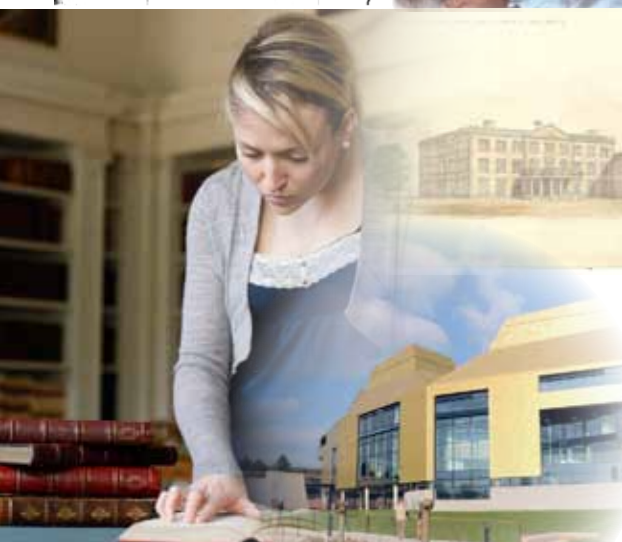


List of Burials in B...		
Name		Died
1. Musla Ali	male	Thursday 9 7.25
2. Allie Mohammed		Tuesday 30
3. Mahmmed Ghadham		Friday 14
4. Mustafa Ahmed Khan		Monday 30 6.3
5. Dorothy (Eve) Hassan (ma)	KS	Saturday 6.10.22
6. Mahmmed alhar	KS	Tuesday 6 11 03 Sunday 9 11 22
7. Ali Male	KS	Wednesday 9 1 29 Thursday 15 1 29
8. Mahmmed Hattling	KS	Thursday 14
9. Harrah Kayent	KS	Saturday
10. Ahmed Hassan	KS	Sunday 9



a **year** in
archives
2012 – 2013

A year in archives

2012-13 was the first full year of The National Archives' leadership of the archives sector in England. As part of this leadership role we have worked hard to give archives a stronger voice in the wider cultural sector, and to create scalable initiatives and guidance for the benefit of all archives. In this update you will read about our progress on the different strands of our work leading and supporting the sector.

But this update doesn't simply summarise the work we have done. It is also a showcase for the innovative work taking place in the archives sector, and the creative partnerships archives are building with other organisations. The stories in this update demonstrate the positive impact archives can have across society, from education, learning and scholarship to wellbeing and community identity.

We hope that these examples help you in your advocacy for archives, both within your organisations and beyond. The value of archives to society is clear, the challenge for all of us and you is to ensure that it is recognised.

Oliver Morley
Chief Executive and Keeper, The National Archives

In 2012-13 The National Archives:

- Agreed an approach to joint working with Arts Council England in the regions, and was named as a strategic partner in their *Creative Media Policy*
- Completed Manorial Documents Register projects in Gloucestershire, Lancashire and Warwickshire, and funded new projects in Derbyshire, Somerset and Staffordshire
- Worked in partnership to publish the new archives accreditation standard on schedule, and supported 20 archives organisations across the UK through successful completion of the pilot phase
- Developed a classification scheme for the records of non-Christian religious bodies in conjunction with the East London Mosque
- Facilitated the creation of a national digitisation consortium, led by the Archives and Records Association
- Published the *Funding the Archives Sector* research report with University College London and developed an action plan for implementing its findings
- Published a revised action plan for the government policy on archives: *Archives for the 21st century – refreshed*
- Negotiated with eBay to include explicit reference to controlled classes of records in their guidance to vendors
- Advised the Heritage Lottery Fund on the needs of the archives sector ahead of the launch of their fourth strategic framework
- Awarded a total of £420,000 to a diverse range of projects through the Cataloguing Grants Programme
- Moved into the final phase of the Architecture, Building and Construction survey project
- Held a consultative meeting for private archive owners in Syon House in December
- Published guidance on alternative governance structures, and advised an increasing number of services on the issues involved
- Started the 'Archiving the Arts' survey project, to run until 2015

The power of partnerships

Partnerships are essential to The National Archives' work as archive sector lead. They amplify our resources, extend our reach and allow us to exploit the expertise within the archives sector. It is important that archives are involved in "the single cultural conversation" – where cultural and heritage services are not seen in isolation, but their needs and benefits understood as a collective group – locally, regionally and nationally.

In the past year we have built on our long track record of partnership working, enhancing our existing networks across the archives sector and building new ones with strategic partners.

- We worked with the Religious Archives Group, and the Archives and Records Association to deliver the five-year plan for religious archives focusing

on raising the profile of religious archives with faith communities and among archivists and researchers

- We built on our long relationship with the Historic Houses Association – an important partner in our work to support private owners of archive collections - jointly hosting a conference at Syon House, exploring how owners can care for their archives, and use them to help maintain their estates and inspire visitors
- We prioritised the building of new working relationships with strategic bodies, including signing a Memorandum of Agreement with Arts Council England, and working closely with the Local Government Association. It is bodies like

these that shape the cultural landscape within which archives operate, and by working together we can ensure they understand the contribution archives make, and how archives should be woven into cultural planning.

In 2013-14 our new Strategic Engagement Manager will ensure that these relationships are maintained and continue to deliver real benefits for archives.

Examples from the sector:

Building on our heritage and making it our future at Manchester Central Library ▶

Worcestershire Archives and Archaeology Service at The Hive ▶

Staffordshire Landed Estates Collaborative Doctoral Award ▶

The Library and Archives of the Dean and Chapter of Exeter undergoes a major transformation ▶

Building on our heritage and making it our future

Kevin Bolton

Archives+ Manager, Manchester Libraries, Information and Archives,
Manchester City Council

The Manchester Central Library Transformation Programme is safeguarding the building's future, through a tasteful and sensitive restoration of this beautiful building, and at the same time rethinking how we deliver twenty-first century library and archive services.

Manchester Central Library is a Grade 2* listed building and a world-class reference and lending library. When it first opened in 1934, it was a spacious, well-designed, ultra-modern flagship library, a statement of civic pride and a fitting home for the city's prestigious collections. In recent years the role and content of libraries and customer expectations have changed creating a need to develop our services leading to 'Archives+'.

'Archives+' is a key component of the restored Central Library and will offer an exciting, purpose-built showcase and repository for the region's archives and family history. The 'Archives+' partnership will build on the demand for accessible community history and personal heritage. The main partners in Archives+ are:

- Greater Manchester County Record Office (Association of Greater Manchester Authorities)
- Manchester Libraries, Information and Archives (Manchester City Council)
- North West Film Archive (Manchester Metropolitan University)
- Race Relations Resource Centre and Ahmed Iqbal Ullah Education Trust (University of Manchester)

- Manchester & Lancashire Family History Society
- BFI Mediatheque - UK-wide collection from the BFI National Archive
- Manchester Registration Service (Historic Registers)

The Heritage Lottery Fund has awarded a £1.55 million grant to Manchester City Council for 'Archives+'. The elements funded by the Heritage Lottery Fund will raise awareness of and provide easy access to our histories for the broadest possible audiences – both existing and new. The project will make archives more accessible by creating exciting interpretive exhibition spaces to provide new ways for more people to discover the richness and relevance of archives, share their own stories and have a personalised experience of the City Region's history. Heritage tourists, young people, teachers, families, place based neighbourhoods and black and ethnic minority communities will be targeted to develop the audience for archives, alongside the valued regular users.

