

# NORFOLK RECORDS COMMITTEE

Date: Friday 26 November 2010

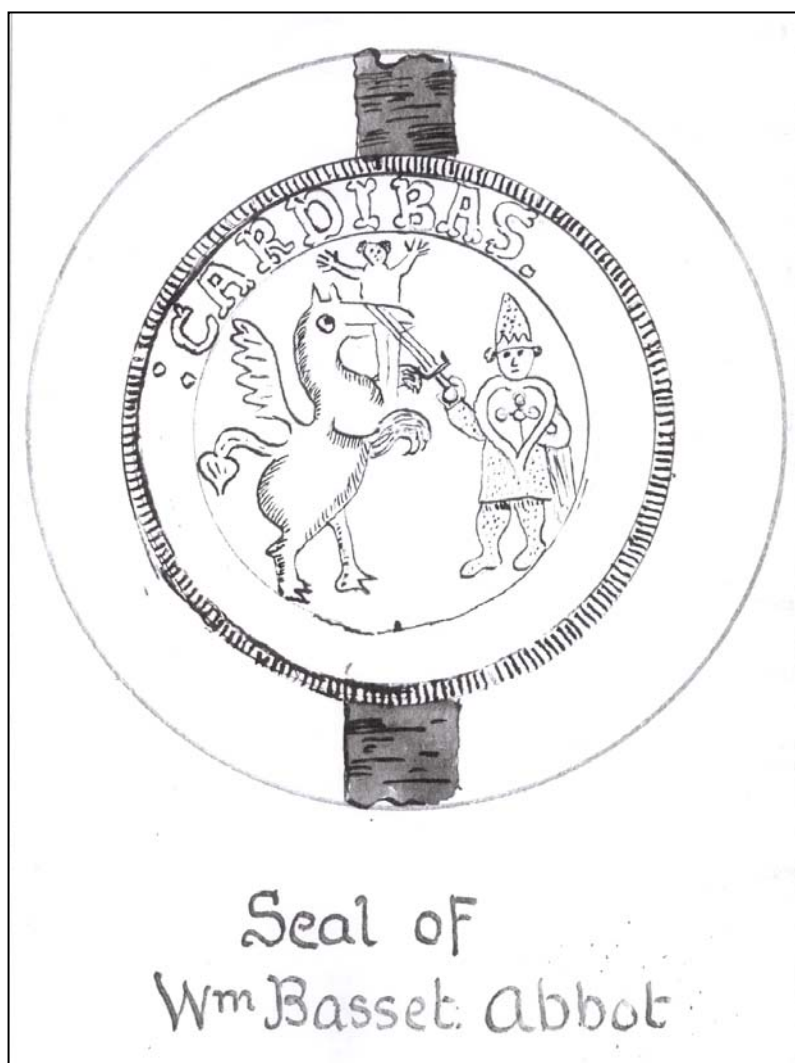
Time: 10.30am

Venue: The Green Room, The Archive Centre  
County Hall, Martineau Lane, Norwich

## Please Note:

Arrangements have been made for committee members to park on the county hall front car park (upon production of the agenda to the car park attendant) provided space is available.

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



Drawing of an impression of the seal of William Basset, abbot [of St Benet at Holm, 1128-33], by Norfolk antiquary, William H. Cooke, 1911 (NRO, COL 8/81).

## **Membership**

Mr J W Bracey

Mrs M Coleman

Mr P J Duigan

Mrs V R Gay

Dr C J Kemp

Mr D Murphy (Chairman)

Mrs E A Nockolds (Vice Chairman)

Mr P Offord

Mr R Rockcliffe

Ms S Sands

Ms V Thomas

Dr F Williamson

Broadland District Council

Substitute: Mrs S Hayes

Great Yarmouth Borough Council

Breckland District Council

Substitute: Mrs S Matthews

North Norfolk District Council

South Norfolk District Council

Norfolk County Council

King's Lynn and West Norfolk Borough Council

Norwich City Council

Norfolk County Council

Norwich City Council

Norwich City Council

Norfolk County Council

Substitute: Mr J Joyce

## **Non-Voting Members**

Mr M R Begley

Mr R Jewson

Dr G A Metters

Dr V Morgan

Prof. C Rawcliffe

Revd C Read

Prof. R Wilson

Co-opted Member

*Custos Rotulorum*

Representative of the Norfolk Record Society

Observer

Co-opted Member

Representative of the Bishop of Norwich

Co-opted Member

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

Kristen Jones on 01603 223053  
or email [kristen.jones@norfolk.gov.uk](mailto:kristen.jones@norfolk.gov.uk)

## **A g e n d a**

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

- 2. Minutes**

**(Page 1)**

To confirm the minutes of the meeting of the Norfolk Records Committee held on 16 July 2010.

