

Staffordshire and Stoke-on-Trent Joint Archives Committee

Friday, 16 December 2016

10.30 am

County Records Office, Eastgate Street, Stafford

John Tradewell
Director of Strategy, Governance and Change
8 December 2016

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 16 June 2016** (Pages 1 - 6)
4. **Predicted Outturn 2016/17** (Pages 7 - 12)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Resources – Assistant Chief Executive (Stoke-on-Trent City Council)

5. **Review of Fees and Charges 2017/18** (Pages 13 - 24)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Resources – Assistant Chief Executive (Stoke-on-Trent City Council)

6. **Minton Archive Project** (Pages 25 - 28)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Resources – Assistant Chief Executive (Stoke-on-Trent City Council)

7. **Stafford History Centre Project** (Pages 29 - 34)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Resources – Assistant Chief Executive (Stoke-on-Trent City Council)

8. **Collections Information and Access Policies** (Pages 35 - 56)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Resources – Assistant Chief Executive (Stoke-on-Trent City Council)

9. **Date of next meeting - Thursday 9 February 2017 at 10.00 am, City Centre Library, Hanley, Stoke-on-Trent**

10. **Exclusion of the public**

The Chairman to move:-

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

PART TWO

(All reports in this section are on pink paper)

NIL

<p style="text-align: center;">Membership</p> <p>Terry Follows (Vice-Chairman) Gill Heath Ian Parry</p>
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Note for Members of the Press and Public

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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 16 June 2016

Present: Ben Adams and Terry Follows (Chairman)

Apologies for absence: Ian Parry and Gill Heath

PART ONE

1. Appointment of Chairman and Vice Chairman

The Chairman informed the Committee that following the Annual Meeting of the County Council he had been appointed as a Substitute Member to the Joint Committee and that Mrs. C.G. Heath and Mr. I.M. Parry were now the Authority's Member representatives for the 2016/17 Municipal Year.

The Chairman then referred to a thank you note he had received from Christine Price, the former secretary to the Joint Committee, who had retired from her post at the County Council since their previous meeting.

RESOLVED – (a) That Mr. T. Follows be appointed Chairman of the Committee for the ensuing year until the next Annual Meeting in June 2017.

(b) That Mrs. G. Heath be appointed Vice-Chairman for the ensuing year until the next Annual Meeting on June 2017.

(c) That the good wishes of the Joint Committee be conveyed to Mrs. Price for a long and happy retirement.

2. Declarations of Interest in accordance with Standing Order 16

There were no declarations of interest.

3. Minutes of the meeting held on 18 February 2016

RESOLVED – That the minutes of the meeting held on 18 February 2016 be confirmed and signed by the Chairman.

4. Joint Archive Services: Annual Report 2015/16

The Committee considered a joint report of the Deputy Chief Executive and Director for Families Communities and Chief Operating Officer – Resources, giving details of the Annual Report for 2015/16 (schedule 1 to the signed minutes) which had been produced in accordance with the Joint Agreement.

The Annual Report provided an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Service for the financial year from 1 April 2015 to 31 March 2016.

This was the first year in the current three-year planning cycle for the Service. The report highlighted some significant achievements towards meeting the overall strategic objectives of the service within the current Forward Plan 2015- 2018 including:- (i) developing an active partnership approach; (ii) developing resilience and sustainability; (iii) reaching and engaging with a wide range of people and building new audiences; (iv) sharing knowledge across the UK and; (v) increasing online presence and remote access.

It had been a productive year in terms of performance, achievements and associated activity with the most notable successes being (i) the acquisition of the Minton Archive and completion of the first phase in its cataloguing; (ii) a successful stage 1 bid to the Heritage Lottery fund for the Staffordshire History Centre; (iii) a successful bid to the National Manuscripts Conservation Fund in respect of the Minton Archive; (iv) a successful bid to the Wellcome Trust to catalogue Medical Officer for Health records and (v) two collaborative doctoral awards to research and improve catalogues of environmental records. In addition, work continued on the Heritage Lottery funded project 'Staffordshire Appeal' for the digitisation and indexing of rare Military Tribunal Records.

With regard to (i) and (iii) above, Stoke-on-Trent's Archive Service had transferred the Minton archives into their strongrooms and commenced the first phase of the cataloguing work. With assistance from their Digital Development Officer and a number of volunteers the catalogue had also been launched on line with its own microsite including many images of documents from the collection. With the award of a conservation grant, work to conserve the collection was to commence later in the year. In addition a further bid for grant aid had been submitted to enable completion of the remaining part of the catalogue.

With regard to (ii) above significant progress had been made in respect of proposals to change the delivery of the County Archive and Heritage Service and William Salt Library in Stafford. The results of a consultation undertaken in 2015 had indicated that over half of respondents supported proposals for the service to operate from one site. Subsequently the preferred option to redevelop the sites into a design for a Staffordshire History Centre had been taken forward in collaboration with Robert Limbricks Architects. A bid for funding had been made to the Heritage Lottery Fund in February 2016 and confirmation that it had been successful was received in May 2016.

With regard to take-up of services by the public, 2015/16 had seen a fall in personal visits to reading rooms by 4% and hits on the Archives Service webpage by 3.9%. However, this was to be expected owing to the expansion of online access to catalogues such as 'Gateway to the Past' which had increased by 1.6%. However, the number of volunteers who had given their time to the Archives service over the year had remained relatively high at 119, which totalled 8,641 hours or 4.4 full time equivalent members of staff. Notwithstanding these encouraging statistics, efforts had continued to be made to promote the service online particularly using social media such as Facebook and Twitter.

The Committee noted that the Service had produced good performance results against its local targets for public service delivery and had achieved a 98% customer satisfaction rating in the Local User Survey.

The Member representative of the County Council echoed the comments of the Deputy Chief Executive and Director for Families and Communities and Chief Operating Officer – Resources made in the report, paying tribute to the Archives teams at both Authorities for their work during the year which had led to the many achievements/successes. However, he expressed concern that the number hits on the Archives Service’s main website had declined over the year and emphasised the need for greater engagement with the public. Continuing he suggested that appropriate media campaigns incorporating social media should be run by each Authorities’ Communication Teams in order to publicise the collections on offer.

The Chairman agreed with the representative of the County Council and added that items from the Minton Archive would shortly be on permanent display at the City Central Library which he hoped would help to generate interest from.

RESOLVED – (a) That the report be received and noted.

(b) That the Staffordshire and Stoke-on-Trent Archive Service Annual Report for the period 1 April 2015 to 31 March 2016 be approved.

5. Joint Archive Service: Revenue Outturn 2015/16

The Committee considered a joint report of Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and the Director of Adult and Neighbourhood Services (Stoke-on-Trent City Council) setting out the final outturn for the Joint Archive Service for 2015/16 (Schedule 2 to the signed minutes).

The outturn showed that the service had a net spend of £696,722 compared to an approved budget of 702,300 giving an overall underspend of £5,578 which has now been transferred to the General Reserve at the end of the financial year. The General Reserve balance now stands at £28,233. The Archive Acquisition Reserve used for the purchase of new collections currently holds a balance of £57,542..

The Committee were reminded that they are now no longer required to submit a Small Bodies in England Annual return owing to legislative changes brought in by Local Authority and Accountability Act 2014.

With regard to the 2016/17 Revenue Budget, although this had been approved by the Committee at their meeting in February 2016, the County Council has since requested that all budget holders review their respective budgets in order to identify any non-essential spend which could be withheld in year to offset against expected spending pressures. Accordingly, an examination of the County Council funded element of the Joint Agreement Net Revenue Budget had identified £13,038 comprising primarily of reduced (i) training; (ii) printing; (iii) administration and a small reduction on conservation spend.

In response to a question from the Member representative of the County Council, the Treasurer to the Joint Archive Committee explained that the proposed reductions identified in the Net Revenue Budget were for 2016/17 financial year only and the budget for 2017/18 would be unaffected. The Member then commented on the level of

the proposed savings which he said were sensible and reasonable given the budgetary pressures the Authority are currently under.

The Chairman said that he welcomed the reduction in bureaucracy arising from the legislative changes which removed the requirement for the Joint Committee to submit a Small Bodies in England Annual Return as a reduction in bureaucracy.

