

CAMPAIGN
for
VOLUNTARY SECTOR
ARCHIVES

**Keeping value: Archival guidance for the
voluntary sector v.1**

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1 Introduction

1.1 The purpose of this guide is to support voluntary sector organisations that own or look after archive material. The sector is very diverse and ranges long established major national charities with their own professionally managed archive services with collections spanning more than one century to small campaigning single issue groups. While the former may have paper records dating back to the 19th century, the later may have an digital archive. No guide can cover the very different circumstances experienced across the whole sector and this guidance should be used with other useful sources of useful advice provided by other organisations such as The National Archives, the Charity Commission for England and Wales and the Office of the Information Commissioner. This guidance is intended to help organisations plan the care and development of an archive collection, to support its long term future. This applies whether it is that of an existing small charity archive collection or that of a major organisation.. Whether the organisation is large or small The general principles and practice for successful archives management remain broadly the same, even though the means of delivery may vary according to scale and the availability of resources and expertise.

1.2 What is the aim of this guidance?

1.2.1 The aim is to provide an appropriate level of advice for the whole sector, whether for the administrator or experienced professional archivist. With this mind the guidance provides practical information to assist the voluntary sector in the management and development of their records and archives, subdivided into tasks for ease of reference.

“It is often easier to recognise that action is needed than to know where to start.”¹ The guide therefore includes practical steps, which **can** easily be taken to protect archival collections.

How is the guidance structured?

1.3.1The guide is organised into ten sections to provide a range of practical advice for voluntary sector organisations. These organisations are defined as those that focus on wider public benefits as opposed to statutory service delivery or profit. They are also known as third Sector or not for profit organisations. The ninth Section consists of case studies drawn from the sector to illustrate examples of archive work by voluntary organisations. The sections together build up the knowledge that will enable your organisation to develop its best practice with an understanding of the methods and sources of advice that are available,

1.2.3 The intention of this guide is to provide a good general standard of advice that is suitable for the whole sector, whether for administrators, volunteers or experienced archivists. Taken together these guidance notes build up the knowledge that will enable your organisation to develop it's the best practice with an understanding of the methods and support which is available..

Who is this guidance for?

This guidance for people who look after their organisation's archives, including those who are not professional archivists and in need of some general guidance, and those with more experience or professional qualifications. It may also be useful for museum, library and other heritage professionals who

¹ Managing the Preservation of Library and Archive Collections in Historic Buildings, National Preservation Office (2002)

work in or are involved with the voluntary sector, have archives in their care, and need guidance to improve what they can do.

2. Archives for voluntary sector organisations

What are archives?

2.1.1 Archives are collections of documents or 'records' that accrue through time which have been later selected for permanent preservation because of their value as evidence or as a source for historical or other research. *Records* are created by the *activities* of all organisations in the normal course of business. They serve an active operational, legal or financial purpose whilst in current use and may be selected for permanent preservation as part of an archival collection.

2.1.2 Sometimes these collections are placed on deposit in specialist collecting institutions, which are also called 'archives' or 'record offices'. Examples of these include national and local archive or record offices. Other institutions, including museums and libraries, also keep archives. Many organisations hold their own institutional archives such as religious groups, universities, schools, businesses, charities, arts organisations and community groups. These are often collections of their own institutional records.

Archive collections need to be carefully stored and managed, wherever they are held to protect and preserve them for current and future use.

Why are archives important?

2.2.1 The archives of a voluntary organisation are strategic asset that enable it to:

- keep and share the benefits of its experience
- meet its regulatory requirements
- provide transparency and accountability to its present and future stakeholders
- and contribute to the objective understanding of its activities through research

The archives of voluntary sector archives provide a unique perspective that cannot be found in the records of official bodies such as the judiciary, central and local government. The experience of voluntary sector organisations are crucial part of social history, so both the organisations themselves and researchers can learn a lot from the work that they have done in dealing with a wide variety of the society's problems.

2.2.2 There are practical administrative and legal reasons for effectively managing your records and keeping a corporate archive: These include:

- Meeting legal requirements and regulations: voluntary organisations will usually also be registered charities, and this requires proper keeping of minutes and financial records, with audited accounts. In the future there should be improved official records of decision-making and financial management being laid down for the future. Other regulatory areas that require effective record keeping include child protection, data protection, and health and safety legislation.
- Creating a corporate memory that enables the organisation to clearly document its past decisions and policies and maintain effective access to them in the future. This will greatly improve the quality of operation of procedures and policies and the ability to protect the organisation's rights and reputation.

2.3 The archives of the voluntary sector together form a strategically valuable resource for academic and policy research. With the traditional activities of the state increasing being devolved to the voluntary sector means that their archives have become an essential source for current and future research into the delivery and history of social policy. The influence of the voluntary sector on policy makers in areas as varied as environmental conservation, planning law and the relief of poverty will be of great interest for future generations of researchers. The archives will also find wider resonance at national and regional levels amongst diverse, organisations, communities, and individuals. Archives represent our recorded memory and form a vital part of our society's cultural, economical, environmental and social history.

2.4 Foundations and trusts, particularly those that provide grants to other voluntary organisations have a particular over-view of the sector. For example, the Wellcome Trust for medical research and the Joseph Rowntree Foundation for social deprivation. They also need to think carefully about sharing information received from grantees and it is good practice to explain to all interested parties why you retaining records for your archives and the research value of doing within the protection provided by the Data Protection Act.

3. Options for sustaining your archive

3.1 The diverse character of the voluntary sector means that the keeping and 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. In this context, a mixed economy of arrangements for archives is inevitable and desirable to take account of the varied circumstances of different voluntary bodies. There are three broad approaches for managing your archives:

- Retaining the archives in your own custody and directly managing their storage and access using your own staff and volunteers, who may include professionally qualified archivists.
- Sharing facilities with other organisations to store and provide access to your archive collections.
- Donate or depositing the collection with a recognised archive repository.

Maintaining your own archive

3.2.1 For large voluntary organisations with long histories and sizable archive holdings, there are many advantages in maintaining your own corporate archive in-house, managed by a professionally qualified archivist or records manager, working full time or part time. The archives remain directly under corporate management and control, they can readily be used to support the organisation's administration and compliance with external regulation and promote its general profile with beneficiaries, donors, supporters and the public. An example of a professionally managed in-house archive in the sector is the Children's Society. For smaller organisations other information professionals can maintain archives and as can skilled volunteers, if they are given the appropriate level of support, guidance and resources.

Archive partnerships

3.3.1 For some voluntary organisations, another option is to share facilities and resources with another organisation or group. Such an arrangement requires a formal agreement to define the financial

contribution and responsibilities of each party including procedures to amend or terminate the agreement if required in the future.