- 3. Matters of Urgent Business**

- 4. Members to Declare any Interests**

Please indicate whether the interest is a personal one only or one which is prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the member may speak and vote on the matter. Please note that if you are exempt from declaring a personal interest because it arises solely from your position on a body to which you were nominated by the County Council or a body exercising functions of a public nature (e.g. another local authority), you need only declare your interest if and when you intend to speak on a matter.

If a prejudicial interest is declared, the member should withdraw from the room whilst the matter is discussed unless members of the public are allowed to make representations, give evidence or answer questions about the matter, in which case you may attend the meeting for that purpose. You must immediately leave the room when you have finished or the meeting decides you have finished, if earlier.

These declarations apply to all those members present, whether the member is part of the meeting, attending to speak as a local member on an item or simply observing the meeting from the public seating area.

- 5. Audit of the Statement of Accounts 2009-10**

**(Page 13)**

Report by the Head of Finance

- 6. Norfolk Record Office – Performance and Budget Monitoring Report, April – September 2010**

**(Page 19)**

Report by the County Archivist

- 7. Risk Register**

**(Page 24)**

Report by the County Archivist

**8. Periodic Report by County Archivist, 1 April – 30 September 2010 (Page 29)**

Report by the County Archivist

**9. Exclusion of the Public**

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The committee will be presented with the conclusion of the public interest test carried out by the report author and is recommended to confirm the exclusion.

**10. Periodic Report: Appendix: Manuscripts Purchased, 1 April – 30 September 2010 (Page 77)**

Report by the County Archivist.

**11. Date and Time of Next Meeting**

The next meeting of the Norfolk Records Committee will take place at **10:30am on Friday, 14 January 2011.**

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

Date Agenda Published: 18 November 2010



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# **Norfolk Records Committee**

## **Minutes of the Meeting held on 16 July 2010**

### **Present:**

#### **Norfolk County Council**

Mr D Murphy  
Mr R Rockcliffe  
Dr F Williamson

#### **North Norfolk District Council**

Mrs V Gay

#### **Breckland District Council**

Mr P Duigan

#### **Norwich City Council**

Mr S Jeraj

#### **Great Yarmouth Borough Council**

Mrs M Coleman

#### **South Norfolk District Council**

Dr C J Kemp

#### **King's Lynn and West Norfolk Borough Council**

Mrs E Nockolds

#### **Broadland District Council**

Mrs S Hayes

### **Non-Voting Members**

#### **Co-Opted Member**

Prof. C Rawcliffe

#### **Representative of the Bishop of Norwich**

Revd C Read

### **Officers Present:**

Dr John Alban  
Susan Maddock  
Jennifer Holland

John Perrott  
Nicholas Sellwood  
Yuki Uchida

### **Others Present by Invitation:**

Amy Beeson, Development Manager for Archives for the 21<sup>st</sup> Century, The Museums, Libraries and Archives Council/ The National Archives (MLA/TNA).

David Prior, Assistant Clerk of the Parliamentary Archives

Members attended a training session/presentation on Risk Management prior to the commencement of the meeting.

### **1. Apologies for Absence**

Apologies for absence were received from Mr M Begley, Mr J Bracey – Mrs S Hayes substituted, Dr G A Metters, Mr P Offord, Mr R Jewson, Dr V Morgan and Prof. R Wilson.

### **2 Election of Chairman**

Mr Derrick Murphy was elected Chairman of the Norfolk Records Committee for the ensuing year.

### **3 Election of Vice-Chairman**

Mrs Elizabeth Nockolds, King's Lynn and West Norfolk Borough Council, was elected Vice-Chairman of the Norfolk Records Committee for the ensuing year.

### **4 Minutes**

The minutes of the meeting held on 23 April 2010 were confirmed by the Committee and signed by the Chairman.

### **5 Matters of Urgent Business**

There were no items of urgent business.

### **6 Declarations of Interest**

There were no declarations of interest.

### **7 Archives for the 21<sup>st</sup> Century**

7.1 The Chairman welcomed Amy Beeson, Development Manager for Archives for the 21<sup>st</sup> Century, The Museums, Libraries and Archives Council/The National Archives (MLA/TNA), to the meeting and asked her to provide a brief summary of the Command Paper, *Archives for the 21<sup>st</sup> Century* and its action plan, *Archives for the 21<sup>st</sup> Century in Action*.