RESOLVED – (a) That the report be received and noted;

(b) That the proposed in year savings identified in the County Council funded element of the County Archive Service Budget be approved.

6. Staffordshire History Centre update

The Committee considered a joint report of the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Director (Stoke-on-Trent City Council) regarding the outcome of the bid which had been made to the Heritage Lottery Fund (HLF) for development of the Staffordshire History Centre.

The Committee had previously been informed of the findings of the consultations which had been held into the options for delivery of the Archives and Heritage Vision for Staffordshire. The preferred option (Option A) was to create a Staffordshire History Centre with funding from the Heritage Lottery Fund (HLF). It entailed redeveloping the Staffordshire Record Office and William Salt Library sites in order to put the collections from the library and Lichfield Record Office into new storage in the correct conditions and create a browsing space and programme of activities eg touring exhibitions and schools' learning to engage with the public. The upper floors of the William Salt Library building would be used for income generation and a new access point would be created for Lichfield.

At their previous meeting, the Committee learned that the HLF bid had been submitted on 11 February 2016. Subsequently, the HLA Board had considered the bid at their meeting on 24 May 2016 and had awarded the County Council and their partners a stage one pass and a grant of up to £4.29m split into two phases ie a development phase and a delivery phase. During the delivery phase £333,350 would be received to enable the development of (i) designs for the new history centre to Royal Institute of British Architects Stage 3 standard; (ii) an activity plan in consultation with stakeholders; (iii) Conservation, Management, Maintenance and Business plans together with a Fundraising Strategy and Learning Policy; (iv) calculation of the detailed costings for the delivery stage and (v) further fundraising to secure the remaining £150,000 required.

A Stage 2 application for £3,965,590 would then be submitted to the HLF and members noted the estimated project costs set out in the table contained in the report. In the meantime a start-up meeting of the Project Board was to be held and HLF were to appoint two mentors to assist in the delivery of the scheme. In addition work was to begin on remodelling the Archive and Heritage Service to deliver the Staffordshire History Centre.

In response to a request for clarification, the County Council's Deputy Chief Executive and Director of Families and Communities said that it was anticipated the Stage 2 application for HLF funding would be submitted in December 2017 following which there would be a three month wait for a decision to issued. Subject to its success it was hoped that construction work on the new Centre would begin in late spring early summer 2018 with the official opening taking place in 2020/2021.

RESOLVED – (a) That the report be received and noted.

(b) That further updates on the project be brought to the Committee as and when required.

7. Date of next meeting - Thursday 17 November 2016 at Stafford

Chairman

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

16 December 2016

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2016/17

Recommendation(s)

1. That this report informing the Committee on the predicted outturn for the Joint Archive Service for 2016/17 is received and noted.

Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive

Reasons for Recommendations

2. The Joint Archive Service budget for 2016/17 is predicted to be underspent by £2,213. The General Reserve currently holds a balance of £28,233 and the Archive Acquisition Reserve has a balance of £57,542.

2016/17 Net Revenue Budget Position

3. The predicted outturn for the Joint Archives Service is set out in *Appendix 2*. It is expected that the Service will spend £715,547 compared to its current approved budget of £717,760 giving an overall nominal underspend of £2,213 which will be transferred to the General Reserve at the end of the financial year.
4. Of this underspend further assessment indicates that by the year end, managed savings on employees and supplies & services, plus nominal forecast savings against both training and travel budgets are anticipated to offset an expected shortfall on income resulting in an overall forecast underspend of £2,213 for the year.

Reserves

5. There are currently two Reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balances on these two Reserves are set out in *Appendix 3*.
6. The General Reserve currently has a balance of £28,233 and the Archive Acquisition Reserve has a balance of £57,542. The Archive Acquisition Reserve enables the Joint Archive Service to purchase collections for the benefit of archives users in both the City and the County.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

Since April 2016, the Joint Agreement budget is no longer subject to an annual Small Bodies audit.

Resource and Value for money implications:

The Joint Agreement budget is monitored regularly throughout the year.

Risk Implications:

No significant implications.

Climate Change Implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

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List of Background Papers

Joint & Other Archive Services 2016/17 file.

Joint Archives Service												
	Core Services			Staffordshire County Sites and Public Services			Stoke City Sites and Public Services			Total for service		
	Current Estimate 2016/2017 £	Actual Expenditure as at Sep 2016 £	Predicted Outturn 2016/2017 £	Current Estimate 2016/2017 £	Actual Expenditure as at Sep 2016 £	Predicted Outturn 2016/2017 £	Current Estimate 2016/2017 £	Actual Expenditure as at Sep 2016 £	Predicted Outturn 2016/2017 £	Current Estimate 2016/2017 £	Actual Expenditure as at Sep 2016 £	Predicted Outturn 2016/2017 £
Expenditure												
Employees	362,390	179,154	366,138	255,670	123,491	251,088	100,700	47,152	93,225	718,760	349,797	710,451
Training	1,040	153	306	0	0	0	900	0	900	1,940	153	1,206
Transport	600	428	649	180	0	0	300	54	300	1,080	482	949
Supplies and Services	5,010	1,871	3,665	20,090	2,847	17,620	19,200	6,548	19,200	44,300	11,265	40,485
Total Expenditure	369,040	181,606	370,758	275,940	126,337	268,708	121,100	53,754	113,625	766,080	361,698	753,091
Income												
Grants & Reimbursements							200	5,051	5,200	200	5,051	5,200
Sales				12,180	3,279	10,166				12,180	3,279	10,166
Fees & Charges				24,640	5,403	11,753	6,100	1,156	3,700	30,740	6,559	15,453
Miscellaneous	3,060	3,100	3,100	2,140	2,829	3,625				5,200	5,929	6,725
Total Income	3,060	3,100	3,100	38,960	11,511	25,544	6,300	6,207	8,900	48,320	20,818	37,544
Net Expenditure	365,980	178,506	367,658	236,980	114,826	243,164	114,800	47,547	104,725	717,760	340,879	715,547
										PREDICTED UNDERSPEND	-2,213	

Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2016	102,951	19,709	122,660
2016/2017 Transactions			0
Future Commitments			
Contribution to HLF Bid - Development Phase **	-19,427	0	-19,427
Contribution to HLF Bid - Delivery Phase #	-75,000	0	-75,000
Balance Available	8,524	19,709	28,233

Notes:

** Total approved HLF Project Development Phase commitment = £25,000.

Total approved HLF Delivery Phase commitment = £75,000.

Acquisition Reserve

Balance brought forward 1 April 2016	57,542	0	57,542
2016/2017 Transactions		0	0
Balance Available	57,542	0	57,542

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
16 December 2016**

Staffordshire and Stoke on Trent Archive Service: Review of Fees and Charges 2017-2018

Recommendation(s)

1. That the fees and charges proposed in Appendix two to this report be approved for introduction by the Joint Archive Service from April 2017.
2. **Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Directorate (Stoke on Trent City Council)**

Reasons for Recommendations

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

Background

4. The standard sources for income generation for the Archive Service are: a range of copying services; the sale of photographic permits; research, transcription and certification services; sales of publications; donations; and fees for talks by and group visits to the Archive Service. In addition from 2014 the Archive Service has benefitted from income from its partnership with a commercial provider to make key archive collections available online. Each year the Service reviews its fees and charges based on:

- Staff time to deliver the service
- Cost of equipment and associated maintenance
- Postage costs
- Economic climate
- Changing technology
- Availability of resources online
- User demand

5. The review is intended to be a balanced approach which encourages use of services whilst still ensuring that income is generated to support the running of such services. Since the publication of parish registers, wills and marriage

bonds online with Find My Past the Archive Service has seen a fall in its traditional income from photocopying and research. Royalties from the online service are paid to the Service however this has not offset falls in traditional income.

6. This year the main change to the fees and charges has been an increase of the copying fees as these have not been reviewed since 2012. In addition commercial reproduction charges have also been assessed again.

The fees reviewed include:

- Photocopy charges for items ordered in reading rooms
- Photocopies ordered by post
- Microform printouts
- Camera permits
- Publication fees

7. The charges for photocopies requested through our reading rooms has not been reviewed since 2012. As far as possible photocopies are produced during a user's visit as this enables them to identify the correct items to be copied and reduces administration time in posting the order out. All copying is carried out by staff to ensure the secure handling and preservation of archive material. The charge is increased to reflect the changes in costs of the equipment, materials and staff time.

