

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 21 November 2013

11.00 am

City Central Library, Bethesda Street, Hanley, ST1 3RS (Please go to Floor 1 where a member of staff will indicate the meeting room to you)

Note to Members:

Arrangements have been made for a quick tour of the Stoke Archives Reading Room and stores at the conclusion of this meeting

John Tradewell
Director of Democracy, Law and Transformation
13 November 2013

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 20 June 2013** (Pages 1 - 4)
4. **Predicted Outturn 2013-14** (Pages 5 - 12)

Joint report of the Director of Finance and Resources and the City Director of Corporate Services

5. **Review of Fees and Charges 2014-15** (Pages 13 - 24)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

6. **Award of Contract for Digitisation of Key Family History Collections** (Pages 25 - 28)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

7. **Collection Policy and Strategy** (Pages 29 - 40)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

8. **Digital Preservation Policy** (Pages 41 - 50)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

9. **Date of next meeting - 20 February 2014**

The meeting will be held in the County Record Office, Eastgate Street, Stafford.

10. **Exclusion of the public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

PART TWO

(All reports in this section are on pink paper)

11. **Exempt minutes of the meeting held on 20 June 2013** (Pages 51 - 52)

(exemption paragraph 3)

12. **Staffordshire and Stoke-on-Trent Archive Service: Staffordshire Record Office Extension** (Pages 53 - 56)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

Membership

Janine Bridges (Vice-Chairman)
Ian Parry
Mike Lawrence (Chairman)
Michael Greatorex (Observer)

Substitutes
Ben Adams
Mark Winnington
Andy Platt

Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 20 June 2013

Present: Janine Bridges (Vice-Chairman), Mike Lawrence (Chairman) and Michael Greateorex

Apologies for absence: Ian Parry

PART ONE

1. Appointment of Chairman and Vice-Chairman

The Committee noted changes to the County Council's membership of the Joint Archive Committee following the recent County Council elections on 2 May 2013 and welcomed Mike Lawrence and Michael Greateorex to the meeting. The City Council also confirmed Andy Platt would replace Mrs G. Hassall, as the substitute member, to represent the City Council in the event that Dr Bridges was unavailable, but would only assume voting rights in her absence.

(a) **RESOLVED** - That Mike Lawrence be appointed Chairman of the Staffordshire and Stoke-on-Trent Joint Archives Committee up to the annual meeting of the Joint Committee in 2014.

Mike Lawrence took the Chair

(b) **RESOLVED** – That Dr Janine Bridges be appointed Vice-Chairman of the Staffordshire and Stoke-on-Trent Joint Archives Committee up to the annual meeting of the Joint Committee in 2014.

2. Declarations of Interest in accordance with Standing Order 16

None at this meeting.

3. Minutes of the meeting held on 21 February 2013

RESOLVED – that the minutes of the meeting held on 21 February 2013 be agreed and signed by the Chairman.

4. Staffordshire and Stoke-on-Trent Archive Services: Annual Report 2012/13

The Committee considered the joint Annual Report of the Director for Place and Deputy Chief Executive and the Director of People - Adult and Neighbourhood Services (Schedule 1 to the signed minutes), on the work of the Staffordshire and Stoke-on-Trent Joint Archive Service for the period April 2012 – March 2013.

The Committee noted that 2012-2013 was the first in the current three-year planning cycle for the Joint Archive Service. The year's Annual Report showed both positive achievements and steady progress towards meeting the overall strategic objectives of the Archive Service within the current Forward Plan, 2012-2015. These objectives were: (i) an integrated onsite and online customer experience; (ii) an innovative online presence which showcases Staffordshire's collections; (iii) engagement with

Staffordshire's communities to strengthen their sense of identity and place; (iv) celebration and discovery of Staffordshire's history; (v) a sustainable high performing service which provides leadership for the Archives and Heritage Sector; (vi) improving and promoting user access to Staffordshire's collections; (vii) delivering high quality care of Staffordshire's collections; (viii) extended volunteer working in Archives and Heritage providing opportunities for people to increase their skills and help support access to collections.

The Annual Report demonstrates a productive year for the Joint Archive Service in terms of its performance, achievements and associated activity. The most notable successes had been: achieving compliance plus with the Customer Service Excellence Standard; attracting grant funding for several projects including the Great War Centennial, Bradford Archive and Manorial Documents Register; launching the Service Facebook page, implementing new opening hours and staffing structure; successful preparation for inspection by the National Archives; and making significant progress on the contract to digitise key family history resources.

The Committee discussed promoting the work of the Archive Services including; the use of social media via Flickr, Twitter and Facebook; the Members' Bulletin (edited by Member and Democratic Services); and encouraging ancestral tourism to help benefit the local economy, including through links with Enjoy Staffordshire.

The Committee noted the public service statistics detailed in the report. They also noted that the Joint Archive Service produced good performance results against its local targets for public service delivery and achieved a 99% customer satisfaction rating in the national Public Services Quality Group User Survey. Overall it was a successful year for the Service and they continue to meet high standards whilst also developing plans to adapt to changing demands.

RESOLVED – That the Annual Report for the Staffordshire and Stoke-on-Trent Archive Service for 2012/13 be received as a record of the performance of the service in the year under review.

5. Joint Archive Service - Outturn 2012/13

The Committee considered a joint report of the County Council's Director of Finance and Resources and the City Director of Central Services presenting the final outturn for the Joint Archive Service for 2012/13 (Schedule 2 to the signed minutes).

The outturn showed that the service had spent £655,167 compared with an approved budget of £660,650 giving an underspend of £5,483 which was transferred to the General Reserve at the end of the financial year. The General Reserve had a balance of £86,003. The Archive Acquisition Reserve had a balance of £62,342 towards the purchase of new collections for the benefit of archive users in the County and City. The Committee were reminded that the Joint Archives Committee was required to complete a Small Bodies in England Annual return for the year ended 2013 and this had been completed and was available for the Chairman to sign, when approved.

RESOLVED – (a) That the report be received;

(b) That approval be given for the Chairman to sign the completed Small Bodies Return for submission.

6. Inspection by the National Archives

The Committee received a joint report of the Director for Place and Deputy Chief Executive and the Director of People – Adult and Neighbourhood Services on the Inspection by the National Archives (schedule 3 to the signed minutes).

The Committee noted that the inspection was carried out under the auspices of the 1958 Public Records Act and the Historical Manuscripts Commission warrant. It was carried out over two days with the inspector visiting all three sites, accompanied by the Head of Service and other officers as appropriate. Each site was assessed separately but also the whole of the Joint Archive service in respect of its joint delivery of: policies, plans, online catalogue, website, conservation service, and other whole service projects.

The Committee noted that the results of the inspections were very positive for the Service, especially at Stoke-on-Trent, where the improvements had been praised. The Head of Service confirmed that she would continue dialogue with the Inspector to assess the recommendations made and to develop a plan to make improvements as appropriate.

