

[REDACTED]
Senior Librarian: Heritage and Archives
Stockport Local Heritage Library
Stockport Central Library
Wellington Road South
Stockport
SK1 3RS

10 July 2018

Dear [REDACTED],

Your Archive Service Accreditation Application 2018

I am writing to give you the outcome of your application to become an Accredited Archive Service. Your application was reviewed against the UK Archive Service Accreditation Standard, giving the Accreditation Panel a full overview of the organisational health, collections management and work you undertake with a range of stakeholders. We hope that you have found working towards an Accreditation application beneficial, and a significant opportunity to re-evaluate your service model and your offer to collections and stakeholders. We congratulate all those who have been able to undertake this.

Outcome of Application

I am very pleased to tell you that **Stockport Local Heritage Library has been awarded Accredited Status**. Your accreditation number is 2018-26.

This status is provisional, and its retention depends on you being able to satisfy some requirements by 5 July 2019.

The Accreditation Panel which made the award:

"...welcomed the strategic support for the service and Stockport Council's recognition of the value of its heritage offer. They were glad to see investment in management of the difficult preservation conditions within the existing premises, and hope that it will be possible to improve conditions based on expert support. It was excellent to see the progress made in getting collections information online, which was a crucial step forward in increasing the discoverability of the service's collections.

The Panel were concerned at the low user base of the archive service, however, and particularly the limited planning to understand and respond to audience needs. They noted the potential for links through library learning activities, as well as museum and heritage connections, and urged the archive service to learn from the proactive work being undertaken by comparable services in the area."

The Panel would specifically like to see progress relating to action 8 as numbered on the attached report within the term of the provisional award. They would be glad to hear updates on other areas, and note the ongoing need to address action 6 (actively managing the risks in the current stores) in order to maintain the award. Evidence can be submitted to accreditation@nationalarchives.gov.uk. It can take the form of a short update report for the Panel, or copies of documentation produced for your internal purposes, whichever is more appropriate in your situation. This will be checked by The National Archives and submitted to the next available Panel meeting to review.

Understanding the Award and Outcome

To help you to understand how the decision was made, and to plan future developments to your service, you will find attached the full assessment report, which breaks down the assessment against each requirement of the Standard. This leads to specific feedback and some areas for future development. In some cases, you will see the assessment has identified Required Actions. Some are those identified above as necessary to progress to full Accredited status. Where this is not the case, the actions are required on a longer timescale, before reaccreditation will be possible in future, although we would encourage services to plan to meet their required actions within a reasonable time. Most actions are developmental, identifying areas where your service will develop in future.

Archive Service Accreditation is supported by a partnership of the Archives and Records Association (UK), Archives and Records Council Wales, National Records of Scotland, Public Record Office of Northern Ireland, Scottish Council on Archives, The National Archives; and the Welsh Government through its Museums, Archives and Libraries Wales division. Staff at The National Archives, which is the assessor body for England, will be happy to discuss with you how to take forward service developments.

Publicising Your Accreditation

We hope you will take the opportunity to celebrate your success in achieving this national standard. As an Accredited Archive Service, you are entitled to have a formal presentation of your award certificate. If you would like us to arrange for a representative of the Archive Service Accreditation partnership

to visit your service to make the presentation, please let us know. Alternatively, we will be happy to post the certificate to you. While you retain Accredited status, you are also entitled to display the Accredited Archive Service logo, and branding information will be sent to you on how this should be done, together with other ideas for publicising your success.

Retaining Accredited Archive Service status

Full Accredited Archive Service status is granted for up to six years, although it will be reviewed in the event of significant change to core elements such as staffing, premises and opening hours, of which the Accreditation team should be informed.

In addition to the specific areas identified for your provisional approval, we will contact you no earlier than three years from the date of this letter to ask for a short update on your service's development since the award of accredited status. This will focus on delivery of plans and any changes to the service's governance and resourcing, as well as checking on progress towards meeting the remaining actions set in this report. After a further period of not less than two years, you will be invited to begin a full application for retaining your accredited status. At this point you will need to demonstrate that all required actions have been met, unless they are no longer relevant.

Many congratulations on achieving this national standard, and in delivering a service which works so effectively. We look forward to hearing from you when you are able to address the areas outlined above and achieve full Accredited Archive Service Status.

Yours sincerely


Programme Manager (Archive Service Accreditation)
The National Archives