8. Where users are unable to visit the service in person but can identify the items they wish to have copies of, a postal service is offered. If users cannot identify documents a research fee is charged for staff to do this for them. Staff produce the relevant documents, copy or scan them as appropriate and send them to the customer either by post or electronically. The service aims to complete orders within 8 working days and meets the target on average 97% of the time. The charges have been increased to reflect increased costs in equipment, materials and staff time.

9. Printouts from microfiche and microfilm are offered on a self-service basis for users in the search rooms. The charges are set in line with those for photocopies and were last increased in 2010. Whilst it is a self-service system many users require assistance from staff to produce a legible copy. The charges have been increased to reflect increased costs in equipment, materials and staff time. A discount is offered for users bulk buying the tokens required to gain a copy from the printing machine.

10. The Archive Service allows visitors to use their own cameras in our searchrooms to take photographs of documents following correct handling guidelines. The benefits of this service to users are mainly in allowing them to copy bound volumes, maps and large or fragile items which cannot otherwise be photocopied. A camera stand is provided at each office to enable users to attach their camera to it and get a good image of the document. A permit is issued for the day alternatively an annual permit can be purchased valid for a year. The fees were last reviewed in 2012 and it is proposed to increase the charge for the daily permit only.

11. The publication fees have also been reviewed and increased again this year. Requests to reproduce items from collections can be time consuming involving clearing permissions with document owners and often responding at short notice. The fees charged for commercial use have been increased to take account of these factors. The community publication fees have been held to continue to support local groups who use our collections to promote awareness and understanding of the history of the county.

12. The review has been carried out following a benchmarking exercise of fees and charges of neighbouring archive services. Frontline staff and public service managers have also been consulted.

Appendix 1

Equalities implications:

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

Legal implications:

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

Resource and Value for money implications:

Overall the Joint Archive Service has income targets of £48,320 which breaks down to £6,300 for the City service and £42,020 for the County service.

Risk implications:

At this point in the year income is under target for research and photocopying. Officers are managing spend within budgets to offset under recovery of income.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Appendix Two

Review of Fees and Charges 2016-2017 – attached to report

Report author:

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

List of Background Papers

Papers	Contact/Directorate/ext number
Joint Archive Service Scale of Fees and Charges, 2015/2016 Orders and income ledgers, 2015/2016	Joanna Terry/Place/ x278370

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2017/2018

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2015.

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
RESEARCH FEES			
<p>1. Research fees Includes searches in original documents such as parish registers, calendars of wills, wills, census returns, tithe and enclosure maps, manorial and estate records and local newspapers.</p> <p>1.1 Quick research fee A 15 minute look up of a single item in a record e.g. electoral register, parish register or other records and a single copy of an entry where applicable. This does not include searching catalogues.</p> <p>1.2 Hospital records search fee This fee is based on the standard photography charge and quick search fee using indexes to locate entries in hospital records. Digital images of the records are included in the fee.</p>	<p>£28-00 (£23-33 + £4-67 VAT) per hour to include the cost of up to 4 copies and UK/EU postage</p> <p>Minimum charge- £14-00 to include the cost of 2 copies and UK postage</p> <p>£19-00 per hour to include the cost of up to 4 copies and UK postage for people with disabilities.</p> <p>£7.00 (£5.83 + £1.17 VAT) First class postage charged additionally. £4-70 for people with disabilities</p> <p>£28-00 (£23-33 + £4-67 VAT) plus £7.00 (£5.83 + £1.17 VAT) search fee</p>	<p>EU orders: No change</p> <p>Non-EU orders: No change</p> <p>Non EU postage charged additionally</p>	<p>This fee was increased last year and so is held this time.</p> <p>This service was introduced to enable requests for single entries to be dealt with and encourage some income where an enquirer is reluctant to place an order for an hour of research. Confirming the availability of records from the catalogues is still provided free of charge. It is held in line with the research fee.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
2. Marriage Bond Searches	£14-00 (£11.66 + £2.34 VAT) for up to 2 searches and including provision of up to 4 copies of marriage licence records. UK postage included. Overseas postage charged at current rates. First class postage charged additionally Single search £7.00 (£5.83 + £1.17 VAT) and provision of single copy. First class postage charged additionally.	EU Orders: No change	Non-EU orders:	This fee is set in line with the standard research fee.
3. Search and supply of copy of individual's baptism / marriage entry for official purposes	Successful search with copy supplied £10.50 (£7.00+£3.50) Unsuccessful search £7.00 (£5.83 + £1.17 VAT)	No change		This fee is set in line with research fees and copying charges.
4. Transcription fee for documents identified in online indexes	£7-00 (£5.84 + £1.16 VAT) Includes standard UK/EU postage	EU orders No change	Non EU orders No change	This fee covers a range of sources which are copied or transcribed from the Staffordshire Name Indexes website. It is held in line with research fees this year.
5. Certification fee	£14-00per document	No change		The certification fee is linked to the research fee and is held this year. Certifications are hand-written by the Head of Service and often at very short notice to meet administrative / ecclesiastical /legal requirements.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
COPYING CHARGES				
6. Photocopies identified and ordered in reading rooms	60p per copy A4/A3 (B&W) £1.50 per copy A4/A3 colour (£1.25 + 25p VAT)	EU orders: 75p (62p+13p VAT) £1.50 per copy A4/A3 colour (£1.25 + 25p VAT)	Non EU orders: 75p (62p+13p VAT) £1.50 per copy A4/A3 colour (£1.25 + 25p VAT)	This fee was last changed in 2012 and is increased this year.
7. Photocopies ordered by post Page 19	First copy, incl. UK postage and packing £3-50 (£2.92 + £0.58 VAT) First class postage charged additionally. Successive copies on same order- 1-00 (£0.83 + £0.17 VAT) per copy	EU orders: £4-00 (£3.33 + £0.67 VAT) First class postage charged additionally. Successive copies on same order- 1-50 (£1.25 + £0.25 VAT) per copy	Non EU orders: £4-00 (£3.33 + £0.67 VAT) First class postage charged additionally. Successive copies on same order- 1-50 (£1.25 + £0.25 VAT) per copy Non EU postage charged at current rates	The charges were last changed in 2013 and aligned with the charge for scans as the two services were brought together. They are increased this year.
8. Photocopies of wills by post- staff assisted	Flat rate of £7-00 per will to include UK standard post and packing Flat rate of £7-50 including non-EU postage	EU orders: No change First class postage charged additionally	Non-EU orders: No change	This fee was increased in April 2016.
9. Microform print outs : self service in	60p- self service	75p (62p+13p VAT)		This fee was last increased in 2010 and

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FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
reading rooms				goes up in line with photocopy charges.
10. Microform print-outs by post	£3-50 (£2.08 + £0.42 VAT) for first copy £1.00 for each additional print-out First class postage charged additionally Non EU postage charged additionally	EU orders: £4-00 (£3.33 + £0.67 VAT) First class postage charged additionally. Successive copies on same order- 1-50 (£1.25 + £0.25 VAT) per copy	Non-EU orders: £4-00 (£3.33 + £0.67 VAT) First class postage charged additionally. Successive copies on same order- 1-50 (£1.25 + £0.25 VAT) per copy Non EU postage charged at current rates	This fee was last increased in April 2015 and goes up in line with photocopy charges.
11. Computer print outs on site	10p	No change		This charge is held in line with Library Service fees in the County and the City and will increase in line with any changes made by the Library Service.
12. In-house Photography Charges	£28 per hour fee for photography including prints (£23-33 + £4-67 VAT) Additional charge of £14-00 per half hour on any order involving conservation team (£11.66 + £2.34 VAT)	EU customers No change	Non EU customers No change	This charge was last increased in April 2016 in line with the research fees.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
13. Permit Fees for Use of Digital Camera	£7-00 daily fee £50-00 annual fee	£7-50 daily fee		The daily and annual fees were last reviewed in 2012. The daily fee is increased this year.
14. Photography on Archive Service premises	Proportion of additional staff time required to facilitate and supervise photography based on current research fee scale	No change		This charge is linked to the research fee.
15. Photographic and microfilming orders handling fee for commercial orders	Flat rate of £50-00 £50-00 (£41.67 + £8.33 VAT)	EU orders: No change	Non EU orders: £50-00	The Archive Service uses the nearest archive service which offers this service and which can provide the requisite security and quality standards. However this necessitates a greater input of staff time in transporting documents for filming.

