

Staffordshire and Stoke-on-Trent Joint Archives Committee

Wednesday 2 August 2023

14:00

The Glover Room, Stoke Town Hall, Kingsway, Stoke-on-Trent, ST4 1RJ

John Tradewell
Deputy Chief Executive and Director for Corporate Services
25 July 2023

Agenda

- 1. Apologies**
- 2. Appointment of Chairman and Vice-Chair**
- 3. Declarations of Interest in accordance with Standing Order 16**
- 4. Minutes of the meeting held on 28 February 2023** (Pages 1 - 6)
- 5. Staffordshire History Centre update** (Pages 7 - 12)

Joint report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)
- 6. Joint Archive Service - Final Outturn 2022/23 & Predicted Outturn 2023/24** (Pages 13 - 20)

Joint report of Deputy Chief Executive and Director of Corporate Services (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council).
- 7. Staffordshire and Stoke-on-Trent Joint Archive Committee - Annual Report** (Pages 21 - 68)

Joint report of the Director for Economy,

Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

8. **Joint Archive Service - Appraisal and Disposal Policy and Collections Information Policy**

(Pages 69 - 94)

Report of Director for Economy Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

9. **Date of next meeting**

Monday 20 November 2023, 10.30 am, Oak Room, County Buildings, 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 exempt)

Nil.

Membership	
Mark Sutton	Alastair Watson
Victoria Wilson	

Notes for Members of the Press and Public

Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.



**Minutes of the Staffordshire and Stoke-on-Trent Joint Archives
Committee Meeting held on 28 February 2023**

Present:

Attendance	
Lorraine Beardmore	Victoria Wilson

Also in attendance: John Francis

Apologies: Mark Sutton

Note – Reference in these minutes to the 'Lead Officers' relates to the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council).

Part One

13. Declarations of Interest in accordance with Standing Order 16

There were no Declarations of Interest.

14. Minutes of the meeting held on 8 August 2022

Resolved – That the minutes of the meeting held on 8 August 2022 be confirmed and signed by the Chairman.

15. Staffordshire History Centre Project - Update

The Committee considered a report by the Lead Officers on the progress of the activities programme, procurement and the timeline for the project. The report also included feedback from Staffordshire County Council's Prosperous Overview and Scrutiny Committee following its recent consideration of an update report on the project and discussion on various elements including how Green issues were being addressed, security measures to be put in place both for the Centre and its collections and, finally, works on the periphery of the site.

Key points to note from the progress update on activities included the positive response to various initiatives to widen access to the service. Four project staff had been recruited to support the Service team in delivering strands of the activity programme. In addition, four student placements had been completed and there were 66 volunteers donating the equivalent of £56,535 worth of funding.

The construction contract had been awarded to Pave Aways Limited. Procurement of the contract had been affected by the impact of Covid, the rising costs of supplies and increases in energy costs. The interpretation contract was awarded to Imagemakers in August 2022 and they were now engaged with the project team on revising the designs.

Careful financial management had addressed the impact of rising energy costs and inflation in 2022. Taking account of various successful funding bids, the total project cost was now £8,780,239. It was estimated that the construction would be completed in summer 2024 with a planned opening of the site in autumn 2024.

Resolved (i) – that the joint committee note:

- a) The progress update for the project.
- b) The revised costs and income.
- c) The feedback from Staffordshire County Council’s Prosperous Overview and Scrutiny Committee.

(ii)

That the Joint Committees appreciation of the invaluable work of officers of the service in securing and delivering this project be formally recorded.

16. Joint Archive Service - Predicted Outturn 2022/23 and 2023/24 Net Revenue Budget

The committee considered the report by the Lead Officers giving details of the predicted outturn for the Joint Archives Service for 2022/23 and proposed 2023/24 net revenue budget.

Members noted the current net spend was £0.592m, 72% of the current net revenue budget of £0.821m with an overall breakeven position forecast for 2022/2023, details as which were submitted.

It was reported that the Joint Archives Service currently held three reserves totalling £496,000. Comprising General reserve of £428,000, The Archive Acquisition Reserve of £58,000 and the Art Fund Grant (Minton) of £10,000.

The Reserves expected to be available at the end of 2022/23 were approximately £266,000, this amount being £230,000 less than the current balance. Details were submitted of proposed Reserve transfers which would result in this position.

For 2023/24 the Joint Archives Service Revenue budget was reported to be £862,000, made up of £629,000 (73% of total JAC budget) from Staffordshire County Council and £233,000 (27% of the total JAC budget) from Stoke-on-Trent City Council.

The differing percentage contributions were reported to be based on the size of the service following a review of the Joint Agreement which had agreed a move away from population based calculations.

Resolved – that:

- (a) The current 2022/23 net revenue outturn budget position be noted.
- (b) A further £40,000 from the Staffordshire County Council's general reserve towards the Staffordshire History Centre Project, taking the total funding to £291,000 be approved.
- (c) A transfer of £46,000 for climate change funding received to Staffordshire County Council's general reserve towards the Staffordshire History Centre Project, to be allocated to the project in 2023/24 be noted.
- (d) The indicative 2023/24 net revenue budget be approved.

17. Joint Archive Service - Review of Fees and Charges 2022/23

The committee considered a report from the Lead Officers on the annual review of Fees and Charges.

Details were submitted of proposed changes to the charges considered appropriate after research into those charges of neighbouring county services.

Income for the service was predicted to be £3,897 at the end of quarter three in the 2023/24 financial year. Both services were still operating restricted access for visitors and income from copying services remains high. There was confidence that this predicted income would be achieved due to changing patterns and behaviour and preferences by users.

Resolved – that the fees and charges for introduction by the Joint Archive Service and the Heritage Service from 1 April 2023 be approved.

18. Joint Archive Service - Preservation and Conservation Policy

The committee considered a report from the Lead Officers on the Preservation and Conservation Policy and Strategy for Staffordshire & Stoke-on-Trent Archive Service and William Salt Library.

The Preservation and Conservation Policy and Strategy was reviewed to take into account changes in the responsibilities of Staffordshire Archive and Heritage Service, with particular reference to the William Salt Library collection as the Service manages the library collection on behalf of its trustees. Included in the Policy is the Integrated Pest Management Policy, Public guidance for care of documents and how documents are preserved.

Resolved – that the Preservation and Conservation Policy and Strategy for Staffordshire & Stoke-on-Trent Archive Service and William Salt Library be approved.

19. Joint Archive Service - Digital Engagement Strategy

The committee considered a report from the Lead Officers on the Digital Engagement Strategy.

Key points to note were that the strategy recognised the needs of both areas of the joint service, the current digital climate, the value of digital engagement tools and the need to be mindful of accessibility and inclusion. The strategy also included guidance on how they would monitor their digital performance including an annual review on digital assets and archive those no longer active. The strategy and plan also included best practice guidelines for social media and support for staff, along with guidance for working safely with children and young people in a digital context.

Resolved – that the Digital Engagement Strategy and Plan be approved.

20. Joint Archive Service - Predicted Performance Outturn 2022/23

The committee considered a report from the Lead Officers on the Staffordshire and Stoke-on-Trent Archive Service and Staffordshire Archives and Heritage Service: Predicted performance outturn 2022/23.

Details were given of the progress on the predicted outturn with key areas of work under each service demand. There were five service demands consisting of Active Partnership: Sustainability and resilience: Diversified users, stakeholders and collections: Share knowledge across the sector: and increased online activity.

Key performance statistics were provided based on the quarter three figures estimating the year end outturn.

Resolved – that the predicted performance outturn for the service be noted.

21. Date of next meeting

Thursday 22 June 2023 at 10:30 am venue to be confirmed

22. Exclusion of the public

Resolved – 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 as indicated.

The Joint Committee proceeded to consider the following items:

23. Exempt minutes of the meeting held on 8 August 2022

Resolved - that the exempt minutes of the meeting held on 8 August 2022 be confirmed and signed by the Chairman.

24. Relocation of Stoke-on-Trent City Archives

The committee received an oral update on the relocation of Stoke-on-Trent City Archives. The City Archives Service was currently closed to the public while collections were ready for transfer. A blog of the move had been really successful and works at the site were underway. The museum was to be cleared by 10 March 2023 and works would take an estimated 18 weeks to be completed.

Resolved – that the update be noted

Chair

Local Members Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archive
Committee
– Wednesday 02 August 2023**

Staffordshire History Centre Update

Recommendation(s)

That the Committee note:

- a. The progress update for the project
- b. Recent contracts awarded
- c. Procurement strategy for new website

Report of Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke on-Trent-City Council)

Reasons for Recommendations:

The Joint Archives Committee was updated on progress of the project at the meeting on 28 February 2023. This report brings an update on progress of the activities programme, procurement, and the timeline for the project.

Progress update on activities

1. From April 2022 to March 2023 the project team have delivered 54 activities and engaged 1,504 participants. Four student placements have been completed. In addition, 69 volunteers are working on the project to index, catalogue, digitise, research, and preserve our collections. Up to March 2023 they have donated 4,024.5 hours which equates to £80,490 (based on the Heritage Fund rate of £20 per hour for skilled volunteers) in matched funding for the project during 2022-2023.
2. The 'Case for the Ordinary' exhibition on the patient experience in the three county asylums completed its tour at the Nicholson Institute in Leek in February. The total number of visitors for the main exhibition and pop-up version touring libraries was 72,151. The exhibition will be one of the first on display at the new History Centre. On 2 May 2023 the Rugeley Power Station exhibition opened at the Museum of Cannock

Chase. This exhibition was funded by s.106 funding through the planning process for redevelopment of the site.

3. During the February half-term the Service engaged with families and local council staff in an event at Stafford Library featuring archive animals. This event gathered useful insights about the impact of cost-of-living pressures. In March the team participated in an event at Perton Library for British Science Week. A STEM family friendly activity was piloted with 175 participants, half of which were children. During Lottery Open Week in March the 'behind the scenes' offer at the museum stores reached new visitors benefiting from the national campaign.
4. The Learning Officer has continued to work with Stafford College KS5 students using archive collections in an onsite session. 54 teachers have joined the SHC Teachers' network and 16 participated in an online event. A Teams channel has been established to signpost teachers to resources. Further co-production workshops have been delivered at schools. In total 7 activities have been delivered onsite and in school engaging 196 pupils.
5. A recipe book project has been launched to engage with Eastern European residents in Staffordshire. This is led by the Community History Development Officer with advice from a volunteer of Eastern European heritage. The project has received a positive response from 8 families including ones from Ukraine. One contributor stated, 'My wife and I are thrilled to participate in this initiative and contribute a recipe celebrating our Eastern European heritage.' The recipe book will be printed and distributed to Staffordshire Libraries with a copy retained in the Archive and Heritage Service. The project is being promoted by community groups and ESOL tutors.
6. All the digitised Enclosure Maps are now available on [Staffordshire Past Track](#) website. Two volunteers are digitising the McCann photograph collection and transparencies from the Michael Fisher collection. In addition 6 volumes of Aris's Birmingham Gazette (1744-1768) are being digitised.
7. The Project Cataloguer has worked with Collection Officers and volunteers to catalogue 469 books and created 340 name authority records. In total 1,647 out of 12,000 items are completed which is 13.7% of the target.
8. An evaluation consultant has been appointed with the contract commencing in June 2023. They will work with the team to evaluate all aspects of the project including construction, activities, and digital activities. The team have been collecting data and evidence from

activities with responses typically including: 'challenging', 'enjoyable' 'exciting', 'fun', 'great for all ages', 'inspiring'.

Progress update on capital work

9. The work on the archaeology watching brief was completed in March following discussion with the County Archaeologist on findings from the excavation. No significant finds were discovered.
10. Piling tests were completed during February and March with no significant risks reported. A boundary wall is being monitored by a structural engineer and piling for the strongrooms is now in progress.
11. Previously unknown asbestos was discovered at the rear of the site and in the courtyard. This material has been removed.
12. A secure access route has been created to the strongrooms which avoids staff crossing the construction line. This has enabled the criteria for onsite public access to documents to be widened in May.
13. Demolition work has been completed which uncovered issues to surrounding brick walls and foundations. Revisions to the slab design for the courtyard and party wall have been completed.
14. The project team are liaising with architects, PRS, and interpretation designers, Imagemakers, about development of the exhibition space. Object lists are being drawn up for development of exhibitions with social media polls and informal testing at events to seek feedback on content. Work is ongoing with the fabricator and digital subcontractors to RIBA stage 4.
15. Work is underway to strip out the William Salt Library building with protection for historic features in place. The Georgian townhouse and Victorian Cottage have been separated. Several structural issues have been discovered including rotten beams under the floorboards of the cottage due to being laid directly onto the soil. This has caused the staircase to sag. In the townhouse structural cracks and floor levels are worse than anticipated. Water damage has been discovered in upper floors. A request has been made to the National Lottery Heritage Fund (NLHF) to use part of the contingency budget to address these issues.
16. Three historic wallpapers have been uncovered. Panels will be cleaned and preserved by the Archive and Heritage Service Conservator and remain on display to enhance the story of the building. Historic Building Recording and paint scrape analysis has been completed.

17. A Clerk of Works has been appointed to monitor quality onsite on behalf of the client.

Procurement of new website

18. Procurement of the new website has been delayed due to the complexity of the tender process. Advice from Staffordshire County Council's Legal Services Team recommended development of specific terms and conditions for the design, development and hosting of the website. Use of the G-Cloud framework was considered however the framework has not been updated recently and this means the suppliers recent products will not be available through this method. Therefore a full procurement process is being followed.
19. The new website will provide the online presence for Staffordshire Archives and Heritage Service, Staffordshire and Stoke-on-Trent Archive Service, and the William Salt Library. Online information is currently provided on [Staffordshire County Council's website](#) with a redirect from Stoke-on-Trent City Council's website. Redirects from both councils will be provided to the new website.
20. A new site is being developed to offer integrated access to the services and the online catalogue. There are ongoing issues with the online catalogue which lacks a complex search facility and can be unstable. The new website will provide an integrated search facility and user-friendly access. It will also enable promotion of the service with use of collection images and including the Staffordshire Name Index site in the main website.
21. Staffordshire's Legal Services Team is considering implications for the Joint Archive Service and Joint Agreement. Staffordshire ICT are considering implications for hosting of the site on an external server. It has been established that online catalogue data will be uploaded manually by both parts of the Joint Archive Service and Archive and Heritage Service removing the need for direct link to either local authority's server. Discussion with the City Archives staff is ongoing about development of the new site and will include the City Council's ICT and Legal Team as appropriate. A further report will be brought to update the committee on any implications for the Joint Agreement between the two authorities.
22. The website specification is currently being reviewed along with the terms and conditions with a view to advertise the tender in the summer.
23. In the interim a microsite for the [Staffordshire History Centre](#) has been launched. This enables the Service to provide regular updates on

the project, promote events, and share images from collections and events. It also enables to service to share information on public access to collections during the temporary closure.

Progress reports to NLHF and programme

24. Three progress reports and claims have been submitted to the National Lottery Heritage Fund (NLHF). Capital expenditure from 2021 up to 31 March 2023 is £469,057 and revenue expenditure is £50,668. Total spend is £519,725. £318,470 of grant payment from NLHF has been claimed with £201,255 of funding from Staffordshire County Council, William Salt Library Trust and other donors supporting the rest of expenditure.

25. Based on the revised programme from commencement of construction on 1 February 2023 the project is on schedule. Construction is estimated to complete in summer 2024 with anticipated opening date of autumn 2024.

Legal Implications

The legal agreements between Staffordshire County Council and the William Salt Library were approved for completion by the Council's cabinet on 14 December 2022. The Trust agreed completion at its meeting on 23 January 2023. The solicitors for both parties completed the agreements on 1 February 2023. The Joint Agreement between Staffordshire County Council and Stoke-on-Trent City Council is reviewed as appropriate for amendments to ensure it covers any changes as a result of the project. There is a rolling review and renewal on a three yearly basis with the agreement last amended in 2021.

Resource and Value for Money Implications

Procurement of goods and services for the project complies with Staffordshire County Council's procurement framework. Costs have been closely monitored and reviewed with external successful funding applications ensuring the project could continue.

Climate Change Implications

The project balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations. Any new buildings will be compliant with modern standards for energy efficiency and minimise impacts on climate change.

Opportunities to attract additional funding to increase energy efficiency will be pursued. The project includes elements to improve the outcomes for wildlife and the environment. These elements have received financial support from the climate change funds held by Staffordshire County Council.

List of Background Documents/Appendices:

Contact Details

Assistant Director: Catherine Mann MBE, Interim Assistant Director – Culture, Rural and Safer Communities

Report Author: Joanna Terry
Job Title: Head of Archives and Heritage
Telephone No.: 01785 278370
E-Mail Address: joanna.terry@staffordshire.gov.uk

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archives Committee – Wednesday 02 August 2023

Joint Archive Service – Final Outturn 2022/23 & Predicted Outturn 2023/24.

Recommendations

We recommend that the Committee:

- a. Notes the 2022/23 net revenue outturn budget position.
- b. Notes the current 2023/24 net revenue outturn budget position.

Report of Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)

Reasons for Recommendations:

1. The final net revenue outturn for Joint Archive Service is an overall breakeven position at the end of 2022/23 financial year.
2. The Joint Archive Service net revenue outturn is currently estimated to breakeven in the 2023/24 financial year.
3. The partnership continues to hold significant reserves totalling £0.438m.

This includes:

- a. The General Reserve holds a balance of £0.370m.
- b. The Archive Acquisition Reserve holds a balance of £0.058m.
- c. A specific reserve of £0.010m from the Art Fund grant for the Minton collection.