RESOLVED – that the report on the Inspection of the Joint Archive Service by the National Archives be received.

7. Review of Volunteer Policy

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of People – Adult and Neighbourhood Services on the revised Volunteer Policy (schedule 4 to the signed minutes).

A review had been undertaken to update the Policy reflecting changes proposed following consultation with volunteers (via a survey of volunteers in the Archive and Museum Services) during November / December 2012. It had also been aligned with the County Museum Service so that the Policy covered Archives and Heritage in Staffordshire as well as the whole of the Joint Archive Services.

The Committee noted that volunteers contributed 4,717 hours to the Archive Service in 2012/13, which was equivalent to 2.4 full time members of staff per week across the service. The results of the survey testify the appreciation of this role and the value it provides in retaining volunteers.

The 2009 Policy and the County Museum Volunteer Policy were both evaluated and found to be very similar. The difference between the two had been reconciled and a single policy formed. The main changes to the policy included:

- (i) alignments to ensure that the policy covers the Joint Archive Service and County Museum;
- (ii) updating the strategic outcomes which the policy supports;

- (iii) updating the range of activities carried out by volunteers to include preservation work and care of collections;
- (iv) ensuring the corporate process for recruiting volunteers is included in the policy and the policy fits within corporate policies;
- (v) a change in emphasis to stress partnership working with volunteers;
- (vi) inclusion of a commitment to offer opportunities to find out more about the work of the Service; and
- (vii) retaining the rewards of discounts at events and an annual thank you lunch.

The volunteer agreement had been updated to take account of the new policy. Volunteers would be informed of the policy revision as a start to the process of ensuring they understand how their work contributes to the overall work of the Archive Service and County Museum Service. All new volunteers were required to complete and signing the volunteer agreement. Comment was made that as access to the Archive Service changes the needs of volunteers will be considered.

RESOLVED – that the revised Volunteer Policy for the Staffordshire and Stoke-on-Trent Archive Service be approved.

8. Date of next meeting - 21 November 2013

RESOLVED – That the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee be held on Thursday 21 November 2013 at 10.30 am at the City Central Library, Hanley.

9. Exclusion of the public

That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below.

The Committee received an update on the following item.

10. Award of Contract to Digitise key family history collections

Chairman

Local Member Interest	Nil
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STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

21st November 2013

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2013/14

Recommendation(s)

1. That this report informing the Committee on the predicted outturn for the Joint Archive Service for 2013/14 is received and noted.
2. That the request to use £50,000 from the general reserve be considered and approved.

Joint report of the Director of Finance & Resources and the City Director of Corporate Services

Reasons for Recommendations

3. The Joint Archive Service budget for 2013/14 is predicted to be underspent by £4,256. The General Reserve has a balance of £86,003 and the Archive Acquisition Reserve has a balance of £62,342.

Background

4. The predicted outturn for the Joint Archives Service is set out in Appendix 2. It is expected that the service will spend £663,924 compared with an approved budget of £668,180. This gives an underspend of £4,256 which will be transferred to the General Reserve at the end of the financial year.
5. The County is anticipating an underspend of £2,122 due to savings on salary oncosts. The City Council is anticipating an underspend of £2,134 due to savings on staffing costs.
6. There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balance of these reserves is set out in Appendix 3. The General Reserve has a balance of £86,003. Of this £12,000 has already been earmarked for the shelving project at Stoke.
7. Permission is sought to allocate £50,000 of the general reserve towards the relocation project. The project will be considered at Property Board this month and a HLF application is being prepared.

8. The current balance on the second reserve, the Archive Acquisition Reserve, is £62,342. This reserve enables the Archive Service to purchase collections for the benefit of archive users in the County and the City.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

The Joint Agreement budget is subject to an annual small bodies audit.

Resource and Value for money implications:

The Joint Agreement budget is monitored regularly throughout the year.

Risk Implications:

No significant implications.

Climate Change Implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Kaye Chadwick, Senior Accountant
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Room Number: Staffordshire Place 2

List of Background Papers

Staffordshire and Stoke on Trent Joint Archives Committee 21st February
2013 (Report on Proposed Revenue and Capital Budgets 2013/14)

Joint and other Archive Services 2013/14 files

Joint Archives Service
Predicted Outturn Position 2013-14

APPENDIX 2

	Core Services			Staffordshire County Sites and Public Services			Stoke City Sites and Public Services			Total for service		
	Current Estimate 2013/14 £	Actual Expenditure as at Nov 2013 £	Predicted Outturn 2013/14 £	Current Estimate 2013/14 £	Actual Expenditure as at Nov 2013 £	Predicted Outturn 2013/14 £	Current Estimate 2013/14 £	Actual Expenditure as at Nov 2013 £	Predicted Outturn 2013/14 £	Current Estimate 2013/14 £	Actual Expenditure as at Nov 2013 £	Predicted Outturn 2013/14 £
Expenditure												
Employees	337,180	192,384	337,101	229,170	131,917	226,333	92,390	42,738	85,476	658,740	367,039	648,910
Training	1,200	273	1,200	0	0	0	870	619	870	2,070	892	2,070
Travel	1,900	1,298	2,225	200	156	268	300	131	300	2,400	1,585	2,793
Supplies and Services	5,740	-1,995	5,546	28,070	7,314	28,348	20,030	17,627	20,600	53,840	22,946	54,494
Total Expenditure	346,020	191,960	346,072	257,440	139,387	254,949	113,590	61,115	107,246	717,050	392,462	708,267
Income												
Grants & Reimbursements												
Sales				11,980	8,318	12,032				0	0	0
Fees & Charges				19,440	10,254	19,440	7,550	1,899	3,800	11,980	8,318	12,032
Miscellaneous	2,960	2,131	2,131	6,940	2,567	6,940				26,990	12,153	23,240
Transfers from reserve	0	0	0	0	0	0				9,900	4,698	9,071
Total Income	2,960	2,131	2,131	38,360	21,139	38,412	7,550	1,899	3,800	48,870	25,169	44,343
Net Expenditure	343,060	189,829	343,941	219,080	118,248	216,537	106,040	59,216	103,446	668,180	367,293	663,924

PREDICTED UNDERSPEND

-4,256

JOINT ARCHIVES GENERAL RESERVE**APPENDIX 3**

21 November 2013

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
Balance brought forward 1 April 2013	73,573	12,430	86,003
2013/14			0
	<hr/>	<hr/>	<hr/>
Earmarked Items	73,573	12,430	86,003
Shelving at Stoke		12,000	12,000
Balance Available	73,573	430	74,003

JOINT ARCHIVES ACQUISITION RESERVE

Balance brought forward 1 April 2013	62,342	0	62,342
2013/14			
Balance Available	62,342	0	62,342

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 November 2013**

**Staffordshire and Stoke on Trent Archive Service: Review of Fees and
Charges 2014-2015**

Recommendation(s)

1. That the fees and charges proposed in Appendix two to this report be approved for introduction by the Joint Archive Service from April 2014.