7.2 During the summary, the following points were noted:

- Norfolk was already delivering the actions contained within the action plan and Amy asked the Committee to let her know of any gaps, where more could be done and where her support could be given.
- MLA/TNA were currently scoping possibilities for an archives accreditation scheme.
- A copy of the booklets entitled *Archives in the 21<sup>st</sup> Century* and *Archives in the 21<sup>st</sup> Century in Action* could be obtained from Amy Beeson. The booklets are also available to view by using the following link:  
<http://www.nationalarchives.gov.uk/information-management/policies/archives-century.htm>
- More general information could be obtained from the website at:  
<http://www.nationalarchives.gov.uk/>
- Mr Duigan stated that the Norfolk Record Office were keen to place their archive facility on-line. However, Norfolk currently has a poor broadband reception and we would look to the National Government and, in particular, the Department, for support in getting a decent broadband facility for Norfolk which would allow the Record Office to offer a comprehensive on-line service.

7.3 The following comments were raised by the Committee:

- Mrs Nockolds thanked Amy for the interesting presentation and stated that

partnership working was an excellent idea, since it was very important to promote the work of record offices around the county.

- A way to promote the work of The Archive Centre was to work with potential partners, eg tourism and schools, in order to promote school visits.
- Norfolk Record Office had formed an integral part of the Norfolk Olympiad offer for the 2012 Olympic games in conjunction with Norfolk Arts Forum, Museums Service, Theatre Royal amongst others. It was hoped to promote The Archive Centre to raise awareness of their opening hours and the sorts of records they held, etc.
- The *Norfolk: Connecting with Communities* exhibition, held in the Long Gallery at The Archive Centre between January and March 2010, the focal point of which had been the loan of the first Act of Parliament in the Parliamentary Archives (an Act for regulating Apprentices in the Worsted trade in the County of Norfolk, 1497), had generated some excellent publicity for the Norfolk Record Office.
- The Norfolk Record Office was considering producing a series of booklets promoting its work, entitled 'English History from Norfolk Sources'. Any money raised from sales of the booklet would go to support The Archive Centre.
- The excellent relationship between officers at Norfolk County Council and Members of the Committee was acknowledged and also the fact that all Members of the Committee were interested in the subject.
- Norfolk has an excellent Record Office and its work/exhibitions should be promoted at every opportunity.
- Archives were considered a tool for social inclusion, as demonstrated by the Record Office's projects and exhibitions on, for example, refugees in Norfolk and the abolition of slave trade, which had also served as invaluable means for promoting The Archive Centre and the Record Office.
- The District Councils and the County Council all worked well together and had already shown some significant efficiency savings, although it was noted that further savings were likely to be required during the coming year.
- The Borough Council of King's Lynn and West Norfolk has an excellent archive. It was hoped that the Red Register of Lynn (currently on exhibition at The Archive Centre) and the medieval records of the Great Hospital in Norwich would be considered by UNESCO for inclusion in their UK Register of the Memory of the World in 2011.

- Podcasts giving information on archives and case studies will be available on the *Archives for the 21<sup>st</sup> Century* website in the near future. The Committee wished for it to be noted that Broadband provision in rural areas of Norfolk was minimal and careful consideration needed to be given to how people with difficulties obtaining Broadband could access these services.
- The Committee asked Amy to express its views that it would be a false economy if 2011 were the last year in which a national census would be taken.

The Chairman thanked Amy for attending and said that it was very heartening to hear Norfolk was considered a flagship Archive service by TNA and MLA.

## **8 The Norfolk Record Office's Conservation Unit as a Training Centre**

- 8.1 A presentation was given by Nicholas Sellwood, Senior Conservator on the work of the Conservation Unit as a major centre for training in archive conservation. A copy of the presentation is attached at Annex A.
- 8.2 The Committee noted the excellent work of the Conservation Unit and the great opportunities it provided.
- 8.3 The Committee also viewed some of the work undertaken by Yuki Uchida, Conservator in the Conservation Unit, which was on display after the meeting.

