

Norfolk Records Committee

Date: **Friday, 03 November 2017**

Time: **10:30**

Venue: **Cranworth Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mrs J Brociek-Coulton		Norwich City Council
Mr D Buck	<i>Substitute: Mr S Dunn</i>	Broadland District Council
Mrs A Claussen-Reynolds		North Norfolk District Council
Mrs M Coleman		Great Yarmouth Borough Council
Mr P Duigan (Vice-Chairman)	<i>Substitute: Mr B Iles</i>	Norfolk County Council
Mr R Hanton		Norfolk County Council
Dr C J Kemp (Chairman)	<i>Substitute: Dr M Gray</i>	South Norfolk District Council
Mr R Kybird	<i>Substitute: Cllr M Chapman-Allen</i>	Breckland District Council
Mrs E A Nockolds		King's Lynn and West Norfolk Borough Council
Mr D Raby		Norwich City Council
Mr D Rowntree	<i>Substitute: Mr M Sands</i>	Norfolk County Council
Ms V Thomas		Norwich City Council

Non-Voting Members

Mr M R Begley	Co-opted Member
Mr R Jewson	<i>Custos Rotulorum</i>
Dr G A Metters	Representative of the Norfolk Record Society
Dr V Morgan	Observer
Prof. C Rawcliffe	Co-Opted Member
Revd. C Read	Representative of the Bishop of Norwich
Prof. R Wilson	Co-opted Member

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

- 1. To receive apologies and details of any substitute members attending**

- 2. Minutes**

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To agree the minutes of the Meeting held on the 30 June 2017

- 3. Declarations of Interest**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

District Council Representatives will be bound by their District Council's Code of Conduct

4. **Any items of business the Chairman decides should be considered as a matter of urgency**

5. **Appointment of Co-opted members**

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A report by the Executive Director of Community and Environmental Services

6. **Finance and Risk**

Page 10

A report by the Executive Director of Community and Environmental Services

7. **Performance report**

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A report by the Executive Director of Community and Environmental Services

Date of Future Meetings

Date	Time	Venue
12 January 2018	10:30	Green Room, Archive Centre, County Hall
6 April 2018	10:30	Green Room, Archive Centre, County Hall
29 June 2018	10:30	Green Room, Archive Centre, County Hall

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 26 October 2017



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Norfolk Records Committee

Minutes of the Meeting held at the Norfolk Records Office on 30 June 2017 at 10:30am in the Archive Centre, County Hall

Present:

Norfolk County Council

Mr P Duigan (Vice-Chairman)
Mr R Hanton
Mr D Rowntree

Norwich City Council

Mrs J Brociek-Coulton
MR D Raby

Broadland District Council

Mr D Buck

South Norfolk District Council

Dr C J Kemp (Chairman)

Borough Council of King's Lynn and West Norfolk

Mrs E A Nockolds

Breckland Council

Mr R Kybird

Non-Voting Members

Co-Opted Members

Mr M R Begley
Prof. C Rawcliffe
Prof. R Wilson

Representative of the Bishop of Norwich

Revd C Read

Others Present

Mr G Tuson, the County Archivist
Mr A Skiggs, Finance Business Partner, Community and Environmental Services
Mr D Bradford, Norwich City Council

1. To receive apologies and details of any substitute members attending

- 1.1 Apologies were received from Ms M Coleman, Mrs A Claussen-Reynolds, Dr G Metters, and Mrs V Thomas. Also absent were Mr Jewson and Mr V Morgan.

2. Election of Chairman

- 2.1 Dr C Kemp was **DULY APPOINTED** as Chairman for the ensuing Council year.
2.2 Dr C Kemp in the Chair.

3. Election of Vice-Chairman

- 3.1 The Chairman welcomed new and returning members to the first meeting of the municipal year.
3.2 Mr P Duigan was **DULY APPOINTED** as Vice-Chairman of the Committee for the ensuing Council year.
3.3 The Committee wished to thank M Chenery of Horsburgh for his service to the Committee over the previous years and for his time serving as Vice-Chairman.

4. Minutes

- 4.1 The minutes of the meeting on the 31 March 2017 were agreed as an accurate record and signed by the Chairman.

5. Items of Urgent Business

- 5.1 There was no urgent business discussed.

6. Declarations of Interest

- 6.1 The Chairman declared an “other interest” as Chairman of Norfolk Archives and Heritage Development Foundation (NORAH)

7. Finance and Risk

- 7.1.1 The Committee considered the report covering the financial year end position and risk management for the Norfolk Records Committee for 2016/17.
- 7.1.2 The Finance Business Partner, Community and Environmental Services, informed the Committee that the financial context of the authority would be considered at Policy and Resources Committee the following week; the Record Office’s Service response would be considered following this.
- 7.2.1 The income of -0.04 on page 11 of the report was queried. The Finance Business Partner, Community and Environmental Services, clarified that an overachievement on income target had been achieved, offsetting costs for the year.
- 7.2.2 The County Archivist explained the Archive’s capacity and how archiving was managed in line with this; capacity and management of archives would be reassessed in 2020.
- 7.2.3 The Chairman discussed how careful use of storage could help manage and maximise space.
- 7.2.4 It was queried whether, when the building was built, there were plans for future expansion. The County Archivist reported that space was available at the back of the building for expansion; other options could be considered such as storage elsewhere.
- 7.2.5 Digital access to records was discussed; much information was now received in a digital format. He gave background to two collaboration projects related to digital archiving; a report with further information would be brought to a future meeting.
- 7.2.6 The County Archivist explained metadata and its importance in archiving.
- 7.2.7 It was clarified that Archivists carried out appraisal of digital records using procedures and policies which helped them decide which documents to archive. Paper records could be stored to archive at a later date however digital records may become inaccessible with changes in technology over time so could not be stored for later archiving.
- 7.2.8 It was confirmed that hard copies of accession records were kept; some information was also kept digitally.