Deposit or donation of archives

3.4.1 For many organisations, the donation or deposit of an archive collection with a recognised archive repository has historically been the established way that they have secured the preservation and access of their archive collection. There are benefits to this route as an archive service is best placed to store, preserve and provide access to archival collections for the long term. Deposit with an established service may be particularly appropriate for material, which needs specialist care, such as moving image and sound recordings, textiles, and photographs. Qualified staff may also be able to facilitate access to the collection by cataloguing the records into a readily accessible structure. In case of active organisations, particular care is required to make arrangements for the future transfers of records to the archive service to ensure the archive collection retains its integrity and reflects the organisation's changing activities. Only inactive records with no further operational uses should be donated or deposited with an archive service. An example of deposited collection is the Oxfam archive deposited at the Bodleian Library.

3.4.2 This approach does mean the organisation loses some degree of control over the collection and there is a risk that over the longer term it becomes less aware of the a deposited collection and how it is related to the records kept by the organisation. Some archive repositories may only be able to accept a portion of the archive. This will usually be determined by the collecting policy of each archive service. A collecting policy formally sets out the categories of material an archive repository collects. Information about collecting policies is published on The National Archives website:

<http://www.nationalarchives.gov.uk/information-management/projects-and-work/deposit-agreements.htm>

3.4.3 Furthermore, the deposit or donation of a collection will almost certainly be subject to a formal deposit or donation agreement setting out the terms of the archives transfer to the custody of the archives repository. The National Archives has published guidance as to what loan or deposit agreement should contain:

<http://www.nationalarchives.gov.uk/documents/information-management/loanagreement.pdf>

Identifying an appropriate archive repository

You can search for archive services within your region or area of collecting interest on ARCHON, the contact directory for archive repositories and institutions in the UK, This is available online::

nationalarchives.gov.uk/archon/

You can search by area, for example 'Norfolk'.

You can search by place or repository name, for example, 'York' or 'York Minster Archives'.

The directory has contact details for each organisation. It will be useful to contact them if you are considering deposit with an established service.

4. Preservation and storage

4.1.1 Archives need to be stored in conditions, which are cool, dry and stable across the seasons, with minimum exposure to natural or artificial light and protection from pests, pollution and access by unauthorised individuals. Making a quick assessment based on the 'how to' guidance below will allow you to identify any immediate needs or risks and plan how to tackle them. There is a British Standard for the storage and exhibition of archival material is PD5454, which replaces the former standard BS5454. The Standard is written primarily for archive repositories and its recommendations apply to all traditional formats, including paper and parchment documents, books, maps and plans, and photographic media common to archives and on contemporary machine readable media. Many organisations will not have the resources to fully meet this standard and the practical aspiration is to bring their practice as close as possible to PD5454 within the constraints of available resources and current priorities.

4.1.2 The archive storage area should be maintained and used solely as a store. This will help to sustain security, environmental stability and light levels.

4.1.3 Any archive store should have expansion space to allow for additions to the collection. It also requires extra space to allow for processing and repackaging, which can mean that the collections take up more space than they did before.

4.2 Storage environment

- High temperatures and relative humidity speed up chemical changes in the materials within archive collections. This increases the rate of degradation over time.
- Changes in temperature and relative humidity can also increase degradation of the materials within archives.
- The ideal is a stable environment where temperature and humidity does not change much through the seasons. PD5454 recommends 13°C -20°C and Relative Humidity 60% for general collections. The emphasis is on maintaining minimum variations of temperature and humidity rather than achieving a fixed point.
- When relative humidity is above 65%, mould can germinate and spread through collections causing extensive damage.
- Paper and parchment should not be stored below 40% relative humidity for long periods of time as it can become dry and brittle. This increases the risk of damage through mishandling.
- Photographs and film benefit from storage at a lower rate of humidity of 30%-35%.
- Avoid natural light from outside of the storage area, as ultra violet light speeds up degradation.
- Keep lights on for a minimum amount of time, and only when staff are inside your storage area.

4.3 Storage Areas

- Look at your storage area – is it clean, dry and secure? It should be.
- Always clean without chemicals or water, using a vacuum cleaner where possible.
- Vacuum cleaners should have good filters to avoid spreading more dust around your storage area.

'HEPA' filters are even better as they catch a larger amount of very small particles, leaving the area cleaner.

- It is a good idea to wear a dust mask whilst cleaning the storage area.
- Are the doors (and windows) lockable and secure? They should be to prevent uncontrolled access or theft.
- Are repairs to the storage area needed?
- When repairs are being made, store the archives in another secure place. Chemicals in paint and other decorating materials can affect archival materials as they release gases. Avoid oil based paints. Take care to minimise dust and debris while rooms are refurbished. Clean up all dust and debris before returning the archives to the storage location.
- The archive store should include a good load bearing floor to take the weight of the archival collections, the packaging and shelving.
- Other possible adaptations to bring the storage area closer to PD 5454 include improvements to ventilation; pest monitoring and control, screening windows to exclude ultra violet light and structural insulation to buffer changes in temperature and relative humidity.

4.4 Storage – cupboards

- Look at your storage cupboard – is it clean, dry and secure? It should be.
- **Always clean without chemicals or water, using a vacuum cleaner where possible. It is a good idea to wear a dust mask whilst cleaning the storage cupboard.**
- Is the cupboard made of strong materials and fixed to an interior wall?
- Is the cupboard lockable and secure? It should be to prevent uncontrolled access or theft.
- Wood can give off acetic acid, which causes chemical damage to archives and can make them deteriorate faster. Newer wood usually gives off more acetic acid. Older wood can give off less, but continues to give off some acetic acid over time.
- Air circulation is important – allowing circulation of air within the cupboard to avoid pockets of high humidity, whilst preventing dust or pests from entering.

4.5 Storage – shelving

- Shelving should preferably be open **metal** racking which is secured to the floor and ceiling. It should not be fixed directly to exterior walls to prevent damp.

- Wooden shelving or cabinets sealed and treated with fire resistant solvent-free paint or water based varnish is acceptable for boxed material or bound volumes. Wood can give off acetic acid, which causes chemical damage to archives and can make them deteriorate faster. Newer wood usually gives off more acetic acid. Older wood can give off less, but continues to give off acetic acid over time. Metal shelves are the best option.
- Open shelves allow circulation of air and allow easy inspection and cleaning. The lowest shelf should be around **15cm** from the floor and not more than 200cm high.
- The top of the shelves should be at least 30cm from overhead lights to prevent heat damage to documents stored at high levels.
- Shelving should be open-fronted and easy to access. The shelves should be **large** enough to fully support the archives stored on them. For example large maps or plans, large or heavy boxes, multiple boxes.
- The shelves should be **strong** enough to fully support the weight of the materials placed on them.

4.6 Storage – packaging

- Packaging is an extra layer of protection for archives. It should protect the contents from light and pollution. It also provides some protection from damage from pests, and changes in light and humidity.
- Use archival quality boxes, folders, sleeves and other packaging materials wherever possible. Archival boxes and packaging are low in acid and lignin and designed to protect the archives to professional standards
- If you cannot afford archival-quality boxes or packaging, use clean, lidded cardboard boxes for temporary storage. Cardboard 'file storage' boxes or file folders can be used for short-term storage. For long-term storage use archival boxes, folders, sleeves and other packaging materials wherever possible.
- Never re-use cardboard boxes, which have contained food as these can attract insects and other pests.
- Photographs and and fragile single documents should be stored in archival polyester pockets or sleeves. Brand names include *Melinex*, *Mylar* a and *Polymex*.
- Silver safe paper can be interleaved between pages in photograph albums to protect photographs.
- Temporary packaging should be replaced with archival packing as soon as possible. Archival boxes and folders which are delivered flat packed are the cheapest to buy.