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
<p>16. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</p>	<p>Sliding scale of charges according to the nature of the publication, print run or broadcast</p> <p>Community /academic journal publication/ website/ exhibition/ DVD: £10-00 for first item, plus £5-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £40-00 for first item, plus £20-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website and e-book rights £70-00 for first item and £35-00 for each additional item as a wrap up fee for both hard copy and e-book rights</p> <p>TV broadcast and onsite filming and world wide web publication: £180 for world-wide rights for first item; £75-00 for each additional item. Filming on site only £180 per half day.</p>	<p>No change</p> <p>£45-00 for first item, plus £25-00 for each additional item Commercial publication: hard copy/exhibition/ website and e-book rights £80-00 for first item and £40-00 for each additional item as a wrap up fee for both hard copy and e-book rights</p> <p>£200 for world-wide rights for first item; £80-00 for each additional item. Filming on site only £180 per half day.</p>	<p>These fees are held for this year to support local and community historians/groups.</p> <p>These fees were last increased in 2016 and are increased for commercial use this year.</p> <p>Again these fees are increased for commercial use. Meeting film company deadlines and supervising filming takes a lot of staff time.</p>

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
OUTREACH SERVICES			
<p>17. Talks to / visits by external organisations and groups</p>	<p>£50-00 County/City £55-00 out of county</p> <p>Saturday group visits: £55-00</p> <p>(£5 extra for out of county groups) £55-00 group visit including tour of strongrooms £60 -00 group visit including tour of strongroom and also visit to conservation workshop</p>	<p>No change</p> <p>No change</p>	<p>These fees were last increased in 2016 and at the recommendation of the JAC in 2013 include travel expenses for out of county talks. The fees are held this year.</p> <p>Fees may be waived for retired / disabled groups at the discretion of the Archive Service. The proposed fees are in line with the County Museum scale of fees. Group visits on Saturdays require additional staffing.</p>
<p>18. Use of meeting room (LARC) at Staffordshire Record Office</p>	<p>Per four hour session</p> <p>£20 SCC meetings, adult education, local history and other societies, non-profit making local organisations or individuals</p> <p>£58 commercial companies</p>	<p>No change</p>	

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
16 December 2016**

Minton Archive Project

Recommendation(s)

1. That the report is noted for information.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Directorate (Stoke on Trent City Council)

Reasons for Recommendations

2. The Minton Archive continues to attract national and international attention to the Staffordshire and Stoke on Trent Archive Service and carrying through the commitment made to the Art Fund and National Heritage Memorial Fund to make the whole of the archive accessible will remain a priority for the Service over the next few years.

Background

3. The Minton Archive, comprising the records of Minton and Royal Doulton plc was given by the Art Fund to the City in March 2015.
4. An accessibility project funded by Art Fund between March and November 2015 created a website to display and publicise the collection and created a basic box-listing of the uncatalogued parts of it.

Activity since February 2016

Conservation

5. The Archive Service made a successful bid to the National Manuscript Conservation Trust for funding for a conservator to undertake a programme of work on some of the most significant items in the Minton Archive. The conservator, Jessica Hyslop, commenced work in August of this year and has publicised the work she is doing through the Minton Archive website and the Archive Service's social media accounts.

Website

6. The Minton website www.themintonarchive.org.uk has been the focus of our continuing work on the collection. When it first went live in November 2015 the site contained around 80 images. It now contains over 1000 high quality scans and videos. The Digital Development Officer curates the site as

part of his normal duties and has established a regular pattern of updates which we know has encouraged repeat visits to the site and which drives engagement from the audience.

7. The website has a global reach, reflecting the high prestige and international reputation of the Minton company and its productions. Total page views from October 2015 – October 2016 are 52,392 with almost 4,500 unique users

Visitors have come from 90 countries and all continents except Antarctica.

8. Creating the site's underlying structure and functionality has provided the Service with a model that at least one other major depositor is actively exploring with us.

Cataloguing

9. There are over 500 boxes of uncatalogued volumes, papers and promotional material relating to the Doulton company and its subsidiaries such as Booths of Tunstall, Ridgways of Hanley, Royal Albert, Paragon, Shelley and many others.

10. A Stage 1 application to the National Cataloguing Grant Programme was made in June 2016 for £37,000 in order to fund an archivist post for a year. This would allow the Service to second the Stoke Archivist, who has experience of pottery archives and extensive project working, to undertake the cataloguing work. At Stage 1 there were 58 applicants and the Archive Service bid was one of fourteen successful applications asked to progress to Stage 2.

11. We are delighted to inform the Joint Archive Committee that our application has been successful and we have been awarded the full amount of the grant. Work will start on cataloguing the Doulton Archive as soon as the necessary approvals have been received from the National Cataloguing Grant Programme.

Appendix 1

Equalities implications:

The Minton Archive will be available at Stoke on Trent City Archives free of charge. Access will be provided in a number of ways to ensure different audiences are aware of it.

Legal implications:

The agreement with WWRD for future display and exhibition of the collection is to be concluded within a year of the Deed of Gift

Resource and Value for money implications:

The initial phase of work was funded by the Art Fund utilising City Archives. A second funding bid will enable further work to be completed without impacting on the core funding of the City Archives.

Risk implications:

None

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Chris Latimer, City Archivist
Telephone No: (01782) 238403
Room No: Stoke-on-Trent City Archives

List of Background Papers

Papers	Contact/Directorate/ext number
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Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 16 December 2016

Staffordshire and Stoke on Trent Archive Service: Report on Staffordshire History Centre Project

Recommendation(s)

1. That the report be noted for information by the Committee.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Director (Stoke on Trent City Council)

Reasons for Recommendations

Background

2. The Archive and Heritage Service submitted a bid to the Heritage Lottery Fund (HLF) on 11 February 2016 to create the Staffordshire History Centre.
3. The Staffordshire History Centre bid was considered by the HLF Board on the 24 May 2016. The decision to award the stage one pass means that Staffordshire County Council and its partners, the William Salt Library Trust, have been awarded a grant of £4.29m. This grant is split into two phases, the development phase and a delivery phase subject to a successful stage 2 bid being submitted.
4. The new centre will hold records up to 1,000 years old, as well as having a new community exhibition space, modern search rooms and strong rooms to provide storage for an additional 25 years of future collections.

Project Progress

5. Since June the Staffordshire History Centre project board and team (SHC) have been working to submit formal permission to start to the HLF. Until permission to start is received funding is not made available and the project cannot officially start.
6. In September members of the project team and partners met with the HLF Grants Officer and the two mentors assigned to the project. The mentors are Caroline Wilson, a conservation architect and Katherine Hann, a heritage and museum consultant specialising in interpretation. Their role is to oversee HLF's interest in the project and make sure that the Development Phase is successful.
7. At the start up meeting in September the mentors and grants officer fed back comments on the project briefs and advised the team on changes to make to ensure the project delivers against the approved purposes of the HLF grant.

8. Since the start up meeting the project briefs were revised. The job descriptions for the two project posts (Project Support Officer and Community History Development Officer) were revised and submitted to the job evaluation panel.

9. The permission to start form was signed off by the Director of Strategy, Governance and Change and the Director of Finance and Resources (due to the size of the project) and submitted to HLF. Permission to start was granted on 3 November.

10. Delays in getting permission to start means the project has slipped by approximately two - three months. However the Project Team is ready to start advertising the commissioned pieces of work and recruiting to the project posts.