7.2.9 The preference between paper and digital records was queried; the County Archivist reported that it varied between collections but paper was easier to archive and digital records were not always available. Records should be kept in the format they were created as more information could be obtained from the original document.

7.3 The Norfolk Records Committee **NOTED**:

- The financial position as reported;
- Performance with the revenue budget and reserves and provisions for 2016/17;
- Management of risk for 2016/17.

8. Archives Unlocked: A new vision for Archives

8.1 The Committee received the report summarising the two documents that made up the new vision for archives, Archives Unlocked, which was launched in March 2017.

8.2.1 The importance of keeping records for future investigations and the Archive being a source of trustworthy information was discussed.

8.2.2 The County Archivist discussed enhancing available metadata to support people to access archives more easily.

8.2.3 Discussion was held regarding the lack of archive records on Eastern European people moving into Norfolk; it was noted that this would be important information in the future.

8.2.4 Mrs Nockolds discussed a workshop she had attended with Eastern European residents in King's Lynn who had created a film which was held in the town archive.

8.2.5 Data protection and requests of depositors meant some records were closed for periods of time; this was being looked into with the data protection team.

8.2.6 Mr Bradford queried whether relatives could access patient records; the County Archivist confirmed patient records were closed for a period of time after death to comply with data protection, even to relatives. Requests to view records would be referred to the data controller.

8.2.7 Norfolk Record Office was given as an example of good practice in Archives Unlocked.

8.3.1 The Committee

- **NOTED** the contents of the report;
- **AGREED** to support Norfolk Record Office's continued involvement in the delivery of this vision;
- **REQUESTED** an update on development of the vision and impact on how the Norfolk Record Office operates.

9. Norfolk Archives and Heritage Development Foundation (NORAH) – update and draft strategy

9.1 The Committee received the report providing an update on the development of NORAH recruitment of the board of trustees and draft strategy for 2017-2019.

9.2.1 The Chairman of the Committee was also Chairman of NORAH. It was intended to nominate a new Chairman of NORAH now a full board of trustees was in place.

- 9.2.2 The range of skills of the trustees was noted.
- 9.2.3 Members noted there was only one woman on the board; the County Archivist clarified that only one woman applied to be on the board.
- 9.2.4 Use of crowdfunding was discussed; the County Archivist felt this was a matter for the future due to the work involved. The Chairman noted it would need careful consideration to ensure it was carried out in a way which met the charity's objectives.
- 9.2.5 It was noted that for smaller community groups a donation of £50 may be too high.
- 9.2.6 Mrs Nockolds noted that the name could be confused with NORA (Nar Ouse Regeneration Area), and therefore the branding would be important.
- 9.2.7 Mr Begley raised a concern over paragraph 2.30 of the report. He was concerned there could become an association between donating and depositing records, giving a perceived link with Norfolk Record Office and felt asking for donations from depositors should be approached with caution. It was agreed that nothing would actively begin in this area until it had been brought back to the Committee for further discussion.
- 9.3 The Committee **NOTED** the contents of the report and **ENDORSED** the draft strategy for 2017-2019 subject to the concerns noted above, and donations being voluntary.

10. Norfolk Record Office fees and charges

- 10.1 The Committee received the report presenting the annual reviewed of charges made by the Norfolk Record Office.
- 10.2 A discussion was held over the fees and charges for digital images.
- 10.3 The Committee **APPROVED** the charges outlined in appendix 1 to the report.

Future Meetings:

The next meeting was on the 27 October 2017, The Archive Centre, County Hall.

The meeting ended at: 11:51.

Christopher Kemp, Chairman of the Committee



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NORFOLK RECORDS COMMITTEE

Item No

Report title:	Appointment of Co-Opted Members
Date of meeting:	3 November 2017
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Executive Summary The Committee is asked to take this opportunity to consider the appointment of the three Co-opted Members and one Observer Member (all without voting rights) for the period 2017/2018.	
Recommendations: The Committee to confirm the appointment of the three Co-opted Members and one Observer Member (all without voting rights) for the period 2017/2018. These three Co-opted Members are Mr M R Begley, Prof C Rawcliffe and a trustee from NORAH, the name of whom will be confirmed at the next Committee meeting. The Observer Member to be Dr V Morgan.	

1. Introduction

- 1.1 The Constitution of the Norfolk Records Committee provides for the co-option of three additional Members who are at present Mr M R Begley, Prof C Rawcliffe and Professor R Wilson. It also provides for one Observer Member who is at present Dr V Morgan.
- 1.2 Professor Wilson has informed the Committee that he will be standing down as a co-opted member. He became a co-opted member of the Committee in April 1995, proving expertise and advice for the last 22 years.

2. Evidence

- 2.1 It is proposed that Mr M R Begley and Prof C Rawcliffe continue as Co-Opted Members, Dr V Morgan continues as Observer Member and that vacancy for a Co-opted member is filled by a representative from the Norfolk Archives and Heritage Development Foundation (NORAH).
- 2.2 NORAH will be asked to nominate one of their trustees at the next meeting and this person will be presented to the next meeting of the Committee for approval.

3. Financial Implications

3.1 There are no financial implications to this proposal.

4 Issues, risks and innovation

4.1 There are no issues or risks to be considered.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Gary Tuson, County
Archivist

Tel No. : 01603 222599

Email address : gary.tuson@norfolk.gov.uk



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Norfolk Records Committee

Item No 7

Report title:	Finance and Risk
Date of meeting:	3 November 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact This report provides an update on the forecast financial year end position and for the Norfolk Records Committee for 2017/18	

Executive summary

This report forecast financial out-turn for the Norfolk Record Office (NRO) for 2017/18. Section 1 covers the NRO revenue budget for 2017/18, reserves and provisions. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- Progress with NRO Revenue budgets and Reserves and Provisions indicates that the service is forecasting a small underspend at the year-end
- Progress with risk management for NRO.