**Report of Deputy Chief Executive and Director for Place (Staffordshire
County Council) and Director of Adult and Neighbourhood Services
(Stoke on Trent City Council)**

Reasons for Recommendations

2. The Archive Service fees and charges have been reviewed on an annual basis for a number of years to allow the Service to adapt its services according to demand and cost of provision. The proposed fees and charges are recommended for approval as they represent a fair and reasonable increase.

Background

3. The standard sources for income generation for the Archive Service are: a range of copying services; the sale of photographic permits; research, transcription and certification services; sales of publications; donations; and fees for talks by and group visits to the Archive Service. In addition from 2014 the Archive Service will benefit from income from its partnership with a commercial provider to make key archive collections available online. Each year the Service reviews its fees and charges based on the economic climate and take up of its services.
4. The review is intended to be a balanced approach which encourages use of services whilst still ensuring that income is generated to support the running of such services.
5. When the fees and charges were reviewed in 2012 some fees were held and others were increased where an increase had not occurred for some years. There was a substantial review of scanning and photography services and this has partly contributed an increase in income of 50% for the first half of the financial year. Other factors were the legal requirements for landowners and churches to register certain property interests by October 2013. This

prompted several large photography orders. This year see some minor increases to some fees including:

- Introduction of a quick research fee
- Single marriage bond search fee
- Increase to the first copy price for the postal photocopy service
- Increase to the first copy price the postal micro print service
- Withdrawal of the duplicate parish register fiche service from 31 March 2014
- Increase to fees for talks and visits

6. A quick research fee is proposed to encourage more income from dealing with short requests to locate single entries in collections held by the Archive Service. This was considered as an alternative source of income to increasing the standard research fee. The research service struggled to meet its income target and it is hoped that this new quick service will encourage more orders. The same principle is being applied to the marriage bond search service.

7. The increase to the first copy price for the postal photocopy and microprint service is proposed to help cover increases to postal costs and staff time in dealing with the orders.

8. In line with the Joint Archive Committee's agreement last year the duplicate parish register fiche service will be withdrawn on 31 March 2014. The contract to digitise parish registers has been signed and so this service is no longer required as the information will be available online.

9. The talks and visits fees have been held since 2008 and this year an increase is proposed to take account of increased staff time and travel costs. The Service will retain discretion to reduce the fee where appropriate for certain groups.

10. The review has been carried out following a benchmarking exercise with neighbouring archive services and in consultation with frontline staff. In addition each year the Archive Service carries out a consultation forum with a mix of archive users, partners and stakeholders within the service.

Appendix 1

Equalities implications:

In reviewing its fees the Archive Service has continued to maintain its lower research fee for people with disabilities.

Legal implications:

The content of this report complies with the joint agreement governing the work of the Joint Archive Service.

Resource and Value for money implications:

Overall the Joint Archive Service has income targets of £48, 870 which breaks down to £7,550 for the City service and £41,320 for the County service.

This report introduces new fees which offer more choice for users of the service and also represent good value for money.

Risk implications:

At this point in the year income is just under target for research and photocopying at Stafford. Income for photography and publications is above target at Stafford and income from photocopying at Lichfield Record Office is exceeding targets at the moment. This will be used to offset underperformance in other areas of income.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Appendix Two

Review of Fees and Charges 2013-2014 – attached to report

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Joint Archive Service Scale of Fees and Charges, 2013/2014	Joanna Terry/Place/ x8370
Orders and income ledgers, 2013/2014	

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE**REVIEW OF FEES AND CHARGES, 2014/2015**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2014.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
RESEARCH FEES				
<p>1. Research fees Includes searches in original documents such as parish registers, calendars of wills, wills, census returns, tithe and enclosure maps, manorial and estate records and local newspapers.</p> <p>1.1 Quick research fee A 15 minute look up of a single item in a record e.g. electoral register, parish register or other records and a single copy of an entry where applicable. This does not include searching catalogues.</p>	<p>£25-00 per hour to include the cost of up to 4 copies and UK/EU postage</p> <p>Minimum charge- £12-50 to include the cost of 2 copies and UK postage</p> <p>£17.00 per hour to include the cost of up to 4 copies and UK postage for disabled people.</p> <p>New charge</p>	<p>EU orders: increase</p> <p>£25-00 (£20-84 + £4-16 VAT)</p> <p>First class postage charged additionally. £17-00 for disabled people</p> <p>No change</p> <p>£6.25 (£5.21 + £1.04 VAT) First class postage charged additionally. £4 for disabled people.</p>	<p>Non-EU orders: increase</p> <p>£25-00</p> <p>Non EU postage charged additionally</p> <p>No change</p> <p>£6.25</p>	<p>The fee is comparable to neighbouring archive services and so is held another year as demand is still low.</p> <p>A comparison of neighbouring archive service has shown that several have introduced a short research look up charge to enable requests for single entries to be dealt with and encourage some income where an enquirer is reluctant to place an order for an hour of research. Confirming the availability of records from the catalogues will still be provided free of charge.</p>
2. Marriage Bond Searches	£12-50 for up to 2 searches and including provision of up to 4 copies of marriage licence records. UK postage included. Overseas postage charged at current rates.	EU Orders: £12-50 (£10.42 + £2.08 VAT) for up to 2	Non-EU orders: £12-50 for up to 2 searches including	This fee is set in line with the standard research fee and has been amended to offer a search for a single entry.

		searches and including provision of up to 4 copies of marriage licence records. Standard UK/EU postage included. First class postage charged additionally.	provision of 4 copies of marriage licence records. Non EU postage charged additionally	
	Addition of service to carry out a single search.	£6.25 (£5.21 + £1.04 VAT) and provision of single copy. First class postage charged additionally.	£6.25 (£5.21 + £1.04 VAT) and provision of single copy. First class postage charged additionally.	
Search and supply of copy of individual's baptism / marriage entry for official purposes	Successful search with copy supplied £8.00 Unsuccessful search £5-00	No change		The fee was increased in 2011 and is held this year.
4. Transcription fee for documents identified in online indexes	£7.00	EU orders No change £7-00 (£5.84 + £1.16 VAT) Includes standard UK/EU postage	Non EU orders No change £7-00 Non EU postage charged additionally	This fee was increased in 2011 and is held this year.
5. Certification fee	£12-50 per document	No change		The certification fee is linked to the research fee. Certifications are handwritten by the Head of Service and often at very short notice to meet administrative /

