



The National Archives

Archive sector update

Winter 2009



Archives for the 21st Century

The new government policy on archives is published



Registering manorial documents

A new database is launched in Hertfordshire



Advising on strategic collections

A new team joins the Archives Sector Development department



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Welcome to the second issue of our electronic newsletter, *Archives Sector Update*. In this issue we focus on the long-awaited launch of the new Government policy on archives, *Archives for the 21st Century*, which was laid before Parliament on 24 November. As we explain below, The National Archives will be working with MLA and CyMAL to draft action plans for England and Wales to accompany the policy, on which we will be consulting widely in the next few months. These action plans will drive a lot of the work of the Archives Sector Development team at The National Archives in the coming years.

In the last issue of this newsletter, I reported on the new structure for the Archives Sector Development department, which is designed to equip us to deliver the objectives of the Government policy. In recent months we have made one significant change to that structure, transforming the Resource Discovery and Information Systems Team into a Strategic Collection Development team and integrating into the department work on the development of a national framework of collection strategies, which is described below.

We have also continued to populate the structure, and we are pleased to welcome Amy Beeson from the Central Office of Information as the Senior Manager leading the Development Team (from 7 December). Cathy Smith becomes Senior Manager (Strategic Collection Development); Fleur Soper has been appointed as Collections Adviser; Jessamy

Sykes has been appointed as Casework Adviser; and Dan Gilfoyle and Claire Muller have been appointed as Resource Discovery Officers. Claire is with us for six months to carry out a survey of religious archives funded by The Pilgrim Trust through the Society of Archivists. A full list of regional liaison responsibilities will be found on the last page.

In this issue we also celebrate a number of exciting new initiatives and achievements including the Hertfordshire Manorial Documents Register project, the National Cataloguing Grants Scheme project to catalogue the archive of the Earls of Harewood, and the launches of the Archive Pace Setters project and the UK Archives Discovery Network.

We hope you enjoy reading this second issue of *Archive Sector Update*. 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

Tip: Click on the coloured tabs to navigate your way through this newsletter



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Archives for the 21st Century

The new Government policy on archives, entitled *Archives for the 21st Century*, was published as a Command paper and laid before Parliament on 24 November 2009. The new policy replaces a document from 1999, which had become increasingly outdated as the strategic context for archives. Its replacement builds upon the detailed analysis of the sector done by the Archives Task Force in 2004, and seeks to place archives in the present-day political and professional context, ensuring they remain relevant in a digital age. In challenging times, the policy re-asserts the vital importance of archives as the gateway to the nation's common legacy, while reflecting the technological transition that society is going through.

Archives for the 21st Century recognises the role archives have to play in linking people with their communities, their heritage and their responsibility to future generations. In addressing the fragility of digital information, the policy also highlights a pressing issue that could threaten the survival of the public record as a whole.

Michael Wills, Justice Minister with responsibility for The National Archives, said, 'Archives are a growing presence in the public consciousness and, in this digital age, have a huge potential to produce real benefits for communities, local authorities and the wider general public. This policy seeks to

guarantee a sustainable future for them and the information for which they care.'

Margaret Hodge, Minister for Culture, Creative Industries and Tourism, said, 'Our archives are the contemporary witnesses of Britain's history and play a unique role in understanding our rich past, and learning for our future. Making this information easily accessible now, and in the future, is a key part of this country's cultural offer.' ▶





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Archives for the 21st Century continued

Barbara Follett, Parliamentary Under Secretary of State, Department for Communities and Local Government, said, 'Archives have a vital role to play in the communities they serve. By allowing people to explore their past, these windows into history give them new insight into their present. More importantly, they help to develop a real sense of local and national identity.'

To create a more dynamic and sustainable archive sector that participates actively within the many diverse communities it serves, the policy sets out five recommendations:

- Develop bigger and better services in partnership – working towards increased sustainability within the sector
- Strengthened leadership and a responsive, skilled workforce
- Co-ordinated response to the growing challenge of managing digital information so that it is accessible now and remains discoverable in the future
- Comprehensive online access for archive discovery through catalogues and to digitised archive content by citizens at a time and place that suits them
- Active participation in cultural and learning partnerships promoting a sense of identity and place within the community.

Over the coming months, The National Archives and the

Museums, Libraries and Archives Council (MLA) will be agreeing a detailed action plan with representatives from across the archival sector. CyMAL (Museums Archives and Libraries Wales) will work with representatives from across the archival sector to produce a parallel version for Wales. This will help deliver the policy's five key recommendations with the aim of strengthening this key part of the nation's historical, cultural and information offering.