Recommendations: The Norfolk Records Committee is asked to consider and comment on:

- **Forecast position of the revenue budget, reserves and provisions for 2017/18**
- **Management of risk for 2017/18**

1. Revenue Budget

1.1 Financial Performance 2017/18

- 1.1.1 At the end of period 6 2017/18 we are forecasting that the NRO will deliver a small underspend. This is summarised in the table below.

Service	Approved budget £m	Forecast 2016/17 Outturn £m	Forecast +Over/- Underspend £m
Salary	0.922	0.787	(0.134)
Premises	0.004	0.024	0.020
Travel	0.003	0.003	0.000
Supplies & Services	0.063	0.092	0.029
Support Services	0.001	0.001	0.000

Capital*	0.205	0.205	0.000
Income	(0.401)	(0.323)	0.078
Total	0.797	0.790	(0.006)

* Local authority capital accounting adjustments that relate to historic capital expenditure- this budget has changed from that previously reported to Committee, due to the allocation of depreciation charges, and re-valuation gains and losses. However, these are purely accounting adjustments and have had no impact on the underlying ability of services to apply and manage their budgets.

1.1.4 The additional premises and supplies and services costs relate to building works at the Archive Centre. Savings on salaries resulting from staff absences mean that the NRO has still been able to manage a balanced budget.

1.1.5 Norfolk County Council continues to face significant financial pressures and funding reduction and the Norfolk Record office continues to look for ways to support the authority in meeting those financial challenges.

1.2 Capital programme

1.2.1 There is no capital programme for 2017/18.

1.3 Reserves and Provisions

1.3.1 The table summarising the 2017/18 position appears below.

- The Residual Insurance reserve is planned to be used in the year to support project development. This includes administrative support to the Norfolk Archives and Heritage Development Foundation and service development projects looking at archive discovery and local working.

Reserves and Provisions 2016/17	Balances at 01Apr 17	Forecast Balance at 31Mar 18	Planned Change
	£m	£m	£m
Norfolk Record Office			
Residual Insurance and Lottery Bids	0.205	0.040	(0.165)
Unspent Grants & Contributions Reserve	0.017	0.005	(0.012)
Service Total	0.222	0.045	(0.177)

2. Risk Management

2.1 The service continues to manage the risks to its objectives both internal and external. The risk register is reviewed and updated on a quarterly basis and was last reported to this Committee at the last meeting. A summary of the risk register based on the most recent review of October 2017 appears at Appendix A.

2.2 The register contains five key risks, four of which are currently assessed as a 'medium' level risk, while one is assessed as 'low'.

- 2.3 All risks are being well managed. Two of the risks are showing 'Green – on schedule' progress towards achieving their target risk scores, and the other three are showing 'Amber' and with further planning should be met.
- 2.4 The impact of the unmet risks on the budget has been assessed as follows:
- 2.4.1 For RM13959 'Loss of or reduction in funding', if this external funding was lost then the service would need to reduce spending in line with the reduction of funding. This risk is classed as 'Amber' however additional income streams have been identified in 2017/18. The risk is mitigated by continuing to apply for external funding and explore income generating opportunities.
- 2.4.3 For RM13963 'Inability to continue collecting archives', an increased level of accessions would reduce the available space more quickly than planned. Records are kept of the amount of additions and available space and bespoke packaging is used to reduce the amount of space needed. There is also work which can be carried out to further increase the capacity of the King's Lynn strong room. This risk is classed as 'green' and is not expected to occur in 2017/18, and so will have no impact on the revenue position.
- 2.4.4 For RM14164 'Failure to meet growing public expectations on access', is the risk that the public can't access collections as easily as they expect to. This could mean demand for our services would reduce. This is mitigated through entering into commercial partnerships to improve access and planning for access to digital images in search room. Plans are in place to increase the amount of digital images available through commercial partnerships. This risk is classed as 'green' and is not expected to occur in 2017/18, and so will have no impact on the revenue position.
- 2.4.5 For RM14165 'Failure to collect, preserve and make accessible new formats of archive', NRO is not in a position to fully manage the preservation and continued accessibility of born digital records. This is mitigated through developing procedures, staff skills and exploring collaborative approaches. This risk is classed as 'Amber' however the NRO is now leading a collaborative regional project to address these issues.
- 2.4.6 For RM14167 'Collection at risk through unexpected events', due to the special nature of the NRO collection the usual NCC continuity planning has to be reviewed and adapted. This is mitigated through the roll out of specific Emergency Plan, in which all staff, including recent recruits, have been trained. This risk is classed as 'green' and is not expected to occur in 2017/18, and so will have no impact on the revenue position.
- 2.4.7 For RM14291. 'Long-term sustainability of metadata'. The NRO relies on a large set of metadata, which is used as a gateway to the Collection (the catalogue of over 700,000 records) and for managing the collection (accession records and location data). Some of this data is irreplaceable. Where it could be recreated, the cost would be millions of pounds. The NRO needs to ensure that this data is sustainable in the long-term and, when necessary, can be migrated to other systems.

3. Financial Implications

The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 1 of this report.

4. Issues, risks and innovation

Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

5. Background

There are no other documents to refer to.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

If you have any questions about matters contained in this paper please get in touch with:

Officer Name:	Tel No:	Email address:
Andrew Skiggs Accountant	01603 223144	andrew.skiggs@norfolk.gov.uk

Gary Tuson County Archivist	01603 222003	gary.tuson@norfolk.gov.uk
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Risk Number	RM14165		Date of update		01 April 2018					
Risk Name	Failure to collect, preserve and make accessible new formats of archive									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a position to fully managed digital records in line with the OAIS model.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	5	20	3	5	15	2	5	10	Mar-18	Amber
Tasks to mitigate the risk										
• Collaborative project for delivery of digital preservation										
• Develop staff skills										
• Continue to develop in-house procedure for handling digital objects										
Progress update										
Tools for digital preservation have been evaluated.										
Environment for local hosting of tools being prepared.										