Final Net Revenue Outturn 2022/23

4. The final detail of the 2022/23 net revenue outturn for the Joint Archive Committee can be found as *Appendix 1* to this report.
5. The Joint Archives net spend was £0.843m, compared to an approved budget of £0.843m which produced an overall breakeven position. This was after accounting for:

Core Services

6. £0.001m underspend, of which £0.011m is as a result of increased employee costs, offset by savings totalling £0.009m against training, transport and general expenditure budgets along with additional income of £0.009m against Staffordshire County Council which resulted in a net underspend of £0.007m, offset by increased costs of £0.006m against Stoke-on-Trent employee costs.
7. The overall underspend of £0.001m has been transferred to the respective reserves, with the split £0.007m underspend for Staffordshire County Council and the £0.006m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

Site and Public Services

8. Staffordshire County Council sites and public services; underspend of £0.014m as a result of savings against employees, training, transport and general expenditure of £0.018m, offset by an under-achievement of income of £0.004m.
9. Stoke-on-Trent sites and public services; underspend of £0.019m as a result of savings against employees, training, transport and general expenditure budgets and a slight over-achievement of income.
10. The overall underspend of £0.033m has been transferred to the respective reserves, with the split £0.014m underspend for Staffordshire County Council and the £0.019m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

Reserves

11. The Joint Archive Service currently holds three reserves totalling £0.438m and set out in *Appendix 2*. Transactions during the financial year 2022/23 were made up of:
 - a. Transfer from Staffordshire County Council general reserve £0.129m as match funding for the History Centre Project.
 - b. Transfer to Staffordshire County Council general reserve net underspend for 2022/23; £0.021m
 - c. Transfer to Staffordshire County Council general reserve £0.008m to further support the History Centre Project with any additional costs going forward.

- d. Transfer to Staffordshire County Council general reserve £0.046m climate change funding to further support the History Centre Project.
- e. Transfer into reserve of the Stoke-on-Trent general reserve underspend for 2022/23; £0.013m.

Predicted net Revenue Outturn 2023/24

- 12. The detail of the 2023/24 net revenue outturn for the Joint Archive Committee can be found as *Appendix 3* to this report.
- 13. To date, the Joint Archives net spend is currently £0.069m, nearly 8% of the current net revenue budget of £0.878m. The Latest forecast is for an overall breakeven position this year after taking account of:
- 14. The total joint Archives Service's budget for 2023/24 is £0.878m, an increase of £0.035m from 2022/23 budget.

Core Services

- 15. Overall underspend of £0.001m, of which £0.001m is due to savings against employees against Staffordshire County Council along with an overspend of £0.002m against Stoke-on-Trent employee costs.
- 16. It is assumed that the overall underspend of £0.001m will be transferred to the respective reserves, with the split £0.001m underspend for Staffordshire County Council and the £0.002m overspend for Stoke-on-Trent to provide, overall, for a breakeven position.

Site and Public Services

- 17. Staffordshire County Council sites and public services; is forecast to breakeven at this stage.
- 18. Stoke-on-Trent sites and public services; overspend of £0.005m is due to increased costs against employees.
- 19. It is assumed that the overspend for Stoke-on-Trent will be funded from the respective reserve to provide overall, for a breakeven position.
- 20. It is currently forecast that the remaining reserves at the end of 2023/24 available for use will be £0.279m, around £0.159m less than the current balance as set out in Appendix 2. This assumes the following in 2023/24:

- a. Transfer from Staffordshire County Council general reserve £0.152m as match funding for the History Centre Project.
- b. Transfer into Staffordshire County Council general reserve £0.001m net forecast underspend for 2023/24.
- c. Transfer from reserve of the Stoke-on-Trent general reserve £0.007m forecast overspend for 2023/24.

Legal Implications

21. The Joint Archive Agreement budget will be subject to an annual Audit and return.
22. A review of the current Joint Agreement.

Resource and Value for Money Implications

23. The Joint Agreement budget is monitored regularly throughout the year.

Climate Change Implications

24. No significant implications.

List of Background Documents/Appendices:

Joint and Other Archive Services 2022/2023 & 2023/2024 Budget File.
Joint Archives Reserves File.
Appendix 1 - Outturn 2022/23
Appendix 2 - Archives Reserves
Appendix 3 - Predicted Outturn Position 2023/24

Contact Details

Assistant Director: Catherine Mann MBE, Interim Assistant Director – Culture, Rural and Safer Communities

Report Author: Nikki Mihajlovic
Job Title: Senior Finance Business Partner
Telephone No.: 01785 854879
E-Mail Address: Nikola.Mihajlovic@staffordshire.gov.uk

Joint Archives Service										Appendix 1		
Outturn Position 2022-2023												
	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance	Current Budget	Outturn	Outturn Variance
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	329,665	346,703	17,038	306,930	305,912	-1,018	154,895	147,735	-7,160	791,490	800,350	8,860
Training	1,590	349	-1,241	3,220	708	-2,512	900	139	-761	5,710	1,196	-4,514
Transport	1,280	943	-337	2,600	1,914	-686	300	24	-276	4,180	2,881	-1,299
Supplies & Services	14,820	7,577	-7,243	30,080	16,307	-13,773	19,200	8,395	-10,805	64,100	32,278	-31,822
Transfer to Reserve	0	906	906	0	14,097	14,097	0	19,144	19,144	0	34,147	34,147
Total Expenditure	347,355	356,477	9,122	342,830	338,938	-3,892	175,295	175,437	142	865,480	870,853	5,373
Income												
Grants & Reimbursements	0	0	0	0	0	0	200	75	-125	200	75	-125
Sales	0	0	0	9,570	8,211	-1,359	400	123	-277	9,970	8,334	-1,636
Fees & Charges	4,080	5,523	1,443	0	-315	-315	1,900	2,444	544	5,980	7,652	1,672
Miscellaneous	2,490	10,169	7,679	3,710	1,492	-2,218	0	0	0	6,200	11,661	5,461
Total Income	6,570	15,692	9,122	13,280	9,388	-3,892	2,500	2,642	142	22,350	27,722	5,372
Net Expenditure	340,785	340,785	0	329,550	329,550	0	172,795	172,795	0	843,130	843,130	0
										Predicted Under/Overspend		0

Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2022	286,599	124,339	410,938
2022/23 Transactions			
Staffordshire History Centre - match funding capital contribution	-118,973		-118,973
Staffordshire History Centre - match funding revenue contribution	-9,875		-9,875
Underspend to Reserve	21,049	13,098	34,147
Staffordshire History Centre - match funding additional funding	8,000		8,000
Staffordshire History Centre - climate change funding funding	45,572		45,572
Subtotal (balance as at 31 March 2023)	232,372	137,437	369,809
Future Transactions			
Forecast Overspend to Reserve	0	-6,630	-6,630
Forecast Underspend to Reserve	596	0	596
Staffordshire History Centre - match funding	-152,152		-152,152
Balance Available (as at 31 March 2024)	80,816	130,807	211,623
<u>Acquisition Reserve</u>			
Balance brought forward 1 April 2022	57,542	0	57,542
2022/23 Transactions			
			0
Subtotal (balance as at 31 March 2023)	57,542	0	57,542
Future Transactions			
			0
Balance Available (as at 31 March 2024)	57,542	0	57,542
<u>Art Fund Grant - Minton</u>			
Balance brought forward 1 April 2022	0	10,301	10,301
2022/23 Transactions			
Art Fund Grant - Minton Archive			0
Subtotal (balance as at 31 March 2023)	0	10,301	10,301
Future Transactions			
Balance Available (as at 31 March 2024)	0	10,301	10,301
Grand Total			
Balance at 31 March 2023	289,914	147,738	437,652
Forecast Balance at 31 March 2024	138,358	141,108	279,466

Local Members Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archive
Committee
– Wednesday 02 August 2023**

Annual Report

Recommendation(s)

That the Committee:

- a. Receive and approve the annual report detailing the work of the Staffordshire and Stoke-on-Trent (Joint) Archive Service and Archive and Heritage Service for the period April 2022 to March 2023.
- b. The Risk Register for the service is reviewed and agreed.

Report of Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke on-Trent-City Council)

Reasons for Recommendations:

The accompanying Annual Report provides an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Service and Archive and Heritage Service for the financial year, April 2022 to March 2023 attached at Appendix 1. In line with internal audit recommendations that the Committee review the Risk Register for the service attached as Appendix 2.

Background

1. The terms of the Joint Agreement for Archive Services between Staffordshire County Council and Stoke-on-Trent City Council requires an annual report on the work of the Joint Archive Service to be presented to the Annual Meeting in June. The Annual Report provides a full overview of the range of activities, progress, and performance of the Service.
2. This year's Annual Report evidences significant achievements towards meeting the overall strategic objectives of the Service within the current Forward Plan, 2021-2024. These objectives are:

- a. Developing an active partnership approach.
 - b. Delivering resilience and sustainability.
 - c. Reaching and engaging with a wide range of people and building new audiences.
 - d. Sharing knowledge across the UK.
 - e. Increasing our online presence and remote access.
3. The last year saw the removal of COVID-19 restrictions enabling the whole Service to fully resume in-person events. Several different types of events were delivered including 'behind the scenes' tours, study days and creative activities. Some online events were maintained such as the Staffordshire History Day to reach a wider audience. The response to events was really positive after several years of interruptions.
4. Both the Staffordshire and Stoke-on-Trent parts of the Service have been working on capital projects involving relocation of the collections. This has meant that there is restricted access to collections, which was not planned to coincide. However, the good practice established during the COVID-19 pandemic is being utilised to offer remote access and assessment on case by case basis for in person visits.
5. Two externally funded projects made significant progress this year. The Pandemic Diary project, funded by Staffordshire County Council, is recording oral history interviews with key staff and members about their experience of the pandemic. Objects and ephemera are being collected to complement the recordings. The Rugeley Power Station project, funded by section 106 money through the planning process, has enabled the Service to take in the archive and produce an exhibition about the power station. There is also a touring pop-up exhibition at local venues in Rugeley and at libraries.
6. Fewer accessions were received at Staffordshire Record Office with a total of 34 for 2022/23. This is due to the Service having moved out of the Record Office and lack of available storage space. More came in for Stoke-on-Trent City Archives receiving 96 for the year. 95 contacts were made with members of the public or organisations about potential deposits with many being deferred until the History Centre and new City Archives are open. The total accessions and approaches were 226.
7. Volunteering resumed at Eastgate House, the County Museum stores and online following the move of the Staffordshire Record Office and William Salt Library team. Their work on collections is supporting the Staffordshire History Centre project and this year over 4,000 hours were received. At Stoke-on-Trent City Archives volunteers were welcomed

back with their work supporting the relocation work including cataloguing and repackaging.

8. The Archive and Heritage Service collects detailed statistics about all areas of its work shown at the end of Appendix 2 to the annual report. This covers personal use, distance use and online use of the service. There are five local performance indicators which the service measures against:
 - a. Use of the service
 - b. Attendances at events, talks, education and community visits
 - c. Volunteer hours
 - d. Customer satisfaction
 - e. Use of collections
9. Overall use of the service increased by 5%, with social media streams contributing to this increase. As there have been closures and access restrictions across the Stafford and Stoke sites, personal visits have reduced compared to the previous year but online visits and social media remained high. The increase has slowed compared to the previous year which was a high figure seen during the Covid-19 pandemic.
10. Engagement with the Service has increased significantly by 466%. This is due to the ability to deliver events, study days, tours of our sites and running activities as part of the History Centre project. Having dedicated project staff also brought the capacity and creativity to the team to enable these events to take place. This is a really significant increase with the dual challenge of responding to Covid-19 restrictions being removed and the lack of a venue for the service during temporary closures.
11. With the resumption of volunteering across the Service the number of hours contributed has increased compared to last year. The 30% increase represents a significant milestone in the work of the teams to ensure people were welcomed back and supported. Based on the National Lottery Heritage Fund rate for skilled volunteers of £20 per hour, the contribution has a monetary value of £93,710.
12. There was no customer survey available for the service to participate in this year. However there have been no formal complaints received and a total of 294 compliments was received. The team were consistently praised for the quality of the responses and timeliness.
13. During 2022/2023 use of collections had declined by 31% which was mainly due to restricted access in place and a lower number of museum items on display.

Risk register

14. Staffordshire County Council Internal Audit team recommend that the committee review the Risk Register on an annual basis. The Risk Register sets out the main risks to the service covering:
 - a. Physical risks to collections
 - b. Risks to digital collections
 - c. Risks to staff, members of the public and volunteers within the service
 - d. Risks to operation of the public service
 - e. Risks to forward planning for the service

15. The register at Appendix 2 sets out the impacts and mitigating actions giving a total risk rating out of 9. The register has been reviewed and updated to include new procedures around lone working at Staffordshire Record Office. The risk on flood or water ingress has been updated to reflect the new storage for Stoke-on-Trent City Archives.

Legal Implications

The Joint Agreement between Staffordshire County Council and Stoke-on-Trent City Council is reviewed as appropriate for amendments to ensure it covers any changes as a result of the project. There is a rolling review and renewal on a three yearly basis with the agreement last amended in 2021.

Resource and Value for Money Implications

The Service delivers a range of work which is measured in a number of ways and detailed in the appendices of the Annual Report.

Climate Change Implications

The Service balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations. Any new buildings will be compliant with modern standards for energy efficiency and minimise impacts on climate change.

List of Background Documents/Appendices:

Contact Details

Assistant Director: Catherine Mann MBE, Interim Assistant Director – Culture, Rural and Safer Communities

Report Author: Joanna Terry
Job Title: Head of Archives and Heritage
Telephone No.: 01785 278370
E-Mail Address: joanna.terry@staffordshire.gov.uk



Staffordshire and Stoke-on-Trent Archive Service and
Staffordshire Archives and Heritage Service

2022 - 2023

ANNUAL REPORT



TABLE OF CONTENTS

Executive summary	4
Featured projects	4
Return of in person events	4
Staffordshire History Centre	5
Rugeley Power Station project	6
Pandemic Diary Project	6
Preparation for Stoke-on-Trent City Archives Relocation	7
Regional collaboration and support	9
Onsite public services	11
Staffordshire Record Office	11
Stoke on Trent City Archives	11
Enquiry and reprographic services	12
Consulting Users and Partners	12
Complaints, comments and compliments	12
Online services	13
Learning Blog	13
Past Track and Staffordshire Name Indexes	14
Social media	15
Events and Exhibitions	15
Placements	18
Volunteers	19
At Stafford	19
At Stoke	20
Partnerships with Universities	21
From Lichfield	21
At the Museum	21
New Accessions	22
Staffordshire Record Office and William Salt Library	22
Stoke on Trent City Archives	24
Cataloguing Progress	27
Staffordshire and Lichfield Collections	27
Volunteer support for cataloguing projects	27
Services to the County Council	29
Stoke on Trent City Archives	29
Preservation and Conservation	31
Staff changes and training	32
Performance	32
Acknowledgements	34
Staff	34
Volunteers	34
Friends of the Archive Service (FoSSA)	34
Joint Archive Committee 2022/2023	35

Appendix 1 _____	36
Part 1 _____	36
Public Service Statistics – Financial Year 2021/2022 (2020/2021 in brackets)	36
Part 2 _____	38
Performance Monitoring against Service Targets _____	38
Part 3	38
Local Performance Indicators 2021/22	38

Executive summary

This last year has been a busy one for Staffordshire Archives and Heritage and Stoke-on-Trent City Archives. Both parts of the Service are in the middle of capital projects which will see parts of the collections moved. The timing of the two projects was not planned and has resulted in restricted access to archive collections at Stafford and Stoke. However there is a good offer for online access, digital copies and for certain criteria, in person access. Both parts of the service have microsites available on their projects giving latest service updates.

With the restrictions of the COVID-19 pandemic removed the Service was able to deliver in-person events. It was really good to bring people back together to enjoy using and learning about the collections.

The Staffordshire History Centre project continued to progress and despite inflationary pressures, thanks to additional funding being raised, the project broke ground on 1 February 2023.

Two smaller projects also made real progress this year. The Rugeley Power Station project has enabled the archive from an important industrial site to be preserved at Staffordshire Record Office with an exhibition at the Museum of Cannock Chase. The Pandemic Diary project has enabled Staffordshire County Council to record the work of staff during the response to COVID-19. This means there will be a lasting testament to how County Council staff dealt with such a significant experience.

Alongside all of these projects the whole Service delivered the business-as-usual work of taking in new collections, addressing cataloguing backlogs, working with our volunteers to improve access to collections and supporting the two parent authorities in delivering statutory functions.

Joanna Terry
Head of Archives and Heritage

Featured projects

Return of in person events

There was a dramatic increase in the number of in person events that the service ran in 2022-23. This was due to relaxation of Covid restrictions, increased public confidence in attending events, the recruitment of project staff and the progression of the Staffordshire History Centre project.

Events took place at Stoke-on-Trent City Archives, our museum stores in Stafford, libraries and other local venues and included events for the public, families, educational and local interest groups. Our annual history day was held online to increase accessibility and maximise attendance.

Across all events for all audiences in 2022/23 we engaged with 1,868 individuals.

There was some disruption to three planned public events due to rail strikes and the funeral of Her Majesty Queen Elizabeth, this aligns with national audience engagement trends.

Staffordshire History Centre

The procurement process for construction of the History Centre completed in September 2022 with one compliant bid and with an inflationary increase to costs. Some construction elements were value engineered and then the additional funds were raised by submission of a grant uplift request to the National Lottery Heritage Fund of £894,599, additional funding from Staffordshire County Council of £310,000, a grant of £100,000 from the Wolfson Foundation, grant of £250,000 from Stafford Borough Council from the UK Shared Prosperity Fund, additional funding of £20,000 from the William Salt Library Trust, and £32,000 from the Hildegarde Simon Trust. There is also a commitment to raise £25,000 through a public appeal.