				ecclesiastical /legal requirements.
COPYING CHARGES				
6. Photocopies identified and ordered in reading rooms	60p per copy A4/A3 (B&W)	EU orders: No change 60p per copy (50p + 10p VAT) £1.50 per copy A4/A3 colour (£1.25 + 25p VAT)	Non EU orders: No change 60p per copy £1.50 per copy A4/A3 (colour)	This fee was increased in 2012 and is held this year.
	CURRENT	PROPOSED		COMMENTS
7. Photocopies ordered by post Page 19	First copy, incl. UK postage and packing £3-00. Successive copies on same order- £1-00 per copy	EU orders: First copy incl UK standard postage and packing £3-50 (£2.92 + £0.58 VAT) First class postage charged additionally. Successive copies on same order – no change £1-00 (£0.83 + £0.17 VAT)	Non EU orders: First copy £3-50 Successive copies on same order – £1-00 Non EU postage charged at current rates	The charge for the first copy is being increased to take account of increasing postage costs. The successive copy charge is held this year.
8. Photocopies of wills by post- staff assisted	Flat rate of £5-50 per will irrespective of the number of photocopies and to include UK post and packing	EU orders: No change Flat rate of £5-50 per will irrespective of the number of	Non-EU orders: No change Flat rate of £7-50 including non-EU postage	The UK fee was last increased in Jan 2011. The fee was increased for non-EU orders in 2012.

	Flat rate of £7-50 for international orders to include postage	photocopies and to include UK standard post and packing First class postage charged additionally		
9. Microform print outs : self service in reading rooms	60p- self service	No change		This fee was increased in 2010 to take account of assistance given to customer and the increase in VAT. It is held this year to keep it in line with photocopies.
10. Microform print-outs by post	£2-00 for first copy incl postage £1.00 for each additional print-out	EU orders: £3-50 (£2.08 + £0.42 VAT) for first copy £1-00 (83p + 17p VAT) for each additional print out First class postage charged additionally	Non-EU orders: £3-50 for first copy £1.00 for each additional print out Non EU postage charged additionally	The first copy price was last increased in 2011 and so is increased this year to account for increasing postal costs. The additional print cost is held.
11. Computer print outs on site	10p	No change		This charge has been held in line with Library Service fees in the County and the City.
12. Reproduction of duplicate parish register microfiche	£3-75 per fiche inclusive of UK postage	Withdraw	Withdraw	The digitisation contract has been signed with estimated go live date of Summer 2014. It is proposed to withdraw the duplicate fiche service from 1 April 2014.

13. Digital (scanned) images from original documents	£3.00 per image	EU orders £3-00 per image (£2.50 50p VAT)	Non EU orders £3-00 per image (£2.50 50p VAT)	The scanning and photography charges were substantially reviewed in 2012.
14. In-house Photography Charges	£25 per hour fee for photography including prints Additional charge of £12-50 per half hour on any order involving conservation team	EU customers No change £25-00 (£20.83 + £4.17 VAT)	Non EU customers No change £25-00	The scanning and photography charges were substantially reviewed in 2012.
15. Permit Fees for Use of Digital Camera	£7-00 daily fee £50-00 annual fee	£7-00 daily fee £50-00 annual fee No change	The daily and annual fees were increased in 2012. The fees are held this year.	
16. Photography on Archive Service premises	Proportion of additional staff time required to facilitate and supervise photography based on current research fee scale	No change	This charge is linked to the research fee.	
17. Photographic and microfilming orders handling fee for commercial orders	Flat rate of £50-00	EU orders: No change £50-00 (£41.67 + £8.33 VAT)	Non EU orders: £50-00	The Archive Service uses the nearest archive service which offers this service and which can provide the requisite security and quality standards. However this necessitates a greater input of staff time in transporting documents for filming.
PUBLICATION FEES- see over				

<p>18. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</p>	<p>Sliding scale of charges according to the nature of the publication, print run or broadcast</p> <p>Community /academic journal publication/ website/ exhibition/ DVD: £10-00 for first item, plus £5-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £30-00 for first item, plus £10-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website and e-book rights £50-00 for first item and £20-00 for each additional item as a wrap up fee for both hard copy and e-book rights</p> <p>Multiple commercial publication e.g. cards £60-00 for print run of up to 1000; £10-00 for each additional 1000</p> <p>TV broadcast and onsite filming: standard fee set at £160 for world wide rights for first item; £60-00 for each additional item. Filming on site only £160 per half day.</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>These fees are held for this year.</p> <p>These fees were increased in 2011 and are held this year.</p>
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	<p>Commercial DVD : £60-00 for first item: £5-00 for each additional items</p> <p>World wide web publication: £160 for first item; £60 for each additional item</p>	No change	
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Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 November 2013**

**Staffordshire and Stoke on Trent Archive Service Award of Contract for
Digitisation of key family history collections**

Recommendation(s)

1. That this report updating the Committee about award of the contract to digitise key family history sources is received. The first report was brought to the committee in June 2012, with an update on 22 November, June 2013 and were approved.

**Report of Director for Deputy Chief Executive and Director for Place
(Staffordshire County Council) and Director of Adult and Neighbourhood
Services (Stoke on Trent City Council)**

Reasons for Recommendations

2. The last report in June 2013 informed the Committee that the Archive Service had awarded a contract to digitise key family history collections held by the Archive Service. This will enable the Service to:

- Provide world wide online access to the Archive Service's most heavily used collections
- Generate income to help support the care of these archives
- Meet user demand for online access
- Enable the Service to devote more time to developing work with communities to raise awareness of archives that relate to their place and raise pride in their local heritage
- Ensure Staffordshire is not left behind as other archive services deliver access online in this way (London Metropolitan Archives, Dorset History Centre, Liverpool, Manchester, Warwickshire and Cheshire are amongst services which have already launched their content online).
- Meet objectives of the government policy on Archives

Background

3. The contract was awarded to Brightsolid in March. Since then the Archive Service, with support from Procurement and Legal Services, has been negotiating with the company to sign the contract.

4. The contract was finally signed towards the end of October and will last for 7 years with the option to extend for a further 3 years. A press release has been issued to announce this to coincide with a national Explore Your Archive Campaign.

5. Work is 7 months behind schedule due to delays with the contract. It will start straight away with the first collections likely to be launched in late Summer.

6. The Service will receive an up front payment from royalties which will support the running costs and also be rolled forward to 2014/2015 to enable further digitisation of non-commercial sources.

7. It is anticipated that the first online content will be launched in the Summer of 2014.

Appendix 1

Equalities implications:

The digitisation of key sources accessible through a commercial website will offer alternative channels of access but not replace the free onsite Archive Service. The proposal stipulates free online access to be available at Archive Service sites.

Legal implications:

The proposal has been developed with the Legal Services team who have ensured that the Joint Archive Service contract with an external supplier is robust and offers the Service value for money.