Risk Number	RM14291	Date of update			01 April 2018					
Risk Name	Long Term Sustainability of Metadata									
Risk Owner	Gary Tuson	Date entered on risk register			13 June 2017					
Risk Description										
NRO is not able to maintain long-term accessibility and functionality of its own metadata. Evidential value of archives would be damaged. Recreation of metadata would cost millions of pounds.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	5	20	3	5	15	1	5	5	Apr-19	Amber
Tasks to mitigate the risk										
Metadata project launched in 2017										
Progress update										
Servers for test environment for software migration being set up in autumn 2017.										

Risk Number	RM14164		Date of update		01 April 2018					
Risk Name	Failure to meet growing public expectations on access									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Public are not able to access collections as easily as they expect through modern technologies										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
3	3	9	3	3	9	2	3	6	Mar-20	Green
Tasks to mitigate the risk										
• Use of commercial partnerships to improve access										
• Planning for access to digital images in searchroom under way										
• Project to enhance metadata planned										
Progress update										
Project to enhance metadata has been launched.										
Volunteer project has added over 20,000 records to catalogue.										

Risk Number	RM13959			Date of update			01 April 2018			
Risk Name	Loss of or reduction in funding									
Risk Owner	Gary Tuson			Date entered on risk register			31 March 2009			
Risk Description										
Loss of or reduction in levels of external funding, including NCC, could lead to a reduced capacity to deliver the service, threaten business viability and infringe Heritage Lottery Fund conditions of grant.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	4	16	2	4	8	2	3	6	Mar-18	Amber
Tasks to mitigate the risk										
Continued development of efficient and prioritised working practices Ensure staff are in place to maintain income generating activities Continue to explore opportunities for income generation										
Progress update										
Income generation targets on course. Additional material for licencing being issued. Additional digitization work being undertaken for future releases.										

Risk Number	RM13963			Date of update			01 April 2018			
Risk Name	Inability to continue collecting archives									
Risk Owner	Gary Tuson			Date entered on risk register			27 February 2014			
Risk Description										
An increased level of accessions has reduced available space in strongrooms more quickly than planned and there may be further, unexpected increased levels.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	3	6	2	3	6	2	2	4	Mar-18	Green
Tasks to mitigate the risk										
Actions to mitigate risk to be included in forthcoming service plans										
Progress update										
Target reached in 2015/16 and 2016/17. Included in service plan for current year Additional space identified in King's Lynn.										

Risk Number	RM14167		Date of update		01 April 2018					
Risk Name	Collection at risk through unexpected events									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
1	5	5	1	5	5	1	5	5	Mar-18	Met
Tasks to mitigate the risk										
• Disaster / emergency plan training to be rolled out										
Progress update										
New starters at Record Office all trained in Emergency Plan procedures. This risk needs to be constantly managed. Further review and training will be required in 2017/18.										

NORFOLK RECORDS COMMITTEE

Item No.

Report title:	Performance Report 1 April 2017 –30 September 2017
Date of meeting:	3 November 2017
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic Impact This report provides information on the activities of the Norfolk Record Office (NRO) and performance against its service plan during the period between 1 April 2017 –30 September 2017	
Executive Summary This report provides information on the NRO's education and engagement work; public access; collection development and preservation activities. It also provides updates on specific projects.	
Recommendations: The Norfolk Records Committee is asked to: <ul style="list-style-type: none">• Consider performance against the 2016/17 service plan and comment accordingly	

1. **Develop skills and realise educational benefits of using archives**
 - 1.1 The Norfolk Record Office aims to encourage the use of archives by groups of all ages and abilities.

Formal Education
 - 1.2 The Norfolk Record Office Education and Outreach team has continued to provide a variety of workshops for children during the last six months. These have included:

Primary and Secondary education:
 - i. Hempnall Primary School and Shelton Primary School, Drawing Norwich's Churches, years 5-6, 36 pupils
 - ii. Woodlands Primary School, The Introduction of the Railways (x2), year 4, 60 pupils
 - iii. Bressingham Primary School, Local History, year 2, 20 pupils

- iv. Bressingham Primary School, Local History, year 5-6, 33 pupils
- v. Happisburgh Primary School, The Introduction of the Railways, year 3-4, 22 pupils
- vi. Marsham Primary School, villagers from the graveyard, years 3-5, 10 pupils
- vii. Kinsale Junior School, work of an archivist (x2), year 6, 67 pupils
- viii. Catton Grove, WW2, year 3 (x3) 94 pupils
- ix. Avenue Junior School, refugees, year 6 (x4) 123 pupils
- x. Bacton Primary School, Local History, year 3-5, 34 pupils
- xi. UEA Festival of Literature for Young People, 31 pupils

Higher education:

- i. Staff have worked with the UEA to provide a session for the Breaking New Ground project.
- ii. 1 full day course on archive research for Sixth form students was ran during the school holidays. This was taken up by 11 students from a mixture of schools

- 1.3 The Schools Programme was completely updated for 2017-18. This included more information about facilities available at The Archive Centre and highlighted details about education provision, such as making workshops accessible to all pupils and risk assessments. A number of workshops were updated, and more emphasis was given to the learning objectives of each session. In addition, 4 new workshops were added:

- i. Norfolk: A county of Welcome
- ii. Drawing Norwich's Churches
- iii. Changing Landscape
- iv. History of Medicine

A switch was also made from a termly booklet to a yearly one, which covers 2017-18. The booklet was sent out to schools in July 2017, before the summer holiday and again in September 2017, once schools had returned from their break. Since the programme went out 19 primary school workshops have been booked for the Autumn Term. In addition, bookings have already been taken for workshops in the Spring Term.

- 1.4 The Record Office held an event for UEA lecturers in which we highlighted research and volunteering opportunities with the Record Office.
- 1.5 In total 1,005 pupils have attended workshops run by the Norfolk Record Office (this figure includes 530 at The Archive Centre and 475 pupils at Norfolk Heritage Centre).

Lifelong Learners

- 1.6 There has been a wide variety of events over the last six months. These are detailed

in the two *What's On* booklets covering this period, the most recent of which covers events from July to December 2017.