Imagemakers were appointed as interpretation consultants and commenced work in November 2022. The Archive and Heritage team are drawing up lists of items for display and inviting feedback through Twitter polls and events. Two focus groups will be established to seek more detailed feedback on all aspects of the project. The Audience Agency have been appointed as Evaluation consultants for the project.

Procurement of the new website has been more complex requiring additional advice from legal services and ICT. Progress is now being made through an open procurement process and engagement with a suitable supplier. In the interim a microsite for the project has been launched: <https://staffordshirehistorycentre.blog/>

From April 2022 to March 2023 the project team have delivered 54 activities and engaged 1,504 participants. Four student placements have been completed. In addition, 69 volunteers are working on the project to index, catalogue, digitise, research and preserve our collections. Up to March 2023 they have donated 4,024.5 hours which equates to £80,490 in matched funding for the project during 2022-2023.

A very popular tour of the empty William Salt Library building was offered showing the recently revealed features. Three different types of wallpaper have been discovered from the Victorian and Edwardian periods and panels of each one will be preserved.

The construction contract commenced in January 2023 with the whole site handed over to Pave Aways Limited on 1 February 2023. Work is well underway with piling at the rear of the site for the new strongrooms. Demolition of the WSL strongroom has been completed. During groundworks additional asbestos was removed which was found at both the rear of the site and in the courtyard. Structural issues have been uncovered at the William Salt Library which will be addressed through the project.

Archaeology work to meet the requirement for a watching brief was completed with some additional costs. The County Archaeologist assisted the project team in ensuring work was concluded to his satisfaction. Additional costs were absorbed by County Council property budgets and underspends in service budgets.

Based on the construction start date the anticipated completion is summer 2024 and opening date in the autumn of 2024. At the moment the programme is on schedule across the construction and the activities.

Rugeley Power Station project

During 2022-23 the Archives & Heritage Service received funding as part of the of the **section 106 planning conditions** attached to the development of the former Rugeley Power Station site. These funds allowed us to recruit a Project Researcher, to collect the Power Station digital and physical archive, and to produce an exhibition and website, all as contributions to the Staffordshire History Centre project.

Alex Chong was appointed as Project Researcher in May 2022. The project began with desk-based research into the history of the power station and continued initial contact that had been made with power station staff, regarding the acquisition of company archives (including digital material) and objects. Prior to transfer to the service condition checking was completed plus additional work at the Power Station to collate information for cataloguing purposes, and the archive material was then successfully transferred to the Record Office for quarantining.

Simon Meddings Associates were appointed as exhibition designers. The project researcher conducted three research trips to the archives at the Institution of Engineering and Technology, the Museum of English Rural Life and the Museum of Cannock Chase. In November, December and early January 2023, oral history interviews were conducted by the project researcher, with former station employees.



Rugeley Power Station's turbine hall
(from the company's digital material, now in the service's collections).

In January, transcriptions of the oral history interviews (six in total) commenced, an object list for the exhibition was produced and an artist was secured to run a mini-print workshop to accompany the project. The exhibition, 'Keeping the Lights On: A History of Rugeley Power Station', will be hosted by Museum of Cannock Chase between 1st May and 18th June 2023, and the accompanying website will go live. A pop-up version of the exhibition will tour local venues and libraries surrounding Rugeley.

Pandemic Diary Project

Project Assistant, Dr Robert MacKinnon, was appointed in May 2022. Initial work on the project in June focused on developing the research themes and interview questions for this oral history project, which aims to record Staffordshire County Council (SCC) employees' experiences and responses to the pandemic, principally professionally, but also personally. Attention was given to the different 'phases' of the pandemic, emotions and decision-making. A list of around 30 candidates for interview was developed during July and August.



Bagged and labelled PPE made by Lichfield Community Scrubbers

The aim was to capture the breadth of SCC activities the pandemic impacted upon and at different organisational levels, from strategic to frontline. Interviews began in November and by March of 2023, 14 interviews had been undertaken and 4 interviews had been transcribed.

Alongside the oral history Robert has been collecting Covid-19 material culture in response offers of donations to the 2020 Archives & Heritage Lockdown Memories project. We have collected photographs, ephemera and some objects, including home-made scrubs and a pair of wooden spoons broken when enthusiastically hitting a saucepan during 'clap for carers' in the first lockdown.

Preparation for Stoke-on-Trent City Archives Relocation

In August 2022, work began to prepare for our move to the Potteries Museum and Art Gallery in 2023, with 2 members of staff working an extra day a week in order to undertake a full survey of all our holdings. This survey added to our existing strong room management spreadsheets which record the location and extent of our archive collections. We identified all the work required to safely move our archive, local studies library and pottery library collections. This data informs all our collection preparation work and records our progress.

Informally we had alerted our regular customers, those wishing to donate or deposit records and those planning events to our forthcoming relocation to PMAG, and the concomitant reduction in service in the near future. Then in early November our stakeholders - Archive Service members, depositors, volunteers and the National Archives (TNA) and FOSSA - were formally briefed by email or letter.

Good communication has been key throughout our move preparations, working closely with the Joint Archive Service and Stoke-on-Trent City Council Marketing and Communication Team. On 9th November we launched our move microsite and blog (www.stokearchivesismoving.uk), designed to be a fun and engaging portrait of the move. The blog keeps our stakeholders up to date, informs archives networks locally and nationally, and acts as a distinct message about the City Archives move, which is separate from the Staffordshire History Centre Project.



Stoke-on-Trent City Archives Reception and Reading Room: Prior to closure 2022

We also chose a phased reduction of access to enable our stakeholders to adapt and plan. We began to restrict access to our reading room from 5th December. On Friday 6th January 2023 we welcomed our last customers into the City Archives within the City Central Library & Archives building. Staff time was thereby freed up for the essential move preparation work.

The closure marked the end of almost 25 years of public access to Stoke-on-Trent City Archives' collections in this particular location, so we chose to mark the event by sharing a few photographs of the opening of the Archives back in July 1998 on our move microsite.



Opening of Stoke-on-Trent City Archives in 1998

Special advice on collections has been received from local experts such as Ray Johnson MBE of the Staffordshire Film Archive and specialists such as the Media Archive for Central England (MACE), the Art Fund and the British Newspaper Library. We are also in frequent communication with TNA in the planning of our new storage facilities, public area and space behind the scenes. From the point at which we closed, staff time has been divided between (principally) move preparation work, answering remote enquiries, and fulfilling remote reprographic and research orders. A link to the microsite (showing a graphic timeline) was included in the Stakeholder communication and in email responses to enquiries. The responses we've received were all supportive with no queries indicating the success of the communication strategy.



Move Microsite Vlog featuring Store E Store Tour

Before we closed, several customers asked if they could be shown our stores, so we sought to address this request by producing a series of 5 Store Tour Vlogs (with a Star Wars theme). These virtual tours really seemed to capture our audience's imagination and served to visually communicate the huge task we faced in order to move and demonstrate why we were unable temporarily to provide physical access.

Packaging is a major element in move preparation, to meet accreditation standards. The City Archives has invested in packaging (to date, 2,500 boxes at a cost including VAT of £23,276) to assist in moving the collection. It will also protect them in case of flood or other disaster, and to serve as protection from dust and generally to slow deterioration. We have also reused archival boxes in more efficient ways. We have also invested in new equipment to enable production of custom-made boxes and wrapping for collection.

Our Conservator has given staff and volunteers training in creating custom-made boxes for volumes which don't fit in standard size boxes. This is very labour-intensive but necessary work, which is progressing well. [A vlog on the microsite shows how a custom-made box is made in less than 3 minutes.](#)

Online availability of collection content information is also being improved as a result of this process. All historic backlog accessions have now been processed by our Archivist and information on our collections is being improved as we work through them with the aid of many drawers of index cards.

Regional collaboration and support

WMMD Regional Partnership

The regional partnership with Ironbridge Gorge Museum Trust to support the West Midlands Museum Development team continued through delivery of the Collections Lead role during 2022-23. Collections support, advice and best practice guidance was delivered to museums across Staffordshire and the wider Region. The work included three in-person collections training events together with a further raft of online workshops and support of the wider WMMD programme.

New funding streams developed by Arts Council England have led to changes in the delivery model for the National Museum Development programme from April 2023. The Archives and Heritage Service will step away from the regional partnership to accommodate this changing need and to concentrate fully on delivery of the Staffordshire History Network. Helen Johnson and the team at Ironbridge worked closely to facilitate a smooth transition as her role one day

a week with West Midlands Museum Development came to an end as of the end of the financial year. Helen will continue to support local museums through her work with the Staffordshire History Network detailed below and signposts organizations to WMMD where necessary.

Archives West Midlands regional network

The Archives and Heritage Service continues to participate in the network benefitting from training on digital preservation and engagement with archives for staff. The head of service is a trustee and has chaired a project board for the No Barriers project funded by The National Archives to provide a positive action traineeship. The trainee's work fed into workshops for member services on the challenges of inclusive cataloguing and engaging more diverse communities. A self-assessment tool for services on equality, inclusion and diversity is due to be launched and a follow up project is planned.

Staffordshire History Network

The new Staffordshire History Network launched in July 2022. The aim of the SHN is to bring together museums, historical groups and societies, civic societies, research groups and heritage sites from across the county to share ideas, best practice, news, and training. The SHN supports and works with sites and groups which are the custodians of collections, heritage sites or archives, or who carry out research and family history and who wish to engage and promote these activities to the wider public.

In 2022-203 the SHN held three networking events hosted by Erasmus Darwin, the V&A Wedgwood Collection and the Nicholson Museum and Art Gallery. 37 organisations were represented at the events and 84 people attended.

The SHN also offers direct support and advice to its members. 17 on site visits were made from July 2022 and 66 instances of advice given via email or telephone.

A new weekly e-newsletter was also launched in July 2022, reaching over 400 individuals by March 2023.





The new SHN logo, Network meetings at the Nicholson and V&A Collection, Wedgwood

Onsite public services

Staffordshire Record Office

Staffordshire Record Office was closed to the public from April 2022 in order for preparations to be made for the move to temporary accommodation for both staff and documents to two sites. During our closure period we continued to offer a full enquiry and reprographics service. A very limited public service re-opened from 22nd July 2022 at our temporary accommodation for one afternoon per week for people with statutory legal requirements e.g. rights of way enquiries. Initially three spaces were available and for the month of July the occupancy was 83% and for August this was 42%. Due to some of the documents being produced e.g. large maps, the number of spaces available were reduced to 2 from 2nd December to give more safe working and handling room for documents, during December the occupancy rate was still 50%. The Record Office building was handed over to the construction company on 1st February 2023 for the planned construction works. A member of our public service team left us in July 2022 which reduced our staffing levels for a period of six months, but a new member of the team joined us at the end of January.

Enquiry and reprographic Services

During the service closure, and very limited re-opening, the enquiry and reprographic service continued, however, the overall number of orders went down by 57% on the previous year whilst the photographic orders were quite static at 95%. Only a small number of photographic permits were issued during the year to people attending the limited public service.

Stoke on Trent City Archives

We were fully staffed again from August 2022 for the first time since the pandemic began. We did not, however, resume pre-pandemic opening hours due to training two new members of staff and preparation for the move to PMAG. During the year in-person visits increased by 32% despite the restricted access implemented in the final quarter. Document production increased by 40%: an element of this was our customers' forward planning, accessing documents in preparation for the temporary closure. Another significant element was that the Archivist had added collection level descriptions to our online catalogue 'Gateway to the Past' for all our collections as well as further complete catalogues. Our service has learned many valuable lessons from adapting to the restrictions the pandemic imposed. We have observed the great benefit to customers of forward planning in advance of a visit. Staff fully advise on what we hold, giving customers the opportunity to browse lists, pre-order documents and apply for permissions in advance of a visit, to essentially visit us properly prepared, making more efficient use of their time and giving them access to more appropriate sources. We plan to retain this

model when we re-open. This means more work for staff at the beginning of the exchange, but a more seamless efficient experience for both customers and staff during a visit.

Enquiry and reprographic services

The increase in photographic orders (57%) has provided the opportunity for the Digital Development Officer to (as a consequence) improve accessibility to some of our collections by digitising several items in full. The addition of the Minton Archive Index, 1860-1946 and The Mount School Admissions Index, 1897-1927 to the Staffordshire Name Indexes website has proved popular, leading to enquiries and copy orders. While we are continuing to provide a full remote enquiry service, uptake has decreased by 7% overall, however, the range of enquiries remains consistent and all collections continue to be well utilized. In the same period, requests for microfilm prints, copies and scans has increased by 18%. To accommodate the extra staff workload for the move, it has been necessary to reduce the upper limit of research orders to two hours as demand on the service has increased by 37.5% and the staff hours spent on research orders has increased by 71%.

Consulting Users and Partners

At Stoke-on-Trent City Archives we have received positive feedback following our communication with readers, depositors, volunteers and other stakeholders such as The National Archives and the Art Fund. Any concerns raised were addressed successfully by staff and the FAQs on the Move microsite.

The Archives and Heritage Service launched an annual volunteer survey in May 2022. There was a very high response rate and very positive results to question about enjoyment of volunteering.



Volunteers enjoying a refreshment break – an outcome from our survey

The survey highlighted the many individual motivations for volunteering and helped us to update our volunteering policy and procedures. We produced a “you said, we listened” infographic to share the outcomes with our volunteers including improved communications, a volunteer events programme and refreshment breaks at Eastgate House.

Feedback forms from events were overwhelmingly positive and gave us suggestions for future engagement activities and how to enhance our public programmes. Comments from families at an outreach event included the following key words; ‘enjoyable’ ‘exciting’, ‘fun’, ‘great for all ages’, ‘inspiring’.

Complaints, comments and compliments

Staffordshire Record Office received 184 compliments no complaints during the year. Our users appreciated the service we provided both during our closure period and our limited public access service.

Some of our compliments:

Thank you for your very prompt, information-packed replies. You have provided me with much more than I ever expected. (R Garbutt)

I feel like I've won the lottery and can't thank you enough for getting back to me with this useful information. It has meant a great deal to me. Seeing this will allowed me to solve a puzzle I have been trying to figure out for some time. It's amazing to be able to access this information from my house in Canada! Thanks again for this and all you do. (J Van Brunt)

Thank you very much for your prompt reply. I think you went beyond the initial request and your reply is very helpful. I have now had a chance to look at the guides and your suggestions and think I should be able to answer the questions. I know that you will all have been working in difficult circumstances for the past couple of years or so due to the reorganisation and covid restrictions. I really appreciate your quick and helpful response. Perhaps you could refer my reply to your manager for your annual review? (M Ball)

Thank you very much! I have contributed images that your website makes use of, and yes, I think your website is great and very informative as well as unique, especially from the munitions perspective of Swynnerton. Thank you for making this resource available! (R Jewell)

Stoke-on-Trent City Archives has received 110 positive comments/compliments during 2022-2023 and received no official complaints.

Compliments included the following:

I just want to thank you for all your time and shared information on this. You went above and beyond my expectations. I truly appreciate your time and value added to my research.

Thank you so much for your reply. Amazing that the plate is almost 200 years old. I probably bought it at a car boot sale, and doubt if it cost much. Lovely to feel history.

Thank you again for your speedy and helpful reply: I am thrilled to receive a reply from someone who clearly knows the [Minton] collection well, and pleased, too, to receive the links for the pattern book pages and for the Minton collectors' website, which I will investigate shortly.

You deserve a pay rise for doing this for me! It has been a family mystery as to the history and origins [of these moon flasks] and from what you say they are very old and so I am wanting to make sure that we know their value and they get sent to the right place not a charity shop! Really well done and so prompt. Thanks so much, you are a credit to Stoke-on-Trent archives.

Online services

[Learning Blog](#)

Whilst the blog is not currently being updated it remains live and is a useful tool; we signpost volunteers and placement students to the resources particularly the paleography content.

[Minton Archive](#)

As in previous years the Minton Archive has continued with regular posts relating to archive material, including new instalments for long-running series' such as Folio Friday and Pairing Up. In June a host of Minton material was called upon in order to take a deep dive into the

production of the Queen's Vase for the Platinum Jubilee (including a matching Folio Friday featuring 21 individual artworks, rather than the traditional one!) and in September the site celebrated its seventh anniversary with the release of another 752 tile designs and the creation of a new themed search for Tiles, better reflecting the growing amount of tile-related material available to view directly within the online catalogue. In conjunction with the Staffordshire Name Indexes website the names and details from five documents listing employees were made available to view online as the Minton Archive Index, and most recently work for the move microsite has provided some useful jumping off points for an ongoing series of "Moving Minton" blog posts.

Stoke Archives is Moving microsite

The Stoke-on-Trent City Archives is Moving microsite (www.stokearchivesismoving.uk) is a temporary site designed to keep users up-to-date during the transfer of the archive service to its new location within The Potteries Museum & Art Gallery. The homepage focuses on the current status of on-site access, with a traffic light system denoting whether the service is open, on restricted access, or closed, and a timeline is included to give users a basic overview of the various move process and overall timescale. Another key part of the microsite is the Moving Blog, where users can get more information about the latest move-related activity at the City Archives, including a series of Store Tour vlogs designed to give viewers a behind-the-scenes look at the strong rooms and secure areas usually off-limits to the public. The blog addresses FAQs and there is also the option to subscribe via e-mail. The number of subscribers is growing, we currently have 76 subscribers.

Past Track and Staffordshire Name Indexes



Detail of the enclosure map for Waterfall, 1743 (SRO D424/M/1 part 1)

Visitor numbers for Staffordshire Past Track remain well above their pre-COVID levels, helped by the addition of another 1,350 new resources during 2022-23, mostly added by our volunteer Bob Metcalfe with research support from John Bennett.