## **9 Accounts Approval and Urgent Business Sub-Committee**

- 9.1 The annexed report (9) by the Head of Democratic Services was received. The report requested the Committee to appoint four Members on to the Norfolk Records Committee Accounts Approval and Urgent Business Sub-Committee.
- 9.2 **Resolved:**

The following Members were appointed to the Norfolk Records Committee Accounts Approval and Urgent Business Sub-Committee:

- Mr Derrick Murphy, Norfolk County Council
- Mr Richard Rockcliffe, Norfolk County Council
- Dr C Kemp, South Norfolk District Council
- Mr Philip Duigan, Breckland District Council

## **10 Norfolk Records Committee Accounts Approval and Urgent Business Sub-Committee**

- 10.1 The annexed report (10) by the Director of Community Services was received. This report gave an account of the Norfolk Records Committee Accounts Approval and Urgent Business Sub-Committee meeting held on 24 June 2010.
- 10.2 **Resolved**



- To note the report.

## **11 Audit of the Statement of Accounts 2008-09**

11.1 The annexed report (11) by the Head of Finance was received. This report detailed the outcome of the audit of the 2008-09 Statements of Accounts by the Audit Commission.

### **11.2 Resolved**

- To note the report.

## **12 Norfolk Record Office – Performance and Budget Year-end Report 2009/10**

12.1 The annexed report (12) by the County Archivist was received. This report provided a summary of performance against service plans and budget out-turns for 2009/10 for the Norfolk Record Office (NRO).

### **12.2 Resolved**

- To note the report.

## **13 Date and Time of Next Meeting**

13.1 The next meeting of the Norfolk Records Committee will take place at 10.30am on Friday 26 November 2010 in the Green Room, The Archive Centre.

The Chairman thanked everyone for attending.

The meeting ended at 11:30 a.m.

**Mr D Murphy, Chairman**



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# Conservation Training

Nick Sellwood  
Senior Conservator

- Tours
- Document handling
- Volunteers
- SHARE
- University of the Arts London, Camberwell
- ICON (Institute of Conservation)
- Society of Archivists (Archives and Records Association)

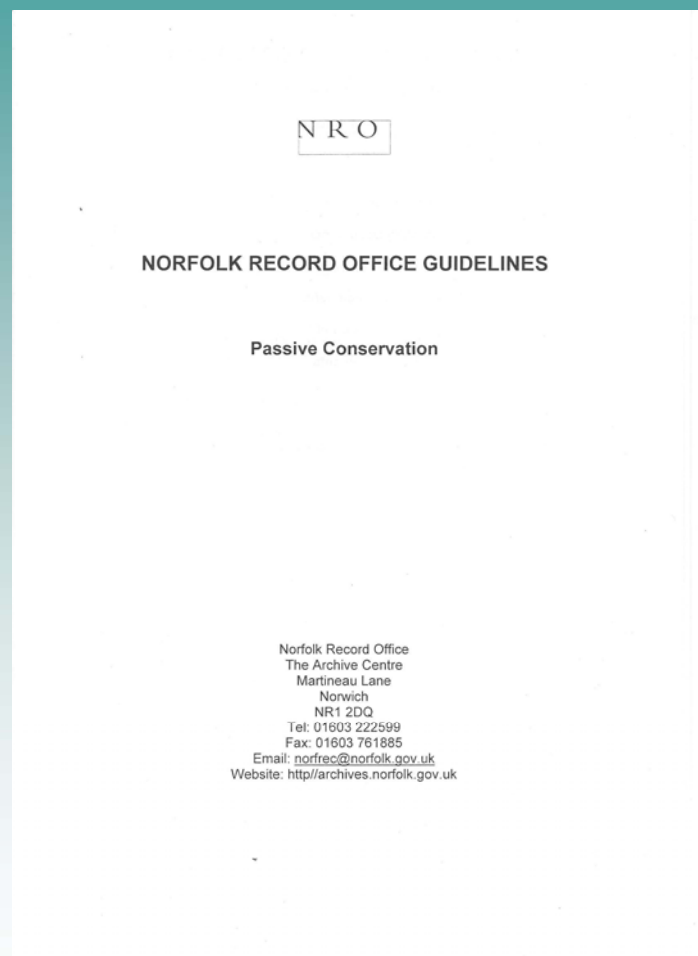


# Tours

- 73 visits to studio in the last year.
- Schools, W.I.s, PROBUS, Heritage open days, local history groups, Parliamentary Detectives, Members, conservation students and conservators from other institutions.

# Document handling

- All new starters to the Record Office.
- Passive conservation guidelines.
- Introduction to preservation and packaging.



Norfolk Record Office  
The Archive Centre  
Martineau Lane  
Norwich  
NR1 2DQ  
Tel: 01603 222599  
Fax: 01603 761885  
Email: [norrec@norfolk.gov.uk](mailto:norrec@norfolk.gov.uk)  
Website: <http://archives.norfolk.gov.uk>

# Volunteers

- All undertake document handling.
- Each volunteer is trained as their abilities and interests allow.
- Training museum volunteers.