We will also be agreeing a monitoring mechanism for the action plan, and establishing a process for reporting progress with implementation to the sector regularly.

The changes to our own structure in Archives Sector Development are designed to further support the implementation of the policy in the coming months and years.

▶ nationalarchives.gov.uk/policy/Aft21C

Changes to opening hours

From 4 January 2010 The National Archives will be open for five days a week (Tuesday to Saturday). We will also increase our opening hours and document ordering times on these days.

▶ nationalarchives.gov.uk/visit



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Advising on strategic collections

Strategic Collection Development is a newly established team within the Archives Sector Development department. Aligned with the *Archives for the 21st Century* policy and within the framework of the National Collections Strategy, the team's main objectives are to promote collection development and sustainability across existing archives, and to encourage and lead collection building in new and strategically important areas.

As reported in the previous issue, work is already under way on strategies for the London 2012 Olympic and Paralympic Games and the Cultural Olympiad, for websites and digital objects, for the performing arts, and for audio and audio-visual recordings. The Business Archives Strategy was launched in July 2009 and funding has now been secured for a survey of religious archives in the UK.

The team will also incorporate the Information Systems and Resource Discovery Team, who are responsible for maintaining our databases of collections-related information (the National Register of Archives, A2A and ARCHON), crucial to supporting widespread and long-term access to archives and fundamental to the success of any collections strategy. Progress with work on those databases is provided in this issue and future issues will feature updates on the development and implementation of individual strategies, their impact and measurable effects.

Digitisation survey

The National Archives and the Association of Chief Archivists in Local Government (ACALG) are developing work around the possibility of building national consortia to undertake commercial mass digitisation of some of the major dispersed national collections of name-rich analogue records. This is a huge opportunity for the sector to negotiate strong deals: to get content online at minimal cost and in a planned way, which will also give archives the data on online usage which is vital to demonstrating their public service impact. The Society of Archivists and CyMAL are fully supportive of this initiative.

As a basis for this work, we have been conducting a short survey to identify what digitisation has already been undertaken, any current activity and services' interest in and preferred options for digitisation for the future. The survey closed as we went to press. This information is key to developing commercial consortia and will also inform the UK Archives Discovery Network's work to ensure digitised content is included in networking initiatives.



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Developing accreditation for archives

Among the actions proposed in *Archives for the 21st Century* is the development of existing systems for assessing archive services to support a culture of continuous improvement, and help to define, recognise and promote excellence.

The aim is to develop the self-assessment scheme for local authority archives into a more generally applicable accreditation scheme that can be used by services beyond the local authority sector, and will also map across to the existing museums accreditation scheme, which is itself currently being revised. Museum Archives and Libraries Wales (CyMAL), the Museums, Libraries and Archives Council (MLA) and The National Archives have held a number of meetings to explore how this might be taken forward, and have made a preliminary analysis comparing the processes and content of the existing schemes.

This suggests that, while the two schemes will differ, the use of a modular approach would enable them to include substantial common elements, and assist services in the cross-domain working that *Archives for the 21st Century* seeks to encourage. It would also enable the scheme to take account of differences between archive services in different parts of the domain.

The intention is that the scheme will be standards-based, and we hope to promote links with other sector initiatives to maximise the benefits to participating services. This work is at an early stage of development, and will be subject to further consultation within the sector.

▶ kevin.mulley@nationalarchives.gsi.gov.uk

University archives report published

The final report on *Collections and Collecting: a survey of university archives* is now available. The survey has been and will continue to be used to expand our knowledge of this rapidly developing sector, to enrich The National Archives' information resources and to inform our advisory and collections work.

We hope that the headline statistics discussed in this report are also of value and interest to the archives sector as a whole.

▶ nationalarchives.gov.uk/archives/publications.htm



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Business archives: what's new?

Business Archives Advice Manager Alex Ritchie has been active in presenting the business archives strategy to a number of audiences, including the International Council on Archives (Section on Business and Labour) in Helsinki, the Association of Business Historians conference in Liverpool and the Society of Archivists conference in Bristol.

Advisory case work currently on hand includes a major children's book publisher, a West Midlands manufacturer of precision metal components and a major London hotel chain. A small crisis response team has also been monitoring the press for companies that have gone into liquidation or administration.