As well as photographs from our own collections, important additions to the site this year have been the first batch of 130 of the 213 enclosure maps digitised by ICam earlier in 2022 thanks to FoSSA and funding from Midlands Ancestors' Kemp Legacy Fund, and over 400 postcards from the late Roy Lewis's superb collection, kindly lent for digitization by his family.

It has also been a good year for new resources for family and local historians on the Staffordshire Name Indexes site. New this year are: the Minton Archive which contains about 6,900 names for the period 1860-1946 extracted from Addresses presented by employees and Registers of Apprentices; the Mount School for the Blind and Deaf admissions index, 1897-

1927; and the City of Stoke-on-Trent Blind Welfare Committee register index, 1840-1951. Thanks are due to the teams of volunteers who carry out this valuable research.

Social media

Following on from our positive response to posts last year, we have continued to use Facebook and Twitter to promote our collections at Stoke-on-Trent City Archives. We've seen lots of engagement with users whenever we've written about new accessions, highlighted items from our collections that we come across in our day-to-day work, or during local and national events such as the Platinum Jubilee. We've also found it's a great way to promote our move microsite and provide bite-sized, regular updates about the move which people can explore in more detail if they wish.

We have built on earlier social media engagement by introducing a content calendar that creates a balance of posts around four topics; sharing our collections, celebrating the Staffordshire History Centre Project, promoting events and sharing key service updates. We have targeted content to different platforms and posted stories to Instagram to boost engagement. Our content calendar allows us to link content to calendar dates. Our Christmas themed content proved to be very popular (particularly Nimrod the pantomime pony!) and we used social media to link our collections to Halloween.



Images shared on social media for Platinum Jubilee celebrations and Nimrod at Christmas.

Events and Exhibitions

Staffordshire History Day 2022

The Staffordshire History Day is an annual event which brings together historians, researchers, local history societies and members of the public, together with our partners at Keele University and the Midlands History Centre at the University of Birmingham, to explore and discover the stories of the people and places of Staffordshire. After a two-year break Staffordshire Archives and Heritage Service hosted the event online for the first time.

The full programme included academic papers on the Battle of Bloor Heath, Staffordshire Enamels, Austerity to prosperity in the Black Country and the Staffordshire Asylums project together with updates from the Victoria County History team and County Archaeologist. The day was well attended with 66 people logging in and a further 57 participants joining us for a series of Collections Stores tours in the week following the online event.

Touring exhibitions

A Case for the Ordinary - Staffordshire's Asylums and the Patient Experience



William Pace, aged 16, 1894. Stafford Asylum records (SRO)

Launched in January 2022, this popular exhibition continued to tour Staffordshire during the year, visiting the Brampton Museum in Newcastle-under-Lyme and the Nicholson Museum in Leek. The smaller pop-up version was hosted by seven library venues in 2022-23.

The exhibitions are the culmination of a two-year research project and enable visitors can find out more about the daily life inside the asylums, the treatments, staff and patients.

A total of 13,503 people visited the larger exhibition and a further 58,648 experienced the pop-up display. Later in 2023 it will be hosted by the Ancient High House in Stafford and it will be the first temporary exhibition at the Staffordshire History Centre when it opens.

The research project, website and exhibition were supported with funding from the Wellcome Trust and our partners at Keele University and the University of Birmingham.

The smaller pop-up exhibition continued its tour of Staffordshire Libraries until November reaching over 58,000 people.



A Case for the Ordinary (Brampton Museum, May 2022)

CLandage Partnership Project

The CLandage project, run by Liverpool University, explores past societal adaptations to weather events to better understand climate change. The project officially concluded in October with an event in Stafford. A new touring exhibition has been launched at the event which will tour Staffordshire libraries until 2024.



Still from CLandage Washlands film with Maria Whatton, display at Burton Library (January 2023)

Partners, participants, and academics came together for a study day to review and celebrate the research and outcomes of the project. This included a specially commissioned film of the Burton-upon-Trent Washlands with storyteller Maria Whatton, poems from Mel Wardle-Woodend and a display of documents and related objects from the Archives and Heritage Service.

Behind the Scenes Tours

Museum Collection Store Tours

This year saw the introduction of our new Collection Store Tours. This is a key part of the History Centre project, enabling access to the collections through going behind the scenes. A new film was commissioned to enable visitors with accessibility needs to view collections located on the mezzanine levels of the stores.



Collections Store Tour, January 2023

A full programme of store tours was available, and 8 community groups booked tours together. These were complimented by a further public events in the stores including a special offer for lottery players together with an artist led workshop for the A Sense of Place project.

William Salt Library Tours

We developed a very popular tour of the empty heritage buildings that previously housed the William Salt library collections. The research was led by our digital officer and included information about past residents, the history of the site and even resident ghosts! We ran tours for staff, volunteers, elected members and the public; we had to keep extending the number of tours due to overwhelming demand.

This tour has now been adapted into a talk that has been delivered to a local group and is booked for 2024 and 2025.

Community Wedding Dress Exhibition at Hamstall Ridware

In May the Community Engagement and Partnerships Officer supported a community group in Hamstall Ridware to stage an exhibition of wedding dresses worn by people from the village. Support was given through the loan of mannequins and advice and assistance with mounting the dresses for display.



Community led exhibition at Hamstall Ridware, May 2022

Shelley Group visit: On Monday 16th May we were pleased to host two sharing sessions for the annual visit of the Shelley Group, who enjoyed delving into the companies records

BCB Artists visit: On 22nd September we welcomed a group of Artists from the British Ceramic Biennial (BCB) who enjoyed examining a variety of production records from various pottery manufactures.

Majolica Mania Exhibition and visit: After a debut at New York City's Bard Graduate Center, and then moving to the Walters Art Museum, Baltimore, the exhibition *Majolica Mania: Transatlantic Pottery in England and the United States, 1850–1915* moved to the Potteries Museum and Art Gallery running from Saturday 8th October 2022 until Sunday 29th January 2023. The exhibition featured several physical items and digital images from the Minton Archive. In connection with this international exhibition Stoke-on-Trent City Archives hosted a visit from the Majolica International Society to share the Minton Archive on Friday 7th October.

Here is a wonderful comment from one of our group visits:

"I can't thank you enough for the incredible visit and introduction to the Stoke City Archives last week - the group were incredibly impressed by the vastness and the beauty of your collections - I felt so proud that the archives your safe-guard are valued so much. The group are still absolutely beaming about their intensive day in Stoke and that wouldn't have been possible without your great support, involvement and generosity in sharing so openly and in hosting them for the afternoon. Thank you so much!"

Placements

Stoke-on-Trent City Archives has supported three student placements this year. Keele University student Beth, who continued her cataloguing work from last year, stayed with us until June, and Cerys, student at Wrexham University, joined us for a week in April, trying her hand at a variety of tasks including document production, numbering and cataloguing. Finally, Charlotte from Bristol University began her placement at the end of March, assisting with packaging and cataloguing work for the city archives' move.

At Staffordshire Archives and Heritage we hosted four placement students who contributed over 90 hours to the service shadowing and supporting all of our teams and undertaking research tasks. One placement was linked to a [Page 44](#) education course and three supported

career goals and personal development. We have developed a new model for placements where a personalized timetable gives them experience across all areas of the service.

Volunteers

At Stafford

After a month to move operations over to Eastgate House in April, volunteering resumed in our new temporary home in May 2022. We retained the majority of our volunteers and have gained more. We have actively recruited volunteers across our sites this year, most recently at the HAP in Lichfield.

We have 36 volunteers who visit Eastgate House Tuesday to Friday and 20 who volunteer on site at our museum store and remotely from home. We have also just recruited 4 new volunteers to begin in Lichfield from June 2023. Last year our volunteers gave over 4,000 hours to the service making the collections more accessible.

This year we have implemented a new model for volunteering. We have offered our volunteers a programme of events and skills building sessions. We have also been keeping them up to date with a quarterly newsletter. This has been crucial to keep volunteers updated about the development of Staffordshire History Centre and changes within the service. We completed our first annual volunteer survey last May and plan to hold the next one this summer to ensure that our volunteers feel supported and are able to give us feedback to improve volunteering.



One of our events was a talk from Dr Imogen Peck of University of Birmingham who visited us in November 2022 to talk about the Civil War in Staffordshire. The talk was attended by volunteers from various project groups, and they were able to discuss their knowledge of the period in relation to the area they volunteering in, this included the Consistory Courts of Lichfield, Poor Law and Paupers and individuals working on wills from the period. It was a great chance for volunteers to come together and discuss their projects with each other and learn more about Staffordshire's history.

At Stoke

All volunteer activity this year has supported Stoke-on-Trent City Archives' move to its new home at the Potteries Museum and Art Gallery. This is a huge task and we are extremely grateful for all the offers of help. Twelve volunteers have assisted with cataloguing and packaging of collections over the last year and we have welcomed both old and new faces to the archives.

Some members of our Lancer Volunteer Group returned in June 2022, and they have now transferred their skills to assisting with listing and packaging in preparation for the move. We were delighted to find out that Frank Foy, lead volunteer for the Lancers, was awarded the Buchan medal in recognition of his volunteering work earlier this year. (Right: Frank with Princess Alexandra)



Margaret Beard has continued to work on her Poor Law indexing project for the Staffordshire Name Indexes website and as a former member of staff, her knowledge of our local studies collections has proved to be an invaluable asset when sorting through our backlog of local studies stock and card indexes- another move task.



We have also welcomed several new volunteers, specifically for move work. Martyn, Jack, Charlotte and Molly have assisted us with a variety of tasks, ranging from packaging, cleaning and labelling to checking lists on our cataloguing software, CALM. Martyn and Jack have almost finished the brilliant feat of boxing all of our pottery and local studies pamphlets, and Molly is currently re-boxing and listing the Tony Bailey photograph collection (SD 1621). They have also re-boxed two large series of Radio Stoke tapes now on deposit with the archives (SD 1972 and SD 1783) and have improved a series of catalogue descriptions for some of our Methodist records. Here is Martyn cleaning and numbering the Wenger collection (SD 1292) ready for moving. Wengers, based at the Helvetia Works in Hanley, were colour merchants to the pottery industry.

We hope to welcome back more volunteers soon and were pleased to offer a training day earlier this year when our Conservator showed us how to make specialist archive boxes for individual volumes, also giving a refresher in document handling.

Partnerships with Universities

We continue to work in partnership with Keele and Nottingham Universities on projects, research and volunteer activities. Academic partners continue to support our volunteers both online and in person enhancing the volunteering experience.

We welcomed back Susie Johns who has returned to working with our Bawdy Courts volunteers after a period of leave. Hannah Smith has just begun her PhD research on Staffordshire and Slavery and intends to run a volunteer group later in her project, Gabriella Gay continues her part time research and is currently working on her own creative responses to silences in archives.

A Sense of Place Partnership Project

From January we have been working in partnership with the Staffordshire Library Service and the Midlands Partnership NHS Foundation Trust (responsible for the Community Managed Libraries) on a place-based arts project exploring and capturing what we love about where we live, and supporting mental health and wellbeing. This is part of a regional project led by Creative Health and funded by Arts Council England.

A series of free taster workshops were run in January and February at two Community Managed Libraries in Stafford; Baswich and Holmcroft. Using the museum collections for inspiration the groups worked with artists Juneau Projects to produce work in a range of media. A visit to the Museum Collection Store also took place in February. The workshops continue in 2023 with a celebration exhibition at the New Art Gallery Walsall in the summer.



A Sense of Place taster workshops with Juneau Projects, Baswich Library, January 2023

Lichfield History Access Point

The engagement team has worked in partnership with library staff to improve access to the Lichfield HAP for service users. This work has included improving the layout of resources, recruiting new volunteers and developing resources and information ahead of volunteer inductions.

At the Museum

As noted above, Bob and John continue to make sure Staffordshire Past Track has plenty of new content, scanning, uploading images and researching the captions. Meanwhile, Ana and Jim have been busy cataloguing, marking and packaging new collections, inventory checking, and researching for exhibitions. Last but not least, Kevin has been helping with setting up and dismantling our touring exhibitions and stewarding at our Museum Store Open Days.

New Accessions

Staffordshire Record Office and William Salt Library



Map of John Sneyd's land in Ipstones, 1773 (7923)

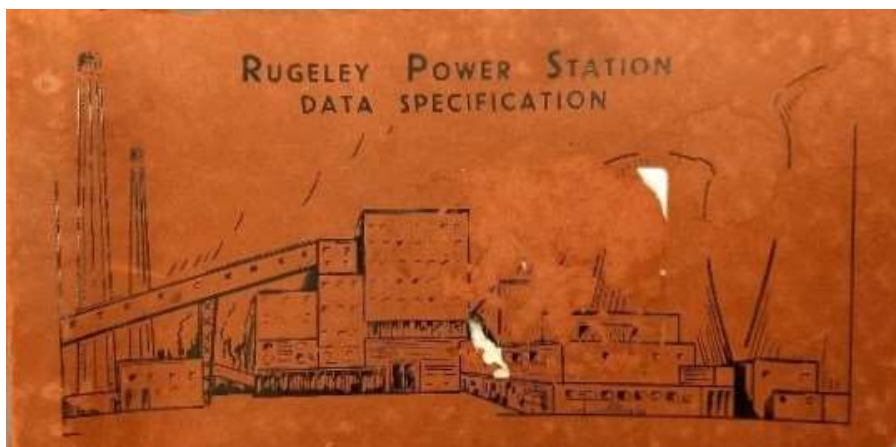
The closure of the on-site service at Staffordshire Record Office combined with the lack of space in the strongrooms has meant we have had to reduce the number of new accessions we are able to accept. We have liaised more closely with potential donors and depositors to discuss their storage options, and have accepted accessions where there is an urgent storage need or where the documents are of significance. Small accessions that have arrived in the post have also been accessioned. We continue to look out for under-represented types of collections, aiming to reflect the County and City in all aspects of its life and people.

In 2022/23 we received 34 accessions at Staffordshire Record Office and one from within the County Council. The total volume of all permanent accessions was 27 boxes (1.3 cubic metres). Every new accession was fully catalogued or had a detailed summary created. 96 accessions were taken at Stoke City Archives. Additionally across the Service we had 95 contacts from or to members of the public and local organisations holding records but where no records have as yet been deposited, where deposits were deliberately deferred as described above, or where people have been referred to different repositories. The total of accessions and approaches was 226.

New Accessions at Staffordshire Record Office

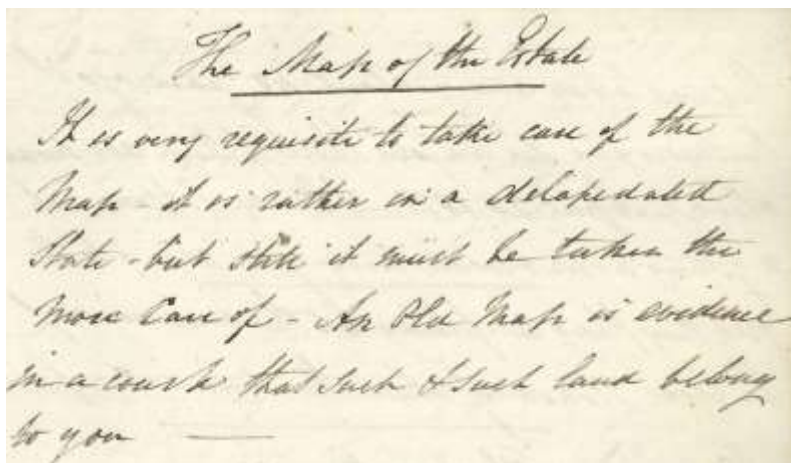
We have continued to receive a wide variety of records reflecting all aspects of Staffordshire life, but a greatly reduced number due to the Staffordshire History Centre building project.

The most significant accession this year was the Rugeley Power Station collection (7939). This consists partly of physical documents covering the former power station from its first creation in the 1950s up to the present day and future plans for the site, and a second batch of digital archives that were created on-site, mainly from the digitisation of other records such as engineering drawings and site photographs but containing many other records. In the future a selection from these digital records will be made for permanent preservation. The collection is the subject of an exhibition project (see elsewhere in this report).



Operational manual for Rugeley A Station, 1950s (7939/1/1/1)

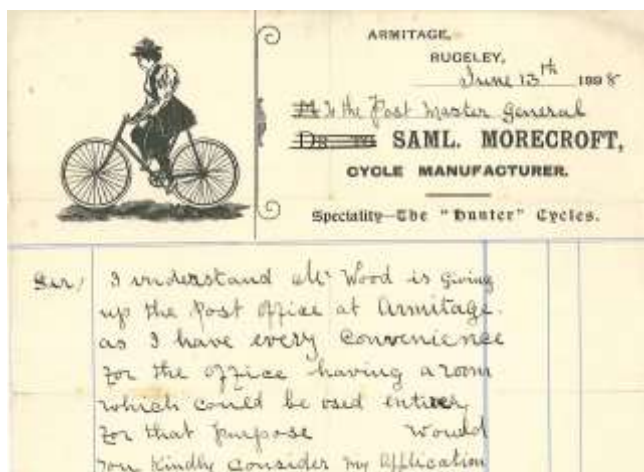
We have continued to receive deposits from local churches, including some 19th century and early 20th century parish registers from Salt (D7921), Newcastle St Paul (D7930), Cross Heath, St. Michael and All Angels (D7931) and Brownhills St James, Ogley Hay (D7947). Registers from the 1940s have also been deposited by Bloxwich, All Saints (D7944), Wolverhampton, St. Luke, Blakenhall (D7948), and from Lichfield United Reformed Church, later URC and Baptist (D7949).