This guide does not recommend individual suppliers of archival packaging, though companies include:
Conservation by Design www.conservation-by-design.co.uk/
Preservation Equipment Limited www.preservationequipment.com/
G Ryder and Company Ltd www.ryderbox.co.uk/
Conservation Resources www.conservationresources.com/

Managing Risk

4.7.1. Risk cannot be avoided completely, even if you are well-prepared, events happen which can damage buildings and the archives stored in them. However, much can be done to reduce risk by making plans for what to do in response to major or minor incidents

4.7.2 The first thing to do is think of the things that can go wrong; then look at how these may be prevented; then plan what to do if an incident happens. A disaster management plan is an important tool to safeguard archival collections. This plan should include the recovery of material after fire, flood, pest or mould infestation and break-ins; details of these are included below.

Fire prevention

4.8.1 Fire prevention is the first line of defence in preventing destruction or irreversible damage to archives. Areas where archives are stored should be solidly built and must reduce the risk of fire. Storerooms should be assessed for risks from fire and suitable counter measures put in place. This includes fire-resistant doors, walls, ceilings, floors and windows. All of this is supported by the fire-prevention measures needed for any place of work or public building.

4.8.2 What you can do

- Never use open fires, stoves, gas, radiant electric or paraffin heaters in an archive building.
- Ensure that your building, entrance and exist areas and waste disposal areas are non-smoking zones. Ensure that this is observed by all staff and visitors.
- The storage area should have fire-resistant doors, walls, ceilings, floors and windows.
- Most offices have twenty-minute fire resistant doors. Archives need more protection than this. The ideal would be four-hour fire resistant doors.
- Electric wiring circuits should be routed through metal conduits (tracking which holds the wires clear of other materials.)
- Master switches for electrical circuits should be outside the storage area.
- Smoke detectors should be fitted inside and outside the storage area.
- Smoke detectors should link to the building's main alarm system and where possible, the Fire Service.

Flood and water escapes

4.9.1 Water will cause major damage to archives. Flooding can be caused by water coming into the building from outside or by water leaking from tanks or pipe work inside the building.

4.9.2 What you can do

- If the building is in an area known to be at risk of flooding, archives should be stored on the first floor or above. Ideally, they should be relocated to another building less at risk.
- Shelving should be raised off the ground to avoid damage from minor flooding or water escapes.
- Roofing, guttering and drains for rainwater should be in good condition and regularly checked and maintained to prevent water entering the building. This also helps to prevent damp walls.
- Water tanks and pipe work inside the building should be in good condition and regularly checked and maintained to prevent leaks.
- Pipe work should not run through or overhead storage areas. This includes all plumbing and central heating water pipes.
- Storage areas should not be directly below water tanks, boilers or pipe work.
- Basement storage should be avoided. Where used, it needs special attention to prevent flooding. If possible, it should not be near to storm drains or sewage pipes. It should be regularly checked and include a monitored flood alarm.

Theft and unauthorised access

4.10.1 Protecting archives from theft, deliberate damage or disorder ensures that they remain complete, intact and usable. Storage rooms, areas and cupboards must be lockable. Only the people responsible for caring for the archives should access these areas.

4.10.2 Archives and current records need to be protected from unauthorised access. This means that people who should not have access to the records and the information they contain are prevented from accessing and reading the information. Secure storage applies to all types of records: paper and parchment; digital records; video and sound recordings and any copies made from them. Protecting archives and records in this way is known as 'information security'. For physical formats In analogue formats, this involves preventing unauthorised physical access to records. For digital records, this involves security, focuses restricting access to only authorised users and ensuring that only appropriate people have read only and editing access to the records. Further information the preservation of digital archives is available below in section 4.11.

4.10.3 What you can do

- Storage must be lockable and kept locked when not in use.
- Access to the storage area must be controlled and monitored.
- If storage areas have to be shared, archives should be clearly separated and only handled by people responsible for their care.
- No item should be moved or removed without the permission of those people responsible for their care.
- If an item is moved or removed, a note must be left with details of where it is and who has it.

- A register of withdrawals and returns should be kept.
- A separate area for viewing and using the archives should be set aside if possible.
- All areas should be monitored when in use.

Disaster planning

4.11.1 The impact of risks can be reduced by planning the actions to take if an incident occurs. Taking action as soon as possible is essential to reduce damage caused by fire, flood, theft, tampering or vandalism. If items have been stolen, prompt action may help to recover them.

4.11.2 What you can do

- Detailed guidance on disaster planning and management is available which will help you to consider likely outcomes and to develop your own contingency preparations:
 - The National Archives nationalarchives.gov.uk/documents/information-management/disaster-planning-risk-management.pdf
 - National Preservation Office www.bl.uk/blpac/disaster.html
- Report theft or vandalism to the police as soon as possible.
- Contact the Sales Monitoring team at The National Archives to provide details on stolen archives. sales@nationalarchives.gsi.gov.uk We monitor sales of archives and documents, providing information could help find and recover your stolen archives.
- Contact the Art Loss Register to provide details of stolen archives: <http://www.artloss.com/content/home> The register is a not-for-profit organisation for registration and supporting the recovery of stolen art, antiques and collectable material.

Protection from fire, flood and theft along with planning for what to do if the worst happens will protect your archives from major risks and help prevent major damage or loss.

4.12 Digital archives and preservation

Many types of records and information are now created or 'born' digitally, including emails, word processed documents, spreadsheets, photographs, video and websites. Unlike paper records, records held in digital form will not survive in a usable form over a long period if they are neglected or mismanaged. Digital records need to be actively managed from the point of creation, so that they remain accessible and usable into the future. Storage alone is not a solution to digital preservation and a regime of regular preservation actions is needed to ensure they remain viable over time.

Digital archives systems are used to store and manage digital records and information. They may be complex server-based systems for large quantities of information, or regimes of managing preservation of data on removal media such as CDs, DVDs and external hard drives.

Digital preservation for an archive collection is a complex area of work which requires at least some level of technical knowledge, and ideally access to more advanced expertise.

It is important to note that uploading digital or digitised assets to the internet alone does not preserve them - though it is a powerful means of providing access.

The Heritage Lottery Fund have produced guidance to support their new policy, which for the first time opens the fund to primarily digital projects encourages effective planning and advises on how to get the best out of a project involving digital content:

<http://www.hlf.org.uk/preApril2013/furtherresources/Pages/Thinkingaboutgooddigitalpractice.aspx>

It also refers to the recent Online Computer Library Center (OCLC) research report on digital preservation which provides simple and practical steps in digital preservation and a good starting point for the nervous archivist <http://www.oclc.org/research/publications/library/2012/2012-06r.html>

The National Archives has produced a set of frequently asked questions to support people in caring for digital records and archives. These are available here: nationalarchives.gov.uk/information-management/projects-and-work/digital-preservation-faqs.htm.