Worcestershire Archive and Archaeology Service at The Hive

Lisa Snook

User Services Manager, Worcestershire Archive and Archaeology Service

Worcestershire Archive and Archaeology Service recently moved to The Hive, with the City and University of Worcester libraries and the Worcestershire Hub. The move is instrumental in increasing the sustainability of the Service through:

- partnership working
- greater availability of historical resources from all partners
- opening up the study of original archives
- a higher profile for the service

This opportunity was used to completely re-evaluate how the archive service is delivered, including:

- The longer opening hours now available, resulting in the availability of surrogate sources and the local studies library from 8:30 to 22:00, seven days a week, including times when the archive service is not staffed
- Making archival research visible and attractive to a much more diverse customer base. The most important element of this was creating an open, but still very secure, area for using original archives; one which would welcome new customers not create barriers.

The availability of resources outside of staffed hours led to creative thinking in terms of developing guidance to assist in their use during these times. But the higher profile of the service, the open and accessible nature of the building and the increased access to the resources has had a positive impact:

- A higher number of first-time users to the Archives. 57% of customers during the first month of opening were new to the service



▲ The Hive, Worcestershire

- 99% of visitors who completed the Public Service Quality Group Survey in November 2012 said that the overall service was 'good' or 'very good'
- Larger numbers of children and young people using the microfilm sources, to look up their own (and family) information, or to use newspapers for homework or for events at the time that they were born
- Greater use of the archives by students from the University of Worcester, resulting from stronger links with university staff and our location in a building housing the university library collections.

This, as well as opportunities for partnership working with the services with whom we share the building and, increasingly, with other organisations, has created a stronger and more sustainable service.

Staffordshire Landed Estates Collaborative Doctoral Award

Joanna Terry

Head of Service, Staffordshire and Stoke-on-Trent Archive Service

The Bradford Archive, of the Bridgeman family of Weston under Lizard, Earls of Bradford, first deposited at Staffordshire Record Office in 1972, is one of the richest and most complete as well as being the second largest estate collection held by the archive service.

The current cataloguing project forms part of an overall strategy to complete cataloguing of major family and estate collections held at Staffordshire Record Office. This is the last of such collections for which there is not a publically accessible catalogue. For 2012-2015 it was decided to prioritise one major cataloguing project, the Bradford collection. An archivist was been assigned to the overall project and as part of the process we discussed a collaborative partnership with Keele University.

The initial discussions about the project took place in the Spring and Summer of 2011. They built on an existing partnership between Keele University and the archive service. The strength of the partnership was in part due to the active Victoria County History in Staffordshire supported by the County Council and Keele University.

The bid was written by a member of staff from the University but with input from archive service staff and a letter of support from the Head of Service. It was important that there was real benefit for the archive service so that the supervision and training of the candidate would be justified.

The successful doctoral award was referenced in The National Archives cataloguing grants bid submitted in May 2012 and helped to show that the service is committed to completing the cataloguing by using a variety of methods but all with the oversight of an experienced archivist.

The benefits of the project have been greater than was originally anticipated. The partnership with Keele is strengthened and we have agreed to be part of another Collaborative Doctoral Award with a consortium of universities including Keele.

A section of a large family archive is being catalogued which would not have been done until later. It helped to support our bid to the Cataloguing Grants Panel, administered by The National Archives, meaning we can actually complete the whole collection.

Our student also helped to support this year's History Day in March and will hopefully present a paper towards the end of his PhD. He will also assist with a study day on the collection once the two cataloguing projects are nearing completion. His final thesis will help to raise awareness of the collections held by Staffordshire Record Office.

There are very few drawbacks to the project, however you do need to have the right project so that all parties benefit. This particular section of the archive had been worked on by a volunteer and so was a manageable and challenging enough project for a student. It has taken up the time of the supervising archivist but we are starting to see real benefits.

The Library and Archives of the Dean and Chapter of Exeter undergoes a major transformation

Ellie Jones

Archivist, Library and Archives of the Dean and Chapter of Exeter

Under the dynamic leadership of Ann Barwood, the Canon Librarian, a major campaign got underway to secure suitable alternative accommodation, and to ensure a sustainable future.

The past few years have seen enormous changes in the circumstances of the Library and Archives of the Dean and Chapter of Exeter. A critical report from The National Archives' Audit Inspection was received in 2007. Facilities for collections, staff and researchers were shown to be inadequate. Collections and staff were dispersed across different sites with limited accessibility, there was no means of controlling the environment, little expansion space, and limited capacity to host visitors.

The implementation of the changes required an options appraisal, a detailed project and buildings specification and assessment to ensure that the proposals were realistic and achievable in what was originally a medieval building. Through the Third Millennium Appeal the Cathedral's campaign team raised sufficient funds for a high quality transformation of the West Wing of the Bishop's Palace. During the planning and construction phases the team undertook serious strategic thinking starting with a SWOT analysis, culminating in the publication of a five year strategy and business plan.

The West Wing is now almost unrecognisable: the building now houses the Bishop's office, new choir facilities and sacristy alongside a repository designed to meet the British Standard for record repositories (BS:5454), a dedicated reading room and a team office. The entry hall features an interpretation area making maximum use of a small space, with permanent interpretive panels and timeline outlining the development of the Library and Archives, plus space to showcase selected treasures.

In December 2011 Exeter Cathedral was also successful in an application to the Heritage Lottery Fund to support education work at the Cathedral over three years (to 2015). This is funding the development of a new lifelong education programme, recruitment of education and archive staff as well as the creation of a new dedicated education centre in space formerly occupied by the archives. The departments work together closely and the library and archive collections are being integrated into learning programmes for all ages.

Staffing levels have increased and there are qualified staff on duty five days a week - a significant increase on the previous three half-days in the Archives - supported by a team of about 20 volunteers.

Through the generous support of the Friends of Exeter Cathedral there is an annual budget available for preservation and conservation, maximised through a partnership with Devon Heritage Services, whose conservators carry out most of the conservation work.

These are exciting times, where it is possible to accommodate more visitors, learning activities and research projects with partner institutions whilst ensuring better care of the collections. There is still plenty to be done, though, and we are continually looking at ways of ensuring the sustainability, quality and diversity of the service.

A year of progress in Archive Service Accreditation

'Archive Service Accreditation' is the new standard for archives across the UK. It has been developed by The National Archives in partnership with Arts Council England, the Welsh Government (through its CyMAL: Museums Archives and Libraries Wales division), National Records of Scotland, the Scottish Council on Archives, Public Record Office of Northern Ireland, Archives and Records Association and Archives and Records Council Wales.

Archive Service Accreditation is central to the *Archives for the 21st Century* priority to develop more effective services and increase sustainability within the sector. Launched in July 2013, it is aimed at organisations - of all kinds - that hold archive collections. The standard defines good practice and identifies agreed standards, encouraging and supporting development. It supports keeping archive services visible to their parent organisation, encouraging conversations about the direction the service is taking, identifying resource needs and pursuing opportunities to contribute to organisational priorities.

We developed Archive Service Accreditation transparently with the archives sector and its stakeholders in an innovative co-creation process.

The components of the scheme and standard were debated and shaped in workshops and online discussions. We had great contributions from across the sector, ensuring that the scheme draws on the sector's expert knowledge. Sector interest and support is high, with many services volunteering to pilot the new standard. The National Archives was proud to be among the pilot services, the first time we have participated in such sector assessments.