Resource and Value for money implications:

The proposal places the most emphasis on achieving the best royalty deal for the Archive Service and will require guaranteed royalties for a limited period. The Head of Procurement has also been consulted to ensure that the Archive Service achieves value for money with the project. The project will require Archive Service staff time to manage it and ensure that the end product is of high quality.

Risk implications:

The cost and risks of digitisation, development of front end delivery will be on the commercial partner's side. The Archive Service will ensure that the contract enhances the reputation of the Service and its parent authorities through close involvement in the management and delivery of the project. The risks of individual parishes objecting to the project has been minimised through consultation with them through the Archdeacons and working with the Diocese.

Climate Change implications:

Direct delivery of online access to key sources will help to minimise some travel around the county.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Joint Archive Report on Digitisation 20 June 2013.	Joanna Terry/Place/ x8370

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 November 2013**

Staffordshire and Stoke on Trent Archive Service: Collection Policy and Strategy

Recommendation(s)

1. That the revised Collection Policy for Staffordshire and Stoke on Trent Archive Service, as at Appendix 2, be approved.

Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of People - Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

2. The review of the Collections Policy and incorporation of the Collections Development Strategy has been carried out to ensure that the Archive Service will be ready to apply for the new Archive Accreditation Standard. This standard has just been launched by the National Archives and the Archive Service will work towards achieving it over the next 2-3 years.

Background

3. Staffordshire and Stoke on Trent Archive Service first developed a Collection Policy in 2000. The purpose of the policy is to define the types of collections that the Service will actively collect, ensure the Service does not conflict with or duplicate other collecting organisations' policies, and identify areas in the Collections which need to be better represented. The Archive Service is appointed to hold specific types of records including:

- Public Records
- Manorial and tithe records
- Diocesan and Parish records for the Diocese of Lichfield

4. The current review has updated the Policy and also amalgamated the Collecting Strategy into it rather than have two separate documents. The Collecting Strategy sets targets to improve areas in the collections over the next five years. It is this section (Appendix 1 to the Policy) which has had the most significant changes.

5. The Archive Service has limited resources available to carry out major surveys of archives held by other organisations. The last major survey was to encourage deposit of sports records in connection with the 2012 Cultural Olympiad. This achieved modest success but sports records still continue to

one of the areas requiring better representation. Other areas identified as priorities are voluntary organisations, creative industries, and health organisations which have recently experienced significant changes.

6. The key strategy for the service is to develop advocates to support it in acquiring new collections. It has been agreed that the Friends organisation and volunteers could help to promote the work of the Service and signpost potential depositors to discuss their records with the Archive Service.

7. Key contacts for the other target groups have been identified. Some collections, notably health records, will be approached jointly with the National Archives through the Chief Archivists in Local Government Group.

8. The Archive Service sets an annual target of 220 approaches to donors and depositors for new collections. This is reported in the Annual Report at the June committee meeting.

Appendix 1

Equalities implications:

The updated Policy includes reference to better representation of communities in Staffordshire.

Legal implications:

The Policy states which legislation the Archive Service is allowed to hold certain categories of records under.

Resource and Value for money implications:

The Collecting Strategy focuses on developing advocates in the community to assist the Service rather than committing new resources.

Risk implications:

No significant implications.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Staffordshire and Stoke on Trent Archive Service: Collecting Policy and Strategy	

**STAFFORDSHIRE AND STOKE-ON-TRENT
ARCHIVE SERVICE**

COLLECTIONS DEVELOPMENT POLICY AND STRATEGY

1. Introduction

- 1.1 The role of the Staffordshire and Stoke-on-Trent (Joint) Archive Service is to locate, collect and preserve archive collections relating to past and present life in Staffordshire and Stoke-on-Trent and to make these collections available for use by the people of Staffordshire and its visitors.
- 1.2 This Policy and Strategy are essential to support the role and aims of the Staffordshire and Stoke-on-Trent Archive Service. It has been drawn up in accordance with the National Archives Accreditation Scheme for Archives and has been approved by the Staffordshire and Stoke-on-Trent Joint Archives Committee. It supports the Joint Archive Service's Terms and Conditions for the Deposit of Archives (revised May 2008) and is provided as information to owners of documents, who may be intending to place their collections in the care of the Archive Service, to other archive services and as guidance for Archive Service staff.

2. Name of Archive Service

Staffordshire and Stoke-on-Trent (Joint) Archive Service, which consists of:

- Staffordshire Record Office, Eastgate Street Stafford ST16 2LZ
- Lichfield Record Office, The Friary, Lichfield, WS13 6QG
- Stoke-on-Trent City Archives, City Central Library, Hanley, Stoke-on-Trent ST1 3RS

3. Governing Body

- 3.1 The Joint Archive Service is jointly administered and funded by Staffordshire County Council and Stoke-on-Trent City Council under the terms of a Joint Agreement for Archive Services with effect from 1st April 2011.
- 3.2 This Agreement enables Staffordshire County Council and Stoke-on-Trent City Council to discharge their archive responsibilities under the Local Government (Records) Act, 1962 and the Local Government Act, 1972 through a Joint Archives Committee by providing facilities for the custody and care of the official archives of the County Council, the City Council, district, town and parish councils and private owners of archives.

4. Official External Recognition

4.1 Staffordshire Record Office is:

- Appointed by the Lord Chancellor for the deposit of Public Records under the terms of the Public Records Act 1958, for the deposit of specified

classes of Public Records including Quarter Sessions, HM Coroners, hospital records, magistrates' court records.

- Recognised by the Master of the Rolls for the deposit of manorial and tithe records under the Law of Property Act, 1922, and the Tithe Act, 1936
- Designated by the Bishop of Lichfield for the deposit of Anglican parish records for the archdeaconries of Lichfield, Stoke on Trent and Walsall under the Parochial Register and Records Measure, 1978 (amended 1992)
- Recognised by The National Archives as a repository meeting the Standard for Archive Repositories

4.2 Lichfield Record Office is:

- Appointed by the Lord Chancellor for the deposit of Public Records under the terms of the Public Records Act 1958, for the deposit of specified classes of Public Records including Quarter Sessions, HM Coroners, hospital records, magistrates court records
- Recognised by the Master of the Rolls for the deposit of manorial and tithe records under the Law of Property Act, 1922, and the Tithe Act, 1936
- Designated by the Bishop of Lichfield for the deposit of Anglican parish records from the Deanery of Lichfield and Tamworth under the Parochial Registers and Records Measure, 1978 (amended 1992) and for the deposit of the Diocesan archives

4.3 Stoke-on-Trent City Archives is:

- Appointed by the Lord Chancellor for the deposit of Public Records under the terms of the Public Records Act 1958, for the deposit of specified classes of Public Records including Quarter Sessions, HM Coroners, hospital records, magistrates court records

4.4 The Staffordshire and Stoke-on-Trent Archive Service is recognised as meeting the Customer Service Excellence for excellence in public service in its own right.