Guidance on digital preservation policies is available here:

<http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf>

Digital Preservation Europe has an introduction to digital preservation available online:

www.digitalpreservationeurope.eu/what-is-digital-preservation/.

The National Library of Australia provides details of the critical elements of digital preservation online:

www.nla.gov.au/digital-preservation/critical-elements.

5. Managing Access

Introduction

5.1 Working with archives is based on the 2 principles of 'provenance' and original order'. These are worth briefly describing, as they are the foundations for all the activities you may carry out on your archives. You need to understand how and where your archives were created and how they are ordered before you take steps to improve how they are kept and cared for.

Provenance

5.2 Provenance means the history of ownership related to a group of records or an individual item in a collection. For archives, this means the relationship with creators and any subsequent owners of the records as well as how the records relate to each other. Preserving information on these relationships is essential as they provide evidence of how and who created and used the records before they became part of the archives. Provenance provides essential contextual information for understanding the content and history of an archival collection.²

Original order

² As described in further detail in Jackie Bettington et al (editors) *Keeping Archives* (Australia: Australian Society of Archivists 2008), p.16

5.3.1 Archives are kept in the order in which they were originally created or used.³ It is essential to understand this when working with archives so that this original order is preserved. This original order allows custodians to protect the authenticity of the records and provides essential information as to how they were created, kept and used. Sometimes this original order has been lost through poor handling or 're-sorting' However, well-intentioned any re-sorting has been, it can damage the integrity and authenticity of an archive collection. Though it may be possible, restore some of the original order.

5.3.2 Unlike published material, archival records are not understood on their own as individual items. Their meaning comes from their relationships with other records and the people or organisations that created and used them. When archives are listed or 'catalogued', as described at 5.5 below, the aim is to describe and preserve these relationships.

Listing and cataloguing

5.4.1 Detailed cataloguing is a worthwhile though time consuming process. Many established archives have backlogs of material waiting to be catalogued, so you are not alone if you do too.

5.4.2 If you do not have time or resources to catalogue everything in detail now, you should set time aside to make a quick box, file, volume or item list if you do not already have one. This also gives you the advantage of making a quick assessment to identify any major issues relating to the physical condition of the collection. You may also be able to identify significant material in your collections, as a valuable resource for research or which has specialist requirements (i.e. photographs, textiles, moving image and sound recordings.)

5.4.3 When material is listed, it allows you to take physical and intellectual control of it. When you provide access, it safeguards material, as you know what you have and what you are making available to researchers. Listing material is similar to stock control in a store or warehouse where goods and assets are listed and managed when received, whilst stored and when made available to consumers.

5.4.4 How to make a quick box list

- Have ready: Pencils, paper with printed forms or boxes to fill in.
- Have clean hands and a clean, dry area to work in.
- Set aside some time when you will not be disturbed or interrupted.

You can begin the listing by box number, title (even if that is a little sketchy) and number of boxes.) You can label boxes with pencil or with slips of paper inserted in the boxes. Never use sticky notes or labels on archival records themselves as they cause damage. Use slips of paper to label volumes. (Volumes are archival items which have been written in books such as diaries or ledgers, or items which have been bound together into books).

Example box list

Box / volume numbers	Title	Number of boxes / volumes	Box contents	Covering dates	Notes on problems / condition
00001-	Apples and	7	Business records	Not	None

³ As described in further detail in Jackie Bettington et al (editors) *Keeping Archives* (Australia: Australian Society of Archivists 2008), p.18

0007	Pears, Grocers			known	
00001-00012	Ms Enid Example	12	papers	c1890-1950 (rough dates)	Box 2 diaries loose bindings and previous water damage
00013	Mr Ernest Example	3 volumes (photograph albums)	Photographs, with some letters and postcards	1935-1945	Vol 3 some photographs loose.

A simple listing task may also give you a chance to clean your storage area and check for evidence of any pests.

Supporting safe access

5.5 Personal information, data protection and restricted access

5.5.1 Not all archives are suitable for immediate public access and this is an area of high reputational risk for all voluntary organisations. If the archives contain personal information about living people or information that is confidential for some other reason, you may need to restrict access to them your archives contain personal information on living people, you may need to restrict access to those records. If in doubt, it is better not to make the potentially restricted or confidential material available until you have more information on this. Information is available online on handling personal information covered by the Data Protection Act: <http://www.nationalarchives.gov.uk/documents/data-protection-procedures-2011-website-version.pdf>

5.5.2 If you are not sure whether your collection includes restricted or confidential information, or is subject to: Data Protection; Freedom of Information; or Environmental Information Regulations; or what to do about these, please contact asd@nationalarchives.gsi.gov.uk for further guidance.

Providing access

5.6.1. Good Handling and access procedures decrease the risk to the safety of archive documents. Always supervise people who view your archives and provide them with guidance on basic document handling. You should also restrict the types of items researchers can take into your reading room or library area if you have one. Anyone who uses your archives must handle them carefully. The National Archives provides basic document handling information online: <http://www.nationalarchives.gov.uk/visit/document-handling.htm>

5.6.2 Examples of 'reading room rules' can be found online which may help you can be found online. The National Archives' welcome leaflet has a simple list of what can and cannot be taken into reading room areas: <http://www.nationalarchives.gov.uk/documents/tna-welcome-leaflet.pdf> A more detailed list of reading room rules is available here: <http://www.nationalarchives.gov.uk/documents/rules.pdf> (Please see points 10-24 and appendices 4a and 4b.) **In general anything which can conceal, damage or be**

confused with the records and any food and drink should be excluded from the area where archives are stored or looked at.

5.6.3 Safe Access - Handling

- Don't take risks.
- Handle archives as little as possible.
- Ensure hands are clean and dry.
- Examine archives for signs of damage before making them available.
- Use only pencil or laptop computer for taking notes.
- Never lean on archives when taking notes.
- Avoid touching the page surface when reading – use a slip of paper as line guide if needed.
- Never use adhesive stickers to mark pages (or 'Post it' type sticky notes).
- Use soft, flexible weights to hold pages in place.
- Never moisten or lick fingers to turn pages.
- Be careful when moving heavy items, use a trolley.
- Never carry heavy, awkward or large items on your own.
- Support documents at all times – large items need a large table. Bound volumes (bound together like books) need supports such as foam wedges or pillows so that they don't open too far. Padded strip weights can help prevent keep plans or volumes with over_tight bindings from curling upwards while being displayed or consulted.⁴
- Have a clean, flat work space away from hazards ready before bringing out the archival material.
- Photocopying and scanning can cause damage to documents through exposure to strong light and closing the lid to flatten the document. If you must copy in this way, copy once only and keep the photocopy or digital scan to make other copies from.