For more information visit
nationalarchives.gov.uk/archives-sector/archive-service-accreditation.htm

“It's a great opportunity to go through the accreditation process to assess where our service is at the moment, develop a plan for improvement in terms of collections development and access to it and benchmark our service against others”

– archive service accreditation pilot participant

Finding funding for the archives sector

Supporting the archives sector to access more funding is a vital part of The National Archives' leadership role during this period of economic constraint. Budgets for all types of archive services are under pressure, and archives need to diversify and grow their funding especially if they want to develop their service or develop new areas of activity.

Our approach has been focused this year by a major report we produced in partnership with the International Centre for Archives and Records Management Research and User Studies ([ICARUS](#)) at University College London. [The report](#), analysed the current funding landscape for the sector and identified underdeveloped funding resources.

The National Archives has developed an action plan to support archives in tapping into a wider funding base. This will help to ensure that archives have access to more money, more sustainable streams of funding, and funding that can be relevant for a wide range of activities and developments. Our work has included:

- Developing strategic relationships with funders to help shape policy, develop collaborative

approaches to funding to make the most effective use of resources, and provide advice and training to the sector

- Reshaping the funding adviser role to include building strong relationships with academic funders as well as to strengthen our established relationships with funders such as the Heritage Lottery Fund
- Bidding to the Heritage Lottery Fund for resources to run a major capacity building programme for the archives sector, which will develop fundraising strategies and help pilot successful approaches to a diverse range of funding streams, including individual giving
- Commissioning additional research to pick up on themes identified by the funding report. The new research has generated guidance and case studies on developing friends groups as fund raising vehicles, and is now addressing the establishment of development trusts for archives
- Providing expert advice and assessments to grant-awarding bodies such as Heritage Lottery Fund and the V&A/Arts Council Purchase Grant Fund.

- Monitoring the market value of archives to inform our advice on archives as cultural property to a range of government, professional colleagues and grant-awarding bodies.

At the same time we have continued to provide training programmes including a series of regional workshops in partnership with Heritage Lottery Fund, Arts Council and other key funders and an ongoing commitment to provide advice and support to individual archives making funding bids.

Examples from the sector:

[The East London Mosque Archives - rare, rich and unique ▶](#)

[Taking account of our past ▶](#)

[Focus on Fielding and Platt: a community archive heritage project ▶](#)

The East London Mosque Archives - rare, rich and unique

Jamil Sherif

Chair of the Steering Committee, East London Mosques Archives project

On the night of 8th March 1941 a bombing raid over East London damaged a row of terraced houses on Commercial Road. These included a property that had recently been acquired by the London Mosque Fund to serve as a mosque for lascars and the local Muslim community. Fortunately documents kept at the property escaped destruction. This was just one episode in the eventful history of the archives, which today, over 70 years later, are poised to be professionally catalogued and housed in an archive at the purpose-built East London Mosque (ELM) on Whitechapel Road.

The archives will serve as a record of the activities of the London Mosque Fund, founded in 1910 and several other related Muslim institutions. These records are a treasure trove for future local history projects, genealogical enquiries, biographical work and studies of community development. There are letters from ordinary folk seeking help and advice and also correspondence with the great and the good of the times, for example Marmaduke Pickthall, Churchill's contemporary at Harrow, novelist and British Muslim leader who translated the Qur'an from Arabic to English in the 1930s. The mosque's files include details of early interfaith ventures, such as its invitations to the B'nai B'rith and synagogues in the 1940s and 1950s. The precise number of documents in the collection is difficult to gauge but a short scoping study conducted by Annabel Gill, College Archivist at Royal Holloway, University of London estimated it covers 26 linear metres. The preservation of such a quantity of records is remarkable given the many upheavals, such as the Second World War, and is purely due to the dedication of outstanding Trustees who were meticulous at record keeping and safeguarding their predecessors' work.

In anticipation of the ELM's centenary year, the Trustees established a Research & Centenary Project in 2008. The following year contact was established with the Private Archives Team at The National Archives and a Memorandum of

Understanding was also signed with Royal Holloway, University of London, for the preparation of an edited version of the Minutes of the London Mosque Fund and the ELM Trust, and a write-up on the history of the mosque and some of its archival material.

In recent years an 'archival movement' had gathered pace within the Muslim community. There was awareness that social history was important for providing young Muslims a confident identity and staking a place in the British national narrative. The first generation of institution builders were becoming a diminishing band and few steps had been taken to preserve oral histories or provide a repository for their personal papers. Professor John Wolfe's 'Building on History: Religion in London' project' was a timely initiative and in collaboration with ELM and the Muslim Council of Britain, a 'Mosques Archives Workshop' was organised in April 2012 attended by representatives from ten mosques. The workshop included presentation of a draft schema for classifying mosque archives, prepared by Norman James and Philip Gale from The National Archives.

The ELM took on board the feedback from the The National Archives panel that its project "requires an effective partnership with professional archive support to ensure that it can be completed successfully and with the impact that the Panel sees is possible". A successful bid of £42,250 was awarded to the ELM by the National Cataloguing Grants Programme in October 2012. With the grant, the ELM can now embark on the essential first steps in establishing a first-class archival centre and serve as a beacon project for other mosques. It is hoped that soon a professional archivist will be in place on a one-year placement.

Taking account of our past

Heidi McIntosh
Wolverhampton City Archives

The 'Taking Account of our Past' project took on the challenges of cataloguing the records of a chartered accountancy firm, and met them head-on. What could have been a standard, basic cataloguing project turned into an exciting new venture for the service, involving a diverse group of volunteers.

The collection of the chartered accountants, Smith, Son and Wilkie, was deposited with Wolverhampton Archives in the 1980s and 1990s. Two decades later, apart from a basic list of some of the material, the collection remained uncatalogued.

A survey in 2009 highlighted this collection as a higher priority and, thanks to the National Cataloguing Grants Scheme, funding was secured to hire Kimberley Benoy, a Cataloguing Archivist, for 18 months. Some of the collection had been kept in damp conditions, and was in a

state of disrepair, and we were lucky enough to receive a small grant from the National Manuscripts Conservation Fund towards this collection. This meant that our in-house Conservator was able to mend some of the larger volumes within the collection. Kimberley created a blog that tracked the progress of the project on a weekly basis, including posts on cataloguing, conservation and volunteers, among other areas.

It quickly became apparent that this was not a job that could be completed by one person on their own. With the help of our newly-appointed service-wide Volunteer Coordinator, we recruited 20 volunteers, partly from Wolverhampton University, and partly from the local community, including members of our Friends Group. We were also fortunate enough to attract the services of a former employee of Smith, Son and Wilkie, who proved invaluable at providing the background context to many of the records, as well as at recognising and deciphering her former colleagues' handwriting! During the course of the project, the volunteers undertook a number of tasks, from researching and writing administrative histories of the many businesses and individuals in the collection, to basic conservation, packing and cleaning tasks. They also assisted with the preparation of an exhibition to celebrate the end of the project. The success of the project was recognised by the Archives and Records Association, as we won the National Volunteering Award 2012. The judges of the award described the project as an 'honest, positive and very well-managed project with excellent outcomes'. This award will help to set the foundations for future projects with archivists and volunteers working together to produce more fantastic resources.

The project came to an end in December 2012, and the complete catalogue is now available on the [Black Country History website](#).



▲ Volunteers from the project

Focus on Fielding and Platt: a community archive heritage project

Julie Courtenay
Gloucestershire Archives

Gloucestershire Archives works with partners using archives to support community engagement and volunteering and to attract heritage investment to Gloucestershire. Our advice and support for externally funded partnership projects is a vital element in sustaining our service and developing our collections.