Extract from Sir Charles Wolseley's memorandum book on the importance of keeping records (7927)

Records of other organisations include Stretton and Claymills Women's Institute dating from the 1940s (D7928), records of Chasetown Primary School mainly relating to its final years before closure in 1999 (7929), and a club book of Biddulph Union Friendly Society recording members 1876-1903 (7950). Betley Local History Society donated some papers relating to property ownership and personal estate of the Tollett and Wickstead families of Betley and Nantwich, 1699-1847 (7946).

We continue to be grateful to our Friends organisation for purchasing documents advertised for sale on the open market. These include an attractive map of John Sneyd's small estate in Ipstones in 1773 (see image above), and a memorandum book kept by Sir Charles Wolseley, c.1820-1854, in which he recorded important notes about the estate, land rights and the cause of flooding, as well as snippets about the house contents, the sad death of an ancestor and four arabian horses when the mill dam broke, and the importance of looking after records (7927).



Letter from Samuel Morecroft of Armitage, bicycle manufacturer, offering his services as postmaster from his own premises in 1898 (7925/A/1)

Personal items include papers of Phyllis Marian Shephard, a school teacher in Gnosall, including diaries and scrapbooks relating to a teachers' exchange trip to Canada in the 1950s (7920); some papers of the Withington family of Cannock, owners of the Cannock and Hednesford Advertiser, including papers about wartime arrangements in Cannock and about the future of their premises (7933); papers of the Hulme family relating to the inheritance and ownership of Ball Haye Estate (7935); and papers of Samuel Morecroft of Armitage, and of his family businesses which included bicycles, medicines, undertaking and running the post office (7925).

As always, we received various miscellaneous and unusual items. These include some papers relating to turnpike roads in North Staffordshire including an abandoned stretch of road, and a police summons for damage to a road by using a "tipstick" to slow the descent of a cart down a hill (7919); a book of reference to the Grand Junction Railway in Staffordshire 1839-1840 (7924); a coloured building plan for alterations to a house at Barlaston boat yard in 1926, kept by the owners of the property (7937); and Regulations for Attendants at Cheddleton Asylum, later Mental Hospital, 1900, 1938, which were donated by Bethlem Hospital Archives ("Bedlam") (7943)

New Accessions at the William Salt Library

A total of 164 new accessions, which included 72 book purchases, were acquired by the William Salt Library over the year. Most of these purchases related to Staffordshire, railways, pottery industry, crime, folklore, sport, histories of individual places in the County as well as biographies of Staffordshire people.

In terms of William Salt Library additions to the on-line catalogue a total of 1628 new item records were created during the year. In addition to this 1785 new name authority records were also created to support the entries on the catalogue.

Apart from new items extensive work has been carried out on the existing William Salt Library collection through the work carried out by staff, by one of our volunteers as well as via the HLF Staffordshire History Centre Project cataloguing post, which started in October. These have all led to the creation of 1425 retrospective items being added to the catalogue.

New accessions at Stoke on Trent City Archives

We had a total of 96 new accessions in 2022/23. This is a lot more than usual because we have been working through a historic backlog of un-accessioned material in the strong rooms as part of our move preparation. We have found some brilliant items hidden away in the backlog

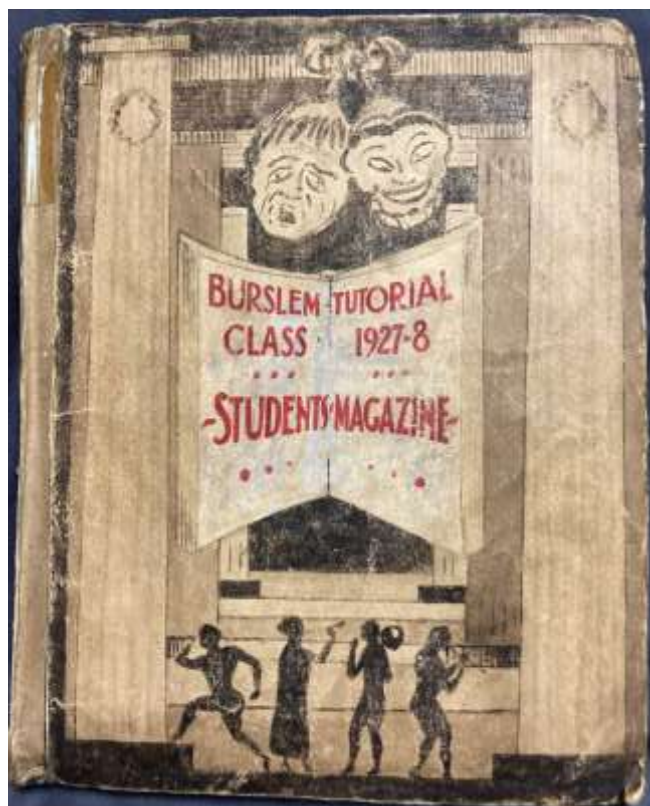
and are pleased to be able to share them with our users on social media and finally give them a presence on the online catalogue.

New accessions have ranged from military and medical records to records of prominent local figures, businesses and churches, as well as items recording social activity in the city.



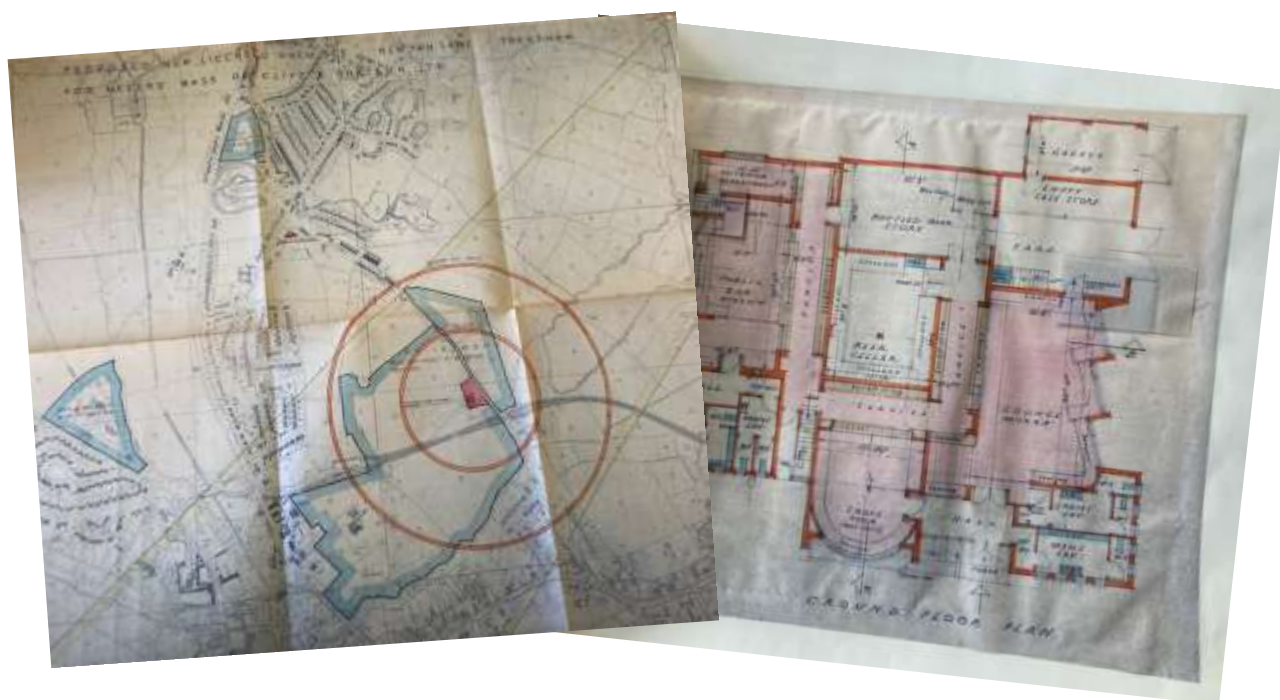
Highlights include the pattern books of two local pottery companies, A G Richardson and the Campbell Tile Company (SD 1942 and SD 1945). They add to the growing number of records we have that reflect the city's unique heritage in the ceramics industry.

We also made some important additions to existing collections this year, notably the records of the 16th/5th Queen's Royal Lancers (SD 1937 and SD 2028), the Staffordshire Chambers of Commerce (SD 1947) and a number of Methodist churches (SD 2012), with the latter consisting of 77 marriage and baptism registers, 1873-2020.



Another large and exciting deposit was the BBC Radio Stoke sound archive (SD 1972). This had previously been on indefinite loan to the archives, and it is fantastic to have now secured the future preservation of the tapes by formalising an agreement with Radio Stoke.

Smaller, but equally interesting new additions have included the personal papers of Alderman Arthur Moran, who was Lord Mayor of the city between 1969 and 1970 (SD 1949), a wonderfully witty Burslem students' magazine, 1927 (SD 1985), and a finance ledger of Stoke-on-Trent Hospital Management Committee (SD 2007). The latter provides a fascinating insight into healthcare provision in the early days of the NHS. We also received a donation of a lovely set of plans of public houses in the city, a colourful and eye-catching series, many of which include maps showing the predicted catchment areas of the proposed new pubs (SD 1987).



Finally, we were very pleased to be presented with a series of transcripts to interviews conducted with Polish migrants living in Stoke-on-Trent (SD 1971), an accession which reflects the diversity of the city's culture and heritage.

We have now temporarily halted the intake of new accessions to allow us to focus on preparation for our move to the Potteries Museum and Art Gallery, but very much look forward to being able to resume taking in new material once we have completed our move.

Staffordshire County Museum

102 objects and 816 photographs were acquired by the County Museum Service. Highlights include a 1920s Burton High School girl's school uniform and a Burton on Trent Grammar School boy's uniform from the 1950s, objects relating to Evode Ltd. in Stafford, and egg tempera paintings by Staffordshire folk artist Sue Prince produced for the Ann Green Festival held in Alstonefield in 2018.



St. Peter's Church Alstonefield, 2018 (SCM G2022.1.2)



Stone Branch, Cyclists' Touring Club, c.1963 (SCM P2022.001.0011)

Newly acquired photographs cover subjects such as the Stone Branch of the Cyclists' Touring Club in the 1960s, Kinver Rock Houses, the Withington family and the Cannock Advertiser, and the project archive and photographs collected as part of the Brindley Village – A Legacy of the Great War project. We have also been bequeathed the late Rev. Michael Fisher's collection of colour transparencies relating to his important research into A.W.N. Pugin and his work in Staffordshire.

Cataloguing Progress

Staffordshire and Lichfield Collections

Across Staffordshire Record Office and Stoke on Trent City Archives, a total of 6636 entries have been added to the catalogue, divided between 848 entries for new accessions and 5788 for back-cataloguing. Additionally, 5027 entries have been added or enhanced by volunteer work.

Across the Service, 79.45% of all collections are fully listed online and 99.5% of all collections have some sort of description online even if only a summary collection description.

Volunteer support for cataloguing projects

We are grateful to our dedicated and skilled volunteer groups and individuals who have added to and improved our collections catalogues again this year with the support of our academic partners, collections officers and volunteer coordinator.

The Bawdy Court volunteers

The two Bawdy Courts volunteer groups have continued to support the work of collaborative



PhD student, Susie Johns of Keele University. Susie has now converted to a part-time PhD, so will be with us for an extra 2 years working on her history of time project. This year the Stafford group has concentrated on filling the gaps in Susie's time data. They have read through hundreds of church court depositions in search of time-related language and description. They worked mainly on the later 18th century, with one member of the group taking on the earlier Latin-language period, which, as you can see from the image, presents challenges of legibility! The group's work also involves collecting additional detail for the

catalogue, which as a result will be more searchable for names and places.



The remote group has continued to meet on Teams and to research cases for the Bawdy Courts blog on subjects from marital disputes to the sad case of the will of a young woman made as she lay on her deathbed remembering both her mother and her betrothed. Susie has been on leave of absence for part of this year and we were delighted to welcome volunteer Alison, who has taken over editing the Bawdy Courts blog. Alison is a history graduate with a keen interest in making history accessible through social media. (Left: one of Alison's first posts, written by volunteer Liz).

Poor Law project volunteers and Keele University

This year the Poor Law volunteers led by Professor Tomkins from Keele University have completed their work to catalogue the correspondence of Staffordshire's parish Overseers of the Poor. A further 1,495 catalogue entries have been added to Gateway by this group. This is a tremendous achievement, which now allows researchers to delve down into the detail of how the parish authorities administered the money raised through the poor rate. It reveals their interaction with local businesses, their attitudes to ill health and disability and a huge range of related subjects. At the end of the year Professor Tomkins introduced the group to the new task of listing settlement certificates, settlement examinations and removal orders, all part of the parish poor law system prior to 1834.



Quarter Sessions Rolls cataloguing project

This year the Quarter Sessions volunteers have continued to check the early 17th-century rolls catalogue entries, back-filling with descriptions of documents that were not possible to copy when they were working from home. An excellent training session by volunteer Jim Sutton on the various common Latin documents in the Quarter Sessions rolls has helped the group to identify document types in this period. There are now 18 rolls awaiting a final check before being imported onto Gateway. It is time-consuming work but the group is undaunted!

(Lesley and Penny giving their eyes a rest from deciphering 17th-century handwriting).

The Bradford Collection volunteers Joy, working on site at Stafford, and June, volunteering from home, continue their work on family diaries and estate ledgers. Their work both improves the catalogue and assists with the activities of the collection's depositors at Weston Park; in particular they have found evidence of changes to the house at Weston. This year their expert knowledge of the collection has also helped us to answer enquiries about the Bradford Collection from researchers unable to visit in person.

Individual cataloguing volunteers

Volunteer Kevin Mottram completed the catalogue for the collection of the late Rosemary Knight of Cannock which was accessioned in 2021 (7909), mainly correspondence with her large circle of friends and family, and reflecting her charity work including stand-up stage performances. The collection includes some correspondence with Chad Varah, the founder of The Samaritans, and material about her family history in Armenia. This was a difficult collection which required a great deal of sorting and weeding to get it into a manageable state. Kevin submitted the catalogue as part of his archive course.

Janet Kisz has continued working on the Burton Borough Surveyor's collection. In 2022-2023 she has worked on subject files from the Surveyor's Office, late 19th to early 20th cent., and over 200 new descriptions have been added to the catalogue which relate to sewerage and drainage, public health and infectious diseases, the widening of Burton Bridge, and a report on wages and hours of workmen of Night Soil and Destructor Department.



Bob Jones (left) has continued his work on local authority building plans which are submitted for planning permission. In 2022-2023 nearly 1000 descriptions were imported into the catalogue from collections for Leek Urban, Leek Rural and Mayfield Rural Districts for the 1930s-1940s, and for Wolstanton Urban District, mainly 1920s-1930s.

We were sorry to say goodbye to volunteer Liz Ford who for many years has been typing old catalogues from home, more recently including other building plans and one of the last outstanding large paper catalogues.

Services to the County Council

The County Archive Service is responsible for the day-to-day management of the County Council's deeds of property and associated legal documents, as well as the formal archives of the County Council. This service includes the retrieval of deeds for legal services staff.

The streamlined deeds service has continued but during the closure of the building a more flexible approach has been taken. Once the building was handed over some scanning has been completed where that is easier to do rather than transporting documents across the sites. Accession work has also continued.

Figures for the previous year, 2021/2022, are given in brackets.

Number of deed packets retrieved and issued: 485 (500);

Number of files retrieved and issued to H.M. Coroners: 9 (13)

Number of new deed packets accessioned and indexed: 570 (530)

Volumes of SCC committee minutes catalogued: Due to being closed and under construction these minutes will not come over to us until the building re-opens (15).

Stoke on Trent City Archives

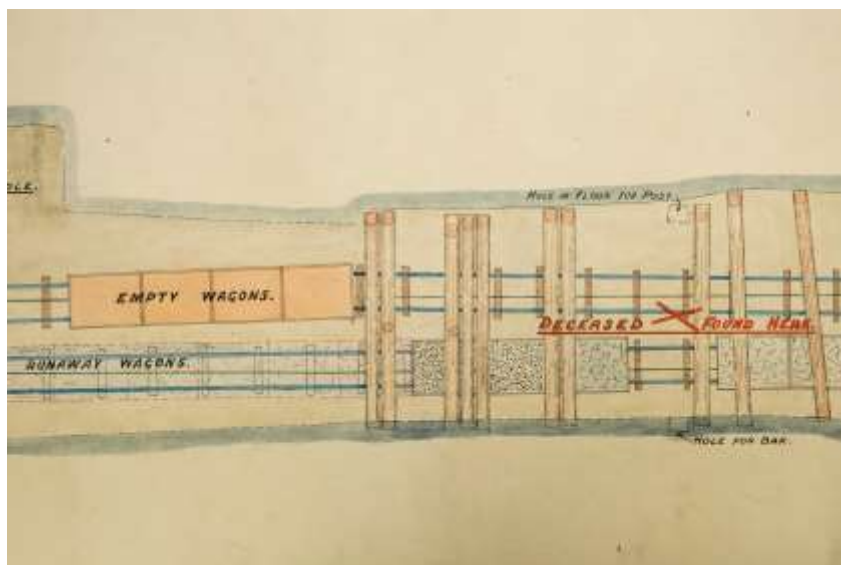
Our focus for much of the last year at Stoke-on-Trent City Archives has been preparing for our move to the Potteries Museum and Art Gallery. However, we have still been able to continue cataloguing and have made plenty of new additions to the online catalogue, improving the

experience for both remote and onsite users, and making our collections more accessible. We are particularly pleased that all of our collections now have an online presence with at least a basic collection level description on 'Gateway to the Past', something which will be maintained for all future new accessions.