4.5 The entire holdings of the Staffordshire and Stoke on Trent Archive Service holdings were Designated as Outstanding in 2011 by Arts Council England. The Archive Service is one of only three other local authority archives to hold this status.

5. Definitions

5.1 In the context of this policy archives are defined as collections and items which have been created by individuals, organisations or institutions in the course of their life and their work. They are considered to be worth preserving permanently because of their evidential, administrative or historical importance.

6. Overall Policy Direction

- 6.1 The Joint Archive Service will seek to ensure that the collecting of archives reflects the broadest range of the life and work of the people and communities of Staffordshire and Stoke-on-Trent, past and present, and to ensure that collections at risk are preserved. The Collecting Policy is supported by a Collecting Strategy in Appendix 1.
- 6.2 Collections acquired by the Joint Archive Service will be placed in the most appropriate of its record office as defined by the collecting statements below.

7. Collecting Statements

- 7.1 **Staffordshire Record Office** collects archive collections relating to the geographical area of the current administrative County of Staffordshire. These include: the official archives of Staffordshire County Council and its predecessor authorities; archives of other local authorities and their predecessor authorities, excluding the City of Stoke-on-Trent, Lichfield District and East Staffordshire Borough Councils; Public Records; the records of the Anglican Church; other archives including those of businesses, industrial and commercial organisations, nonconformist churches, organisations, including pressure groups, and institutions, families and landed estates, societies, trades unions and political parties.
- 7.2 **Lichfield Record Office** collects the official archives of the Diocese of Lichfield and archive collections relating to the City of Lichfield and East Staffordshire. These include: the official archives of Lichfield District Council, Lichfield City Council and East Staffordshire Borough Council and their predecessor authorities; the archives of the Dean and Chapter of Lichfield Cathedral; Public Records; the records of the Anglican Church; other archives including those of businesses, industrial and commercial organisations, including pressure groups, nonconformist churches, organisations and institutions, families and estates, societies, trades unions and political parties.
- 7.3 **Stoke on Trent City Archives** collects archive and local studies collections relating to the current administrative area of the City of Stoke-on-Trent. These will include: the official archives of Stoke-on-Trent City Council and its predecessor authorities; archives including those of businesses, industrial and commercial organisations, nonconformist churches, organisations, including pressure groups, and institutions, families and estates, societies, trades unions and political parties; books, pamphlets, newspapers and items in any other medium which will maintain as far as possible the comprehensive nature of Stoke-on-Trent's Pottery and Local Studies Collection.
- 7.4 The Joint Archive Service also maintains and supports the collections at **Burton upon Trent Family and Local History Centre** which acquires: copies of family history sources relating to Burton and the surrounding area; copies of archive material relating to Burton- upon- Trent, as appropriate, to support the study of local history; local studies collections as defined by the Staffordshire Local Studies Policy.
- 7.5 Archives relating to other counties will be accepted only where they form an integral part of an archive, whose owners were based in Staffordshire or Stoke-on-Trent but who also had interests elsewhere. This may include a major family or a business.

- 7.6 Collections of regional or national bodies will be accepted if the organisation has its headquarters in the County or the City, except where the organisation concerned has agreements in place for deposit elsewhere.
- 7.7 The Joint Archive Service has a long and close association with the William Salt Library. Both Collecting Policies of each organisation are complementary.
- 7.8 The Joint Archive Service will seek to work closely with other archive collecting institutions inside and outside the County and the City in the matter of potential acquisitions.

8 Acquisition of Collections

Collections of archives are acquired by means of:

- the statutory obligations and legislative powers listed above
- continuing survey, publicity and project work and, where appropriate, by working with the widest possible range of local organisations and communities to ensure the preservation of the archival heritage.
- responding to all approaches from custodians of archives for the deposit or donation of collections
- occasional purchase by private treaty or at auction subject to the necessary funding being available. Negotiations will only be carried out with reputable dealers, and or with organisations or individuals who are able to prove legal title to the documents, or who have the written authorisation of the owners of the collection.
- by transfer from another archive repository if the Staffordshire and Stoke-on-Trent Archive Service is considered to be the more appropriate repository.

9. Disposal of Collections

- 9.1 Staffordshire and Stoke-on-Trent Archive Service will appraise and assess archive collections prior to donation and deposit and reserves the right to refuse, return or recommend the destruction of any material not deemed to be appropriate for permanent preservation. Such decisions will be made in accordance with the Service's Appraisals Policy.
- 9.2 The Service may also transfer collections with the agreement of the depositor to other archive repositories if this is considered to be more appropriate.
- 9.3 The Staffordshire and Stoke-on-Trent Joint Archives Committee accepts the principle that collections in its ownership will not be sold.
- 9.4 These conditions are reiterated in the Terms of Deposit of Staffordshire and Stoke-on-Trent Archive Service (revised March 2008).

10. Allocation and Ownership of Archive Service Collections

- 10.1 Where a collection or item is offered to the Archive Service, containing material, which relate to both the County and the City, this will be placed in the record office which is considered to be most appropriate, taking into

account all the circumstances of the collection. The factors normally carrying most weight in this decision will be which area the greater proportion of archives in the collection relates to, whether the collection forms an additional and integral part of an existing collection, or has a close association with an existing archive collection already held in a particular office.

- 10.2 In the case of archive collections, which have a wider geographical content than the County of Staffordshire and the City of Stoke-on-Trent, the Archive Service will always seek to achieve mutual agreement with other interested archive services concerning the final place of deposit.
- 10.3 The Archive Service will seek to avoid holding copies of local resources between its own record offices, except where this will significantly enhance the quality of service to the public.
- 10.4 Where a new collection is purchased for the Archive Service, it will be placed in the record office considered to be the most appropriate as specified in paragraph 10.1 of this policy. In the event of the termination of the Joint Agreement for Archive Services, any collection purchased by the Staffordshire and Stoke-on-Trent Archive Service will remain the property of the authority, which is responsible for the record office at which the collection is held.
- 10.5 In the event of the purchase of a collection already held on deposit in one of the Archive Service's three record offices, the collection will remain the property of the Authority, either Staffordshire County Council or Stoke-on-Trent City Council, responsible for the record office at which the collection is already held.