The 'Fielding and Platt' Community Archive Project was created in 2011-12 as part of our strategy for making accessible significant uncatalogued collections in our care, one of which was the business archive of Fielding and Platt, hydraulic engineers of Gloucester established in 1866, and deposited with us when the works at Gloucester Quays closed in 2003. While the collection offered a great insight into a local business, we knew that it only tells one part of the story, and that unique evidence lies within memories of former employees, which is at risk of this being lost as time passes.

Building on previous experience of externally funded projects, our Collections Team Leader Julie Courtenay scoped a project proposal. The Heritage Lottery Fund's 'Your Heritage' grant scheme offered the most potential: it would not only pay for a freelance archivist to create a catalogue framework for the business archive, but it would also fund a part-time project officer to engage with the community, recruit and co-ordinate volunteers, create an oral history archive and interpret the existing and newly gathered archival material through a project website and other learning resources.

At an early stage we identified likely partners and supporters for the bid. Gloucester City Centre Community Partnership, an independent resident-led voluntary group, was keen to be a formal partner - providing an instant extensive network of contacts and potential volunteers, many of whom had no previous direct involvement with the Archives. The Friends of Gloucestershire

Archives donated £5,000 and formal letters of support came from Gloucester Civic Trust and the Gloucestershire Society for Industrial Archaeology.

We were also aware that the project had the potential to attract commercial interest and raise awareness about archives among a much wider community. From the outset, the present owners of the business archive confirmed it would remain on permanent loan at Gloucestershire Archives (and gave a modest cash donation). We successfully presented our proposal to two key stakeholders: Gloucester Heritage Urban Regeneration Company and Gloucester Quays Retail Centre (built on the old factory site). Both were interested in a project that could offer an added heritage attraction for the city, especially to the Quays area. The combined support from voluntary and business sectors secured an HLF grant of £42,900 for a 15 month project launched in July 2012.

Undoubtedly, a major impact of the project has been the amount of interest sparked among former employees and families associated with the firm. The response to publicity – especially project events at BBC's Great Gloucester History Day and Gloucester's History Festival – was remarkable. A long list of contributors offered memories and [the project website](#) expands daily with digital stories and other contributions. This community of active volunteers and contributors will sustain the website and social contacts beyond the project.

The other significant impact is our presence at the Quays Retail Centre. As well as installing a professionally designed display in a shop unit, the Centre is promoting the project's most novel element – an app game. Design team Pastporte's 'time-travelling' game uses images and information gathered by the project to deliver learning about the local heritage in a fun and free way for visiting family groups (annual visitor numbers are 2 million plus).

Overall the project demonstrates that archives are indeed part of the fabric of a community, capable of fostering a genuine sense of well-being.

Culture, learning and communities

Archives are perfectly positioned to become central to their local communities, from school children and the elderly to different ethnic groups. Building partnerships at this level provides opportunities to contribute to wider national campaigns, and to develop links with the broader cultural sector and its audiences.

The National Archives' approach involves developing strategic partnerships to support archives as learning providers – for example:

- Working with the 'Bridge Organisations', funded by Arts Council England to develop regional cultural learning programmes, and stronger links with the higher education sector
- Through our engagement managers we help broker partnerships locally, provide models of good practice, and training days on aspects of funding, planning, delivering and evaluating learning programmes

We are also keen to pilot new approaches using archive collections in learning:

- The National Archives' Education Department brings history to life through our award-winning programme of taught sessions and online resources
- Our Caribbean Through a Lens Project created partnerships with archives, heritage and community bodies across the country to explore some of our photographs of the Caribbean. The project allowed The National Archives to reach new audiences outside its own walls and enhanced the understanding of our own collections. It also looked at how locally held archives and community heritage can be used in conjunction with The National Archives' collections to tell a rich and nuanced story.

We are continuously working to build stronger relationships at national and regional level with government, other cultural organisations and funders to position archives at the heart of the community.

Examples from the sector:

Making an impact with research ▶

Building on the past, learning for the present ▶

The Carnival Archive project ▶

Sporting Cities: the legacy of the Games ▶

The lasting legacy of the 'Record' ▶

Making an impact with research

Ruth Roberts

Research Team, The National Archives

The National Archives has an active team that works hard to support research that has a positive impact on both the organisation and the wider sector.

At a time of economic uncertainty, funding from other sources can be the difference between innovative projects being completed or good ideas and intentions staying on the back burner for many years before being dismissed. This external funding might be via Higher Education funding sources, Research Councils or other bodies and Trusts.

With a view to supporting the wider sector in securing external funding, the Archives Sector Development department and the Research team at The National Archives worked together to organise a seminar on 'Higher Education Funding for Beginners'. This well attended event, held at Kew in February, offered useful hints and tips to consider when looking for new partnerships and bidding for external funding.

One of the best ways to source external funding is to build cultural and learning partnerships. This might be in the form of collaborations between The National Archives (as a recognised Independent Research Organisation (IRO)), local archives and a university. An example of this is a successful bid to the Arts and Humanities Research Council (AHRC) to fund a series of workshops for postgraduates, teaching archival research skills for historians. This particular collaboration sees the Institute of Historical Research, East Sussex Record Office, Berwick Record Office and the medieval and early modern team at The National Archives working together.

Academic research can come in a variety of forms; studentships, publications, conferences and seminars, networks or projects to name a few. The National Archives sees the importance in disseminating results for the benefit of the wider sector; this is often done via [blogs](#) and [newsletters](#).



Building on the past, learning for the present

Kevin Moorhead

Research Associate, Building on History project

Building on History: Religion in London, an Arts and Humanities Council-funded public engagement project, has sought to engage religious groups in the city with their history and heritage. The project, which ran for a year from March 2012, was a partnership between The Open University and Royal Holloway, University of London, and was led by Professor John Wolffe (OU, project leader), Dr John Maiden (OU) and Professor Humayun Ansari (RH). It involved the active participation of Muslim, Jewish, Baptist, Methodist, Roman Catholic and Black Majority Church religious practitioners.

There were three main strands to the project. The first was to stimulate grassroots participation amongst religious groups in their histories. An important part of this was the provision of a resource developed by academics at the Open University and Royal Holloway, which described ways of researching religious histories. The guide used the learning mantra of 'look-listen-read-research': looking at the evidence of the built environment, listening to oral testimony, reading relevant studies by historians, and archival research. The project also partnered with The National Archives to run two well attended 'Exploring and Preserving History' events for Black Majority Churches and mosques in London. These groundbreaking events focussed primarily on the importance and value of preserving archive material and oral testimony. The project further widened its impact by developing a travelling exhibition highlighting the diversity of London's religious histories and promoting local research.

A second strand of engagement was to work alongside local schools. Two pilot projects were carried out, one with the secondary Anglican Urswick School, Hackney, and another with St Mary's, Uxbridge, a Roman Catholic primary school. The aim of these projects was to enable pupils to learn about the historical relationship between their school, its community and the connected

local church. This work fed into the schools' 'creative curriculum', and activities included oral history work, visits to church buildings, interviews with clergy and activities involving archive material.

The final strand of the project was to promote awareness and dialogue about London's rich and diverse religious histories. 'One of our priorities', explained Dr Maiden, 'was to highlight that religious diversity in London has a very long history, and is not only a post-1945 phenomenon.' The project explored themes such as dealing with 'difficult' histories, historical connections and shared experiences between 'minority' religious groups and examples of inter-religious co-operation. There were individual public seminars for each of the religious groups, and also a final project event, which was attended by over 80 participants from previous project events.