5.6.4 Safe Access – Supervision

- Always supervise anyone who is viewing the archives.
- Have a designated area where archives are produced for viewing.
- The area should be clean, tidy and well presented.
- The area should be easy to supervise whilst not hindering researchers.
- Researchers should not be allowed into the storage areas.
- Keep records of researchers and the archives they have viewed..

6. Managing Current Records

6.1.1 Effective management of current records supports the creation of future archives. This is important, particularly when dealing with digital formats which need active management to remain accessible in the future. Records management is about controlling records as they are created and used as part of current activities and business processes. They are at a later stage selected to become part of an archive for the long-term. Best practice in records management is supported by a comprehensive framework of policies, procedures, systems, processes and behaviours. Ideally, it will involve all parts of the organisation in good practice in handling and maintaining records, informed by these policies, procedures, systems and

⁴ The National Archives' Document handling guidance includes photographs of wedges and padded weights with advice on handling different kinds of documents. It is available online here: nationalarchives.gov.uk/visit/document-handling.htm

processes. This ensures that reliable evidence of actions and decisions is kept and remains available for reference and use when needed, and that the organisation benefits from effective management of one of its key assets, its records.

6.1.2 Records management operates at different levels within organisations. At a personal and local level it is about individuals keeping adequate records of their daily work – filing correspondence, policies and other key documents, managing their emails, keeping notes of meetings, and so on – and doing so in such a way that the records they keep can be found and used when needed, by themselves or others. In larger organisations specialised staff and teams might undertake these tasks. Whatever the scale of record keeping, the principles behind records management remain the same.

6.1.3 The first step is have a records management policy which is an authoritative statement of intent to manage records in an appropriate and suitable manner for as long as they are required for business purposes. This policy should form the initial framework of principles, which express how records should be managed within the organisation. Where the records management policy comprises part of a broader information management or knowledge management policy, it should still be easy to identify and available to users.

6.2.1 Records Management Policy

This should have visible authority and the support of senior management and should contain:

- A description of what a record (i.e. meeting minutes, financial accounts etc) is and the reason for its retention and management
- A statement of commitment by the organisation to manage records appropriately and accurately for as long as the records are required.
- The identification of records management roles and responsibilities for all staff at every level of the organisation.
- An explanation of the objectives of the records management policy and how it aids compliance with specific standards and legal responsibilities that apply to the organisation.
- Detail of the relationship between the records management policy and other policies within the organisation (for example the email management or data security policies).

6.2.2 For a records management policy to be effective it has to be supported by the development and implementation of appropriate procedures. The most important step is to establish a filing structure. The filing structure reflects the relationship of organisation's activities through careful structuring of folders (with meaningful titles) 'containing' the records. This structure illustrates what the organisation's functions are, and it provides a means of managing the records generated as a result of these functions.

Filing Structure

6.3.1 The filing structure reflects the relationship of the organisation's activities through careful structuring of folders (with meaningful titles) 'containing' records. This structure reflects the organisation's business is, and it provides the means of managing its records.

6.3.2 A filing structure is way of creating a common understanding of how records should be stored and retrieved. This is an important as a corporate framework that allows that improves the retrieval of records and makes the structure of activities understandable to every user in the organisation. If the filing structure is well designed, it will allow the organisation to control access more effectively, ensuring that unauthorised users are not inadvertently granted access to restricted material.

6.3.2 The structure is often based on the functions or activities of an organisation. In some cases, it may also use subject themes for parts of the structure. It is strongly recommended not to use the names of business units or individuals to name parts of the filing structure as these can quickly become obsolete and reduce the effectiveness of the filing structure. While names may change, functions (i.e. public relations, finance, human resources) often provide a degree of continuity.

6.3.3 Essential features of a filing structure

- The structure is easily to understand and helps users to place records in the right place in the structure. Simple names are used to identify the different elements of the filing structure.
- There are established responsibilities for folder management, to ensure the filing structure is well maintained.
- There are multi tiered 'levels (or layers) of folders that act as segregate information to represent the functions, activities and transactions of an organisation.
- The final and lowest levelayer is defined by the business and is where the records are to be captured and stored. This helps users to place records in the right place, preventing them from creating their own inconsistent folder structures within the filing structure which do not conform to the corporate rules.

Disposal policy

6.4.1 Organisations of all sizes in all sectors need a disposal policy and process to prevent the retention of records that are no longer required for business purposes and to identify those that should be retained permanently are part of the organisation's archive. A disposal policy is a formal statement by an organisation on the appropriate means of disposing of records. This is supported by retention schedules, which identify how long records should be kept, and whether they should be destroyed or transferred to the archive.

6.4.2 Records should never be disposed of on an informal basis or at the discretion of individual users unless there is a specific reason. This might be because it is a duplicate record not required to support the business and it does not form part of the corporate record (such as casual e-mail correspondence) or it is an early draft that no longer reflects or aids the development of a final record.

6.5 Advantages of a Retention Schedule

- The schedule groups activities together to reduce the time required in searching and reviewing types of record due for appraisal for disposal (for example financial transactions).
- Identifying record types that will be permanently preserved at the point of creation (e.g. all newly created minutes and high level financial records will be earmarked for future transfer to the archive due to their classification in the retention schedule).

- Folders have clear time limit for closure where it suits the business process for opening new ones (at the end of a financial year or a new project, for example).
- Users naming conventions to identify different types of records easily.
- Introduces a folder or schedule that records information that allows users to allocate the correct disposal schedule.

Sources of guidance

6.6 The National Archives has published guidance notes for records management, which while focusing on the records of the public sector records does include a wealth of information that is equally applicably to voluntary sector organisations wishing to improve their records management:

<http://www.nationalarchives.gov.uk/information-management/projects-and-work/records-management-guidance.htm>

In particular '*Managing digital records without an electronic records management system*,' provides useful guidance for managing electronic records. It is particularly useful for smaller organisations that do not have electronic records management systems:

<http://www.nationalarchives.gov.uk/documents/information-management/managing-electronic-records-without-an-erms-publication-edition.pdf>

7.1 Resources

Funding and Sustainability

7.1. An archive needs a consistent and reliable commitment of resources. The first step to secure this is a specific archive budget for the purchase of conservation materials, equipment and other archive expenses. The long- term preservation and development of an individual archive collection requires a commitment of financial and human resources and this is much more likely to happen if the archive can contribute to your corporate identity and support your organisation's activities. For the collection to reach its full potential and to continue to grow and be effectively preserved, some dedicated budget and staff time is essential. This budget can be funded by your organisation, from its own resources, or can be applied for externally.

7.2 Funding for archives

Funding can come from inside or outside your organisation.

Making the case

Prepare details of the contents, value and needs of your archive to make the case for the resources needed. You can discuss this with the management team you report to, aiming to support decision making about future funding for the archive.