Alex has also been updating contact details and other information about the business archives sector and meeting with individual business archivists in order to understand the specific challenges and complexities of their roles. So far he has been concentrating on the London area, but he would be delighted to travel further afield in future.

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

Monitoring manuscript sales

The sales monitoring service monitored 257 catalogues from 56 different auctioneers and dealers (including eBay) in the year 2008-09. We think we have covered the main sources of archive material offered for sale, but we need your help to stay up to date.

In particular, we have noted in recent times an increasing number of substantial manuscript lots being offered by local non-specialist auction houses that we do not currently monitor routinely (recent examples include Halls of Shrewsbury, Taylors of Montrose, Tring Market Auctions, Horners of Acle, Woolley and Wallis of Salisbury).

We do, of course, hope to hear of substantial sales through our usual professional contacts in time to notify interested repositories, but if you become aware of local auctioneers holding regular manuscript sales then please contact us – we would be happy to add them to our list for routine monitoring.

▶ sales@nationalarchives.gsi.gov.uk



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National Cataloguing Grants Scheme

The 2009 round of the National Cataloguing Grants Scheme is close to award stage. One of the conditions of these grants is regular project updates, which help us to demonstrate the value of the scheme. The projects funded in 2007 are now virtually all complete, and have made accessible records of poets and potters, miners and shipbuilders, courts, canals and local TV news.

Among the benefits grant recipients have identified, in addition to the catalogues themselves, are:

- The profiles of whole archive services have been raised thanks to publicity around the projects.
- New partnerships have been forged between local authorities, higher education and research communities.
- Content has been contributed to exhibitions, both physical and virtual, and used for practical purposes from information management to garden design.
- The commercial potential of collections has been realised more effectively.
- The discovery and deposit or donation of new groups of related records has enriched archive holdings.
- The morale of staff and users has been raised, seeing stubborn backlogs finally being reduced.

The 2008-funded projects are well under way now. You can see more about the Harewood archive catalogue project at West Yorkshire Archives Service in *The wider archives world* section of this newsletter.

▶ nationalarchives.gov.uk/archives/cataloguing_grants_scheme.htm



▲ Design for Commonweal Collection, 1970s, being catalogued as part of the PaxCat project, funded by the grants scheme in 2008 (copyright Commonweal Collection)



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Digital Continuity update

The Digital Continuity project is delivering a service for government and the wider public sector that will enable them to confidently use their digital information for as long as they need to. Digital information is particularly vulnerable at times of change, when you can easily lose digital continuity – the ability to use digital information for as long as you need to, over time and through change. This matters because digital information is a core publicly funded asset and we have a duty to look after it well. Being able to confidently use the digital information we need, regardless of when it was created, enables us to operate accountably and efficiently, deliver improved customer services, and protect our reputations.

The service the project is developing will consist of a flexible package of guidance and a framework of tools, services and consultancy that anyone in the public sector can all upon to help them understand and address their digital continuity risks and issues. Early drafts of some guidance are already available on The National Archives' website, as are the draft outline requirements for the framework. Formal procurement will begin this year, and the framework of tools and services should be ready by the summer of 2010. The service will be part of business as usual at The National Archives by early 2011.

▶ nationalarchives.gov.uk/digitalcontinuity

Finding literary archives

On 30 September, The National Archives hosted a meeting of the Group for Literary Archives and Manuscripts (GLAM). The Group featured in an edition of *RecordKeeping* and many readers will be familiar with its work. Some may not know that its successes have inspired a group on the other side of the Atlantic, GLAM (North America).

The theme of the meeting was hidden literary collections. Dr David Sutton spoke about the history and development of 'The Location Register of English Literary Manuscripts' and in particular the next stage of the project: to produce a detailed supplement to the Register grounded in the findings of the GLAM survey.

Meanwhile James Travers outlined The National Archives' work in relation to literary collections through casework, sales monitoring, the literary coverage of the National Register of Archives and the literary digest of the Accessions to Repositories survey, as well as highlighting some of the literary gems held at The National Archives.

Minutes of the meeting and the text of James's paper are now available on the GLAM website.

▶ archives.li.man.ac.uk/glam/glam4.html



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Expanding the National Register of Archives

The National Register of Archives (NRA) is pleased to announce the introduction of two-way linking with AIM25, the website which allows users to search descriptions of collections in more than 100 London-based archives (see previous issue for more details).

