduced, and the website refreshed with a clearer design, Web 2.0 features such as a 'tag cloud' and space for images.

Work on improving data sharing with other archive databases is ongoing in collaboration with the Archives Hub that will substantially improve national access to archive descriptions.

Geoffrey Browell

▸ aim25.ac.uk

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Society of Archivists conference: Fast Forward: Preservation and access in a digital world (Bristol)

A range of speakers from The National Archives will be taking part in the conference, including Natalie Ceeney (Chief Executive), Nick Kingsley (Head of Archives Sector Development), Cathy Smith (Collection Strategies Manager) and Alex Ritchie (Business Archives Manager). Tim Padfield will speak on copyright in the digital environment, while Susan Healy and Richard Blake discuss reviewing the Records Management Code of Practice.

▸ archives.org.uk/thesociety/conference2009.html

17 September 2009

CLOA conference: The future of Culture, Tourism and Sport (London)

Cathy Smith will be speaking about developing archive strategies across the sector at this one-day conference organised by the Chief Cultural and Leisure Officers Association (CLOA).

▸ neilstewartassociates.com/se230

28 October 2009

Digital Preservation Roadshow (Edinburgh)

▸ archives.org.uk/careerdevelopment/digitalpreservationroadshows200910.html

4 November 2009

Public Services Quality Group: Quality Forum (London)

A one-day forum looking at the value of volunteering, to be held at The National Archives.

▸ cityoflondon.gov.uk/Corporation/LGNL_Services/Leisure_and_culture/Records_and_archives/Events/PSQG_2009.htm

26 November 2009

Digital Preservation Roadshow (Dublin)

▸ archives.org.uk/careerdevelopment/digitalpreservationroadshows200910.html

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If you would like to get in touch with us, or if you have ideas for inclusion in future issues of *Archive sector update*, email us at 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, but for a full list visit our contacts page on The National Archives' website:

▸ nationalarchives.gov.uk/archives/contacts.htm

Head of Archive Sector Development: Nick Kingsley

Public sector team leader: Richard Blake

Private archives team leader: Norman James

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

- North East: Tim Callister
- North West: Kevin Mulley
- Yorkshire and the Humber: Andrew Rowley
- East Midlands: Nick Coney *pro tem*.
- West Midlands: Nick Coney
- Eastern Region: Liz Hart
- South East: Melinda Haunton
- South West: James Travers
- London (specialist): Sam Velumyl
- London (north of the river): Malcolm Todd
- London (south of the river): Rosie Logiudice
- Scotland: Alex Ritchie
- Wales: tbc (contact Norman James or Andrew Rowley)
- Northern Ireland – Norman James