External grants may support your archive for specific projects or packages of activity. Information on finding funding is available here: <http://www.nationalarchives.gov.uk/archives-sector/finding-funding.htm>

The National Cataloguing Grants scheme is detailed here:

<http://www.nationalarchives.gov.uk/archives-sector/cataloguing-grants-programme.htm>

Points 4 and 5 of the *Guidance notes for applicants* will be of particular interest.

Colleagues may also be interested in the new cataloguing grant for business archives, depending on status: <http://www.businessarchivescouncil.org.uk/activities/objectives/catgrant/>

To discuss funding possibilities further, you can contact the Programme Manager (Development Advice) at The National Archives: asd@nationalarchives.gsi.gov.uk

8. Sources of advice and information

Policies and Standards

8.1.1 Policies and standards are produced to support the long-term sustainability of archives, wherever they are kept. Policies describe high level principles and aims, in this case proposed to support the archive sector. Standards for archives describe how to achieve and measure best practice to deliver policy aims. Together these provide the principles and practice to shape how work is done to best effect, making the best use of the available resources. Policies can be internal or external. Internal policies tend to support your mission or collecting policy remit. External policies are intended to support the wider archive sector. Standards for archives are usually external and cover all aspects of managing archives. They are a means to measure best practice and to deliver policy aims

Archives for the 21st Century

8.1.2 This is the current government policy on archives. It is aimed at archives in the public sector including universities. The recommendations can be applied to organisations of all kinds in the archive sector and are illustrated by useful case studies. The full policy and action plan are available here:

<http://www.nationalarchives.gov.uk/documents/information-management/archives-for-the-21st-century.pdf>

8.2 Records retention advice

The Charity Commission has published brief advice relating to the retention of records created by charities published focusing on accounting records:

<http://www.charity-commission.gov.uk/Library/guidance/Buzzacott%20Insight%20Retention%20of%20Accounting%20Records.pdf>

Section 10 of this guidance is short archival appraisal schema for voluntary organisations that main categories of records that might be retained for permanent preservation in the archive.

8.3 Archival Accreditation Scheme

A scheme of archival accreditation for the United Kingdom similar to the accreditation scheme developed for the museums sector has been published which consolidates many of our existing standards for collection development, storage, preservation and so on. This new scheme helps institutions to:

- Assess and develop their services;
- Secure the preservation and effective management of their archive holdings;
- While meeting the needs of users and ensuring their records remain accessible in the future.

Increasingly compliance to this emerging standard will become a prerequisite for securing external funding and recognition. A short summary of the scheme is available on The National Archives website is a short summary of the scheme:

<http://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation.htm>

8.4 Collection Development

The National Archives is supporting a framework of collection strategies to ensure that open records of events and of the lives and activities of individuals and communities, and of public, private and charitable organisations are:

- being kept
- preserved efficiently and effectively
- made easily available and widely accessible

The strategies support collection development for archives which have meaning and impact for their context and user communities. Further information is available online at:

<http://www.nationalarchives.gov.uk/archives-sector/collections-strategies.htm>

8.5 Promoting archives

The Archives Awareness Campaign promotes local and national archives across the UK and Ireland, celebrating the wealth of archive material available to the public. Voluntary sector archives are encouraged to participate. Information is available online:

<http://www.nationalarchives.gov.uk/archives-sector/archive-awareness-campaign.htm>

Archive Pace Setters is a scheme aimed at highlighting innovation in the sector

<http://www.nationalarchives.gov.uk/archives-sector/public-sources-lottery.htm>

8.6 Guidance from The National Archives

Information for the archives and cultural heritage sector, including case studies can be found here:

<http://www.nationalarchives.gov.uk/archives-sector/default.htm>

Support available to private archives (including clubs, societies and secretariats):

<http://www.nationalarchives.gov.uk/archives-sector/advice-to-private-archives.htm>

Support in caring for archives is available here: <http://www.nationalarchives.gov.uk/archives-sector/caring-for-archives.htm>

There is an the A-Z guidance section website; *archive management* will be of particular interest: <http://www.nationalarchives.gov.uk/information-management/guidance/a.htm> , along with *disaster planning*: <http://www.nationalarchives.gov.uk/documents/information-management/disaster-planning-risk-management.pdf>

The former 'Framework of Standards', including records storage, public access and cataloguing has been replaced by Archives Service Accreditation scheme: [nationalarchives.gov.uk/archives/framework.htm](http://www.nationalarchives.gov.uk/archives/framework.htm)

Advice on planning for new record repository::

<http://www.nationalarchives.gov.uk/documents/information-management/memo2.pdf>

8.7 Digitisation

Intellectual property is a complex area of law, and before digitising material in your collections you need to ensure that you own the copyright and other rights in the records. If the copyright belongs to someone else, you need to arrange copyright clearance with the rights owners. A detailed explanation of copyright and related rights is available online here: <http://www.nationalarchives.gov.uk/documents/information-management/copyright-related-rights.pdf>

General guidance on digitisation is available here: [nationalarchives.gov.uk/information-management/guidance/d.htm](http://www.nationalarchives.gov.uk/information-management/guidance/d.htm) See 'digitisation', 'Licensing digital images to commercial publishers'.

Guidance on image formats for digitisation is available here:

[nationalarchives.gov.uk/documents/information-management/digitisation-image-specification.pdf](http://www.nationalarchives.gov.uk/documents/information-management/digitisation-image-specification.pdf)

Digitisation with third parties

Please contact Licensing at The National Archives for specific advice on digitisation with third parties, including selection, length of and terms of agreement: associates@nationalarchives.gsi.gov.uk

8.8 Digital Archives and Preservation

The National Archives has produced a set of 'frequently asked questions' to support people in caring for digital records and archives. These are available here: [nationalarchives.gov.uk/information-management/projects-and-work/digital-preservation-faqs.htm](http://www.nationalarchives.gov.uk/information-management/projects-and-work/digital-preservation-faqs.htm)

Guidance on digital preservation policies is available here: [nationalarchives.gov.uk/documents/information-](http://www.nationalarchives.gov.uk/documents/information-)

[management/digital-preservation-policies-guidance-draft-v4.2.pdf](http://www.bl.uk/management/digital-preservation-policies-guidance-draft-v4.2.pdf)

8.9 General guidance

Collections Link brings together useful guidance on a range of subjects for archives:

<http://www.collectionslink.org.uk/subjects/archives>

The Preservation Advisory Centre at the British Library provides regular courses (some of which are free of charge) <http://www.bl.uk/blpac/index.html> They also publish a broad range of useful guidance:

<http://www.bl.uk/blpac/publicationsleaf.html>

British Library, Preservation Advisory Centre, *Basic Preservation*: <http://www.bl.uk/blpac/pdf/basic.pdf>

British Library, Preservation Advisory Centre, *Building Blocks for a Preservation Policy*:

<http://www.bl.uk/blpac/pdf/blocks.pdf>

UNESCO, Memory of the World, General Guidelines to Safeguard Documentary Heritage:

<http://unesdoc.unesco.org/images/0012/001256/125637e.pdf>

The National Archives, Protecting archives and manuscripts against disasters (2004):

<http://www.nationalarchives.gov.uk/documents/information-management/memo6.pdf>

The National Archives, Standard for Record Repositories

[:http://www.nationalarchives.gov.uk/documents/information-management/standard2005.pdf](http://www.nationalarchives.gov.uk/documents/information-management/standard2005.pdf)

8.10 Audio-Visual Preservation

Many non-specialist archives hold audio-visual material in their collections. This includes moving image and sound recordings which may be in many different formats from film, video, tape and vinyl to DVD and digital files. A range of advice is available to support you in caring for these specialist collections.