AIM25 collection-level descriptions now contain links to related entries on the NRA – for example, the AIM25 entry for records held by St Bartholomew's Hospital relating to Florence Nightingale. A link to the NRA indexes for Florence Nightingale can be found within the 'Related Materials' field of descriptions. The NRA has 63 sub-entries listing records relating to Nightingale held in repositories in Britain and overseas, so the link opens up a range of new resources to researchers.

The first tranche of material included in the NRA digitisation project went live in August. Selected pages from catalogues in the National Register of Archives were digitised and published online. Some of the results of the project are accessible via the National Register of Archives. Material will continue to go live as editorial work continues.

▶ nationalarchives.gov.uk/nra

Education update

The National Archives' Education Service launched its new website in September. The website provides teachers and students with even greater access to the extensive range of resources and services available. It contains all of the award-winning resources from Learning Curve, the former education website, such as Focus on Film, World War 2 and Prisoner 4099.

It also now includes additional material from The National Archives, including Black Presence (the history of black people in Britain), the Art of War (art and propaganda in the 20th century) and Public Information Films (from *Coughs and Sneezes Spread Diseases* to *Aids: Don't Die of Ignorance*).

The new structure makes it much easier to search by both time period and key stage. It also incorporates details of our award-winning taught sessions programme available either at the education centre at Kew or online through our virtual classroom and videoconferencing.

▶ nationalarchives.gov.uk/education



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Launch of the Hertfordshire Manorial Documents Database

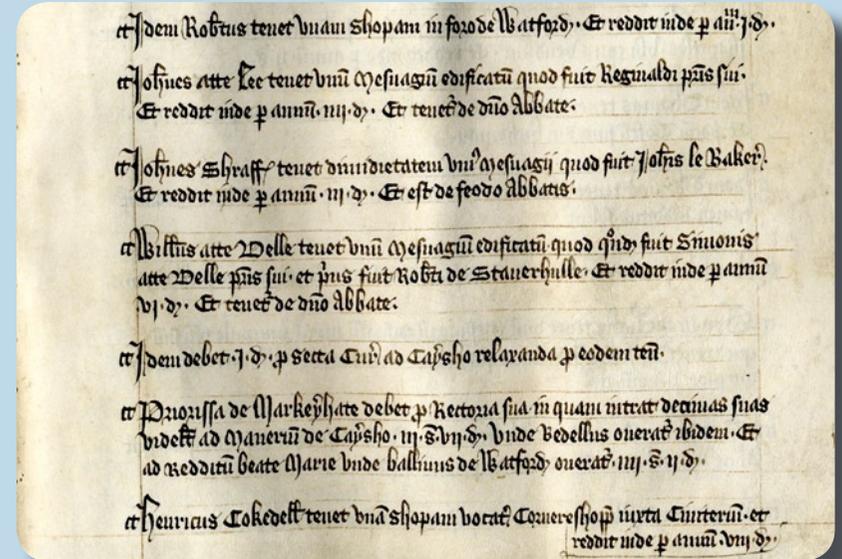
On 16 September at Hertfordshire Archives and Local Studies (HALS), County Hall, Hertford, local people and invited guests celebrated the launch of the Hertfordshire Manorial Records Database. The database is an online index of documents for more than 500 Hertfordshire manors whose records are held at HALS and other repositories throughout the country. The database now forms part of the online Manorial Documents Register for England and Wales, maintained by The National Archives.

Throughout the day an exhibition of manorial records was available in the archive reading room at HALS and members of staff were on hand to demonstrate the database, which is a fantastic resource for anyone interested in the history of Hertfordshire.

An exhibition of Hertfordshire Manorial Records and more information about their history can be found online.

Susan Flood

- ▶ nationalarchives.gov.uk/mdr
- ▶ hertsmemories.org.uk



▲ Extract from detailed survey of the manor of Cashio, 1332. Eagle-eyed readers may be able to spot the reference to a 'cornershopp' at the bottom of the extract!

◀ Map of the manor of Digswell, 1599.

Images supplied by Herts Archives and Local Studies



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Archive Pace Setter scheme launched

The Archive Pace Setter scheme was officially launched on 1 October. The programme aims to promote and celebrate innovation within the UK archive sector and will run until 2013. Led by the National Council on Archives (in partnership with CyMAL, MLA, The National Archives, the Scottish Council on Archives and the Society of Archivists), the Archive Pace Setter Scheme helps organisations working with archives to receive recognition for innovative project work. In addition to exclusive use of the branding, successful applicants will become part of a network providing access to various workforce development opportunities.