Our largest cataloguing project of the last year has been sorting and describing the records of the Mount School for the Blind and Deaf at Penkhull, 1897-2001 (SD 1224), now available to browse on 'Gateway to the Past'. This important collection reflects the lives of children with disabilities at a school opened in 1897 by A.J. Story, a pioneer in deaf education. The collection includes a complete set of pupil records, 1897-1981 and to further improve accessibility we have provided an accompanying index on the Staffordshire Name Indexes website. Our publicity surrounding the launch of the catalogue has prompted the offer of further records of pupils at the school. The aerial photograph below shows the school's location in a 7-acre site adjacent to the home of pottery manufacturer Josiah Spode.



We have also concentrated on cataloguing as many of our new accessions as possible, and have continued working our way through the cataloguing backlog and old lists to be added to 'Gateway to the Past'. Another notable series which has been catalogued this year is the records of the Shelley Potteries, including several series of pattern, badge and crest books.



Our volunteers and students have continued to support cataloguing work by listing small collections and adding detail to existing descriptions. For example, student Cerys listed a small collection of colliery plans produced in the 20th century as part of investigations into fatal colliery accidents.

Plan from SD 1404, a series of plans of mining accidents at Florence Colliery

Our statistics for the year are as follows:

- New collections: 574 catalogue entries
- Backlog collections: 1,462 catalogue entries,
- Collection level descriptions: 188 (92 added from backlog and 96 added from new accessions)

Preservation and Conservation



Having well and truly settled into her new position as Conservator, Lisa has had another busy year. In the early part of the year the focus was on completing the move out of the Record Office and William Salt Library, ready for construction work on the Staffordshire History Centre to begin. The William Salt Library move was completed in May 2022. The collection has been packaged for its temporary home until the History Centre opens, with the kind assistance of 10 conservation volunteers and many members of staff. Once out of the building a few sections of Edwardian wallpaper were uncovered, and the plan is to conserve them in the coming year.

The Bradford collection had two months of conservation time this year as access to the building site will be restricted in 2023-24. This involved removing rusty metal fastenings and cleaning folders ready to go into custom-made archival boxes. This not only protects the collection for the future but also allows us to gain space in a very tightly packed strongroom.

During 2023-24 Lisa will be continuing to carry out remedial work on archive collections currently unavailable to the public due to their condition, but will also be helping prepare for the move of Stoke-on-Trent archive collections later in the year.

Staff changes and training

Staffordshire staff changes

Laura Clarke left her post as History Centre Assistant to move to Stoke-on-Trent City Archives. Claire Jackson joined the service as History Centre Assistant. Alex Chong joined the service as Project Researcher for the Rugeley Power Station project and Robert MacKinnon was appointed as the Pandemic Diary Project Assistant. The four Heritage Fund supported History Centre project posts were filled by Louise Crompton as Project Cataloguer, Lizzie Short as Learning Officer, Hannah Grange-Sales as Community History Development Officer, and Sophie Harris as Exhibition Assistant.

Training:

A number of staff attended the Basic Archives Skills Training course, which was found to be useful to all. Most of the Archives & Heritage Management Team attended the MBTI workshops, which proved very interesting and a useful tool moving forward. Other online training courses included Planning Exhibitions and Events with Mixed Collections, Risk & Resilience, The Audience Agency Digitally Democraticising Archives, DCDC conference, Integrated Pest Management, Digital preservation and engagement and Limp Vellum binding.

Stoke staff changes

The permanent post of Public Services Manager was filled by Laura Clarke in July 2022. Archive Assistant Hayley Barry went on maternity leave in July 2022 and Randeep Atwal was appointed as maternity cover for this role from August 2022.

Training

Staff at Stoke-on-Trent City Archives have undertaken a broad range of training in the last year, in preparation for moving our service to a new location, this has been possible as we now have a full complement of staff. This training has included corporate inductions for new staff, Health and Safety and manual handling, data protection and GDPR training, safe-guarding and emergency first aid at work. Some staff have been trained in recruitment and selection, employee relations, financial systems, supporting development and wellbeing. One member of the team has joined the newly formed Early Careers Network, while another has attended the Stoke-on-Trent City Council apprenticeship scheme training event.

Performance

The Joint Archive Service works to a three year forward plan and developed a ten-year vision in 2015 which was reviewed in 2021. 2022–23 is the second year of delivery of the revised plan. The key objectives are focused on:

- ❖ Developing an active partnership approach.
- ❖ Delivering resilience and sustainability.
- ❖ Reaching and engaging with a wide range of people and building new audiences.

- ❖ Sharing knowledge across the UK.
- ❖ Increasing our online presence and remote access.

The Archive and Heritage Service collects detailed statistics about all areas of its work shown at Appendix 1 to the report. This covers personal use, distance use and online use of the service. There are five local performance indicators which the service measures against:

1. Use of the service
2. Attendances at events, talks, education and community visits
3. Volunteer hours
4. Customer satisfaction
5. Use of Collections

Acknowledgements

Without the support, dedication and sheer hard work of our staff and volunteers the Archive and Heritage Service could not deliver such a wide range of work all towards the aim of bringing archives to the widest audience possible. The support from members of the Joint Archive Committee is also very much appreciated. I would like to thank everyone for their contribution in 2022-2023.

Staff

Staffordshire Record Office, William Salt Library, County Museum: Alex Chong, Chris Copp, Louise Crompton, Ben Cunliffe, Sarah English, Dominic Farr, Hannah Grange Sales, Sophie Harris, Claire Jackson, Rebecca Jackson, Helen Johnson, Robert MacKinnon, Henrietta Martinez, Julie O'Neill, Joanne Peck, Lizzie Short, Amanda Spearman, Liz Street, Bev Sutherland, Joanna Terry, Lisa Williams, Mel Williamson.

Stoke on Trent City Archives: Louise Ferriday, Rebecca Jackson, Meriel Lees, Andrew Dawson, Laura Clarke, Mandy Pover, Hayley Barry, Randeep Atwal.

Volunteers

Our thanks to the following volunteers for supporting our service across a number of roles.

Alan Preece, Alison Dunn, Amanda Godfrey, Anastasia Nelson, Andrew George, Angela Velu, Ann Fisher, Anne George, Ariadne Plant, Barbara Hodge, Bob Jones, Bob Metcalfe, Brian Cooper, Caroline Nash-Smith, Catherine Nichols, Catherine Turner, Ceris Roberts, Christine Millard, Claire Jackson, Colette Siddiqui, Corinna Rayner, David Bennion, Denise Allman, Dianne Shenton. Jackie Williams, Janet Edwards, Janet Kisz, Janet Wheeler, Jill Sumner, Jim Miller, Jim Preston, Jim Sutton, John Bennett, Joy Pownall, Joyce Jones, Judith Ash, Julia Newton, June Ellis, Ken Barlow, Kevin Mottram, Lesley Hayes, Lesley Jones, Lindsay Lorenz, Liz Newman, Liz Wise, Margaret Whitehurst, Martyn Bailey, Matthew Blake, Mike Bulmer, Mike Goldstein, Mithra Tonking, Natasha Yardley, Patrick Brough, Penny Twibill, Pete Gurney, Rachael Brookes, Randle Knight, Ray Wilson, Richard Totty, Sandra Hassall, Shelley Robotham, Sue Walker, Tim Groom, Vick Haviland, Margaret Beard, Melvin Bourne, Valerie Bourne, Frank Foy, Jo Foy, Paul Niblett, Christine Reynolds, Colin Webb, Beth Jones, Cerys Edwards, Charlotte Goodwin, Jack Bullock, Martyn Bailey, Molly Beech, Louise Tellwright

This year we welcomed, Alison Dunn, Amanda Godfrey, Rachael Brookes and Vick Haviland to the service.

We said goodbye to Claire Jackson, briefly as she used the skills she had learned volunteering to apply for her new role as an HCA on the Public Service Team.

Friends of the Archive Service (FoSSA)

Our thanks to the committee and members for their support throughout the year: Dianne Barre, Andrew George, Sue Gregory, Val Gannon, Malcolm Price, Andrew Sargent, Richard Totty.

Joint Archive Committee 2022/2023

Elected members of Staffordshire County Council: Victoria Wilson (Vice-Chair), Mark Sutton
Mike Davies, (Observer), John Francis (Observer).

Elected members of Stoke on Trent City Council: Lorraine Beardmore (Chair)

Appendix 1

Part 1

Public Service Statistics – Financial Year 2022/2023 (2021/2022 in brackets)

	STAFFORD	STOKE	BURTON	TOTAL
PERSONAL USE				
Total number of individual visits	27 (1,002)	531 (403)	0* (0*)	558 (1,405)
Total number of documents produced	1,828 (6,502)	1084 (774)	N/A	2,912 (7,276)
Total number of museum objects on display				918 (4,271)
Total number of Ordnance Survey maps and local studies items produced for consultation	3 (922)	351 (753)	0* (0*)	1,675 (256)
DISTANCE USE				
Total number of email/postal enquiries	2,017 (2,745)	906 (1018)	N/A	2,923 (3,763)
Total number of telephone enquiries	207 (1,035)	351 (326)	Not recorded	558 (1,361)

REPROGRAPHICS SERVICES

Total number of photocopies/ microprints supplied and total number of orders (including scanning)	465 (1,072)	1047 (890)	N/A	1,512 (1,962)
Total number of photographic orders	161 (170)	11 (7)	N/A	172 (177)
Total number of photographic permits issued	17 (241)	45 (40)	N/A	62 (281)

2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030

Nil due to service closure during
COVID-19

RESEARCH SERVICES

Total hours of research for the public, and	15.75 (36)	27 (15.75)	N/A	42 (51.75)
total number of orders	36 (31)	22 (16)	N/A	58 (47)

ONLINE USE

Total number of website visitor sessions				53,050 (70,579)
Total number of visitor sessions to online catalogue				15,630 (22,939)
Total number of visitor sessions on Staffordshire Name Indexes website				17,937 (22,600)

Staffordshire Past Track	248,432 (252,938)
Social media streams (FB reach, Twitter impressions and Instagram likes)	1,862,979 (1,732,054)
OUTREACH ACTIVITY	
Total number of attendees at Archive & Heritage Service events	1,868 (330)
Total number of volunteer hours (from 2020/21 includes museum volunteer hours)	4,685.5 (3,607)

Part 2

Performance Monitoring against Service Targets

Monitoring is still suspended as both the Staffordshire and Stoke-on-Trent service are operating a limited public service whilst preparing to move into new service points.

Part 3

Local Performance Indicators 2022/23

Performance indicator	Outturn 2021/2022	Outturn 2022/23
1. Use of Service		
- Personal visits	2,058,922	2,168,730
- Online visits	(*NB 21/22 includes museum collections for first time)	
- Email, postal and telephone enquiries and orders		

2. Engagement with the Service Attendances at <ul style="list-style-type: none"> - Events and celebrations - Talks by our staff - Educational and community group visits to our offices 	330	1,868
3. Number of volunteer hours	3,607	4,685.5
4. Customer satisfaction Percentage of users expressing satisfaction with overall services and facilities	99.0% (from CIPFA survey)	No CIPFA survey this year.
5. Use of collections (new indicator) Number of documents/objects consulted and on display	10,773	8,194

Staffordshire Archives and Heritage Service

Risk Register 2023-2024		Likelihood	Impact	Score	Mitigations
1	Failure of environmental controls in strongrooms	2	2	4	Continuous monitoring of environmental controls. Bi-annual checks of air conditioning equipment. Prompt contact with property services and contractors. General Risk Assessments updated annually
2	Fire at service points and strongrooms	1	3	3	Fire detection systems: incl high sensitivity detection in all strongrooms, linked to central monitoring station. Weekly testing. Quarterly checks. Prompt reporting of faults. Fire Risk Assessment reviewed annually. Insurance for conservation following emergency which is reviewed annually.
4	Flood/water ingress in strongrooms	2	2	4	Secondary packaging of vulnerable material. Weekly visual inspection of buildings. Flood detection systems at outstore and in SRO basement. Flood detection system planned at Stoke. Prompt reporting of faults. Insurance for conservation following emergency which is reviewed annually.
5	Vandalism at sites	1	2	2	Security systems: incl intruder alarm systems linked to central monitoring station, CCTV systems where appropriate. Weekly visual inspection of exterior of building. Faults reporting procedure
6	Theft of / damage to collections while in public use	1	3	3	CCTV in place in all reading rooms. Continuous supervision of reading room by staff. Controlled issue and return of documents. Registration of readers. Code of Conduct for Readers. Terms of deposit insurance clause.
7	Theft/damage/ loss of archives while in transit between offices	1	2	2	Correct manual handling. Vehicle security. Provision of mobile phones for staff use. Insurance for documents while in transit by staff / others
8	Damage/loss of Digital Archives	2	2	4	Secure digital repository to be achieved through Preservica system. Restricted access with no ability to delete. Full documentation of digital archives upon accession. Collection of information about file formats, dates created through use of DROID programme. Use of stable, well documented, open formats. Fixity checking and migration.
9	Potential Sale of Collections by Owners	1	2	2	Full documentation of ownership of collections. Terms of deposit of collections including compensation clause. Service fundraising strategy and guidelines
10	Damage to archives caused by erroneous conservation treatment	1	2	2	Appropriate professional knowledge and qualifications of conservators. Continuing CPD. Adherence to BS 4971 (2002)- Repair and Allied Processes for the Conservation of Documents.
11	Risk to staff and members of the public whilst in attendance at Service events at external venues	1	2	2	Provision of mobile phones for staff use. Liaison with building manager. Assessment of risks associated with the venue to be used for the event. Assessment of risks associated with tasks and activities undertaken.
12	Lone Working of Staff Offsite	2	2	4	Staff Guidelines for Lone Working. Provision of lone working fobs or app for staff use. Inform other staff by email if working at collection stores.
13	Harm to children on work placements with the service	1	3	3	Induction training. Assessment of risks associated with tasks allocated. Supervision of placement. Staff awareness of child protection issues. CRB checks for staff responsible for managing placements.
14	Impact of a pandemic on service delivery	1	3	3	Follow PHE guidance. Regular handwashing. Introduction of social distancing. Identify minimum staff levels. Identify individual staff risks and vulnerable conditions. Regular review of Business Continuity Plan and plans for emergency closure. Ensure all staff have access to ICT to maintain remote services and digital offer. Maintain emergency call out list.
15	Harm to volunteers working on projects with the service	1	2	2	Induction training. Volunteers are informed of the procedures for emergency evacuation, first aid provision, manual handling, health and safety, guidelines for safe use of equipment. Risk assessment of all tasks allocated. Supervision of volunteers.
16	Inability to transform service, build new storage and access facilities for the service	2	2	4	Deliver Staffordshire History Centre project and Stoke-on-Trent City Archives relocation. Ensure members are informed of progress, risks and alternative plans. Ensure key staff are identified to work on the project. Ensure public awareness of the project and vision behind it. Training and investment in staff and volunteers to deliver high quality offer. Fundraising to support project delivery. Highlight cost increases at an early stage.
17	Home working of staff	2	2	4	Lack of equipment- ensure all staff can use office equipment at home. Work/life balance - ensure staff use flex, lieu, leave as appropriate and take breaks. Isolation - maintain timetable to attend offices, regular team meetings, and 1-1s with managers.
<p>The likelihood of the risk occurring on a scale of 1-3: 1<25%; 2 =25% to 45%; 3>45%</p> <p>The impact the risk would have if it were to occur, on a scale of 1-3 affecting budget, quality and timescales</p>					

Local Members Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archive
Committee
– Wednesday 02 August 2023**

Appraisal and Disposal Policy and Collections Information Policy

Recommendation(s)

1. That the Committee approves the Appraisal and Disposal Policy and Collections Information Policy for Staffordshire & Stoke-on-Trent Archive Service.

Report of Director for Economy Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

Reasons for Recommendations:

2. The Archive Service is an Accredited Service. As such it works to a set of policies approved by its governing body, which are regularly reviewed and revised.
3. The Appraisal and Disposal Policy and Collections Information Policy are due for review and have been revised to reflect changes in the responsibilities of Staffordshire Archive & Heritage Service.

Background

4. Staffordshire and Stoke-on-Trent Archive Service is managed and funded under the terms of a joint agreement between Staffordshire County Council and Stoke-on-Trent City Council. Within Staffordshire County Council the Archive Service is managed alongside the County Museum Service which is funded by the County Council. The County's Archive Service also manages the William Salt Library on behalf of the William Salt Library Trust. The Trust is an independent charity.
5. The three services are all managed by the Head of Archives and Heritage and operationally this is the most efficient and beneficial arrangement for users, depositors and visitors to the services.

6. All three services work to a shared vision and forward plan. This is underpinned by a comprehensive set of policies. Many of the policies are shared but some are specific to each individual service. The Archive Service is an Accredited service and is required to submit an Appraisal and Disposal Policy and Collections Information Policy specific to its Accreditation Scheme in order to meet the standard.
7. The Appraisal and Disposal Policy supports the service's archivists in determining which records are of long-term historical value and are worthy of permanent preservation as archives, and in selecting items for disposal after re-appraisal or retrospective appraisal of existing collections. The Policy also provides ethical guidance for the decision-making process.
8. The Collections Information Policy outlines the type of information the Service collects about its acquisitions, and how this information is collected and maintained. This Policy enables the service to demonstrate to its parent authorities, to depositors of collections, to external funding bodies and to interested members of the wider public, its commitment to good stewardship and wider access to collections.
9. The policies comply with best practice for the archive sector and will support the Staffordshire History Centre project. It is recommended that the committee approve the policies which are attached as Appendix 1 and 2.

Legal Implications

Where a policy has legal implications, it is referred to the Legal Services within both Staffordshire County Council and Stoke-on-Trent City Council. The Archive Service operates within a framework of Local Authority, archive and other legislation which governs record-keeping including the Public Records Act 1958, the Freedom of Information Act and the Data Protection Act.

Resource and Value for Money Implications

All policies consider resources and value for money as appropriate. Section 10 of the Collections Information Policy sets out staffing and funding resources needed for its implementation.