# SHARE

- Support, help and advice from Renaissance East of England
- SHARE is a Renaissance funded project to improve collections in the East of England.
- SHARE is a flexible framework which enables the sharing of time, expertise and resources across museums in the East of England.
- SHARE creates the means for people to find practical solutions to common concerns by building on strong partnership and developing mutual interest.





# University of the Arts London, Camberwell



- Rachel Greenwood
- Paper conservation
- Book conservation
- Work placements
- Future plans



# ICON Conservation technician qualification

- A qualification recognised by leading employers and promoted by the national professional body.
- A flexible structure which allows units to be taken individually or combined to fit in with pattern of working.
- Equivalent to A-level, NVQ 3 and national diploma.





# Society of Archivists' Conservators' training scheme



- National scheme
- Running for 40 years
- Post-fire knowledge
- Professional development
- Instructors



## **Audit of the Statement of Accounts 2009-10**

Report by the Head of Finance

This report details the outcome of the audit of the 2009-10 Statements of Accounts by the Audit Commission.

### **Recommendations**

Members are asked to note this report.

## **1. Introduction**

- 1.1 The 2009-10 Statement of Accounts was approved by the Norfolk Records Accounts Approval and Urgent Business Sub-Committee at its meeting on 25 June 2010. The Audit Commission, the Council's External Auditor, have now completed their examination and they have issued an unqualified opinion.
- 1.2 The Annual Governance Report from the Audit Commission and a detailed report on adjustments to the 2009-10 Statement of Accounts were presented to the Norfolk Records Accounts Approval and Urgent Business Sub-Committee. The reports, detailed in Appendix 1, were circulated via email on 22 October 2010 and members approved the changes. The purpose of bringing this report to committee is to make the Audit Commission report available to the public.

## **2. Key Issues Arising from the Audit**

- 2.1 There were no new issues arising from the audit.

## **3. Adjustments Arising from the Audit**

- 3.1 During the period of the audit, the Audit Commission identified a number of adjustments to correct non-trivial errors within the financial statements and associated notes.
- 3.2 Members of the Norfolk Records Accounts Approval and Urgent Business Sub-Committee were informed of and endorsed the

adjustments, before the 2009-10 accounts were signed off by the external auditor.

#### **4. Resource Implications**

- 4.1 There are no finance, staff, property or IT implications arising from this report.

#### **5. Other Implications**

- 5.1 There are no legal, human rights, and communications implications arising from this report. The contents of this report do not directly impact on equality, in that it is not making proposals that will have an impact on equality of access or outcomes for diverse groups.

#### **6. Risk Implications/Assessment**

- 6.1 There are no risk implications arising from this report.

#### **7. Section 17 Crime and Disorder Act**

- 7.1 There are no implications of this report for the Crime and Disorder Act.

#### **8. Alternative Options**

- 8.1 There are no alternative options that the Norfolk Records Committee needs to consider.

#### **9. Conclusion**

- 9.1 The 2009-10 Statement of Accounts was produced by the end of June 2010, in accordance with statutory regulations. The audit of the accounts is complete and the Committee has received an unqualified audit report.

#### **10. Recommendation**

- 10.1 **The Norfolk Records Committee is requested to note this report.**

## Officer Contact

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

Name	Telephone Number	Email address
Harvey Bullen	01603 223330	<a href="mailto:harvey.bullen@norfolk.gov.uk">harvey.bullen@norfolk.gov.uk</a>

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





# APPENDIX 1

## Report to Norfolk Records Committee 26 November 2010

### Amendments to the Statement of Accounts 2009-10

Report by the Head of Finance

#### Summary

This report details issues identified since the approval of the 2009-10 Statements of Accounts and recommends proposed changes by the Head of Finance

#### 1. Background

- 1.1 The 2009-10 Statement of Accounts was approved by the Norfolk Records Accounts Approval and Urgent Business Sub-Committee at its meeting on 25 June 2010. At that time the Audit Commission, the Council's External Auditor, had not started examining the accounts. Their examination is now substantially complete and there is a separate report from them.
- 1.2 This report sets out the adjustments required to be made to the accounts arising from the audit.
- 1.3 The Audit Commission classify accounting adjustments into three categories:
  - Material adjustments – These are adjustments that if uncorrected would lead to a material misstatement in the accounts.
  - Non-Trivial adjustments – The Audit Commission set a limit where adjustments are required to the accounts. These are not material adjustments but by making the changes the overall quality of the accounts is improved.
  - Trivial adjustments – These are items that require no amendments to the accounts but may be issues that need to be reviewed to improve the quality of future years accounts.
- 1.4 From discussions with the External Auditor, the Head of Finance anticipates that the Committee will receive an unqualified audit opinion on the 2009-10 Statement of Accounts.
- 1.5 During the period of the audit, the Audit Commission identified a

## **APPENDIX 1**

number of adjustments to correct non-trivial errors within the financial statements and associated notes. The amendments to the 2009-10 Statement of Accounts are detailed in Section 2.