Approved purposes of the development phase of the project

11. During the development phase the partnership will receive £333,350 which will enable the following work to be completed:

- Appoint an architect led design team to consist of Lead Architect, Quantity Surveyor, M&E Engineers, Clerk of Works, CDM Coordinator to prepare building designs to RIBA D and costs
- Appointment of consultant to develop and test the outline activity plan
- Appoint a Project Support Worker and Community History Development Officer
- Appoint consultants to write the Conservation Management Plan for the Staffordshire History Centre and William Salt Library Building focusing on the historic building and collections.
- Write a Management and Maintenance Plan which outlines how the collections will be preserved and protected from risks in the future
- Undertake legal work which outlines the role of the partners in the delivery of the project, land transfer, changes to governance of the William Salt Library Trust and setting up of a Development Trust
- Putting together a learning programme which will deliver a wide range of learning activities to school, colleges and universities
- Consultant to be appointed to write a Business Plan for the Staffordshire History Centre
- Put together a fundraising strategy
- Consultant to be appointed to explore the Active Partnership Framework and its implementation.

12. During the Development Phase the project will be managed by a Project Board and Project Team with support from the HLF mentors. Appendix Two shows the project governance structure.

13. At the midpoint of the Development Phase HLF will formally assess progress of the project. This will be in the late summer 2017 when draft designs for the History Centre are available. Draft plans for the activities to be delivered will also be assessed at this stage. This is a formal review which the project must pass to be able to submit the round 2 application.

14. During the Development Phase fundraising for the remaining £150, 000 matched funding will commence. Some fundraising has already been started by the Friends of Staffordshire and Stoke on Trent Archive Service. The Friends of the William Salt Library have also agreed to fundraise for the project. In addition a fundraising consultant will be appointed to help write funding applications to other organisations to support elements of the project. A stage two application will be submitted to secure the remaining £3,965,590 from HLF. This bid was intended for submission in December however due to delays this is now likely to be early 2018.

Next steps

15. The procurement process for the design work and activity programme work will commence. The contracts will be advertised through the County Council e-tendering system. This is to ensure the project complies with Council procurement regulations and those of HLF.

16. The recruitment process for the Project Support Officer and Community History Development Officer will commence following the County Council processes.

17. An update report on the progress of the project will be brought to the February Joint Archives Committee.

Appendix 1

Equalities implications:

Stakeholders and partners have been involved in development of the project and bid and further consultation is planned in the development stage.

Legal implications:

Heads of Term has been agreed between the County Council and William Salt Library Trust and will be further developed for the next stage of the project.

Resource and Value for money implications:

The delivery of the Staffordshire History Centre will enable the Archive Service to achieve its MTFs savings and a sustainable model for the future.

Risk implications:

The project has secured a stage 1 pass and development stage funding. To proceed to the delivery phase the partnership will need to secure stage two funding, and raise £150,000 of matched funding.

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.

Health Impact Assessment screening:

The project offers opportunities for volunteers to get involved and add value to the service with support and accredited training programmes from staff. Volunteering provides many social benefits for individuals which can impact positively on health.

Report author:

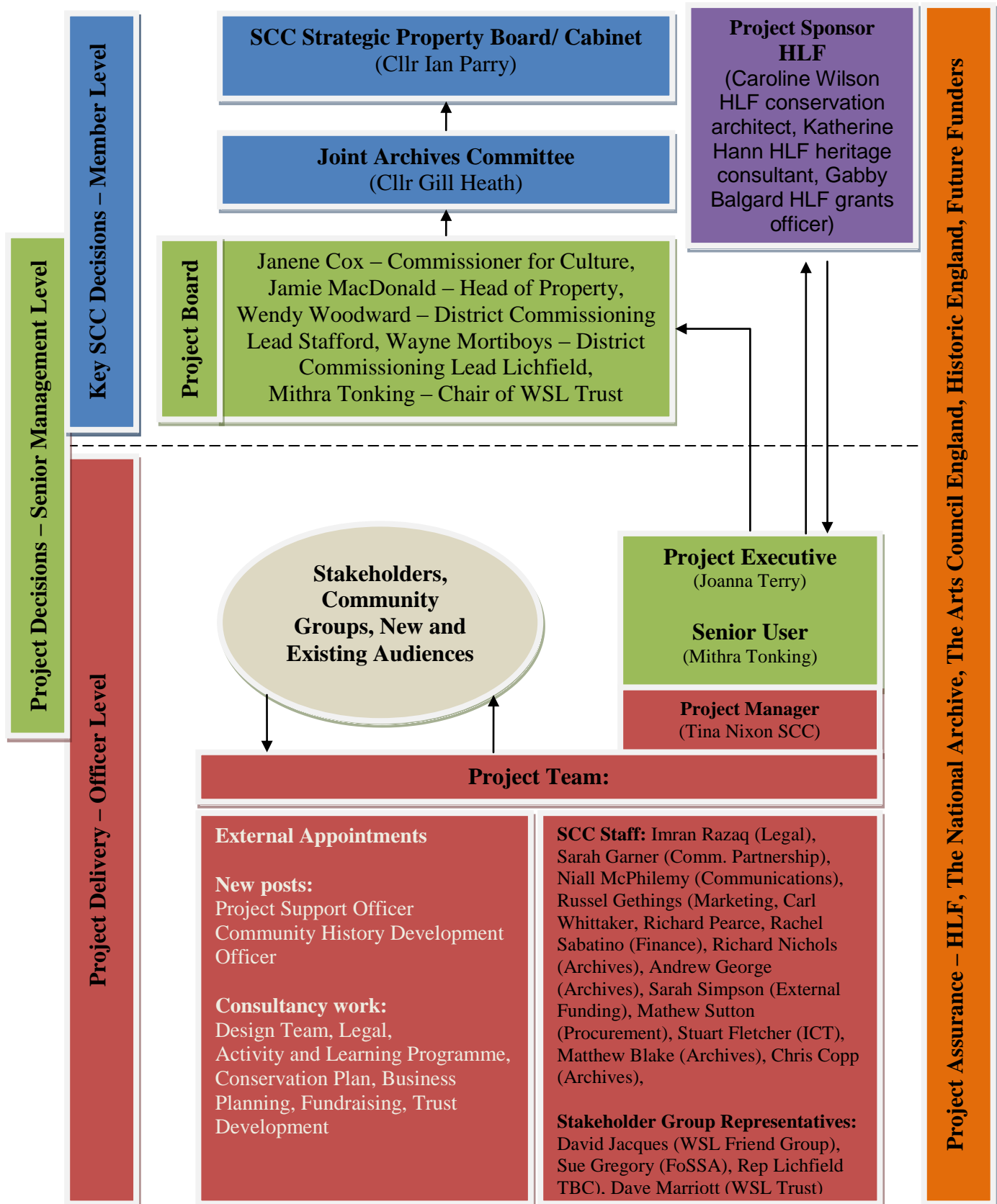
Author's Name: Joanna Terry, Head of Archives and Heritage
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
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Project Board and Project Team meeting notes	
Stage 1 HLF Application.	
Project Governance Structure (Appendix Two)	

Project Management Structure – Development Stage



Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 16 December 2016

Staffordshire and Stoke on Trent Archive Service: Report on Collections Information Policy and Access Policy

Recommendation(s)

1. That the Collections Information and Access policies are approved by the Committee.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Director (Stoke on Trent City Council)

Reasons for Recommendations

Background

2. At its meeting on 26 March 2015 the Joint Archive Committee resolved that the Archive Service should apply for Archive Service Accreditation. The Archive Service is currently preparing its application for Accreditation. As part of this process it has created two new policies to meet the requirements of the standard. The Archive Service is a Place of Deposit inspected by the National Archives and is required to become accredited by the end of 2017. The Archive Accreditation standard will also help the service when seeking external funding as the Heritage Lottery Fund and other funders see it as a sign of quality assurance. The National Archives oversees the Archive Accreditation Standard.

3. The County Museum Service forms part of the County's Archive and Heritage Service and is renewing its application to hold the Museum Accreditation Standard. The Museum Service is required to hold the Accreditation standard (provisional or otherwise) to gain access to Arts Council England funding and West Midlands Museum Development funding.

4. Both accreditation standards provide guidance on the types of policies and procedures required to comply with the standard. The standards set the benchmark for good service provision, collections care and public access.

5. The Archive Service requires a Collections Information Policy to assist it in meeting the Archive Accreditation Standard. The Archive Service and County Museum both require an Access Policy to assist in meeting their respective accreditation standards.