Climate Change Implications

Where appropriate policies consider and mitigate to reduce impact of climate change. The Collections Information Policy refers to the use of collections information to support on-line access for users thus reducing the need for in-person travel.

List of Background Documents/Appendices:

Appendix 1 – Staffordshire & Stoke-on-Trent Archive Service: Appraisal and Disposal Policy

Appendix 2 – Staffordshire and Stoke-on-Trent Archive Service: Collections Information Policy

Contact Details

Assistant Director: Catherine Mann MBE, Interim Assistant Director – Culture, Rural and Safer Communities

Report Author: Chris Copp
Job Title: Collections Manager, Staffordshire Archives & Heritage

Telephone No.: 01785 895181

E-Mail Address: chris.copp@staffordshire.gov.uk

Staffordshire and Stoke-on-Trent Archive Service

Appraisal and Disposal Policy

May 2023

Staffordshire and Stoke-on-Trent Archive Service

Appraisal and Disposal Policy

Contents

Introduction	2
Context	2
Policy Statement	3
Policy Aims.....	3
Method of Appraisal.....	4
Implementation: Appraisal, Re-appraisal, Retrospective Appraisal and Deaccessioning	4
Implementation: Disposal of Collections.....	5
Definitions and Categories.....	6
Review	6
Appendix 1	7
Appendix 2	8

Introduction

- 1.1 Staffordshire Archives and Heritage comprises Staffordshire and Stoke-on-Trent Archive Service, the William Salt Library and the County Museum Service. The Staffordshire and Stoke-on-Trent Archive Service is an Accredited Archive Service administered and funded by Staffordshire County Council and Stoke-on-Trent City Council under a joint agreement. The William Salt Library is a charitable library managed by the Archive Service on behalf of the Trustees. The County Museum is a provisionally Accredited Museum funded by Staffordshire County Council and works in partnership with museums across the region to provide museum development support.

The Archive Service operates Staffordshire Record Office, Stoke-on-Trent City Archives and the William Salt Library. A significant proportion of the County Museum Service's collection is on long term loan and public display at Shugborough Estate. The Archive Service provides services for Staffordshire County Council in relation to its legal documents and archives.

The vision is:

Connecting people to the collected stories and heritage of Staffordshire, Stoke-on-Trent and beyond.

The mission is:

To connect people to the memories of Staffordshire and Stoke-on-Trent, by engaging them with the collections we develop and preserve for current and future generations.

Context

- 2.1 The Staffordshire and Stoke-on-Trent Archive Service is a multi-repository service, serving the communities of the County of Staffordshire and the City of Stoke-on-Trent. Its role is not confined to historical, academic or learning communities because

archives can be a powerful tool in helping to foster a sense of community, continuity and belonging. They can stimulate an interest and enjoyment in learning about the past at all levels.

- 2.2 The Archive Service operates within a framework of archive legislation and other legislation which governs record-keeping.
- 2.3 This Appraisal and Disposal Policy has been drawn up in accordance with best practice as exemplified in The National Archives Appraisal Policy (2012) and Deaccessioning and Disposal (2015). [Both documents are under review by The National Archives, April 2023]. It operates in conjunction with the Staffordshire and Stoke-on-Trent Archive Service's Collections Development Policy (revised 2019) and is supported by in-house appraisal guidelines for specific collection types. The policy and guidelines are intended to aid, rather than replace, the professional judgement of archivists, who operate according to the Archives and Records Association Code of Conduct, and to offer ethical guidance. Disposal decisions will be made according to the table in Appendix I. The Appraisal and Disposal Policy underpins and supports the philosophy of the Joint Archive Service, which has a rich and diverse archival legacy inherited from past generations. Our responsibility is to ensure that this legacy is preserved and made as accessible as possible and that we make proper provision for the preservation of the archives created from the present day.

Policy Statement

- 3.1 The Staffordshire and Stoke-on-Trent Archive Service seeks to ensure that its archive collections reflect the broadest range of the life and work of the people of Staffordshire and Stoke-on-Trent, past and present. In addition, the Archive Service has a responsibility to ensure that the archive can be maintained within available resources and is sustainable in the long term. To this end, it is necessary to make decisions about which records to retain. The Appraisal and Disposal Policy supports this by providing a framework for the selection of records, and reappraisal, retrospective appraisal and deaccessioning of existing collections.
- 3.2 Appraisal is a process of determining which records are of long-term historical value and are worthy of permanent preservation as archives, irrespective of medium.
- 3.3 Deaccessioning takes place after re-appraisal or retrospective appraisal of existing collections. Records selected for disposal are either returned to the depositor, offered to another suitable repository or destroyed confidentially.
- 3.4 This policy is based on the Appraisal Values set out in Appendix 2 of The National Archive's Appraisal Policy (2012) and the regulatory framework and principles for deaccessioning and disposal set out in The National Archives' Deaccessioning and Disposal, guidance for archives (2015).

Policy Aims

- 4.1 To ensure that appraisal and disposal practice is informed by current archival legislation and other legislation relating to the keeping of records.

- 4.2 To ensure that appraisal and disposal practice supports the aim of the Archive Service to reflect the broadest range of the life and work of the people of Staffordshire and Stoke-on-Trent, past and present, through its archives.
- 4.3 To assist archivists in selecting records of the highest value in terms of their evidential, administrative or historical importance.
- 4.4 To assist the Archive Service in managing its available storage capacity and financial resources.
- 4.5 To promote objective, structured and open decision-making about appraisal and disposal.

Method of Appraisal

- 5.1 The method adopted by the Archive Service is macro-appraisal based on functional analysis. Macro-appraisal entails the decision to retain, destroy or sample records at series level (or above) rather than assessing individual documents. This is the most appropriate approach given the available resources. Functional analysis identifies the functions of organisations and is used to select series of records of high informational value for permanent preservation.
- 5.2 There will be occasions when this method is inappropriate, for example in appraising records of private individuals. It will also be appropriate on occasions to make a more detailed check to weed out duplicates, ephemeral or non-archival records. Archivists should use their professional judgement at all times. Prior to carrying out a reappraisal and retrospective appraisal programme, appraisal guidelines will be developed to assist archivists and added to the Staffordshire and Stoke-on-Trent Archive Service Cataloguing Manual.
- 5.3 Archivists must be aware of current archival legislation and any other related legislation which impacts upon record keeping. The Archive Service will ensure that staff training includes legislative changes.
- 5.4 Archivists should be aware that there are constraints and limits to our implementation of this policy. The agreement of depositors in relation to the appraisal and destruction of records is sought at the time of deposit where possible but there will always be occasions when the Archive Service does not have the permission to destroy records in a deposited collection, particularly for collections deposited some years previously. However, there is always the option of returning records to their depositors.

Implementation: Appraisal, Re-appraisal, Retrospective Appraisal and Deaccessioning

- 6.1 Key decisions about a collection are taken prior to deposit and accessioning in accordance with the Collections Development Policy. However, on first cataloguing a collection, whether soon or several years later, it may become apparent that further appraisal is required. Appraisal and disposal decisions should be taken by archivists in accordance with this policy and the decision tree in Appendix 1. Member approval for

disposal is not required at the first cataloguing stage as this represents standard professional practice.

- 6.2 The Staffordshire and Stoke-on-Trent Archive Service holds some collections that are known to hold material that does not meet the current selection criteria in the Collections Development Policy. It is probable that these collections were not fully appraised on accessioning or cataloguing. Past local government reorganisation has also changed the collecting boundaries since some collections were deposited. The Archive Service will undertake a review of existing holdings and identify collections that require re-appraisal or retrospective appraisal.
- 6.3 As part of a programme approved by the Archives and Heritage Management Team, the Service will carry out re-appraisal or retrospective appraisal of collections in accordance with the regulatory framework and principles for deaccessioning and disposal set out in The National Archives' Deaccessioning and Disposal, guidance for archives (2015). The aim will be to weed duplicates, ephemera and records outside the Archive Service's current collecting criteria. Following re-appraisal or retrospective appraisal a summary list of records proposed for disposal will be presented to the Chair or Vice Chair, as appropriate, of the Staffordshire and Stoke-on-Trent Joint Archives Committee for approval prior to deaccessioning and disposal as a delegated decision.
- 6.4 Appraisal decisions and disposal methods must be documented to leave an audit trail and retained as a permanent record in the deposit file for the collection and the Freedom of Information Legislation file. This is a requirement under the Freedom of Information Act, 2000. (See Appendix 2 for template for record of disposal from one collection. For small disposals, such as photocopies or other duplicates from a number of collections, a simple list may be presented.)

Implementation: Disposal of Collections

- 7.1 Staffordshire and Stoke-on-Trent Archive Service 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 Archive Service's Collections Development Policy.
- 7.2 The Service may also transfer collections with the agreement of the depositor to other archive or local studies repositories if this is more appropriate.
- 7.3 The Staffordshire and Stoke-on-Trent Joint Archives Committee accepts the principle that collections in its ownership will not be sold as stated in the Service's Collections Development Policy.
- 7.4 These conditions are reiterated in the Terms of Deposit of Staffordshire and Stoke-on-Trent Archive Service (revised 2020).
- 7.5 Where re-appraisal and retrospective appraisal has taken place, disposal decisions must be approved by the Chair or Vice Chair, as appropriate, of the Staffordshire and Stoke-on-Trent Joint Archives Committee as a delegated decision.

Definitions and Categories

8.1 In the context of this policy, archives are defined as:

“materials created or received by a person, family or organisation, public or private, in the conduct of their affairs and preserved because of the enduring value contained in them or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of governance, original order and collective control: permanent records”.¹

8.2 Archives may be in any format including paper, parchment, digital media, microform, photographic or analogue tape. In the case of digital media and analogue tape, the long-term preservation status of such materials is not yet proven. The Archive Service reserves the right to adopt suitable migration policies, if necessary, in partnership with other archive bodies, which will ensure the readability and long-term preservation of the information contained in such media.

8.3 The key definitions in the National Archives’ guidance are:

- Appraisal – the process of deciding whether an item or group of items has continuing value in accordance with the collecting organisation’s mission statement.
- Deaccessioning - the formal, documented removal of a collection or item from the accession register or custody of the archive service.
- Reappraisal – a renewed process of appraisal for collections or items which have previously been appraised.
- Retrospective appraisal – appraisal of collections or items where evidence of previous appraisal to an approved standard is not apparent.
- Disposal – the physical act of transferring the collection or item from the archive service to another destination. This covers transfer to another repository, return to depositor or donor and as a last resort, destruction. Also called removal.²

Review

9.1 This policy will be reviewed every five years.

[May 2023]

¹ The National Archives, [‘Deaccessioning and disposal: Guidance for archive services’](#) p 30.

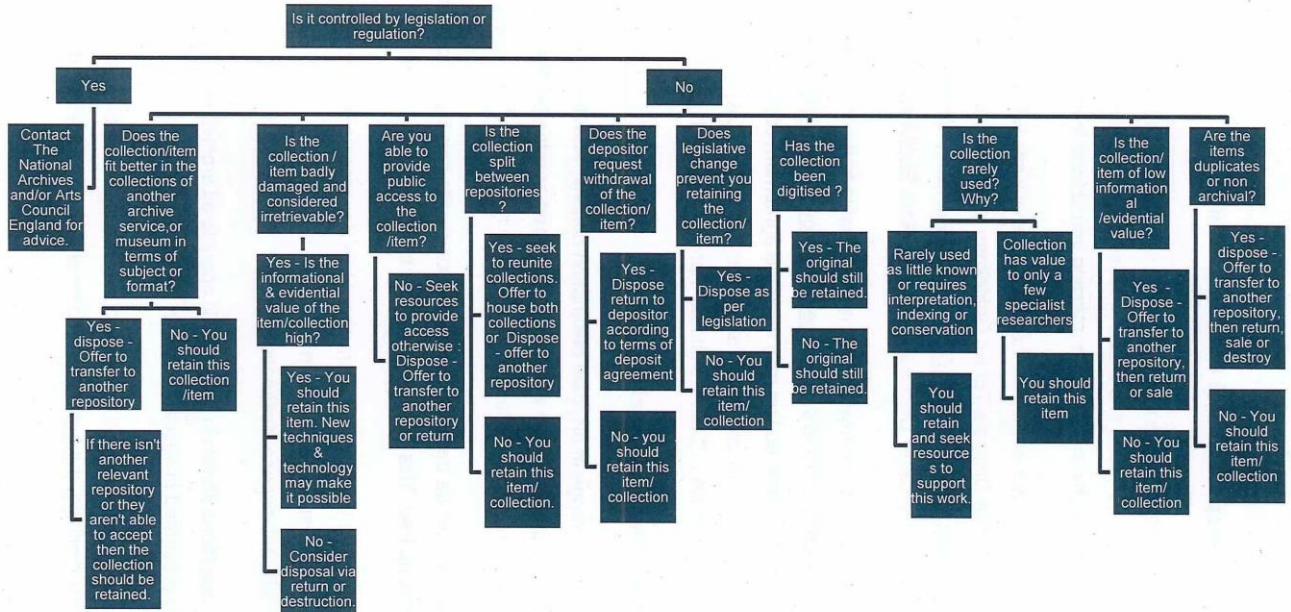
² The National Archives, [‘Deaccessioning and disposal: Guidance for archive services’](#) p 8.

Appendix 1



Disposal destination decision tree

Disposal Destinations include: Transfer; Return to Depositor/donor; Sale; Destruction.



Appendix 2

Reappraisal and Disposal Record Sheet

Part One: Collection Information

Staffordshire Record Office / Stoke-on-Trent City Archives
(delete as appropriate)

Collection reference:

Collection title:

Date of deposit or donation:

Ownership:
(indicate if owned by the Archive Service/governing body, privately owned by identified individual(s) or continuing organisation, or if current owner cannot be identified)

Legal obligations and conditions of acquisition/grants:
(indicate whether under Acceptance in Lieu scheme, or subject to purchase or cataloguing grant, etc. Also check if there is a record of any previous appraisal process)

Part Two: Appraisal Information

Date of appraisal:

Appraisal decisions:

A. Records to be returned to depositor or transferred:

Quantity:

Reasons:

To whom returned/transferred:

Date returned/transferred:

B. Records to be destroyed:

Quantity:

Reasons:

Permission gained from owner or permission not required (please specify):

Date of destruction:

Deaccessioned in paper accessions register and on CALM accessions database

Paper and online catalogues removed or updated

The National Archives notified

Signature of Archivist:

Date:

Signature of member of Joint Archives Committee (if delegated decision):

or

Date of approval at Joint Archives Committee:

File in appropriate deposit file, and Freedom of Information Legislation file

Staffordshire and Stoke-on-Trent Archive Service

Collections Information Policy

May 2023

Staffordshire and Stoke-on-Trent Archive Service

Contents

Introduction	2
Section 1: General Context and Purpose of this Policy	2
Section 2: Legislative Context	3
Section 3: Systems for Recording Collections Information	4
Section 4: Information collected at the Point of Deposit	4
Section 5: Disposals and Withdrawals	6
Section 6: Location and Movement Control	6
Section 7: Guides and other non-Catalogue Finding Aids	7
Section 8: Catalogue Information	8
Section 9: Conservation and Preservation Information	9
Section 10: Staffing and Funding	10
Section 11: Protection of Collections Information	10
Section 12: Collections Information Improvement	11
Review	11

Introduction

Staffordshire Archives and Heritage comprises Staffordshire and Stoke-on-Trent Archive Service, the William Salt Library and the County Museum Service. The Staffordshire and Stoke-on-Trent Archive Service is an Accredited Archive Service administered and funded by Staffordshire County Council and Stoke-on-Trent City Council under a joint agreement. The William Salt Library is a charitable library managed by the Archive Service on behalf of the Trustees. The County Museum is a provisionally Accredited Museum funded by Staffordshire County Council and works in partnership with museums across the region to provide museum development support.

The Archive Service operates Staffordshire Record Office, Stoke-on-Trent City Archives and the William Salt Library. The Archive Service provides services for Staffordshire County Council in relation to its legal documents and archives.

The vision is:

Connecting people to the collected stories and heritage of Staffordshire, Stoke-on-Trent and beyond.

The mission is:

To connect people to the memories of Staffordshire and Stoke-on-Trent, by engaging them with the collections we develop and preserve for current and future generations.

Section 1: General Context and Purpose of this Policy

1.1 The Archive Service is responsible to its parent authorities, Staffordshire County Council and Stoke-on-Trent City Council, and to the owners of deposited collections, for its stewardship of the records in its care. Collections Information is of vital importance in fulfilling the responsibilities outlined above. It enables the service to manage the collections in such a way as to maintain good stewardship, and to provide access to the collections to a wide

range of researchers. This Policy enables the Service to demonstrate to its parent authorities, to depositors of collections, to external funding bodies and to interested members of the wider public, its commitment to good stewardship and wider access to collections.

1.2 The Staffordshire and Stoke-on-Trent Archive Service is a multi-repository service, serving the communities of the County of Staffordshire and the City of Stoke-on-Trent. The County Record Office was established in Stafford in 1947 to act as a repository for the historic records of Staffordshire County Council (SCC) and other historic records relating to the county and is now called Staffordshire Record Office (SRO). Following the closure of Lichfield Record Office (LRO) in December 2017 it received the archives formerly held there, including material originally at Burton Archives which had closed in 2003, and records for the Diocese of Lichfield. Stoke-on-Trent City Archives (SoTCA) was established in 1997 to act as a repository for records of Stoke-on-Trent City Council, and of a wide range of organisations and individuals in the City. Collecting statements for each repository are set out in the Service's Collections Development Policy and Strategy.