### **2. Adjustments arising from the Audit of the Accounts**

- 2.1 Accruals relating to Pensions, PAYE and NIC for Records staff were included in the accounts. However, these amounts were overstated by £4,803 leading to a small reduction in the creditors and debtors figures on the Balance Sheet. This also affected movement in debtors and creditors in the Note to the Cashflow Statement (Note 9).
- 2.2 A new table was included within Note 5 (Members Allowances and Employee Emoluments) showing details of Senior Officers whose remuneration is over £50,000.
- 2.3 A new note was included, Events after Balance Sheet Date (Note 12)

### **3. Resource Implications**

- 3.1 There are no finance, staff, property or IT implications arising from this report.

### **4. Other Implications**

- 4.1 There are no legal, human rights, and communications implications arising from this report. The contents of this report do not directly impact on equality, in that it is not making proposals that will have an impact on equality of access or outcomes for diverse groups.

### **5. Section 17 Crime and Disorder Act**

- 5.1 There are no implications of this report for the Crime and Disorder Act.

### **6. Risk Implications/Assessment**

- 6.1 There are no risk implications arising from this report.

### **7. Alternative Options**

- 7.1 There are no alternative options that the Norfolk Records Committee needs to consider.

### **8. Conclusion**

- 8.1 The 2009-10 Statement of Accounts was produced by the end of June 2010, in accordance with statutory regulations. The audit of the accounts is now substantially complete and it is anticipated the

## APPENDIX 1

Committee will receive an unqualified audit report. There are some adjustments to be made to the 2009-10 accounts which, the Head of Finance has agreed with the Audit Commission, will be amended before the 2009-10 Statement of Accounts is published.

### 9. Recommendation

- 9.1 The Norfolk Records Committee is requested to note this report and endorse the changes to the 2009-10 Statement of Accounts recommended by the Head of Finance.

### Officer Contact

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

Name	Telephone Number	Email address
Harvey Bullen	01603 223330	<a href="mailto:harvey.bullen@norfolk.gov.uk">harvey.bullen@norfolk.gov.uk</a>

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



# **Annual governance report and annual audit letter**

**Norfolk Joint Records Committee**

**Audit 2009/10**

**The Audit Commission is an independent watchdog, driving economy, efficiency and effectiveness in local public services to deliver better outcomes for everyone.**

**Our work across local government, health, housing, community safety and fire and rescue services means that we have a unique perspective. We promote value for money for taxpayers, auditing the £200 billion spent by 11,000 local public bodies.**

**As a force for improvement, we work in partnership to assess local public services and make practical recommendations for promoting a better quality of life for local people.**

Members of the Accounts Approval and Urgent Business Sub-Committee

## **2009/10 Annual Governance Report**

I am pleased to present the results of my 2009/10 audit work. I agreed this report with the Head of Finance.

My report sets out the key issues that you should consider before I complete the audit.

It asks you to:

- consider the matters raised in the report before approving the financial statements (page 5);
- approve the letter of representation on behalf of the Joint Committee before I issue my opinion and conclusion (Appendix 2).

Yours faithfully

Rob Murray  
District Auditor

29 October 2010

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# Key messages

**This report summarises the findings from the 2009/10 audit which is substantially complete. It includes the messages arising from my audit of your financial statements and the results of the work I have undertaken to assess your arrangements to secure value for money in your use of resources.**

Financial statements	Results	Page
Unqualified audit opinion	Yes	5
Financial statements free from material error	Yes	5
Adequate internal control environment	Yes	5
Value for money	Results	Page
Adequate arrangements to secure value for money	Yes	6

## Audit opinion

**1** My audit is substantially complete. I plan to issue an unqualified opinion on the Joint Committee's financial statements for 2009/10. The draft auditor's report is included at Appendix 1.

## Financial statements

**2** My audit of the financial statements, which is now substantially complete, has not identified any material errors.

## Value for money

**3** I have assessed your arrangements for securing economy, efficiency and effectiveness in your use of resources. I intend to issue an unqualified value for money conclusion. This is included in the draft auditor's report at Appendix 1.