6. Both policies are brought for approval by the parent body of the service to enable them to be submitted with the accreditation submissions.

Collections Information Policy

7. The Collections Information Policy sets out the policy and processes in place to ensure that collections are documented properly from the time of their receipt into the care of the Archive Service.

8. Collections information is of vital importance in fulfilling the responsibilities of the Archive Service to its parent authorities, Staffordshire County Council and Stoke on Trent City Council, and to the owners of deposited collections. The information assists the Service in its role of stewardship of the records in its care.

9. The Policy describes the systems in place for recording collections information and the processes in place to capture information. This includes:

- Accessioning/point of deposit
- Depositor records, ownership and legal status of collections
- Access restrictions
- Publicising new accessions
- Disposals and withdrawals
- Location and movement control
- Finding aids and cataloguing
- Conservation and preservation information
- Staffing and use of external funding to support cataloguing
- Filing systems and electronic systems to record information
- Plans for improving the quality of collections information.

10. Accessioning is the process of recording ownership and status of collections at the time of receipt, basic description of content and assigning collection reference. A signed receipt is sent to the depositor to confirm the acquisition of the collection under the standard terms of deposit for the Archive Service. The service also records information about intellectual property rights and access restrictions.

11. Depositor records include information about the owner, organisation or intermediary who is transferring the collection to the Archive Service.

12. New accessions and the release of new catalogues are publicised by the service. Cataloguing is a more detailed process of recording information about collections so that users can search for relevant records as part of their research.

13. Movement of collections either within the service or temporarily to owners, other organisations, and for loan is recorded in the manual and electronic systems. Document control processes ensure archives are used securely within searchrooms.

14. Conservation and preservation work required are recorded in manual and electronic systems. All conservation treatment is documented so that processes can be reversed if required.

15. Whilst professional staff lead cataloguing work, para professional staff also play a prominent role. In the last five years volunteers have also played a vital role in helping to improve information and open up access to collections. This work is

supervised by staff. External funding has been sought to catalogue specific collections such as the Bradford Estate Archive, and the Minton and Doulton Archives. Enhancement of catalogue information has been supported by University Collaborative Doctoral Research project such as a current project on records about flooding and land drainage.

16. Manual and electronic systems are used to record information about collections. The Archive Service uses archive management software (CALM ALM Axiell Ltd) to record the majority of information about collections. Manual records such as accession registers are also kept with digital copies as a back-up.

17. Programmes of work to improve collections information are produced by the cross service Collections Development and Management teams. These plans are reviewed and agreed by the Archives and Heritage Management Team.

Access Policy

18. The Access Policy sets out how access is provided to Archive and Heritage Service Collections. It provides information on restrictions to access, where charges might apply and links to other relevant policies.

19. The policy describes the establishment of the record offices and the county museum. It then describes the various means of access available including:

- Onsite access to collections and the community who use the service
- Expectations for visitors and standards of service
- Security procedures
- Handling and preservation guidelines
- Use of cameras and methods of copying
- Access restrictions, why they may apply and how to request access
- Remote access methods
- Learning and engagement activities to widen access.

20. The Access Policy provides links to other policies, guidelines and content to direct people to more information. Appended to the policy is the Service Charter which sets out standards of service that customers can expect when visiting our offices or using remote services.

21. Approval of these policies by the governing body is a requirement of both Archive and Museum Accreditation Standards. The policies will also support the planning of improvements to collections information and widening access to collections.

Appendix 1

Equalities implications:

Both policies describe ways in which collections can be made accessible in a variety of ways and to as wide a community as possible.

Legal implications:

The policies are required to support Accreditation and it is a requirement for the Archive Service to achieve this standard by 2017.

Resource and Value for money implications:

The policies describe how related work is resourced both within existing budget and by seeking external funding, partner support, or volunteer support.

Risk implications:

No significant implications.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

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

List of Background Papers

Papers	Contact/Directorate/ext number
Collections Information Policy	
Access Policy	

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE

COLLECTIONS INFORMATION POLICY

1 MISSION STATEMENT

1.1 Staffordshire Archives and Heritage is made up of the Staffordshire and Stoke on Trent Archive Service and the County Museum Service. It also manages the William Salt Library on behalf of the charitable trust that administers the Library.

1.2 The aim of the Service is to locate, collect and preserve irreplaceable archive and museum collections relating to the past and present life and work of people of the County of Staffordshire and the City of Stoke on Trent and to preserve the archives of the Diocese of Lichfield, thereby contributing to the national network of archive and museum care.

1.3 Our 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

2 GENERAL CONTEXT

2.1 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.

2.2 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.

2.3 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.

2.4 The County Record Office, Stafford, (now Staffordshire Record Office), was established in 1947 to act as a repository for the historic records of Staffordshire County Council.

Lichfield Joint Record Office (now Lichfield Record Office) was established in 1959 to act as a repository for the records of the Diocese of Lichfield and Lichfield City Council. On the closure of Burton Archives in 2003 it received the archives formerly held there.

Stoke on Trent City Archives 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*.

3 LEGISLATIVE CONTEXT

- 3.1 Public records: Staffordshire Record Office, Lichfield 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 and Lichfield Record Office are 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). Lichfield Record Office is designated under the same legislation for parish records for the Deanery of Lichfield and Tamworth.

Anglican diocesan records: Lichfield 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).

- 3.2 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.

4 SYSTEMS FOR RECORDING COLLECTIONS INFORMATION

- 4.1 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. Legacy systems will continue to be maintained as a backup for current electronic accessioning.

- 3.2 Depositor records: New depositor records for all three offices will be held on CALM archive management software. Prior to 2001 depositor records were held in manual systems, which will continue to be maintained as a backup for current electronic accessioning.

- 4.3 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.

4.4 Conservation information: New conservation records will be recorded in CALM archive management software, wherever possible. Paper record systems used prior to 2012 remain in use as a back-up: conservation record sheets, retained in document reference number order, have been kept since 1961; conservation register, in date order, since 1991.

4.5 Electronic systems:

- Archive management software: CALM ALM (Axiell Ltd.)
- Word-processing: MS Word (Microsoft Corporation)
- Spreadsheets: MS Excel (Microsoft Corporation)

5 ACCESSIONING/POINT OF DEPOSIT

5.1 Accessions

We will record the following information at the time of receipt of the records, using the interim receipt form: name of donor/depositor, contact and intermediary information, a brief description of the records and note of creating body with covering dates, where identified, 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.

We will create a formal accession record from this information, in combination with information gained from a closer look at the records, with date of accession, and a more detailed description where possible.

We will send out a formal final receipt, unless the depositor or donor requests otherwise, within a target timescale of 12 working days. A signed copy is returned by the depositor, which we will retain permanently.

5.2 Depositor records

We will record the following information at the time of receipt of the records, using the interim receipt form: 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 inform depositors and donors of the obligation to update the Archives Service with changes to any of the above information.

We will attempt to trace lost contacts/relatives when the need arises but we are limited in what is feasible. We have a number of key collections where we maintain good contact with depositors.

5.3 Intellectual property rights

We will record the following information at the time of receipt of the records, using the interim receipt form: material subject to copyright and

name and contact details of the copyright owner, where known. We will provide a guidance note for donors and depositors, which explains various issues around intellectual property rights.

Upon formal accessioning, where 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 and non-commercial use.

5.4 **Access restrictions**

We will record the following information at the time of receipt of the records, using the interim receipt form: 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)

5.5 **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.

5.6 **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 our staff is aware of new accessions so that they are better equipped to advise researchers.

6 Disposals and withdrawals

6.1 The Service's approach to disposals is detailed in the *Acquisitions and Disposals Policy*. We will review long-held collections against the *Collections Development Policy*, and draw up an annual 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 Chairman or Vice-Chairman of the Joint Archives Committee for approval, as appropriate, depending upon whether the archives are held in one of the county repositories or in the city repository.

6.2 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, together with a guidance leaflet covering handling and security of original records.