The project highlighted the significant potential for universities, libraries and archives to 'reach out' to religious organisations, institutions and groups in practical and relevant ways. History has enormous potential to impact contemporary religious practitioners by providing perspective on the present and contributing to identity and self-awareness. The Open University is now actively looking to set up a London Religious Heritages Network which will develop the dynamic partnerships established during the course of Building on History, and further promote local community engagement with religious history.

Follow the Building on History: Religion in London blog at open.ac.uk/blogs/boh/

The Carnival Archive project

Tola Dabiri
Archive Project Manager, the Carnival Archive Project

The Carnival Archive Project ran from October 2011 until April 2013 in the East of England. Funded by the Heritage Lottery Fund, the project collected previously hidden archive materials and shared them through the digital archive.

Between October 2011 and April 2013 I had the very great pleasure of managing the Carnival Archive Project.

The project team consisted of a talented group of Archive Co-ordinators, Learning Officers, a Digital Archivist and Web Editor.

Together we faced a huge challenge. When the project began in October 2011, very little work had been done to capture, share and preserve carnival heritage. There were very few models or roadmaps to follow. The carnival community is fragmented into many different traditions and arts form, and notoriously hard to reach. This was significant as the project aimed to work with all forms of carnival and their communities. We had to engage with large numbers of children and adults. We also had to develop a digital archive and website, through which we could exhibit the spirit and vibrancy of carnival. And all of this in 18 months and from four different locations!

Once the enormity of the task had sunk in, we began to produce some truly unique and valuable work. Our website, carnivalarchive.org.uk, hosts over 15,000 items, collected during the project, which includes images, videos, costume designs, programmes, and oral testimonies.

The digitisation process was undertaken by the archive co-ordinators, and volunteers recruited locally. The items were then catalogued and after a



◀ Courtesy of Carnival Archive Project and Northampton Museum

process of moderation (by the digital archivist), were made available through the website. The archive itself was managed using a RAID system which stores data on multiple hard disks. Four copies were made at the end of the project and given to guardian institutions. However the problem of long term digital preservation proved as difficult to solve for the archive team as for the rest of the sector.

The project also included an ambitious programme of learning and outreach sessions to encourage children and local communities to engage with their carnival heritage. We engaged with over 1,600 school children, developed a carnival heritage engagement programme The Big Carnival, a theatre show and worked with over 90 volunteers.

As a result of the project, carnival heritage has become more visible and widely shared. The children and adults across the region who have engaged with the project have been able to tell their stories and learn about their heritage. We are currently seeking further funding from the Heritage Lottery Fund to develop a national digital carnival archive.

So watch out – we could be bringing the spirit of carnival to you soon!

Sporting Cities: the legacy of the Games

Nicola Avery

Project Manager, Sporting Cities, London Metropolitan Archives

London Metropolitan Archives (LMA) made a remarkable contribution to the Cultural Olympiad of 2012 by completing a project, which brought together archivists from across the globe to create a truly international website celebrating the unifying spirit of the Olympic Games.

The aim of the 'Sporting Cities' project was to create a definitive online research resource and directory for all Summer Olympic and Paralympic archives in the modern era, demonstrating the importance of information management in recording sporting events held during the Games, as well as the impact they often have on the host city.

Until 2012, in most cases, a single archive which records all aspects of the Olympic Games hosted by a particular city does not exist. Information can be spread across several institutions – documents relating to the bid to host the games are usually held in the host country's national archive while records on the preparations for the Games themselves, including improvements to infrastructure, are held in the host city's own metropolitan or regional archive. There may well be other repositories involved – specialist sports museums, photographic archives, even company archives of construction companies responsible for Olympic buildings. The 'Sporting Cities' project invited all archives holding Olympic material to join together to contribute to the creation of a web resource which tells the story of each host city's involvement with the Summer Olympic Games through the archives created during the preparation and running of the Games.

Funded by the City of London Corporation, LMA's parent body, the project also received endorsement from the Programme Commission of the International Council on Archives and was included in its prestigious Professional Programme. The proposal also had official support from two of the professional sections

within the International Council on Archives – the Municipal Archives Section (ICA/SLMT) and the Sports Archives Section (ICA/SPO).

A project such as this stands or falls on the willingness of contributing repositories to be involved. LMA laid the groundwork very early in the life of the project, to ensure that host cities and countries were aware of 'Sporting Cities' and of the benefits of being a part of it. A roundtable event was held at LMA for cultural attaches from each host country around six months before the project began, at which the aims and goals of 'Sporting Cities' were explained. In some cases the attaches and their staff became our champions and took responsibility for contacting repositories and ensuring they were willing and able to contribute. For each contributing repository a dedicated contact was established who researched and compiled data for the directory pages of 'their' Games. In total, 39 repositories representing 21 Olympic cities agreed to be involved and contributed both data for the directory pages and images for the gallery pages.

The website sportingcities.org went live in July 2012, in time for the start of the London Olympic Games, and will remain in the live environment with responsibility for the project being passed on, like the Olympic Torch, to the next host city. During 2013 the suite of pages for London 2012 will be added to the site, after which responsibility for updating the site will pass to the General Archives of the City of Rio de Janeiro and beyond.

The lasting legacy of the 'Record'

Cathy Williams

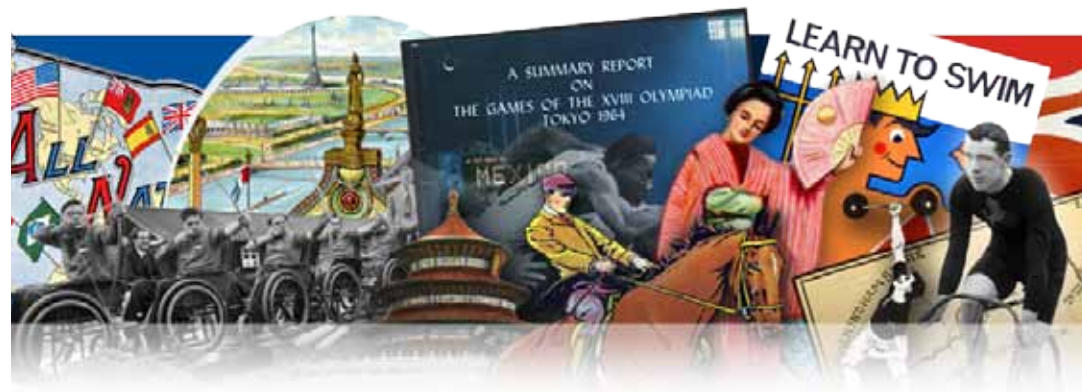
Head of Collection Knowledge, The National Archives

When London won the bid for the 2012 Summer Olympic and Paralympic Games, the government promised that the UK-wide investment in making the Games and the associated Cultural Olympiad a success would be rewarded by lasting legacies to the benefit of all.

Capturing the history of London 2012 will deliver one of these legacies. The National Archives' project 'The Record' is integral to this. It has already delivered The Olympic Record, an online exhibition bringing together a digitised collection of The National Archives' own records charting the modern Games from 1896 to the present day with related collections held by institutions and bodies all over the world. We will continue to develop The Olympic Record as we gather information on records relating to London 2012 from organisations involved in all aspects of the delivery of the Games and the Cultural Olympiad.

To deliver this four-year initiative we have worked in partnership with representatives from central and local government, education and learning, culture and sport and from business and commerce to raise their awareness of the long-term value of recording their contributions to such a huge event. This involved sharing and nurturing best practice in records and archive management: from the creation and identification of key information to its organisation, preservation and provision of access.