Highlights from the last six months include:

- 1.7 *Drawing in The Archive* exhibition. A number of events were also run to accompany this exhibition. These include:
- i. Virtual Reality, For Real...? A School holiday activity aimed at 11-18 year olds.
 - ii. Drawing Norwich's Churches, school workshops (mentioned above)
 - iii. Archive Ambulation

Lunchtime talks:

- i. The Screen Painting from St Gregory, Norwich: The Earliest of its kind in Norfolk? And The Re-Fenestration of St Giles
- ii. Norwich Churches and World War Two

Further accompanying events are still to run in October and November 2017.

- 1.8 Events in conjunction with the countywide Flintspiration event. These include:
- i. 'What's in the box?' workshop
 - ii. Behind the Scenes tour
 - iii. Skills with Quills
 - iv. Charity, Church and Estate Talk

In total 206 people attended Flintspiration events run by the Record Office

- 1.9 Staff ran a one day training course for volunteers on the Women in WW1 project run by the Forum Trust
- 1.10 Regular groups of volunteers are using the Record Office. This includes 18 seal sock volunteers, who meet every 6 weeks to produce seal socks used in preserving our documents, and the Research Bloggers, a group of 11 people who meet every 3-4 months in order to write for the Norfolk Record Office and Norfolk Women in History blogs.
- 1.11 In total 128 talks and workshops were delivered to a total of 4,561 people.

Exhibition

- 1.12 A number of the events described above relate to *Drawing in the Archive: Norwich's Medieval Churches 1700 – 2017*, the exhibition currently on display in the Long Gallery. This exhibition has been produced collaboratively with the Norwich Medieval Churches

project at the University of East Anglia (UEA). Simon Thurley launched the exhibition on 17 August, since when it has received very positive feedback. A printed catalogue accompanies the exhibition - copies are on sale at the NRO. The success of this exhibition is very much due to the partnership between the Record Office and UEA.

Skills

Skills for the Future: Transforming Archives

- 1.13 The three year Transforming Archives programme, funded by the Heritage Lottery Fund, where the Norfolk Record Office hosted five year long placements, two in engagement and three in digital preservation, came to an end in September. As well as the skills trainees have developed, this project has also provided the NRO with an opportunity to learn from their work. This has been particularly important in advancing the NRO's digital preservation. A reflection of the success of this project is that the candidates have all been successful in securing relevant work following the placement. Of the five trainees, one has taken up a digitization post at another archive, two have secured jobs working on digital archives at the British Library and two now work in engagement roles in the third sector.

Skills for the Future: Bridging the Digital Gap

- 1.14 Following the success of the Transforming Archives project, the NRO is again collaborating with the National Archives on a new Heritage Lottery Fund application. The new project, Bridging the Digital Gap, aims to develop a wide range of digital skills for archive assistants. Following a Stage One Heritage Lottery Fund pass, the National Archives requested applications from consortia of four partners. The NRO put forward a proposal in partnership with the University of Hull Archives, the Borthwick Institute at the University of York and the East Anglian Film Archives. This was successful and has been included in the Stage Two application. The application was submitted in September and a decision from Heritage Lottery Fund is due in January 2018.

Professional Training

- 1.15 The trainee archivist at King's Lynn has now successfully completed the first of five modules on the Dundee University Archive Administration distance-learning course and has attended a one-week residential introductory course.

2. Developing New Audiences and New Uses for the Collection

Volunteer Programme

- 2.1 Volunteers have contributed 1,314 hours to the NRO during this period. This includes / In addition, volunteers at the King's Lynn Borough Archives have contributed 185 hours.
- 2.2 Three volunteers gained places on archive training courses, one on the Glasgow course and two on the Aberystwyth distance-learning course.

- 2.3 The index of the Norwich Archdeaconry marriage licence bonds, 1712-1915, is now complete and has been added to the online catalogue. About 20 volunteers have been involved in indexing some 20,250 licence bonds, recording names and parishes of brides and grooms, parishes of intended marriage and date. Work continues to index the Norfolk Archdeaconry marriage licence bonds.
- 2.4 Whilst one team of volunteers continue with indexing Norfolk marriage licence bonds, another has started work on Norwich building control plans, 1895-1945. These architectural plans relate to thousands of the city's buildings, including houses, shops, factories and schools. Once added to the online catalogue people will be able to search for plans by street name, applicant or architect, improving access to this currently under-used collection.
- 2.5 The two projects above provide good examples of how volunteers can help the Record Office develop transactional level metadata to aid discovery whilst engaging with interesting archives.

Change Minds

- 2.6 The Change Minds project has now completed its second year with participants in cohorts one and two coming together to prepare an exhibition which will be launched at the Forum, Norwich on 20 November.
- 2.7 The University of East Anglia with the support of the Norfolk and Suffolk Foundation Trust has completed an evaluation report. This report concluded that:
- I. Group members had an enjoyable experience forming friendships and groups that were supportive
 - II. Engaged with the heritage in an interesting way, developed strongly increase appetites to know more about history and were inspired by being at the Norfolk Record Office
 - III. Developed and practiced new research and creative skills
 - IV. Developed confidence in carrying out research, creativity, using public transport, interacting with others and being in groups
 - V. There were concerns about what happens when the project finishes
 - VI. Overall SWEMWBS (Shorter Edinburgh-Warwick Mental Wellbeing Scale) shows an overall increase in levels of wellbeing. In addition, there is a decrease in use of counselling, therapy, hospital services, A&E and psychiatric nurses amongst group members.