7 Location and Movement Control

7.1 Since 2014/15 the Location module of CALM has been used to link catalogue entries at Item level to shelf locations in the Locations database. This supersedes diverse practice across the Service's three repositories:

- SRO: In general, collections are located in deposit number order, split between volumes, boxes, maps and photographs. However, a number of large or otherwise significant collections were located out of sequence for a variety of reasons, for which there is a paper list in the strongrooms. There is an electronic locations list for maps and outsize items, with paper copies in the strongrooms. There are electronic lists of collections and items stored off-site.
- LRO: collections were located initially in deposit number order, split between volumes, boxes, maps and photographs. A card location index at collection/section/series level, as appropriate, was created in 2007. Storage use more recently has been more random, to use all space more effectively.
- SoTCA: archive material is located to a shelf using a card index system. In order to ensure that one system is always accurate and up-to date, the card index system will be maintained until a future switchover *en bloc* to CALM-only locations.

It will take some time for this process of Location linking in CALM to be completed, during which time the legacy information, both analogue and digital, remains vital.

7.2 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.

Movement of items or collections withdrawn by depositors will be recorded in the withdrawals register, covering both temporary/short-term and permanent withdrawals.

Movements of items out of the strongrooms for use by researchers, archive service staff, for conservation work, or for reprographic work, and their return, will be recorded using a duplicate or triplicate slip system. This includes short-term transfers between repositories, for specialist photography, for example.

The triplicate 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. Following the return of documents, two copies will be retained by the Service in monthly bundles, sorted in different ways to ensure ease of checking for security purposes. One copy may be retained by the issuee, should they wish.

8 Finding Aids (non-Catalogue)

8.1 The following finding aids are published currently:

Guide to the Contents of Lichfield Record Office, 1999

Family Collections, 1992

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*

8.2 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. Cataloguing archivists manually update these guides when relevant material is accessioned. Each publication will be reviewed on a biennial basis to determine whether it should be revised and re-issued.

8.3 The *Guide to the Contents of Lichfield Record Office*, *Family Collections*, and *Guide to Sources 10 Estate Maps* are hard-copy publications, and will not be re-published in their current format once the existing stock is depleted. Any future publication of all or selected parts of these documents will be as free-to-download PDF files, available on our website.

All remaining focussed cross-Service Guides to Sources are published as free-to-download PDF files on the Service's website.

8.4 A number of analogue indexes are maintained in the reading rooms of the various repositories, relating to their own holdings. These were developed to meet the individual circumstances of each repository and, where appropriate, have been maintained during the gradual process of retro-conversion.

9 Cataloguing

- 9.1 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 searchrooms.

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 progressing several work-streams: retrospective conversion, cataloguing of newly-deposited and backlog collections, and catalogue improvement.

- 9.2 The Service's *Collections Information Manual* (formerly *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, for date formats.

Digital records are catalogued in the same way as analogue records.

- 9.3 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. Currently (2016) 82% of archive holdings have a full catalogue online.

- 9.4 Collections in the cataloguing backlog have been prioritised using the Logjam methodology developed by MLA North West.

- 9.5 Following public consultation on the Staffordshire History Centre Project in 2015 priority will be given to the publication of electronic collection-level descriptions for each collection held at Lichfield Record Office prior to their move into the Staffordshire History Centre. This will be followed by similar work on uncatalogued collections across the Service.

- 9.6 Members of the public have access to:
- publicly available electronic cataloguing through "Gateway to the Past" (www.archives.staffordshire.gov.uk), our online catalogue;
 - 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, including those awaiting retrospective conversion in our reading rooms;
- where appropriate, mediated access to “cataloguing in progress”

Additionally, in order to carry out their duties, Archive Service staff have access to draft lists or box lists for collections which are not yet fully catalogued and to uncatalogued collections currently lacking finding aids.

Authorised personnel of the police and other regulatory authorities will be permitted wider access than ordinary members of the public where this is permitted by the Data Protection Act or mandated by the provisions of other legislation currently in force.

10 Conservation and Preservation Information

- 10.1 Conservation record sheets have been kept since the Service’s conservation workshop opened at Staffordshire Record Office in 1961. They are retained in document reference number order to enable easy access to information about work that might have carried out on a specific item.
- 10.2 In 1991 a Conservation Register was set up to enable an overview of the work carried out, and at the same time the amount of information recorded on the conservation sheets was expanded significantly.
- 10.3 Since 2012 the Conservation database in the CALM archive management software has been used, but legacy data has not been migrated.

11 Staffing and Funding

- 11.1 All Archive Service staff, both professional and para-professional, are involved in the creation or editing of collections information. For some staff this work is the main focus of their rôle.

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 Development Team and by the Collections Management Teams in each of the repositories, as appropriate.

- 11.2 External funding is regularly sought to enable:

- Cataloguing of large collections. A recent example is the Minton Collection project at Stoke on Trent City Archives, supported by the Art Fund, which opened up the records of Britain's premier ceramic design archive to experts and amateurs alike.
- Catalogue enhancement. A recent example is the Liverpool University Collaborative Doctoral Research project at Staffordshire Record Office, in which the catalogues of certain categories of collection will be improved by addition of information about flooding and land drainage. This will enable resource discovery by researchers into climate change and the mitigation of its effects.

New cataloguing and catalogue enhancement undertaken through externally-funded projects generally involve both qualified project officers and volunteers.

11.3 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*.

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

12 Protecting Collections Information

12.1 Electronic data:

The CALM archive management system includes the following databases: Accessions; Depositors; Locations; and Catalog with associated Name, Place and Terms Authority Files. 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.

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.

12.2 Manual data:

Accession registers: manuscript registers are all backed up. SRO has digital images of its accession registers on the SCC network, and SRO also holds security photocopies of the accession registers for LRO and SoTCA.

Depositor information: manual correspondence files, including signed receipts completed at point of deposit, are kept in a secure room.

Catalogue information: a master set of legacy paper-only catalogues for all repositories is maintained off-site.

Conservation information: the master set of paper conservation records (conservation register and conservation work sheets) 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 in the strongrooms of the relevant repository for a minimum of ten years.

13 Collections Information Improvement Strategy

- 13.1 Programmes of work to improve collections information are identified and prioritised by the Collections Development and Collections Management Teams, and are reviewed and approved by Archives and Heritage Management Team.

14 Review

- 14.1 This policy will be review every five years, or sooner if the need arises.

**STAFFORDSHIRE AND STOKE-ON-TRENT
ARCHIVE SERVICE &
STAFFORDSHIRE ARCHIVES AND HERITAGE**

ACCESS POLICY

1. Mission Statement

- 1.1. Staffordshire Archives and Heritage is made up of the Staffordshire and Stoke on Trent Archive Service and the County Museum Service. It also manages the William Salt Library on behalf of the charitable trust that administers the Library.
- 1.2. The aim of the Service is to locate, collect and preserve irreplaceable archive and museum collections relating to the past and present life and work of people of the County of Staffordshire and the City of Stoke on Trent and to preserve the archives of the Diocese of Lichfield, thereby contributing to the national network of archive and museum care.
- 1.3. Our 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

2. Policy Aims

- 2.1. This policy sets out how access is provided to the Archive and Heritage Service collections. It provides information on restrictions to access, where charges might apply and links to other relevant policies.

3. Statutory and Legal Status

- 3.1. The Joint Archive Service is jointly administered and funded by Staffordshire County Council and Stoke-on-Trent City Council under the terms of a Joint Agreement for Archive Services with effect from 1st April 2011.
- 3.2. The Heritage Service is funded and managed by Staffordshire County Council and delivered by Staffordshire County Museum.

Staffordshire Record Office is:

- Appointed by the Lord Chancellor for the deposit of Public Records under the terms of the Public Records Act 1958, for the deposit of specified classes of Public Records including Quarter Sessions, HM Coroners, hospital records, magistrates' court records.
- Recognised by the Master of the Rolls for the deposit of manorial and tithe records under the Law of Property Act, 1922, and the Tithe Act, 1936.

- Designated by the Bishop of Lichfield for the deposit of Anglican parish records for the archdeaconries of Lichfield, Stoke on Trent and Walsall under the Parochial Register and Records Measure, 1978 (amended 1992).
- Recognised by The National Archives as a repository meeting the Standard for Archive Repositories.