The Archives and Record Association has guidance for Film and Sound Archives in non-specialist repositories: http://www.archives.org.uk/images/Film_BPG.pdf

Basic Principles of Film and Video Preservation and Conservation are available on the Collections Link website:

London Screen Archives is the London regional network, which supports all organisations in London holding collections of moving image material. The network provides a free handbook for anyone working with a collection of film and video collection:

<http://www.londonsscreenarchives.org.uk/Londo/ProfessionalResources/CollectionsHandbook/>

PrestoSpace is a project working to improve and standardise practice for audio-visual material. A useful preservation guide is available online: <http://wiki.prestospace.org/pmwiki.php?n=Main.NavigationGuide>

The Preservation Advisory Centre has a guide to Photographic Materials which includes moving image film.

<http://www.bl.uk/blpac/pdf/photographic.pdf>

8.11 Finding a conservator

Assessment and repair of archives in which are damaged or fragile is a job for an expert; never attempt temporary repairs with unsuitable materials. Items which are in poor condition should be carefully placed in boxes or folders, and not made available to researchers until they have been treated or repaired.

The National Archives provides details on how to find a conservator:

<http://www.nationalarchives.gov.uk/information-management/projects-and-work/consulting-a-conservator.htm>

8.12 Finding an archivist

Consultant archivists work on a freelance basis and are available on a short term basis to carry out specific packages of work. These activities include surveying collections, preparing recommendations and guidance concerning the cataloguing, packaging and preservation. The Archives and Records Association publishes a directory of freelance consultants:

<http://www.archives.org.uk/general/list-of-freelance-consultants.html>

You might also consider employing an archivist for a specific period of time to address particular aspects of managing or caring for your collections. There is a JISCMail discussion list for archivists and records managers, which may be useful for inviting interest in your requirements. Items posted to the list are circulated by email: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=archives-nra>

8.13 Archival networks

Joining a network enhances an organisation's online presence and potentially opens up dialogues with archivists and information management professionals working in similar circumstances.

8.13.1 ARCHON is a directory of contact details and locations of for record repositories and institutions.

<http://www.nationalarchives.gov.uk/archon/> It also provides repositories with a unique repository code which can be used in ISAD G compliant cataloguing [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf) (*General International Standard Archival Description, Second Edition p13, 3.1.1. Reference code*).

New ARCHON entries can requested by completing an online form:

<http://www.nationalarchives.gov.uk/archon/searches/update.asp> . Having an ARCHON entry and code is the first step to joining an archive network, as networks ask contributors to have a unique repository code.

The National Register of Archives provides the best all round information on archival sources for British history. Is a central point for collecting and sharing information about archive collections held in many places, reflecting the richness, diversity and complexity of British society. It includes unique online access to 44,000 lists and catalogues describing archives of British history held in the UK and abroad. Repositories on the ARCHON Directory often submit lists or finding aids to the National Register of Archives, which contains information on the nature and location of manuscripts and historical records that relate to British history. If you are interested in submitting lists to the National Register of Archives, please contact Archives Sector Development: asd@nationalarchives.gsi.gov.uk

8.13.2 As well as the online resources maintained by The National Archives there are also several other networks which provide online access to descriptions of archival collections in the UK. These include the Archives Hub, Archives Wales, SCAN and Genesis. Workshop and training days are organised for existing and new participants.

8.13.3 [AIM25](#) is a network, which has a specific remit for providing electronic access to collection level descriptions of the archives of over one hundred higher education institutions, learned societies, cultural organisations and livery companies within the greater London area. Contributors range from large repositories like [London Metropolitan Archives](#) to smaller specialist repositories such as the [Association of Anaesthetists of Great Britain and Ireland](#).

8.13.5 Contributing to a network such as AIM25 can be a useful method of generating descriptions of holdings in a structured way, in compliance with international cataloguing standards. It is a useful tool to use if you do not have access to an electronic catalogue, as contributors gain access to an online system which allows them to complete collection level descriptions. These descriptions are published on the AIM 25 website, linked to access information on the ARCHON directory. The directory has clear information on where collections are located and any access restrictions.

8.13.6 [Archives Hub](#) provides a gateway to over 180 archival collections held across the UK. It complies with the General International Standard Archival Description (ISAD(G) cataloguing and indexing standards. You need to provide the Hub with descriptions in Encoded Archival Description (EAD). You can create EAD descriptions using your own software, or using the Hub's EAD editor. Encoded Archival Description (EAD), is an international standard that promotes interoperability and sustainability. There is an online tutorial for preparing and adding descriptions available at: <http://archiveshub.ac.uk/eadeditortutorial/>

8.14 Professional Organisations and membership

8.14.1 Archives and Records Association UK and Ireland

The Archives and Records Association UK and Ireland (ARA) is the professional body for archivists and archival conservators and is an amalgamation of the Society of Archivists (SOA), National Council on Archives (NCA) and Association of Chief Archivists in Local Government (ACALG): <http://www.archives.org.uk/>

8.14.2 British Records Association

The British Records Association provides a forum for everyone interested in archives including archivists, historians, and owners of records. It is also a clearing house and rescue body for archives to ensure that material of historical interest is deposited with appropriate record offices: <http://www.britishrecordsassociation.org.uk/>

8.14.3 Charities Archivists Records Management Group (CHARM)

The group is for people responsible for or involved with the management and care of the records and archives of charities and voluntary organisations. CHARM membership is open to anyone interested in charity records and more information can be found on their website: <http://www.charmonline.org.uk/>

8.14.4 Campaign for Voluntary Sector Archives

The Campaign for Voluntary Sector Archives was formed in 2011. It has grown out of concern for the neglect of archives and records across the voluntary sector and more information can be found on its website: <http://www.voluntarysectorarchives.org.uk/>

8.14.5 Oral history

The Oral History Society promotes the collection, preservation and use of recorded memories of the past and the Society's provides access to advice and contacts: <http://www.oralhistory.org.uk/>

8.14.6 Community Archives

The Community Archives and Heritage Group (CAHG) is a national group which aims to support and promote community archives in the UK There are resources and useful links for community archives on their website: http://www.communityarchives.org.uk/category_idtxt_resources.aspx

West Yorkshire Archive Service have produced useful ideas and tips as part of their Community Archives Accreditation Scheme. You will see that is has been constructed as a learning exercise, but it has some very accessible information: [http://www.nowthen.org/assets/files/mp3/CAA%20Scheme%20\(2\).pdf](http://www.nowthen.org/assets/files/mp3/CAA%20Scheme%20(2).pdf)

8.14.7 Business archives

The Business Archives Council promotes preservation and access for business archives. Advice on managing business archives is provided on a dedicated website: <http://www.managingbusinessarchives.co.uk/>

8.16 Training Courses and Professional Development

8.15.1 The Archives and Records Association has a programme of workshops and courses for all levels of experience: <http://www.archives.org.uk/training/training.html>

8.15.2 The Preservation Advisory Centre at the British Library provides regular courses (some of which are free of charge): <http://www.bl.uk/blpac/index.html>

8.15.3 There is a range of companies providing a range of training programmes. Examples include, the Archive Skills Consultancy , which has a programme of regular training including Basic Archives Skills: <http://www.archive-skills.com/training/2010/23-6.php>; the University of Dundee, which provides modules for continuing professional development for people working with archives. These modules include *Archives Theory and Management* and *Archive Administration, Access and Preservation* <http://www.dundee.ac.uk/cais/cpd/> .You may find more example by searching online.