## Independence

**4** I can confirm that there were no relationships giving rise to a threat to independence, objectivity and integrity.



## Next steps

**This report identifies the key messages that you should consider before I issue my financial statements opinion, value for money conclusion, and audit closure certificate. It includes only matters of governance interest that have come to my attention in performing my audit. My audit is not designed to identify all matters that might be relevant to you.**

- 5** I ask the Accounts Approval and Urgent Business Sub-Committee to:
- consider the matters raised in the report before approving the financial statements (page 5); and
  - approve the letter of representation on behalf of the Joint Committee before I issue my opinion and conclusion (Appendix 2).

# Financial statements

**The Joint Committee's financial statements and annual governance statement are important means by which the Joint Committee accounts for its stewardship of public funds. As Accounts Approval and Urgent Business Sub-Committee members you have final responsibility for these statements. It is important that you consider my findings before you authorise for issue the financial statements and the annual governance statement.**

## Opinion on the financial statements

**6** I plan to issue an audit report including an unqualified opinion on the financial statements. Appendix 1 contains a copy of my draft audit report.

## Errors in the financial statements

**7** My audit of the financial statements has not identified any material errors.

## Key areas of judgement and audit risk

**8** In planning my audit I identified specific risks and areas of judgement that I have considered as part of my audit. There are no significant issues I want to raise with you.

## Accounting practice and financial reporting

**9** I consider the qualitative aspects of your financial reporting. There are no significant issues I want to raise with you.

## Letter of representation

**10** Before I issue my opinion, auditing standards require me to ask you and management for written representations about your financial statements and governance arrangements. Appendix 2 contains the draft letter of representation.

## Value for money

**I am required to decide whether the Joint Committee put in place satisfactory corporate arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the value for money conclusion.**

### **Value for money conclusion**

**11** I assess your value for money arrangements. I do this using criteria specified by the Audit Commission.

**12** I intend to issue an unqualified value for money conclusion stating that the Joint Committee had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources. Appendix 1 contains my draft report.

# Glossary

## Annual governance statement

**13** Governance is about how local government bodies ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

**14** It comprises the systems and processes, and cultures and values, by which local government bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities.

**15** The annual governance statement is a public report by the Joint Committee on the extent to which it complies with its own local governance code, including how it has monitored the effectiveness of its governance arrangements in the year, and on any planned changes in the coming period.

## Audit closure certificate

**16** A certificate that I have completed the audit following statutory requirements. This marks the point when I have completed my responsibilities for the audit of the period covered by the certificate.

## Audit opinion

**17** On completion of the audit of the accounts, auditors must give their opinion on the financial statements, including:

- whether they give a true and fair view of the financial position of the audited body and its spending and income for the year in question;
- whether they have been prepared properly, following the relevant accounting rules; and
- for local probation boards and trusts, on the regularity of their spending and income.

## Qualified

**18** The auditor has some reservations or concerns.

## Unqualified

**19** The auditor does not have any reservations.

## Value for money conclusion

**20** The auditor's conclusion on whether the audited body has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

# Appendix 1 Independent auditor's report to the Members of Norfolk Records Committee

## **Opinion on the accounting statements**

I have audited the Joint Committee accounting statements and related notes of Norfolk Records Committee for the year ended 31 March 2010 under the Audit Commission Act 1998. The accounting statements comprise the Income and Expenditure Account, the Statement of Movement on the General Fund Balance, the Statement of Total Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement and the related notes. These accounting statements have been prepared under the accounting policies set out in the Statement of Accounting Policies.

This report is made solely to the members of Norfolk Records Committee in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 49 of the Statement of Responsibilities of Auditors and of Audited Bodies published by the Audit Commission in April 2008.

## **Respective responsibilities of the Head of Finance and auditor**

The Head of Finance's responsibilities for preparing the accounting statements in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2009: A Statement of Recommended Practice are set out in the Statement of Responsibilities for the Statement of Accounts.

My responsibility is to audit the accounting statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the accounting statements give a true and fair view, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2009: A Statement of Recommended Practice, of the financial position of the Joint Committee and its income and expenditure for the year.

I review whether the governance statement reflects compliance with 'Delivering Good Governance in Local Government: A Framework' published by CIPFA/SOLACE in June 2007. I report if it does not comply with proper practices specified by CIPFA/SOLACE or if the statement is misleading or inconsistent with other information I am aware of from my audit of the accounting statements. I am not required to consider, nor have I considered, whether the governance statement covers all risks and controls. Neither am I required to form an opinion on the effectiveness of the Joint

Committee's corporate governance procedures or its risk and control procedures.