Over the past year – and through our annual Accessions Survey, we have begun to see some good outcomes. Collecting institutions are already reporting the deposit of records from communities relating to London 2012 activities, a trend that we hope will grow over the next twelve months. We shall continue to monitor the situation, to gather intelligence on the movement of records and to reflect that in our information resources, including, on the National Register of Archives (NRA).



▲ Taken from nationalarchives.gov.uk/olympics

The evaluation of The Record began almost as soon as the Games were over with an internal review of the initiative. Our next step is an externally-focused assessment of how well we involved our key stakeholders, communicated and achieved our broader ambitions; and this will form our contribution to the government's broader evaluation measuring success across delivery bodies and organisations of all kinds.

One of our ambitions was to provide a benchmark in records and archives management for sharing both with the wider archive sector and organisers of future events: to create a framework for before, during and after, built on what we did well and what we might have done differently. London 2012 may now be over but for the cultural heritage sector with the responsibility for ensuring that lasting legacy, the Games have really only just begun.

Skilled and varied workforce

Archives need a workforce that is not only competent in traditional technical archival skills but also confident in developing new skills such as fundraising, communication, community engagement and so forth. Imaginative and entrepreneurial leadership is vital to this process, as new service and governance models come into play, and there is an increasing need to diversify funding.

The National Archives will play a key role in a new alliance of employer representative bodies of the Libraries, Archives and Records Management sector. The new body, which contains representatives from employers across the sector and will be run by the Archives and Records Association (ARA) and Chartered Institute of Library and Information Professionals (CILIP), will take strategic control of

the sector workforce development agenda and set the agenda for change.

The principles behind our workforce priorities are exemplified in 'Opening Up Archives', the Heritage Lottery Fund Skills for the Future project we have been running since 2011. Opening Up Archives is a traineeship scheme designed to bring trainees into the sector from diverse backgrounds, who would not otherwise have the opportunity to work in an archive or record office. The archives hosting the trainees have also seen great benefit from this, as the trainees bring experience from a variety of sectors, such as information technology, arts and science. Of the 2012 cohort, all 13 trainees have

gone on to employment within the cultural sector, bringing to bear the skills they have acquired during the course of their archives placement, and enabling them to act as advocates for archives and the benefits they can bring to communities.

Examples from the sector:

From teaching stories to telling them ►

Don't just live, live to be remembered: the Somali East End ►

'Forty Years On' at Peterborough ►

From teaching stories to telling them

Ollie Taylor

Opening Up Archives trainee, Gloucestershire Archives

Dr. Ollie Taylor was one of 13 trainees selected for the first 'Opening Up Archives' cohort in 2011. He is now project managing two HLF-funded oral history projects. In this article, he discusses how the traineeship at Gloucestershire Archives opened up a career in the heritage sector and how he is communicating archives to the public in innovative ways.

Stan is telling me a story. 79 years ago this Easter, he was starting an apprenticeship at Fielding and Platt, a pioneering hydraulic engineering firm in Gloucester, in its patternmaking room. 'I was always interested in woodwork,' Stan explains, 'which is what patternmaking was'. But for the first couple of years, he tells me, he was the tea boy. Where was the canteen in those days I wonder? There wasn't one, says Stan. To make the tea, apprentices would have to take the billycans down to the foundry, put them on the red-hot castings there to boil the water in them, then add the tea and condensed milk. We stop recording for Stan to put the kettle on; it brings home just what a different world it was he knew.

Being able to record and share stories like Stan's is one of the privileges and joys of my job. But I wouldn't have heard or be able to share his story if I hadn't applied to The National Archives' 'Opening Up Archives' scheme. In 2010, I was working as an English teacher at Durham University. I loved helping students understand the written narratives that make up our literary history. But I wanted to use my skills to communicate heritage more widely.

I began working on an oral history project called 'Hidden Lives' which told the story of two ethnically-diverse areas of Gloucester. But I came to realise that, just as with English teaching, the challenge was to understand and present people's narratives in exciting and creative ways so that others would want

to engage with and hear more of them. Hidden Lives culminated in a piece of reminiscence theatre whose script was devised by young actors using only the words spoken in the oral history recordings. Its performances brought together the areas' communities to see each others' stories told on stage.

Today I'm managing two HLF-funded oral history projects: one for Gloucestershire Archives telling the story of Gloucester's engineering firm Fielding and Platt and another for Bath Abbey telling the story of the Abbey's restoration since 1942.

In the case of the Fielding and Platt project, working closely with the shopping centre (built on the former site of Fielding's factory) has resulted in an exhibition in one of its empty shop units using the archives' images and oral histories. The centre was also the location for a new mobile app through which children can learn about the history of the company and the site. Archive images now appear all over the shopping centre as "time portals" through which the dastardly time-villain Mr McGuffin has been meddling with crucial moments in Fielding and Platt's history and so changed the world as we know it.

All the kids have to do is use their smartphones to engage with the images and foil McGuffin's plans. If they do, they'll win a small reward voucher to spend in any of the centre's shops.

What I love about this approach is how fictional and historical narratives intertwine to engage the audience. Through them they're learning about key occurrences in British industrial history. But does it feel like that? No, because they're not just listening to the stories they're absorbing them and engaging with images to play a game.

Don't just live, live to be remembered: the Somali East End

Simeera Hassan

Opening up Archives trainee, Tower Hamlets

My father was a Merchant Seaman and his stories always captured my attention, this was one of the main reasons why I decided to apply for this traineeship so that heroes from my father's generation are never forgotten as masters in paving the way for many of the Somali people living in East London, through their hard work, drive and ambition to strive for excellence.

Throughout my Opening Up Archives traineeship at Tower Hamlets Local History Library and Archives I have completed oral history recordings with Somali seamen, women, community organisations and local businesses. Inspirational people who pioneered the way for many of the Somali people who now live in Tower Hamlets.

Conducting oral histories allowed me to capture stories of individuals who have compelling and moving stories to tell, truly inspiring and at times tragic. Additionally I have gathered new archive material from a range of different organisations and individuals. My most memorable experience during this traineeship has been meeting retired Merchant and Navy Seamen who have travelled all over the world and are inspiring role models within the Somali community, with numerous seamen deciding to settle in Tower Hamlets.

This traineeship has allowed me to develop my skills in archive management and has afforded me the opportunity to add new Somali archive materials, a source of information which will allow future users to access the rich, beautiful, significant history cemented by the Somali people. A personal journey of self-discovery and growth, having lost my father recently, this experience has impacted upon me in many ways. I now truly see the sacrifice endured by my father and countless others.

This amazing opportunity has allowed me to create new archive sources and materials from a community that many people do not know much about. Training at Tower Hamlets Local History Library and Archives has given me a great experience; I have developed new lifelong skills and have gained further knowledge of how history is collected. This is a fantastic opportunity for the Somali community to expand on the collections in the near future. Now that my time at the archives is nearly over I am extremely grateful for being given this opportunity.

I hope my work allows all future library users to never forget the Somali people and our struggle, journey and heritage. My only wish is that it has a profound effect; in the same manner that now my life has changed. This is to all the merchant and navy seamen, men, women, mothers and children who can now be remembered forever.

'Forty Years On' at Peterborough

Richard Hunt

Archives Manager, Peterborough Local Studies and Archives

For the past two years around 30 volunteers have been cataloguing 400 boxes of archives from one of Peterborough's most significant archive collections. 'Forty Years On' is about involving more people in archives, reducing our cataloguing backlog, and celebrating the modern history of Peterborough.