Lichfield Record Office is:

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

Stoke-on-Trent City Archives is:

- Appointed by the Lord Chancellor for the deposit of Public Records under the terms of the Public Records Act 1958, for the deposit of specified classes of Public Records including Quarter Sessions, HM Coroners, hospital records, magistrates court records.
- Recognised by The National Archives as a repository meeting the Standard for Archive Repositories

Staffordshire County Museum is

- Operated and founded under the terms of the Public Libraries and Museums Act 1964 and Local Government Act 1972.
- Recognised as a Fully Accredited Museum under Arts Council England's Museum Accreditation scheme.

3.3 The Staffordshire and Stoke-on-Trent Archive Service has previously been recognised as meeting the Customer Service Excellence for excellence

in public service in its own right. It has a Service Charter setting out standards of service (see Appendix 1).

4. Onsite Access

Access to the Archive and Heritage collections is available to our community and stakeholders. These include:

- People of Staffordshire and Stoke on Trent
- Depositors and donors
- Staffordshire County Council and Stoke on Trent City Council staff and councillors
- Local, family and community history groups
- Potential users from within and outside this geographical area with an enquiry relating to our collections.

Access will be provided free of charge at Staffordshire Record Office, Lichfield Record Office, Stoke on Trent City Archives, William Salt Library and the County Museum in a secure area supervised by staff.

Customers are required to provide proof of identification and obtain a reader's ticket to gain access to original collections in the Archive Service and William Salt Library. Use of original archives is subject to observance of the [Code of Conduct](#) and the Access Restrictions for specific collections.

Museum collections are generally accessible through permanent and temporary displays and exhibitions. Reserve collections can be viewed by appointment, free of charge.

4.1 Our staff

Visitors to our service points can expect:

- A friendly welcome, from clearly identifiable staff.
- Assistance in using our public service points.
- Assistance in identifying the collections necessary for an enquiry.
- Availability of original documents, objects, microforms and online collections within the limits of the Service's security, conservation, and access policies.

Our standards of service are outlined in the [Service Charter](#).

4.2 Security

In order to protect our collections visitors to our service points will be asked to observe security measures. These are described in the Code of Conduct for each record office and include:

- Registering for a reader's ticket.
- Signing in a visitor's register.
- Securing bags in lockers outside the search room.

4.3 Handling and preservation

All staff are required to be proactive in supervising access to original collections. Guidance on using original archive material is given in our leaflet '[In Safe Keeping](#)'. Each service point provides equipment to support safe handling of original items. For heavily used items surrogates are provided as the first means of access to preserve the original item. Access to the original would be at the discretion of staff.

4.4 Use of cameras and copying

Copying documents and using cameras to photograph items is permitted subject to copyright and condition of the item. Use of cameras and copying services are detailed in our leaflets on:

- [Photography and scanning services](#)
- [Copying options](#)

Restrictions on copying are given in the following leaflets:

- [Copyright](#)
- [In Safe Keeping](#)

4.5 Access restrictions

Some collections may have access restrictions on them and this will be clearly identified in our catalogues. Restrictions may occur for the following reasons:

- To comply with legislation such as Data Protection or Freedom of Information.
- If the items are considered too fragile to produce and further damage may occur.
- If a depositor has requested a closure period or other restriction on access.

If an item cannot be produced for use staff will explain the reason why not and, where applicable, explain how to gain permission to access an item. If an item is fragile staff will advise on alternative sources and/or seek advice from conservation staff on future access.

5. Remote Access

Staffordshire Archives & Heritage aims to make information and access about collections available online.

5.1. Websites

The Service website is hosted on Staffordshire County Council's website. The content on the site is kept under review and the Service aims to update it promptly with new information. The Service also has content available on the following websites:

- [Staffordshire Past Track](#)
- [The Great War Staffordshire](#)

- [The Minton Archive](#)
- [Staffordshire Name Indexes](#)
- [The Sutherland Collection](#)

5.2. Digital content on partner sites

The Service has digitised some of its name rich collections with its partner Find My Past. Free access is offered at Archive Service sites, Staffordshire Libraries and Stoke on Trent City Libraries.

Oil paintings from the Museum Service's fine art collection are available online on Art UK.

5.3. Online catalogue

[Gateway to the Past](#) is the Archive and Heritage Service online catalogue. It holds information about collections for the Joint Archive Service, County Museum and the William Salt Library. Content is added regularly to the catalogue. Please see our Collections Information Policy for more information.

5.4. Enquiries by post or email

The Service aims to assist users in accessing collections by advising about availability of material. Information on our services and resources held will be given free of charge. For research which requires access to original documents, surrogates, searching of online records, enquirers will be offered our chargeable research service or copying services. Standards for response times to enquiries are outlined in our Service Charter.

5.5. Use of social media

The Service uses social media to promote its collections and new and existing users with the service. Items may include news, events, new collections, projects and interesting items in existing collections. The Service currently uses (but not limited to)

- Facebook
- Twitter
- Instagram
- Blogging sites

For more information please see our [Digital Engagement Strategy](#).

5.6. Learning and Engagement Activities

Staffordshire Archives & Heritage delivers a variety of learning and engagement activities to encourage a wide range of use of its collections. These activities are promoted online, through social media, and mailing lists. They may include:

- Talks and visits

- Exhibitions
- Events and study days
- Externally funded projects working with communities
- Educational visits by schools, colleges and universities
- Reminiscence sessions

In May 2016 Staffordshire Archives and Heritage was awarded a stage 1 pass by Heritage Lottery Fund to develop the [Staffordshire History Centre](#). During the development stage of this project a detailed Activity Plan, Learning Policy and Engagement Strategy will be developed.

6. Review

This policy will be reviewed every five years or sooner if circumstances require it.

September 2016.

Customer Charter

PERSONAL VISITS

If you visit Staffordshire & Stoke on Trent Archive Service, you can expect:

General Standards

- ◆ A friendly welcome, from clearly identifiable staff
- ◆ Assistance in using the reading rooms
- ◆ Assistance in identifying the records necessary for your enquiry
- ◆ Availability of original documents and microforms within the limits of the Archive Service's security, conservation, and access policies

Production of original documents

- ◆ We aim to produce documents within 20 minutes of your request being made. If undue delays are likely to occur, we will keep you informed.
- ◆ We will aim to produce documents kept in out storage or specialised storage within 2 working days.

POSTAL AND EMAIL ENQUIRIES

If you write to us about the services we provide, or about the contents of collections, you can expect a reply within 5 working days. For more complex archival enquiries an acknowledgement will be sent within 5 working days and a full reply within 20 working days. If we are unable to assist you because we do not hold the records required for your research, we will always try to suggest an alternative line of enquiry for you to follow.

TELEPHONE ENQUIRIES

We aim to answer all telephone calls promptly and courteously. Our staff will always be happy to give you their name and will endeavour to help you to the best of their ability. If we are unable to assist you because we do not hold the relevant records we will always try to refer you to an appropriate organisation.

COPYING SERVICES

Our standard is to notify you of the completion and cost of your copies/microform prints from the receipt of your order within:

- 8 working days at Staffordshire Record Office
- 5 working days at Stoke on Trent City Archives
- 8 working days at Lichfield Record Office

research service

Our standard is to notify you of the completion and cost of your research from the receipt of you order within:

- 15 working days at Staffordshire Record Office
- 15 working days at Stoke on Trent City Archives
- 20 working days at Lichfield Record Office

You can expect a report detailing the results of the research and suggestions for follow up research, where appropriate.

TALKS ABOUT ARCHIVES

We aim to respond positively to requests from local organisations for talks about the archive collections in our care.

ACQUIRING AND PRESERVING ARCHIVE COLLECTIONS

We will actively seek to acquire and preserve archive collections relating to past and present life in Staffordshire and Stoke on Trent within the terms of our *Acquisitions Policy* and make them available for people to use

We will respond to all approaches relating to the deposit or donation of archive collections

We will accession all new collections and send a final acknowledgement and receipt from the office of deposit within 12 days of their receipt

We will provide specialist archive storage to prescribed national standards as required, administered and inspected through The National Archives

We will conserve original archives to prescribed national standards and within the terms of our *Preservation and Conservation Policy*

We will catalogue collections to prescribed international cataloguing standards and will make such catalogues available online

Copies of our Terms of Deposit, Acquisitions Policy and Preservation and Conservation Policy are available on request.

Contact details

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◆ Stoke on Trent City Archives

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