3. Providing Public Access Service

Searchroom Service

1st April 2017 – 30th September 2017

3.1

Norfolk Record Office:	Searchroom Visits	Written Enquiries	Telephone Enquiries	Documents Produced
The Archive Centre	2,170 (2,137)	3,823 (3,812)	4,865 (5,566)	15,688 (15,854)

(Note: Numbers in brackets show figures for 1 April to 30 September 2016)

Remote Services

3.2

	Visits	Pages Viewed
NRO Website	27,714 (30,487)	85,170 (88,706)
NROCAT	17,699 (18,495)	397,181 (370,879)
	Followers	
Twitter	3,025 (2,796)	

(Note: Note: Numbers in brackets show figures for 1 April to 30 September 2016)

4. Managing and Developing the NRO Collection

Accessions

4.1 During this period 89 accessions have been received. Of particular note are:

- I. Tithe maps and apportionments for Ingoldisthorpe and Bunwell, 1839 and [1839]
- II. Norfolk Federation of Workers' Educational Association, 2003-2015
- III. Catenian Association: Norwich and District Circle, 1925-2012 (for Roman Catholic men)
- IV. Old Dyssean Society, 2001-2017 (former pupils and staff of Diss Grammar School), and
- V. Reffley Society Records, 19th century-20th century (a secret society in King's Lynn which was created after the execution of King Charles I)

A full list of accessions is provided in Appendix 1.

Cataloguing

4.2 Fewer accessions have been received in this quarter; however this has enabled archivist time to be allocated to additional cataloguing work. This has included

completion of outstanding work on the Harbord of Gunton Family and Estate Papers (GTN), E. Lacon and Co. Ltd of Great Yarmouth, brewers, 1617-1978 (BR 378), plus additional records of Allens Cadge and Gilbert, solicitors, and predecessors, 18th century-20th century (MC 3212). Work has also been complete on a number of smaller collections. Priority has been given to collections that were purchased by the NRO prior to 1997. Appendix 2 contains a list of these collections.

Digital Preservation and Cataloguing Software

- 4.3 As reported to previous committees, the Record Office has been working on a collaborative digital preservation pilot project with four other archives in the region. This centred on testing a digital preservation tool, Archivematica, within a shared environment. This pilot has now been completed and a report drafted which concludes that the digital preservation tool delivers the functionality required but that there were issues to consider about confidential data, adding descriptive metadata to catalogues and data storage. Partners are now considering how they wish to proceed, whilst the NRO is exploring hosting and storage options.

Further to this, the NRO has been working with NCC IMT (Information Management Technology) to explore ways in which Archivematica and its associated cataloguing /collection management software, Atom, might be hosted locally. Two servers capable of hosting this Linux based software are due to be set up this autumn. This will enable the NRO to evaluate Atom as an alternative to CALM (its current cataloguing and collection management system) and assess the implications of data migration. It will also enable the NRO to determine if it can effectively be used to support community and other archives.

Sound Archives

- 4.4 The British Library application to the Heritage Lottery Fund for the Unlocking Our Sound Heritage project was approved in April. This means that the NRO will act as the East of England hub for the project aiming to digitized over 5000 items (approximately 15,000 recordings) over three years. Once the recordings have been digitized, catalogued and their rights cleared, many will be made available on line. The project will also work with volunteers to enhance descriptions, spread sound archive skills and interpret the digitized records. The funding will pay for equipment and staffing, the latter including a project manager, digitization engineer, cataloguer for three years as well as part time engagement and rights management staff. Recruitment for these posts will start in the New Year.
- 4.5 In order to incorporate the staff, the upstairs meeting room at the NRO will be divided into two thereby providing space for the project whilst maintaining a multifunctional meeting room. This work will take place in November.
- 4.6 During the period April to September 2017 the Norfolk Record Office has supported several Norfolk based oral history projects. Projects supported include the Wells

Maltings Spoken History project, the Orchards East project, Change Minds and the Marriott's Way Heritage Trail project. In addition, as a key partner of the HLF funded Akenfield Now project, the NRO has delivered oral history training to the project's volunteers. Akenfield Now is working with trainee teachers and lower sixth form pupils to look at the role of oral history and film making in the classroom, using as inspiration Ronald Blythe's Akenfield: portrait of an English village (1969) and the subsequent 1974 film directed by Sir Peter Hall.

God's House Unlocked

- 4.7 This project has now been completed. As well as the cataloguing a new exhibition on pop up stands has been produced which has been displayed in the Record Office and which will be displayed in various venues around the county including the Great Hospital

Paston Footprints

- 4.8 The NRO has also been involved in an application made by the University of East Anglia and the Paston Heritage Society to the Heritage Lottery Fund for the Paston Footprints project. The NRO's role in this will be to host a project archivist for six months who will provide training for local groups and catalogue records, digitize sets of records and mount an exhibition in the Long Gallery towards the end of the project

5. Caring for the Collection

- 5.1 Resources for conservation work during this quarter have been reduced due to the Collection Care teams heavy involvement in preparation of the Drawing in the Archive exhibition.
- 5.2 The Collection Care team has also been carrying out work preparing materials for the recent Nelson exhibition at Norwich Castle Museum.
- 5.3 Interventive conservation work was carried out on:
- i. DN/TA 684 Bressingham tithe map, 1841
 - ii. Y/C 4/97 Yarmouth court rolls, 1385-1386
 - iii. MS2854 Royal Letters Patent. Grant by Henry VIII to Thomas Paston, gentleman of the King's household, 1541
 - iv. DN/TA 190 Southrepps map 1839
 - v. NCC wills No.155 Jefferye Estie, 1593
 - vi. ANW wills No.32 Frary, 1601
 - vii. N/EN 12/1/798 Plans for pub on Bedford Street, Norwich, 1884

viii. OLL 183/1-6, 318X3 Items from Locker-Lampson Collection 1906-1920

ix. PD 703/106 Mattishall Overseers' bills and vouchers 1830

6. Norfolk Archives and Heritage Development Foundation (NORAH)

6.1 Peter Williams CBE has been appointed as the new Chair of NORAH and Peter Shields as treasurer,

6.2 NORAH has made two grants to the Norfolk Record Office:

- I. £2600 for the conservation and engagement activities surrounding the first Great Yarmouth parish register
- II. £260 towards the costs of providing artists and transport for schools sending pupils to a drawing event tied in with the Drawing in the Archive churches exhibition.