The project is based around the archive of the Peterborough Development Corporation who in 1968 changed the city from a market town of 60,000 inhabitants to a New Town of 160,000. For over half of our customers, the history of their local area was the history of the New Town.

Although part of 'Forty Years On' is funded by the Heritage Lottery Fund, the archival elements have been largely achieved within core resource. A team of around 30 volunteers (students, school pupils, former employees of the Development Corporation, retired people) were recruited by Vivacity's Volunteer Development Manager and worked under the supervision of one of the three Archives staff members.

We realised that 'conventional' cataloguing could not work with a very large collection and new, inexperienced volunteers. Instead we broke cataloguing down into simple, manageable and repetitive steps. Our volunteers rehoused all the collection in acid free folders and boxes before box listing the collection. For this we used extremely simple box listing sheets which required the volunteer to fill in only the core elements of ISAD(G). A further group entered these sheets into five fields in pre-created CALM records, again making the process as simple as possible. Finally, the volunteers numbered up the collection.

Although managing thirty volunteers has been a big undertaking, Forty Years On has proved that large scale cataloguing projects do work and the results

have most definitely been worth the effort. Moreover, we have gained some fantastic new advocates for the service, introduced new people to archives, and produced a catalogue relevant to the needs of the local people who will use it to do research in the future.

▲ Volunteers who have been cataloguing the Peterborough Development Corporation archives

'Forty Years On' is about involving more people in archives, reducing our cataloguing backlog, and celebrating the modern history of Peterborough

– Richard Hunt, Archives Manager, Peterborough Local Studies and Archives

Archives online

Over the past year The National Archives and the sector have been working together to make access to archives more comprehensive and readily available.

We recognise that online access provides great opportunities for archives to engage with more users, unlock the cultural and economic value of our heritage and bring archives into the 21st Century.

Our priority is to promote and facilitate the sharing of best practice and new ways of working to open up archives. In 2012-13 this included:

- Developing The National Archives' Discovery service which has been developed to become the main tool for searching records information held by us and by other archives

- The Finding Archives project to explore the way our online tools and resources giving information about the location and nature of collections relating to British history should look and work in the future
- Updating the online Manorial Documents Register.

Together we can ensure that archives can be accessed by all citizens at a time and place that suits them.

Examples from the sector:

Medieval law and order in Warwickshire ►

The Archives Hub: micro sites for maximum utility ►

Linked Data in archives ►

Medieval law and order in Warwickshire

Sam Collette

Archives and Historic Environment Manager, Warwickshire County Council

Fined for playing tennis, for selling shoes before one of the clock in the afternoon or for being an ale house haunter are just some of the historical gems to be found in Warwickshire's Manorial Records.

The register contains information about the location of court rolls, surveys, maps and documents about land boundaries from mediaeval times and can be accessed by anyone at nationalarchives.gov.uk/mdr.

Mark Ryder, Head of Localities and Community Safety said: 'These records contain a rich and interesting history about life in Warwickshire in the middle ages. The database will signpost people to the relevant sources and will help to bring mediaeval history to everyone's fingertips. In Warwickshire we are lucky to have three remaining Court Leet located in Alcester, Henley in Arden and Warwick who continue these ancient traditions.'

▼ Warwickshire Manorial Document Register launch, September 2012



The Archives Hub: Micro Sites for maximum utility

Jane Stevenson
Archives Hub Manager

The Archives Hub enables researchers to cross-search archives held all over the UK. In the past, contributing institutions could install Archives Hub software and maintain their own 'mini Archives Hub' to search and display their own content. This required them to maintain a server, install the appropriate operating system, run the software and undertake regular upgrades.

This distributed approach allowed individual contributors to control their own data, and customise their own search interface. The Archives Hub could bring back data from these institutions via a remote search, as well as searching across centrally held data. Institutions could build up their online descriptions, including detailed multi-level descriptions, and maintain a successful discovery service.

We wanted to give institutions control, and provide a local search and retrieve option for them. However, there were some issues that we need to address to make it better and more efficient, such as the need for local IT support. Additionally, we wanted to consider the advantages of a centralised data store, so we decided to rethink our approach.

Following a business review and a technical review in 2011, it became clear that the solution was to hold data centrally, but to provide a local interface and local control of the data. Archives Hub Micro Sites aim to meet the needs of contributors, whilst ensuring that the Hub is in a good position to innovate and use the data as a whole to maximum effect.

The Micro Sites Project has two key aims:

- To provide a search/retrieve interface for individual contributors
- To provide an administrative interface that enables all contributors to access and maintain their data

We need the Micro Sites to be a lightweight and cost-effective solution, so we are designing a 'blueprint' that can be replicated for any institution. We will use the Hub's API (application programming interface) to feed the data into the local interface. An API is simply an interface onto the data that enables machines to send queries to the Hub, and then receive and process the results set.

There are some technical challenges, particularly around things like hierarchical display (for example, showing how an item is part of a series is part of a collection). In addition, we cannot provide the full Archives Hub functionality. We should be able to offer the full range of search options, but we cannot offer the same browse functionality as we have on the Hub because it requires our full system set-up.

The key to this solution is that it is lightweight, using our API, and it can easily be duplicated for any institution interested in having a Micro Site. We want to ensure that we don't commit to anything that is not easy to maintain over time. The great advantage of this approach is that we are using our own API to enable data held in one place to be searched via different interfaces, and we are demonstrating the value of a standards-based approach, enabling us to provide our community with something of substantial value.

Linked Data in archives

Geoff Browell
King's College London Archives

Linked Data is a way to make searching faster and more accurate, and to embed the knowledge and expertise of archivists in online documents such as catalogues, and to connect disparate content together in new ways – linking archives, books, museum content, maps and digital assets to improve access, research and innovative re-use of historical material.

During 2012, King's College London Archives managed a number of projects seeking to promote the use of Linked Open Data in UK archives. Linked Data was conceived by the originator of the World Wide Web, Sir Tim Berners-Lee, as a way to improve searching of data and make it more intuitive and 'semantic'. Governments, leading publishing companies and organisations such as the BBC and OCLC have led the way in setting standards for the creation and re-use of Linked Data, but archive institutions are now catching up and JISC made the development of Linked Data tools a priority as part of their 'Discovery' programme.

The premise of the [Step change project](#) was that archivists will be more likely to adopt Linked Data if its creation becomes a normal part of daily work. Along with the University of London Computer Centre, King's College manages AIM25, the 130-partner archive description aggregator for London, and the UK Archival Thesaurus (UKAT), and the project saw the release of UKAT as a Linked Data service, to provide a nationally-available up-to-date subject authority backbone for the archival community. The service also includes rich personal, corporate and place name lists.

Step change involved the development of Alicat, which allows archive catalogues to be processed against external services and marked up with Linked Data. This tool was then embedded in Axiell's CALM software, the most widely-

used in the archive sector, with some 400 institutional users, and tested by a team at Cumbria Archive Service. The Linked Data version was released as CALM 9.3, along with the front-end display of Linked Data links. One potential use is to connect personal names in catalogues directly with the matching Wikipedia biographies. The project also oversaw the testing of a new service with the historical mapping specialists, Historypin, that will allow catalogue descriptions on AIM25 to be appropriately mapped in an automated way.

The Trenches to Triples project required the creation of an enhanced World War One battles and operations vocabulary as Linked Data, anticipating reuse during the 2014 centenary commemoration of the outbreak of the conflict. The project also tested the creation of Linked Data for catalogues of collections held in the Liddell Hart Centre for Military Archives.