8.15.4 The Archives and Records Association also have a useful page on careers in archives. It includes a list of University courses, some of which provide single units of study on professional skills. <http://www.archives.org.uk/careers/careers-in-archives.html>

8.16 Useful books

Jackie Bettington et al (editors) ***Keeping Archives*** (Australia: Australian Society of Archivists 2008). *This is the third edition of this book, the second and first are also useful.*

Caroline Williams, ***Managing Archives: Foundations, Principles and Practice*** (Oxford: Chandos Publishing, 2006)

Helen Ford, *Preserving Archives* (London: Facet Publishing 2007)

9. Case Studies

9. Case Studies

Children's Society (in house archive)

9.1.1 The Children's Society established in 1881 as the Church of England Society for Providing Homes for Waifs and Strays adopted its present name in 1982. Until the 1970's it ran a large number of residential children's homes and specialised in the field of adoption, fostering and boarding out children. In the 1970's a shift in professional practice led to the development of community based social work projects and preventive work with children, young people and their families. The Children's Society Archives and Record Centre is a good example of a voluntary organisation that operates an integrated records management and archive **service** in support of its core role to protect vulnerable children. Records containing personal and confidential information are subject to an hundred-year access restriction for members of the general public, but there is an exception for information that is made available to relatives and individual care subjects.

9.1.2 The archive collection is of national and historical importance and has been awarded UNESCO UK Memory of the World status. It provides evidence of The Children's Society's role as the main voluntary childcare agency of the Church of England and the development of its social work policy and practice. The archives include annual reports, minutes, admission and discharge registers, children's case files, photographs and promotional material such as leaflets and posters. The Society with the funding from the Big Lottery developed **an** on-line archive '*Hidden Lives Revealed A Virtual Archive -Children In Care 1881-1981*': http://www.hiddenlives.org.uk/unexplored_riches/about.html and the Archive is currently in receipt of a major Wellcome Trust grant to catalogue and preserve significant parts of the collection.

9.1.3 The archive provides an evocative and powerful witness to the Society's past and is a highly effective asset in supporting its current activities from fundraising to the pastoral care of former beneficiaries of its services.

Barrow Cadbury (a deposited archive)

.9.2.1 The Barrow Cadbury Trust, established in 1920, and the allied Barrow Cadbury Fund Ltd., established in 1924, were created as a natural extension of the charitable giving of Barrow and Geraldine S. Cadbury. The history of the Cadbury family is closely tied to the Quaker faith and to the chocolate factory in Bournville that bears their name. To this day the descendants of Barrow and Geraldine play an active role in the leadership of the Trust. At the national level the Trust works to influence policy makers on a range of social justice issues from migration to penal reform. This activity is a direct manifestation of the

Quaker ethos 'speak truth to power'. The Trust also provides grants to local community and voluntary groups working in deprived areas of the United Kingdom, with a regional focus on Birmingham and the Black Country. The extensive archive is held on deposit with the Birmingham Archive and Heritage Service and contains not only the Trust's own institutional records but also the records of grant recipients, many of which will not be found elsewhere. Following the commissioning of the Trust history it was determined that access to the collection was problematic due to the lack of a collection catalogue. Consequently, in 2012 the Trust decided to fund a full-time archivist post based at the Birmingham Central Library to sort and catalogue the collection on an 18 month contract.

9.2.2 The Trust provides an excellent example of an organisation electing to deposit its historical records at a local authority archive and record office. In addition to ensuring the professional administration and preservation of the collection, the Trust has gone further in appointing a project archivist to create a catalogue to facilitate access for staff, academic and social policy researchers, voluntary sector organisations and other interested parties. The Trustees believe that the archive will prove a valuable source of information for future policy makers.

10. Archival appraisal schema for voluntary organisations

10.1 The short archival appraisal schema below lists the types of records that might be created by a voluntary organisation and associated bodies (such as charitable trusts), which are of historical significance for the future. A schema is a framework, which helps to organise and interpret information. It is useful, structured way to look at records made by an organisation. The schema can also be used to help organise and order current records created by the organisation current activities including those created and stored electronically.

10.2 The following outline offers a possible template for cataloguing the records created by a variety of organisations. Additionally it may help organisations to distinguish between different types of records and to identify those of historical significance that should be permanently preserved in the archive.

Archive appraisal schema for voluntary organisations

Key general information

10.2.1 When appraising an archive collection, it is good practice record the following information:

- the date of the organisation was established;
- description of its activities;
- major events in its history such as moves to new premises;
- campaigns and prominent members or employees.

General description of the archive

10.2.2 When describing the contents of an archive, it is good practice to record information about the size of the collection, the format, languages of the material as well as how the collection is arranged physically and intellectually. Details of any available supplementary finding aids such as card indexes should be included with any published histories of the organisation.

10.2.3 Schema for voluntary organisations

Records for retention

Governance

Minutes of governing bodies

Trust deeds

Constitution

Charity Commission schemes of management

Annual reports

Membership records

Correspondence

General administration

Visitor books

Finance and resources

Annual accounts

Trust accounts

Fundraising appeal accounts and literature

Property records

Deeds

Tenders, specifications, architectural plans and drawings, photographs relating to major projects e.g. new buildings and extensions

Inventories

Logbooks

Correspondence

Library accession registers

Staff

Policy and subject files

Case files - selectively

Personnel files for key members of staff

Publications

The promotional activities of voluntary sector organisations may produce the following items which may be selected for the archive:

- Newsletters and magazines
- Press releases
- Records of festivals and special events including invitation cards
- Calendars
- Scrapbooks and newspaper cuttings

Personal papers

Archives drawn exclusively from official sources without a personal dimension would only provide a partial perspective on an organisation's activities. For this reason, it may be appropriate to receive the personal papers of activists, donors, officials and volunteers if they provide additional information about the organisation's culture, operations and policies.

These may include:

- Diaries
- Correspondence including e-mails
- Study notes
- Photographs
- Newspaper cuttings

[CVSA:Keeping Value,: Version 1 November 2013]