6.3 A series of lectures is being launched which will enable the profile of the charity to be raised whilst also asking for donations.

6.4 Matters raised by the previous Norfolk Records Committee were fed back to the Trustees. This included the need to ensure that any ask for donations to NORAH from those depositing or giving records to the NRO needs to be clearly voluntary and avoid any perception that acceptance is dependent on a donation.

7. National Vision for Archives

7.1 Previous reports have presented information to Committee on Archive Unlocked, the National Archives vision document for the sector. NRO have been involved in series of events relating to this.

- i. Network Event, The Nation Archives: The County Archivist spoke about the collaborative digital preservation project
- ii. Vision Event York: The County Archivist spoke about Change Minds under Impact strand of the Vision
- iii. Vision Event Bath. The County Archivist spoke about Income Generation and Fundraising under resilience strand of the Vision

8. Financial Implications

8.1 The implications for finance are set out in the section above and in the Finance Report presented to this committee.

9. Issues, risks and innovation

9.1 Officers have considered all the implications of which members should be aware. Apart from those listed in the report (above), there are no other implications to take into

account.

10. Background

10.1 This report refers to the Norfolk Record Office Service Plan which was approved by the Norfolk Records Committee in April 2016.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Email address : gary.tuson@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact the County Archivist on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Appendix 1

Accessions 1 October 2016 – 28 February 2017

ACC 2017/1	'The Saga of a Reluctant Copilot-A Remembrance of World War Two' by Philip G.Day	nd [c 1977]
ACC 2017/2	2nd Air Division (USAAF): Photographs of the temporary Memorial Library in the Old Glasswells Building, Ber Street, Norwich	Nov 1998
ACC 2017/3	King's Lynn Angling Association	20th century
ACC 2017/4	Recorded interview of various members of Jarrold family regarding the family business of Jarrold and Sons Ltd	2017
ACC 2017/5	Deeds relating to a property on Park Lane, Norwich	1861-1878
ACC 2017/6	Sales particulars for Norfolk Halls	1937-1997
ACC 2017/7	Notes on the history of Seething, made by Revd Chandler	1927
ACC 2017/8	Ingoldisthorpe Tithe Map and Apportionment	1839, 1909
ACC 2017/9	Title deeds to a property on Earlham Road in Norwich	20th century
ACC 2017/10	Paston School Foundation Deed	1606
ACC 2017/11	Little Dunham parish records additional	1837-1999
ACC 2017/12	Deeds relating to the old Artichoke public house, Broome	1697-1844
ACC 2017/13	Keswick Hall College additional	1964, 1966
ACC 2017/14	Additional records of North Elmham Parish Council	2000
ACC 2017/15	Thetford Methodist Circuit and Norwich Methodist Circuit, Park Lane Methodist Church, additional	1897-2010
ACC 2017/16	Norfolk Nursing Federation additional	1910-1917
ACC 2017/17	Recipe and remedy book of Hannah Neal (nee Burton) and John Neal of Hickling	c 1795
ACC 2017/18	Aylsham Town Council additional	1674-1842
ACC 2017/19	Copyhold and family papers for Mason/Page/Stamp families of Brinton and related documents.	1768-1823
ACC 2017/20	St Luke's with St Augustine's, New Catton, PCC additional	2000-2015
ACC 2017/21	Tivetshall Inclosure Award and map, with other Norfolk legal papers	1800-1938
ACC 2017/22	Photographic souvenir of Sandringham	1920s
ACC 2017/23	Rackheath County Primary School records	1867-1994
ACC 2017/24	Records of Tasburgh United Charities	1778-1941
ACC 2017/25	Records of the Norfolk Gardens Trust (addl)	1999-2017
ACC 2017/26	BBC Radio Norfolk broadcasts	1986-2000
ACC 2017/27	Records of the Catenian Association: Norwich and District Circle	1925-2012
ACC 2017/28	The History Centre, Blakeney, additional records	nd [1960s]-2017
ACC 2017/29	Martham Parish Council additional	1953-2004

ACC 2017/30	Norfolk Registration Service: additional marriage registers and indexes	1837-2017
ACC 2017/31	North Norfolk Methodist Circuit additional	1945-2016
ACC 2017/32	North Norfolk District Council additional	1948-1974
ACC 2017/33	Additional records for King's Lynn Girls High School and Alderman Catleugh School	1886-1979
ACC 2017/34	Norwich and Norfolk Memorandum Book, 1820, containing list of deaths at Trunch, 1881-1897, compiled by parish clerk	1820-1897
ACC 2017/35	Lease for a year and related bill, Norwich	1721
ACC 2017/36	Additional records of Cadge and Gilbert solicitors of Loddon	1727, 1903
ACC 2017/37	Daily Weather Observations of John Henry Willis, Southwell Lodge, Ipswich Road, Norwich	1895-1960
ACC 2017/38	Title deeds, Kirby Cane charity lands	1647-1797
ACC 2017/39	Colin Shewring additional plans	20th century
ACC 2017/40	Records of parishes within Reepham PCC	1734-? 2017
ACC 2017/41	Parish records of Trowse St Andrew, Norwich, addl	1912-2016
ACC 2017/42	Various parish records	19th century-21st century
ACC 2017/43	Photographs taken by Mr J.C.D. Smith	mid-late 20th century
ACC 2017/44	Claxton Family Letters	1857-1925
ACC 2017/45	Norfolk Registration Service addl registers	20th century
ACC 2017/46	North Elmham ecclesiastical parish addl records	20th century-21st century
ACC 2017/47	North Norfolk Methodist Circuit addl records	20th century
ACC 2017/48	The Old Dyssean Society	2001-2017
ACC 2017/49	Additional records of Eaton St Andrew	1949-2016
ACC 2017/50	Letters and papers of Revd John Alexander of Princes Street Congregational chapel Norwich	1807-1902
ACC 2017/51	Winterton parish council records	2003-2015
ACC 2017/52	Stokesby with Herringby parish council	2000-2014
ACC 2017/53	Deed packet R4170 (which includes contents of former deed packets R1164, R3986)	1765-1967
ACC 2017/54	Kimberly Church of England parish records additional	1813-2013
ACC 2017/55	Title deeds to Binham property and Brian Everitt's research papers and correspondence re Barrow Common, Brancaster	c 1823-2009
ACC 2017/56	Additional parish records from Saxlingham Nethergate	1903-2014
ACC 2017/57	Letters to Mrs Cavell (Edith Cavell's mother), including one from Edith.	1914-1915
ACC 2017/58	Reffley Society Records	19th century-20th century
ACC 2017/59	Records of Bert Hazell (addl)	1960s-1970s
ACC 2017/60	Records of the North Norfolk Constituency Labour Party	20th century