A new, AHRC-funded project at King's College, Language of Access, is exploring how Linked Data can help different academic disciplines understand each other's vocabularies and improve the impact of their research. The Archives is also leading on setting national standards for the creation and deployment of Linked Data in the UK archive, library, museum and broader heritage sector.

Keeping digital archives

The challenge to ensure digital information is usable over time remains a fundamental priority for archives. In order to meet the needs of archives in the rapidly developing area of digital preservation it is vital that archives share their expertise, skills and tools across the sector.

The National Archives' approach in addressing our digital preservation needs will not work for everyone, though archives can draw on its principles and use economies of scale to identify solutions that work for their needs.

We are developing methods to make this sharing easier:

- We ran a pilot project to support archives services in web archiving. This helped those participating in the pilot to understand what is involved, and to follow the web archiving process from selection through to access. The lessons learned from the pilot will be used to help inform future strategies.
- We are incorporating the needs of digital archives are fully incorporated into the archives services accreditation standard, and we are committed to developing the standard to accredit digital only archives services.
- We have developed a new wiki, [Digital Archives Connect](#) and through partners such as the Digital Preservation Coalition.

Examples from the sector:

[Digital Preservation – our approach ▶](#)

[London 2012 – the first digital games ▶](#)

[New policies and guidance impacting on the sector ▶](#)

Digital Preservation – our approach

David Clipsham

File format signature developer, The National Archives

The National Archives' approach to handling digital records is one of Parsimonious Preservation, and this principle underpins advice and guidance given to the UK archive sector on digital preservation. At the highest level, there are two minimal steps involved:

- Know what you have got
- Keep the bits safe

As The National Archives' File Format Signature Developer, I'm very much involved in the first of these steps. A significant part of knowing what you have got means understanding what file formats are present in your collection, and being able to assert this in an accurate, scalable and efficient manner.

The National Archives developed their own tools to meet this requirement. PRONOM is a technical registry of file format information. DROID is a utility that scans a collection of digital files and reports back on the file formats it finds.

The simplest way to identify a file's format may seem to be to check the file extension – the part of the file's name following the last dot. Common examples include '.txt', '.jpg' and '.doc'. Unfortunately this is not a reliable method, since these file extensions are not always standard, are easily changed whether deliberately or mistakenly, and entirely different file formats may share the same extension.

DROID instead scans the internal byte-code of digital files, and compares the sequence of bytes against a series of known byte sequences, or file format signatures, that are stored in the PRONOM registry.

PRONOM and DROID were initially created to help The National Archives to manage the digital records it receives from the UK Government. Since being made freely available in 2004-5, these tools have grown substantially, and together they are used by heritage institutions and other organisations the world over to help assess digital collections and assist with long-term preservation.

Over the past year, we have worked with 15 institutions and individuals from around the world to add or improve information within the PRONOM registry. This, in addition to our own research, has resulted in DROID's capability to automatically identify nearly 150 additional file formats during this time and we now hold information on almost 1,000 file formats.

Given the tens of thousands of file formats out there (the filext.com file format database holds 51,537 file-type records as of March 2013), we recognise that we cannot realistically hope to capture information about all formats by ourselves. We therefore actively encourage interested parties to contribute to the PRONOM registry.

Research requests can be submitted through our online form. Our collaborative work has really helped our tools grow stronger over the years, and we hope this will continue for many years to come.

London 2012 – the first digital games

Chris Owens
Head of Collaboration Services, The National Archives

The highlight of the year was successfully securing the deposit of the records of the London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) with The National Archives. The year-long contract negotiations with LOCOG, the British Olympic Association (BOA) and the International Olympic Committee (IOC) concluded immediately prior to the start of the Games in July 2012 and resulted in a landmark agreement as the first time the records of a Summer Olympic and Paralympic Games have been deposited with a host country. For The National Archives, it also represents a landmark as its first major digital collection with the challenge of managing, preserving and providing access for future research.

For The National Archives it was a tough but rewarding race to ensure that copies of digital files were carefully transferred to both Kew and Lausanne to create these archives by April 2013 before staff left LOCOG, their job done (the organisation has shrunk from 9,000 employees at peak to 90 in January 2013), and the IT systems holding the data were de-commissioned.

This is a unique event, as archival material is normally held only in the IOC's own archives. Our expertise in digital archiving, and the fact that this was the first truly digital Games made this possible.



New policies and guidance impacting on the sector

Kevin Mulley

Research and Strategy Manager, The National Archives

Government policies increasingly recognise information as a key enabler for efficiency, and accountability, and as a driver for economic growth. At the same time, there is growing awareness of information risk.

As a result, the sector now operates in an increasingly complex statutory environment, and we have been working with partners, inside and outside government, to ensure that it can do this successfully.

The report of the Hillsborough Independent Panel in 2012 highlighted the sector's role in supporting public accountability. While most historical records are routinely accessible to the public, accessing more recent material can require a detailed knowledge of the Freedom of Information Act and other complex legislation. We provide advice and guidance to services, as well as finding solutions to common issues through brokering agreements, and discussion with the Information Commissioner's Office and other relevant bodies.

recent changes to legislation mean that central government bodies are now starting to transfer their records to The National Archives earlier (progressively reducing to twenty years). We have now started work with local authority and other colleagues in places of deposit to look at a similar process for records held locally – mostly those from the local courts, coroners and NHS bodies.

We have also worked with colleagues in the Intellectual Property Office on archival aspects of proposed changes to UK copyright law under the Enterprise and Regulatory Reform Act 2013. These changes should make it easier for the sector to increase its activity in digitisation and online presence.

The European Commission has proposed two important pieces of legislation over the last year. Amendments to the existing Directive on Re-use of Public

Sector Information aim to promote economic growth by making it easier to re-use public information for other purposes. The social and economic values of archives are recognised, and for the first time they are brought within scope. The National Archives has been closely involved in the legislative process, and has been keen to ensure that the proposals enable archives to maximise public access and benefit through appropriate partnerships with the private sector.

The Commission has also proposed a new Regulation on Data Protection. Information regarding identifiable living individuals is a critical issue limiting access to (and in some cases the preservation of) 20th Century archives. As with the existing Directive, the new proposals contain specific provision for historical information, and The National Archives has also been working with colleagues on the European Archives Group to assess the potential impact of this on the sector.

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Front cover images:

Fielding and Platt App Launch Screen, Gloucestershire Archives

Ollie Taylor working with former Fielding and Platt engineers who have become oral history interviewers, Gloucestershire Archives

Photograph of the White City complex, venue for the 1908 London Olympics, showing the 'Olympic Café' in the foreground. From the archive of J. Lyons and Company (reference ACC/3527/633). Reproduced by permission of the City of London, London Metropolitan Archives

Academics and Norman James, of The National Archives, meet with representatives of the East London Mosque

Volunteers from the Taking Account of the Past project, Wolverhampton City Archives

Image from the Carnival Archive Project, courtesy of Northampton Museum

Volunteers from the 'Forty Years On' project, Peterborough Local Studies and Archives

Weston Park, the Earl of Bradford's family seat, Staffordshire and Stoke-on-Trent Archive Service

The Hive, Worcestershire Archives and Archaeology Service

Warwickshire Manorial Document Register launch, September 2012, Warwickshire County Council Archives

'Memory Day' – showing attendees at this project event held during Gloucester's History Festival Week in September 2012, Gloucestershire Archives

Indigent Muslim Burial Fund (IMBF) register, part of the East London Mosque archival collection; with permission of the Trustees of IMBF