11 Format of Archives

- 11.1 The format of archives may be paper, parchment, digital, microform, visual media, including photographs, glass negatives, video and DVD, or audio.
- 11.2 In the case of digital media, the long term preservation status of such materials is constantly evolving. The Archive Service requires any digital records to be placed in its care in appropriate software programmes. This is to enable the migration of these records to new formats in the future so that the readability and long term preservation of the information contained in digital records can be preserved. Advice and protocols will be provided to owners on acceptable formats.
- 11.3 Archive film forming part of a donation or deposit will be transferred or referred to a specialist film repository or returned to the donor/depositor.
- 11.4 Archive photographs, including photographic prints and glass or film negatives, will be acquired only if they form an integral part of an archive collection. The acquisition of whole or specialist collections of archive photographs will normally be referred to the County Museum Service or The Potteries Museum, as appropriate.
- 11.5 Printed materials, including books, newspapers, pamphlets, journals and magazines will not normally be acquired by the Staffordshire Record Office or the Lichfield Record Office unless they are integral to an archive or are the

only documentation for a particular community or organisation within the County or City.

11.6 The Joint Archive Service will only seek to acquire copies of documents held in other repositories if they relate closely to the existing holdings or to the Collecting Policy of the Archive Service and otherwise not publicly accessible.

11.7 Museum objects and artefacts will not be accepted by the Archive Service and will be re-directed to the County Museum Service, The Potteries Museum or other museum, as appropriate. Where archive collections include objects, which are re-directed to museums, appropriate cross-referencing will be made between the relevant archive and the museum artefact(s) to which it relates.

12 Review

12.1 This Collecting Policy will be reviewed within five years of the latest date of revision.

Revision approved November 2013

Appendix 1 Collecting Strategy

1. Areas to be targeted in order to make our collections more fully representative of the full range of life and activity in the County and the City

- faiths other than the Anglican and mainstream non- conformist churches
- archives reflecting cultural and ethnic diversity
- pressure groups and local issue action groups such as HS 2, Stafford Hospital
- sport and some other leisure organisations at local and county level, creative industries, theatres, orchestras and choirs
- businesses and industries typical of Staffordshire and Stoke on Trent especially ones threatened with closure or merger; small and medium sized enterprises
- professional firms and practices, such as architects, surveyors, estate agents, insurance companies
- voluntary organisations
- local political parties and local branches of trade unions
- local records arising from arms length organisations such as Entrust, academy and free schools
- local records arising from partnerships and new forms of governance

2. Acquisition Targets

The Joint Archive Service sets an annual target for the combined total of approaches made either to or by the Service in relation to the acquisition of collections. This is one of the Service's local performance indicators and is a measure of the Service's activity and success in relation to acquisition.

3. Priorities for 2013-2018

The key priority for the next period of this strategy is to develop community advocates to support increased collecting on the following areas:

Area	Target group	Method
All areas	Local libraries, Local history groups, Volunteers, Friends organisations	Training for library staff, Archives & Heritage newsletter, History Day, Facebook, volunteer events and celebrations
Voluntary organisations	Volunteers, larger volunteer organisations	Contact VAST to identify key groups.
Creative Industries	Arts organisations	SCC Arts team
Sport	Sportshire coordinator and other link organisations	Update and meetings with coordinator
Changing health organisations such as PCTs, CCGs, hospital trusts	Key staff in organisations	Work with National Archives and Chief Archivists in Local Government Group.

4. Review

4.1 This Collecting Strategy will be reviewed within five years of the latest date of revision.

Reviewed November 2013

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 November 2013**

**Staffordshire and Stoke on Trent Archive Service: Digital Preservation
Policy**

Recommendation(s)

1. That the revised Digital Preservation Policy for Staffordshire and Stoke on Trent Archive Service, as at Appendix 2, be approved.

**Report of Director for Place and Deputy Chief Executive (Staffordshire
County Council) and Director of People - Adult and Neighbourhood
Services (Stoke on Trent City Council)**

Reasons for Recommendations

2. The review of the Digital Preservation Policy has been carried out to ensure that the Archive Service will be ready to apply for the new Archive Accreditation Standard. This standard has just been launched by the National Archives and the Archive Service will work towards achieving it over the next 2-3 years.

Background

3. Staffordshire and Stoke on Trent Archive Service first developed a Digital Preservation Policy in 2007. The purpose of the policy is to establish a means of collecting digital records and ensuring their long term preservation. This is the third review of the Policy and since 2007 the following has been achieved:

- Digital Archive Repository established
- Means of public access to records established on site at Staffordshire Record Office.
- Process for dealing with new deposits set up.
- Acceptable file formats defined.
- Participation in web archiving pilot and agreed way forward for dealing with web archives.

4. The current review has updated the Policy and set new targets for the next five years. The revised Policy can be seen at Appendix Two.

5. The new strategic objectives aim to build on the existing good work and to mainstream the process of accepting digital archives. They include:

- Continue to monitor contact with key potential depositors of digital archives to ensure that the Archive Service is ready to receive digital deposits.

- Maintain involvement in developments with Staffordshire County Council with regard to future developments of the EDRMS and eventual digital preservation of SCC records.
- Continue to add records to the Digital Archive Repository (DAR)
- Develop and agree protocols for staff access to the DAR and launch public access delivered through the reading rooms of the Archive Service.
- Deliver training for all professional staff on Digital Archives
- Produce public guidance on preferred file formats for deposit within the Archive Service.
- Investigate setting up a DAR for Stoke on Trent City Archives.
- Continue to monitor the Internet Archive and UK Web Archive as a means of ensuring long term access to Staffordshire County Council and Stoke on Trent City Council historical website pages.
- Continue to monitor current best practice in Digital Preservation.

6. There will be a strong focus on training across the Service to ensure that all professional staff start to become more familiar with dealing with digital archives.

7. The Service will also ensure that remains aware of best practice in other Archive Services. The National Archives continues to lead the sector in this area and is also coordinating work on preserving some Public Records nationally to reduce the burden on local archive services.

Appendix 1

Equalities implications:

The updated Policy will ensure better representation all types of archives to represent Staffordshire communities.

Legal implications:

The Policy states the need to take records in whatever format they occur.

Resource and Value for money implications:

No significant implications.

Risk implications:

No significant implications.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Staffordshire and Stoke on Trent Archive Service: Digital Preservation Policy	

CLOSING THE GAP

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE POLICY AND STRATEGY FOR

THE PRESERVATION OF DIGITAL RECORDS

1. INTRODUCTION

1.1 The role of the Staffordshire and Stoke on Trent Archive Service is to locate, collect and preserve Staffordshire and Stoke on Trent's irreplaceable written heritage and to make it widely available to the people of the county and its visitors. In order to do this the Service has to ensure that records are preserved and made accessible so that they can be consulted by our users.

1.2 This applies to records of all formats although the bulk of the Record Office's holdings so far have been received in traditional formats such as parchment and paper. However these traditional formats are increasingly being overtaken by the creation of records in electronic format. Most paper records that are deposited or transferred to the Service have existed in electronic format at some point. However some records have only ever existed, and can only be accessed in, digital format. Examples of this are web pages, databases, images, and GIS mapping data.