During the summer a wide range of organisations were represented at introductory sessions held around the country, and many have already expressed interest in becoming an Archive Pace Setter. Applications are encouraged from all types of archive services across the UK. If you would like to receive future updates specifically about the scheme, please email louise@nca.org.uk.

Louise Ray

▶ nca.org.uk/archivepacesetter



Living Links – be part of the record

Living Links, a three-year community archives project in Hampshire and the Isle of Wight, is making great progress in supporting and inspiring community groups. Its aim is to help diverse groups understand and embrace their changing histories, make connections between the past and present and build strong bridges between the record offices and the communities they serve. At mid-point, over 160 local groups have connected with the project, involving over 120 volunteers. An exhibition showcasing the aims of the project and what it is achieving is currently touring Hampshire and the Isle of Wight.

Advice and training are provided and creative projects inspired by community memories are supported. Detailed practical information and a mechanism for the exchange of ideas is now provided on the website and through a discussion forum.

Living Links is funded by the Heritage Lottery Fund and supported by Hampshire Archives Trust, MLA and the two record offices in Hampshire and the Isle of Wight.

Sarah Speller

▶ hants.gov.uk/archives/living-links

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The Harewood Family and Estate Archive at West Yorkshire Archive Service

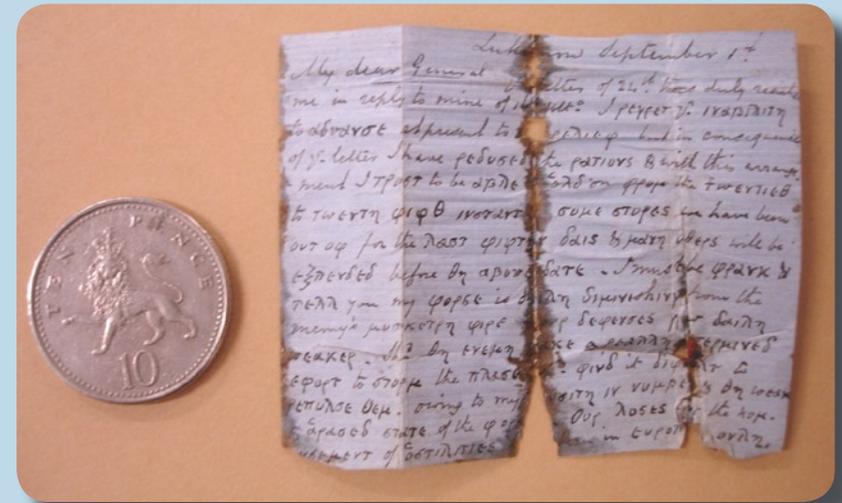
As we work towards the deadline in spring 2010 to provide online and improved access to records created at key moments in the history of Europe, the world, and Yorkshire in particular, the Harewood archive has more than lived up to its billing as a collection of international, national and local significance.

News of a rare discovery – an encrypted message smuggled out of Lucknow during the Indian rebellion of 1857 – spread from Moortown Today to the Mumbai Mirror. Over 10,000 items of correspondence received by the Governor General will be added to the catalogue with the help of the Families in British India Society. Evidence of George Canning's genius as foreign secretary facing the threat of Napoleon, and the expense accounts run up at York's public houses in the notorious Yorkshire election are just two highlights of 1807.

Much closer to home, a 'Revisiting Archive Collections' session in November will introduce the Harewood Reminiscence Group to the local characters at the tenants' ball in 1859 and help inform the cataloguing of the steward's correspondence.

Lisa Greenhalgh

▶ harewoodproject.wordpress.com



▲ Encrypted message smuggled out of Lucknow during the Indian Rebellion in 1857
Image courtesy of West Yorkshire Archive Service

Cataloguing 2.0

Find out about other projects funded in 2008:

- ▶ commonwealarchives.wordpress.com
- ▶ chancearchive.blogspot.com



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Archives and Major Research Projects: the Medieval Players case study

The Medieval Players were a professional touring company throughout the 1980s and early 1990s. They toured the country and abroad performing plays. Their archive has recently been donated to the University of Bristol Theatre Collection.

Their artistic policy realised an eclectic style that drew on research into medieval principles of production, including juggling, fire-eating, dancing and music. This is a comprehensive and substantial collection covering both the performing and business aspects of the company.