ACC 2017/61	Records of Geldeston, Stockton, and Ellingham Ecclesiastical Parishes	1840-2017
ACC 2017/62	Costessey ecclesiastical parish addl	1964-2016
ACC 2017/63	Ormesby St Margaret ecclesiastical parish addl	2012-2017
ACC 2017/64	Royal Norfolk Agricultural Association records additional	1896-1992
ACC 2017/65*	Manorial records, Gissing Kemps and Dallings	1669-1813
ACC 2017/66	Eye-witness description and photographs, Holt air crash	1968
ACC 2017/67	Digital images of documents relating to Blakeney and Cley next the Sea	1859-1919
ACC 2017/68	Parish magazines for Hingham, High Oak, and Great Ellingham	2014-2017
ACC 2017/69	St James Building Fund account book	1876-1891
ACC 2017/70	Records of Edgefield and Corpusty Parish Councils	1894-2008
ACC 2017/71	Additional records of New Buckenham ecclesiastical parish	13th century-20th century
ACC 2017/72	Metton parish additional	1998-2017
ACC 2017/73	Photos and negatives of BCKLWN planning department	20th century-21st century
ACC 2017/74	Papers of Mr H. Manning of Sporle relating to his employment with The East Anglian Real Property Co. Ltd	1958-1986
ACC 2017/75	North Norfolk Methodist Circuit additional	1944-2016
ACC 2017/76	Letters	1840
ACC 2017/77	Records of Norfolk Federation of Workers' Educational Association	2003-2015
ACC 2017/78	Bunwell tithe map	nd [1839]
ACC 2017/79	Papers of Dr Michael Beverley of Norwich	c 1841-c 1930
ACC 2017/80	Records of the Pipe Club of Norfolk	1973-2017
ACC 2017/81	Theatre Royal programme	1980
ACC 2017/82	Probate of the will and codicil of James Shephard Taylor, of Dilham	1807-1809
ACC 2017/83	Minutes of Northwold Parish Council	1969-1972
ACC 2017/84	Records of the Friends of the Norwich Museums	2010-2016
ACC 2017/85	Papers of Dr Michael Bridge of Fakenham	1915-1990s
ACC 2017/86	Return of Fines and Fees for South Erpingham Petty Sessions	1896
ACC 2017/87	Various Norfolk Title Deeds	19th century
ACC 2017/88	Record of Furnishings of All Saints, Shelfanger, by The Arts Society, Diss	2017
ACC 2017/89	Articles of Agreement between Anne Newman of Surlingham and her son	1705

Appendix 2

Small Accessions Purchased by NRO before 1997 and Catalogued during this report period

Southburgh deed and unidentified notarial instrument, 1317-1363	MC 3339
Burkitt Memorial Homes, King's Lynn, 1909-1950	MC 3341
Map of Hindolveston, nd [1804]	MC 3342
List of trustees of Foxley Primitive Methodist Chapel, 1890s	MC 3343
Vouchers for repairs and supplies by various tradesmen at Wymondham, 1836-1845	MC 3344
Smyth family and other papers relating to East Dereham and elsewhere, 1778-1910	MC 3349
Translation of the charters of Great Yarmouth, 18th century	MC 3352
Collected papers relating to Norfolk (Armiger, Knyvett, etc.), 16th century-20th century	MC 3313, 1067X4
Petition to the Court of Wards and Liveries relating to the estate of the late Sir Robert Southwell of Wood Rising, nd [1603-1604]	MC 3316, 1067X4
Additional (stray) papers of Mitchell and Clarke of Wymondham, solicitors, 1789-1849	MC 3317, 1067X4
Papers relating to ownership of shares in Aylsham Navigation stock, 1833-1892	MC 3318, 1067X4
Five letters from James Stark, painter of the Norwich School, 1824-1834	MC 3319, 1067X4
Collection of stray Norfolk records, 1684-1901	MC 3321, 1067X4
Collection of papers relating to several Norfolk families, including the related Hammont and L'Oste families Collection of papers relating to several Norfolk families, including the related Hammont and L'Oste families, 1812-c 1926	MC 3324
Stow Bardolph deed, 1840	MC 3325
Marriage bond between Robert Spurling and Elizabeth Browning of	MC 3326

Ditchingham, 1721	
Documents relating to Evans-Lombe estates in Bylaugh, Swanton Morley and Bawdeswell, 1813-1911	MC 3327
Deeds and leases, 1683, onwards showing title to water grounds etc. in South Walsham, 1683-1827	MC 3328
Mortgages, releases etc. relating to property in Reedham and neighbouring parishes, 1722-1875	MC 3329
Property papers relating to West Walton, Walpole St Andrew, Walpole St. Peter, Walsoken, Terrington in Norfolk, 1740-1878	MC 3330
Papers concerning Revd William Papillon's education charity, Wymondham Papers concerning Revd William Papillon's education charity, Wymondham, 1834-1952	MC 3340
National Union of Railwaymen, Great Yarmouth Branch National Union of Railwaymen, Great Yarmouth Branch, 1935-1955	SO 366/1