1.3 In 2006 the Digital Preservation Coalition¹ produced the *Mind the Gap* report which revealed just how serious the risk is of digital information degrading or being lost. Most records in local authorities and even smaller organisations are created in digital format. However, unlike paper records, their maximum lifespan is assumed to be no more than ten years. Digital records can be lost permanently, and instantaneously. The stark warning from this report is that urgent action is needed to ensure the preservation of digital records within Staffordshire and Stoke on Trent.

1.4 Digital preservation is still a developing area, so this policy contains recommendations based on current thinking and the position of the Archive Service at this time.

2. POLICY AIMS

2.1 To address the risk of losing digital archives both within the County and City Councils and from external depositors.

¹The Digital Preservation Coalition was established in 2001 to secure the preservation of digital resources in the UK and to work with others internationally to secure our global digital memory and knowledge base.

2.2 To continue to consult with major depositors of archives to establish what digital records they may have (or are creating) that should be permanently preserved.

2.3 To maintain the digital records repository.

2.4 To continue to consult and work with colleagues in Information Governance² to ensure the long term preservation of Staffordshire County Council's archives.

2.5 To investigate establishing a digital repository for Stoke on Trent City Archives.

2.6 To mainstream processes for dealing with the receipt of digital records across all Archive Service professionals.

2.7 To continue to identify and encourage deposit of digital holdings from existing and new depositors.

3. POTENTIAL SOURCES OF DIGITAL ARCHIVES

3.1 The main potential source of digital material is that of the two parent authorities: Staffordshire County Council and Stoke on Trent City Council. Staffordshire County Council already has done some work to introduce an electronic document and records management system (EDRMS) lead by the Information Governance section. The EDRMS has been rolled out to a number of services and is a standard corporate system. The Archive Service will continue to maintain links with Information Governance to ensure that digital records held in this system are reviewed and appraised for permanent retention in the same way that it does with paper records.

3.2 The County Council routinely publishes information on its website (Staffordshire Web), Intranet and Extranet. The Archive Service participated in a Web Archiving Pilot in 2012. This enabled the Service to work with the National Archives to assess preservation techniques. It also revealed that the cost of continuing web archiving for Staffordshire would be prohibitive. However the Internet Archive provides a very basic method of capturing most sites. The Archive Service also assessed the County Council website and concluded that many items were of an ephemeral nature and that records were already captured elsewhere.

Our preferred approach for web archives is to nominate sites for preservation by the British Library and continue to monitor the Internet Archive and National Archives UK Web Archive to ensure the local authority sites are captured.

² Information Governance are responsible for the management of Staffordshire County Council's active records and are the lead section on electronic document and records management.

3.3 Other sources of digital archives include deposits from external organisations such as:

- other local authorities
- the Diocese
- the Coroner
- Magistrate Courts
- Parish Councils
- Schools
- Businesses
- Local organisations and individuals.

These organisations will be creating documents in many different formats and different versions of proprietary software. The Archive Service will continue to discuss the position regarding digital archives with the major depositors.

STRATEGY

4. STORAGE

4.1 Storage of digital archives is as costly, if not more so, than storing traditional archive material. It requires particular conditions and substantial ongoing management to ensure its accessibility for the future.

4.2 Best practice guidelines have been produced by The National Archives on selecting long term preservation of digital archives. Their guidelines recommend that, *the ideal storage is on a network server that is regularly backed up, secure and separate from the main server network*³. A digital archive repository has been established with the receipt of archive material.

4.3 The repository sits on the main County Council network and is regularly backed up with back up copies being rotated to ensure offsite storage.

5. PRESERVATION AND MIGRATION

5.1 Preservation of digital archives over a long period of time is a challenge. The two key ways of doing this are

- to standardise the formats of digital records to reliable formats
- to migrate data from old versions to current versions

5.2 Standardising digital records to well-supported proprietary formats represents a viable long term solution. Microsoft, although proprietary, is so well supported that it does allow access to older versions of documents. Image files also have well documented and supported formats such as TIFF which again allow good access over a period of time. The County Council has produced guidance on scanning documents that includes the selection and documentation of the correct

³ Selecting Storage Media for Long term Preservation
<http://www.nationalarchives.gov.uk/preservation/advice/digital.htm>

formats.⁴Therefore our approach is to define a list of acceptable formats for long term preservation of digital archives.

5.3 Wholesale migration of data would have to be done manually (at the moment) and is therefore an expensive preservation option. It also creates a copy rather than retaining the original digital record. Therefore this option will only be undertaken for proprietary formats that are not well-supported.

6. MAKING DIGITAL ARCHIVES ACCESSIBLE

6.1 Access to digital archives needs to be tightly controlled to ensure the integrity of the original digital record. Therefore it is essential that levels of access are set up to ensure the security of the material. This will work as follows:

- Access to the Shared Area Network will be restricted to named staff within the Archive Service with permissions to add material but not to remove.
- Public access will also be set up for use within the reading rooms again by allowing read only access to certain permitted folders where the records are open for consultation.
- For the longer term plans will be made for eventual access directly through Archive Service online catalogue as the software develops.

6.2 Accessibility depends on the technical capability of the current systems and this will be closely monitored as software and hardware develops.

7. EMERGENCY RECOVERY

7.1 The Archive Service already maintains an emergency plan for the traditional archival holdings held at its storage locations within the county. This plan includes the requirements for any digital records transferred to the Service.

7.2 Staffordshire ICT already has a back procedure in place for the Storage Area Network as follows:

- The servers are in a secure building.
- Two back up copies are taken onto to Digital Linear Tape.
- One copy is stored onsite in the event of immediate need for recovery following a technical problem.
- A second back up copy is stored off site in a fire safe.

8. PRESERVATION OF RECORDS ELSEWHERE

8.1 The Archive Service will continue its policy of offering advice on the preservation of archives to current or potential depositors to include digital archives.

⁴ Staffordshire County Council , Corporate Scanning Policy 2007

8.2 Staffordshire ICT will continue to assist the Archive Service in providing advice on the storage of digital records held by other organisations or private individuals.

9. STRATEGIC POLICY OBJECTIVES 2013-2018

- Continue to monitor contact with key potential depositors of digital archives to ensure that the Archive Service is ready to receive digital deposits.
- Maintain involvement in developments with Staffordshire County Council with regard to future developments of the EDRMS and eventual digital preservation of SCC records.
- Continue to add records to the Digital Archive Repository (DAR)
- Develop and agree protocols for staff access to the DAR and launch public access delivered through the reading rooms of the Archive Service.
- Produce public guidance on preferred file formats for deposit within the Archive Service.
- Investigate setting up a DAR for Stoke on Trent City Archives.
- Continue to monitor the Internet Archive and UK Web Archive as a means of ensuring long term access to Staffordshire County Council and Stoke on Trent City Council historical website pages.
- Continue to monitor current best practice in Digital Preservation.

10. POLICY REVIEW

10.1 This policy will be reviewed in 2018

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