The papers offer an insider's look at the kind of publicly funded touring theatre that has all but vanished. This world of a small, tightly knit band of players – and its incredibly diverse (and vocal) audiences – is captured in great detail here within a remarkable archive.

This collection will provide an invaluable resource for the Worldwide Universities Network-supported project *ZMP – Medieval Plays in Modern Performances: an international archive project*.

Heather Romaine

▶ wun.ac.uk/2mp

MAPLE

The Major Archive Project Learning Exchange (MAPLE), the networking group for those organisations planning, managing, or with experience of delivering, large archive projects is now two years old.

From small beginnings it has expanded to include representatives from around 50 organisations. The membership represents the sector's diversity, with local authorities, universities and specialist archives actively involved. In tough economic times it is reassuring to note that a number of building projects managed by members will be coming to fruition over the next 18 months.

To be tasked with delivering a major capital project is a daunting prospect for even the most experienced archivist, and MAPLE aims to provide a forum for organisations to pool their knowledge and experiences. Primarily online, MAPLE uses an email list and web-based documentation to discuss issues and share resources but also holds three networking events a year.

Louise Ray

▶ louise.ray@nationalarchives.gsi.gov.uk



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Introducing the UK Archives Discovery Network

At a meeting at The National Archives on 6 August, it was agreed to formalise the structure of the national archives network development committee and to create a new body, the UK Archives Discovery Network, to further the aims of opening up data and archive discoverability.

The network will operate with a core steering committee and a wider forum. The main mechanism for development is an agreed framework of objectives under which all members can contribute work as part of the wider national effort.

The current draft objectives are:

- To promote the opening-up of data to offer capacity for cross-searching across the UK archive networks and online repository catalogues
- To lead and support resource discovery through the promotion of relevant national and international standards
- To support the development and use of name authorities
- To advocate for the reduction of cataloguing backlogs and the retro-conversion of hard-copy catalogues
- To promote access to digitised and born-digital archives via cross-searching resource discovery systems.
- To work with other domains and potential funders to promote archive discovery.

The network secretary is Melinda Haunton, of The National Archives. Please get in touch if you would like to be involved.

▶ melinda.haunton@nationalarchives.gsi.gov.uk

Archives 'Take Flight'

Archive Awareness has just launched its 'Take Flight' campaign, celebrating local links to manmade flights and the movement of people.

Throughout the autumn and winter, archives across the country have teamed up with local groups and communities to highlight their rich and diverse heritage in air travel, migration and human endeavour.

'Everyone has a history, and archives have got a bit of yours,' Angela Owusu, Archive Awareness Campaign Officer, said. 'The Archive Awareness Campaign offers something for everyone and gives people a unique chance to play detective and reinterpret the past themselves.'

▶ archiveawareness.com



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'Your Heritage' grants workshop (Nottingham)

This one-day workshop is designed for those aiming to apply to the Heritage Lottery Fund's 'Your Heritage' grant scheme. This scheme is for grants between £3,000 and £50,000. The workshop is run by Louise Ray, the Archive Lottery Adviser with the National Council on Archives.

▶ nca.org.uk/archive_lottery_advisory_service/current_training/your_heritage

10 December 2009

UK Archives Discovery Network Steering Committee meeting (London)

The meeting will formalise the framework for UKAD members and discuss initiatives such as EAC, Europeana and the British Library's new Manuscripts Catalogue. It will be held at the British Library.

▶ archivesnetwork.ning.com

January 2010

Launch of Accessions to Repositories survey

Our annual survey of collecting will be launched in early January.

▶ nationalarchives.gov.uk/archives

5 March 2010

'Your Heritage' grants workshop (London)

Held at The National Archives in Kew – see description for 4 December event (above).

▶ nca.org.uk/archive_lottery_advisory_service/current_training/your_heritage



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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

Development team leader: Amy Beeson

Strategic Collection Development team leader: Cathy Smith

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

Northern Ireland	Norman James
Scotland	Alex Ritchie
Wales	Jessamy Sykes
South-East	Melinda Haunton
South-West	James Travers
Yorkshire and Humberside	Andy Rowley
East of England	Liz Hart
North-West	Kevin Mulley
East Midlands	Dan Gilfoyle
West Midlands	Nick Coney
North-East	Tim Callister
London locals north of river	Malcolm Todd
London locals south of river	Rosie Logiudice
London specialist	Sam Velumyl and Fleur Soper

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▶ nationalarchives.gov.uk/legal/copyright.htm