1.3 The Staffordshire and Stoke-on-Trent Archive Service seeks to ensure that its archive collections reflect the broadest range of the life and work of the people of Staffordshire and Stoke-on-Trent, past and present. Its role is not confined to historical, academic or learning communities because archives can be a powerful tool in helping to foster a sense of community, continuity and belonging. They can stimulate an interest and enjoyment in learning about the past at all levels.

Section 2: Legislative Context

2.1 The Archive Service operates within a framework of archive legislation and other legislation which governs record-keeping.

Public records: Staffordshire Record Office and Stoke-on-Trent City Archives are 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.

Manorial records: Staffordshire Record Office is 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.

Anglican parish records: Staffordshire Record Office is 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 Registers and Records Measure, 1978 (amended 1992).

Anglican diocesan records: Staffordshire Record Office is designated by the Bishop of Lichfield for the deposit of the archives of the central administration of the Diocese of Lichfield, under the Parochial Registers and Records Measure, 1978 (amended 1992).

2.2 The Archive Service will comply with the Freedom of Information Act with regard to both its own records and as custodian of records of its parent authorities and third-party organisations containing information falling within the scope of the Act.

The Archive Service will comply with the Data Protection Act, either as data controller or as data processor, as appropriate, for records containing personal information about living persons, falling within the scope of the Act.

Section 3: Systems for Recording Collections Information

3.1 Accessions: New accessioning will be carried out using CALM archive management software at all repositories. Prior to 2001 accessions were recorded in manual accession registers, of which there are digitised scans or paper photocopies as back-up copies. Legacy systems have continued to be maintained for the time being as a backup for current electronic accessioning. A separate register of digital assets will be maintained once permanent retention of digital archives is in place.

3.2 Depositor records: New depositor records for both offices will be held on CALM archive management software. Receipts will be sent electronically unless requested in paper form or where only a postal address is known. Prior to 2001 depositor records were held in manual accessions registers, for which there are back-up copies, and depositor card index. Legacy systems have continued to be maintained as a backup for current electronic depositor recording.

3.3 Filing systems: Current correspondence between depositors or their officers, agents or legal representatives and the Archive Service will be saved electronically, wherever possible. Legacy paper records have not been digitised. Deposit/donation files treated as confidential and kept permanently.

3.4 Catalogue information: New catalogue records will be recorded in CALM archive management software. Any remaining manual paper catalogues will be input or imported as ongoing work. Uncatalogued collections will be recorded on a back-cataloguing spreadsheet updated annually.

3.5 Conservation information: New conservation records will be recorded in CALM archive management software, where electronic catalogue entries exist, and data from older paper records will be input retrospectively in due course. Paper record systems used prior to 2012 remain in use as a back-up consisting of the main conservation record sheets, retained in document reference number order, kept since 1961, and a summary conservation register in date order, kept between 1991 and 2021.

3.6 Electronic systems:

- Archive management software: CALM ALM
- Word-processing: MS Word
- Spreadsheets: MS Excel
- Digital preservation software: Preservica

Section 4: Information collected at the Point of Deposit

4.1 Accessions

We will record the following information at the time of receipt of the records, where handed over in person, using the interim receipt form: name and address of donor/depositor, contact and intermediary information, a brief description of the records and note of creating body with covering dates, where identified, copyright information, if known, and whether permission is

given in advance for any transfer or disposal. The form will be signed and dated by the person who hands over the records and the receiving member of staff. This will also be used for the handover of digital material through a physical medium.

We will create a formal accession record from this information, with date of accession, and a more detailed summary description if required. We will send out a formal final receipt, unless the depositor or donor requests otherwise, within a target timescale of 15 working days. The depositor or donor has a period of 28 days to make any queries or withdraw the collection, after which time the terms shall be deemed accepted and agreed.

4.2 Depositor records

We will record the following information at the time of receipt of the records, using the interim receipt form if applicable: the name and address of the owner or owning organisation, and of any intermediary, with contact names, as applicable. Where ownership is unclear, such as where items have been found or have been passed on anonymously, that fact is also noted. We will also use information contained in electronic or paper correspondence.

We will inform depositors of the obligation to inform the Archives Service of changes to any of the above information.

We will attempt to trace lost contacts or relatives should the need arise, but we are limited in what is feasible. We have several key collections where we maintain good contact with depositors.

4.3 Intellectual property rights

We will record the following information at the time of receipt of the records, using the interim receipt form if applicable: material subject to copyright and name and contact details of the copyright owner, where known. We will provide guidance for donors and depositors if requested, to explain various issues around intellectual property rights.

Upon formal accessioning, when the records are looked at in more detail, or during later cataloguing, it may be noted that specific items are subject to copyright as published works, and this information will be noted in the catalogue, as appropriate. Copyright in unpublished works is dealt with on a case-by-case basis if requested for further publication. Copying of unpublished works will be allowed for private non-commercial research.

4.4 Access restrictions

We will record the following information at the time of receipt of the records, using the interim receipt form if applicable: access restrictions, most commonly for data protection reasons. We will always raise this issue explicitly with donors and depositors.

We will review the requirement for access restrictions both at the time of formal accessioning and during cataloguing, ensuring that sensitive personal information falling within the scope of the Data Protection Act is correctly identified. If appropriate, we will also consider at this point whether it may be more appropriate to return such records to the donor or depositor.

We will include clear information about access restrictions in catalogue descriptions, including under which provision of the Data Protection Act information is exempt from disclosure.

We will negotiate with depositors who wish to place their own non-statutory access restrictions on records, ensuring that such restrictions are minimised.

We will apply three levels of access restriction:

- can be seen if a third-party data protection declaration is signed;
- cannot be seen, but information may be extracted by staff;
- confidential deposit - no record of the accession is published during the period of the restriction (very rarely used)

4.5 Ownership and legal status of collections

We will record the following information at the time of receipt of the records: whether it is a deposit (indefinite loan), donation, transfer between repositories, bequest, or presentation under Public Records Act or other relevant legislation.

4.6 Publicising new accessions

We will publish an annual list of all new accessions across the Archive Service (with the exception of confidential deposits) on the Archive Service website. We will publicise new accessions in our Annual Report and our newsletters, and through social media and events. We will complete an annual return of new accessions for The National Archives.

We will ensure that the existence of all new accessions (except confidential deposits) is noted on the public online catalogue Gateway to the Past, even where not yet fully catalogued. Such summary collection level information records basic description, covering dates and extent.

Section 5: Disposals and Withdrawals

5.1 The Service's approach to disposals is detailed in the Appraisal and Disposal Policy. We will review long-held collections against the Collections Development Policy, and regularly compile a list of collections, and of parts of collections, no longer deemed to conform to the policy. We will submit this, together with recommendations for actions to be taken, to the Joint Archives Committee for approval.

5.2 The Service's approach to withdrawals is detailed in the Terms of Agreement for the Deposit of Records. We will supply a copy of this document to all new depositors. If a temporary withdrawal is requested, a guidance leaflet is sent covering handling and security of original records, particularly where documents will be on public display. The recording of withdrawals is covered in the following section.

Section 6: Location and Movement Control

6.1 Since 2014/15 the Location module of CALM has been used to link some catalogue entries at Item or Collection level to shelf locations in the Locations database. This is in addition to existing practice across the Service's repositories:

- SRO: In general, collections are in deposit number order, split between volumes, boxes, maps and photographs. Notices on the physical shelving bays record the covering references within each bay. Some large or otherwise significant collections have been

located out of sequence for a variety of reasons, for which there is a paper list in the strongrooms and electronic copy, in addition to cross-reference notices on the shelving bays. There is an electronic locations list for maps and outsize items, with paper copies in the strongrooms. There are paper and electronic lists of collections and items stored off-site.

- SoTCA: archive material is located to a shelf using a card index system by collection, and on a capacity and volume spreadsheet in location order. The latter will be used to map locations across to new locations once the archives has relocated to the Potteries Museum and Art Gallery in 2023-2024. The long-term aim will be to add locations to CALM.

The process of linking locations in CALM at item level is very time-consuming and will take many years to be completed. Other information may be recorded in CALM such as at collection level or putting text in the CALM catalogue location field. In the meantime, the keeping and updating of legacy information, both analogue and digital, remains vital.

6.2 Permanent or semi-permanent transfer of collections between repositories within the Service will be recorded in the accession registers of both the sending and receiving repositories including accessions recorded in CALM.

Movement of items or collections withdrawn by depositors, both temporary/short-term and permanent withdrawals, will be recorded in the withdrawals register and on a signed withdrawal form. Where temporary withdrawals may be for a longer period of time, this will be recorded on the catalogue to be visible to the public online.

6.3 Movements of all items out of the strongrooms for use by researchers, depositors, archive service staff, for conservation or reprographic work, or for exhibition or outreach activities, on or off-site, and their return, will be recorded using a duplicate or triplicate document production slip.

The document request slips act both as a control in the strongrooms for issued items, and as receipts for both the Service and the person to whom the document is issued. One slip marks the place in the strongrooms where the document came from, one slip is kept with the document or in the public search room and is signed or initialled by the recipient. A third copy may be retained by the recipient, should they wish. Following the return of documents, the two slips are paired together, initialled as put away, and checked. The top signed slip will be retained by the Service in date order when put away for security purposes. These slips are retained for ten years. Where documents are found to be missing either when checking back slips or at a later date when stock-checking or when re-requested, a careful search is made including other documents put away on the same day or week. If not found, this will be recorded on the Missing List which is kept in electronic format as a spreadsheet, with some additional information on paper such as old slips and notes. The catalogue will be updated in either a public field or in the location field for staff information.

Section 7: Guides and other non-Catalogue Finding Aids

7.1 The following finding aids are published currently:

Cross-Service "Guides to Sources" series:

1. Parish Registers and Bishops Transcripts
2. Nonconformist Registers
3. Tithe Maps and Awards
4. Business Records

5. Enclosure Acts, Awards and Maps
6. Colliery Records
7. Manorial Records
8. Transport Records
9. Electoral Registers
10. Estate Maps, and Estate Maps Supplement

Guide to the Contents of Lichfield Record Office, 1999
Family Collections, 1992

7.2 A copy of each of the cross-service guides is kept in our reading rooms, from which staff provide advice to members of the public. These guides are updated where possible when relevant material is newly accessioned or catalogued, or during a major revision.

7.3 The Guides to Sources numbers 1-9 are available as free PDF files available on request, as advertised on the Archive Service website. The Guide to the Contents of Lichfield Record Office, Family Collections, and Guide to Sources number 10 Estate Maps are hard-copy publications, and will not be re-published in their current format, since the online catalogue lists all collections at some level even where not fully catalogued. The text of the Guide to Lichfield Record Office where it relates to the Diocese Collection is incorporated into the online catalogue at section or series level.

7.4 Analogue indexes are retained in the repository reading rooms relating to their own holdings. These were developed to meet the individual circumstances of each repository and were maintained during the gradual process of retro-conversion of catalogues. These are no longer updated where all information is recorded in the online catalogue.

Section 8: Catalogue Information

8.1 Archival description through cataloguing is fundamental to both the intellectual and the physical accessibility of archives.

Intellectual access is provided through high-quality catalogues, enabling an understanding of the context of the records, their inter-connectedness, and the richness of their content. Intellectual access is widened by the availability of archive catalogues online. Physical access is facilitated through the numbering of individual units of production (individual documents, bundles, volumes, maps, etc.), which enables efficient retrieval of items from storage for research in the Service's search rooms.

Our long-term aim, therefore, is to ensure that all archives in our care are catalogued to international standards, and that all catalogues are available online, to ensure the widest-possible degree of access. Working towards that goal involves retrospective inputting of paper catalogues, cataloguing of newly deposited collections, cataloguing of backlog collections, and catalogue improvement by adding fuller descriptions.

8.2 The Service's Collections Information Manual (formerly called Cataloguing Manual), setting out procedures and standards for principal data fields was adopted in 2000, when CALM archive management software was introduced for cataloguing across the Service. Prior to this point cataloguing standards had varied over the years and were not codified.

The Manual adopted International Standard Archival Description (General) [ISAD(G)] with additional restrictions to ensure further uniformity across the Service, for example date formats.

Digital records will be catalogued in the same way as analogue records but with additional recording of metadata as required.

8.3 Retrospective conversion of analogue catalogues began in 2000 through an HLF-funded project, which established our online catalogue “Gateway to the Past” and enabled 30% of our catalogues to be retro-converted. Since then, work has continued, through both involvement with national projects (“Access to Archives”) and local work by staff and volunteers.

8.4 Following public consultation on the Staffordshire History Centre Project in 2015 priority was given to the publication of electronic collection-level descriptions for each collection held at the former Lichfield Record Office and at Stoke City Archives, whether uncatalogued or having an analogue catalogue. Due to this work, 99.9% of all collections across the Service have some form of presence online, 15.5% of which remain uncatalogued, 79.5% of which are fully catalogued online (correct in 2023).

8.5 A prioritisation exercise on the cataloguing backlog was carried in 2004 out using the Logjam methodology developed by MLA North West. Since that date, suitability of collections for volunteering and work experience is also considered. The cataloguing backlog spreadsheet is updated annually.

8.6 Members of the public have access to:

- publicly available electronic cataloguing through our online catalogue “Gateway to the Past” (www.archives.staffordshire.gov.uk);
- publicly available electronic cataloguing of certain collections through the National Archives’ Discovery portal, as a result of participation in regional Access to Archives projects (“Muck and Brass”, 2002, and “Seven Ages of Man”, 2003);
- paper catalogues in our reading rooms, some of which may not yet be retrospectively converted into electronic format;
- where appropriate, full or partial access to draft lists or box lists of uncatalogued or partially catalogued collections, where they exist, or Archive Service staff may provide information from such lists to assist access.

Section 9: Conservation and Preservation Information

9.1 Conservation record sheets have been kept since the Service’s conservation workshop opened at Staffordshire Record Office in 1961. They are retained in paper format in document reference number order to enable easy access to information about work that might have carried out on a specific item.

9.2 In 1991 a Conservation Register was started in date order to provide an overview of the work carried out, and at the same time the amount of information recorded on the conservation sheets was expanded significantly. The register was discontinued in 2021 as the record sheets contain all necessary information combined with the information on CALM.

9.3 Since 2012 the Conservation database in the CALM archive management software has been used to record conservation work. Legacy data has not yet been migrated, but it is

planned that the information will be input into CALM in the future through a volunteer project. Information about the physical condition of a document may also be noted in the catalogue entry.

9.4 For information about the annual work programme, see the Archive Service Preservation and Conservation Policy and Strategy.

Section 10: Staffing and Funding

10.1 All Archive Service staff, both professional and para-professional, may be involved in the creation or editing of collections information. Core staff time is allocated to the following functions:

- accessioning of new archive deposits, including the recording of donor/depositor information, access information, and information regarding intellectual property rights
- cataloguing of new deposits
- cataloguing of backlog collections
- retrospective conversion of paper catalogues
- catalogue enhancement
- creation of new name and place authority records
- recording of conservation and preservation information

Prioritisation between and within the various strands of this work is carried out by the Service's cross-repository Collections Team, as appropriate.

10.2 External funding is regularly sought to enable cataloguing of large collections and catalogue enhancement. Funding may be obtained from regular grant-giving organisations and from the university sector such as collaborative doctoral research projects and ongoing volunteer projects funded by the academic sector. New cataloguing and catalogue enhancement work undertaken through externally funded projects generally involves both qualified project officers and volunteers.

10.3 With regard to collections information, volunteers create and edit archive catalogue data under the supervision of a qualified member of staff or project officer. Supervision takes the form of training on the software and on cataloguing standards, and quality assurance before the relevant collection catalogue is published. The use of volunteers is explained more fully in the Service's Volunteer Policy.

10.4 Individual volunteer agreements explicitly include a transfer to the Archive Service of intellectual property rights in the resources such as indexes created whilst volunteering.

Section 11: Protection of Collections Information

11.1 Electronic data:

The CALM archive management system includes the following databases: Accessions, Depositors, Catalogue, Locations, and Conservation, with associated Authority Files for Name, Place and Subject Terms. The server for the CALM system is on the Staffordshire County Council network.

Electronic filing is on servers on the networks of both partner local authorities.

Electronic catalogues intended for printing were created since 2000 by mail merging text from CALM. These are still currently stored on the Staffordshire County Council network, but since 2019 paper lists are no longer routinely created. Back-ups of both the CALM system and of electronic filing are automatically made daily through a process administered by the authorities' ICT departments.

The CALM Security module affords a means of providing various levels of access for professional and para-professional members of staff and service volunteers to each of the databases making up the archive management system, tailored to their role.

Digital archives will be preserved using the Preservica software and associated software for recording metadata including checksums will be maintained on the Staffordshire County Council network.

11.2 Manual data:

Accession registers: SRO has digital images of its accession registers on the SCC network and those of the former LRO, and SRO also holds security photocopies of the accession registers for SoTCA.

Depositor information: manual correspondence files, including signed receipts completed at the point of deposit, are kept in a staff area inaccessible to the public.

Catalogue information: a master set of legacy paper-only catalogues for SRO is currently kept in the strongrooms but this may be reviewed since almost all paper catalogues are now on CALM and are backed-up electronically, and they can be re-issued in paper form by the mail merge process if required.

Conservation information: the master set of paper conservation records are kept in the conservation workshop at Staffordshire. Digital images of the conservation registers are kept on the SCC network.

Document issue information: retained security sets of document issue slips are kept for a minimum of ten years. Those for SRO and the former LRO are securely stored off-site through the County Council's Information Governance Unit (records management). Those for SoTCA have been stored in the office area of the former site, and may be stored in the new strongrooms in the new site when completed.

Section 12: Collections Information Improvement

12.1 Programmes of work to improve collections information are identified and prioritised by the Collections Team.

Review

This policy will be reviewed every five years. Review date 2028.

Revised May 2023