I read other information published with the accounting statements, and consider whether it is consistent with the audited accounting statements. This other information comprises the Explanatory Foreword. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the accounting statements. My responsibilities do not extend to any other information.

### **Basis of audit opinion**

I conducted my audit in accordance with the Audit Commission Act 1998, the Code of Audit Practice issued by the Audit Commission and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounting statements and related notes. It also includes an assessment of the significant estimates and judgments made by the Joint Committee in the preparation of the accounting statements and related notes, and of whether the accounting policies are appropriate to the Joint Committee's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounting statements and related notes are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the accounting statements and related notes.

### **Opinion**

In my opinion the Joint Committee accounting statements give a true and fair view, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2009: A Statement of Recommended Practice, of the financial position of the Joint Committee as at 31 March 2010 and its income and expenditure for the year then ended.

### **Conclusion on arrangements for securing economy, efficiency and effectiveness in the use of resources**

#### **Committee's responsibilities**

The Committee is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance and regularly to review the adequacy and effectiveness of these arrangements.

## **Auditor's responsibilities**

I am required by the Audit Commission Act 1998 to be satisfied that proper arrangements have been made by the Joint Committee for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires me to report to you my conclusion in relation to proper arrangements, having regard to relevant criteria for other local government bodies specified by the Audit Commission and published in January 2009. I report if significant matters have come to my attention which prevent me from concluding that the Joint Committee has made such proper arrangements. I am not required to consider, nor have I considered, whether all aspects of the Joint Committee's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

## **Conclusion**

I have undertaken my audit in accordance with the Code of Audit Practice and having regard to the criteria for other local government bodies specified by the Audit Commission and published in January 2009, and the supporting guidance, I am satisfied that, in all significant respects, Norfolk Records Committee made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2010.

## **Certificate**

I certify that I have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Rob Murray  
District Auditor  
  
Audit Commission  
  
Regus House  
  
1010 Cambourne Park  
  
Cambourne  
Cambridge  
CB23 6DP

29.10.2010

## Appendix 2 Draft letter of representation

To:

Rob Murray  
District Auditor  
Audit Commission  
Regus House  
1010 Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6DP

### **Norfolk Records Committee - Audit for the year ended 31 March 2010**

I confirm to the best of my knowledge and belief, having made appropriate enquiries of officers of Norfolk Records Committee, the following representations given to you in connection with your audit of the Joint Committee's financial statements for the year ended 31 March 2010. All representations cover the Joint Committee's accounts.

#### **Compliance with the statutory authorities**

I acknowledge my responsibility under the relevant statutory authorities for preparing the financial statements in accordance with the Code of Practice for Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice which give a true and fair view of the financial position and financial performance of the Joint Committee and for making accurate representations to you.

#### **Supporting records**

All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Joint Committee have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all Committee meetings, have been made available to you.

#### **Irregularities**

I acknowledge my responsibility for the design and implementation of internal control systems to prevent and detect fraud or error.



There have been no:

- irregularities involving management or employees who have significant roles in the system of internal accounting control;
- irregularities involving other employees that could have a material effect on the financial statements; or
- communications from regulatory agencies concerning non-compliance with, or deficiencies on, financial reporting practices which could have a material effect on the financial statements.

I also confirm that I have disclosed:

- my knowledge of fraud, or suspected fraud, involving either management, employees who have significant roles in internal control or others where fraud could have a material effect on the financial statements; and
- my knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

### **Law, regulations, contractual arrangements and codes of practice**

There are no instances of non-compliance with laws, regulations and codes of practice, likely to have a significant effect on the finances or operations of the Joint Committee.

The Joint Committee has complied with all aspects of contractual arrangements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.

### **Compensating arrangements**

There are no formal or informal compensating balancing arrangements with any of our cash and investment accounts. We have no credit arrangements.

### **Contingent liabilities**

There are no other contingent liabilities, other than those that have been properly recorded and disclosed in the financial statements. In particular:

- there is no significant pending or threatened litigation, other than those already disclosed in the financial statements;
- there are no material commitments or contractual issues, other than those already disclosed in the financial statements; and
- no financial guarantees have been given to third parties.

### **Related party transactions**

I confirm the completeness of the information disclosed regarding the identification of related parties.

The identity of, and balances and transactions with, related parties have been properly recorded and where appropriate, adequately disclosed in the financial statements.

### **Post balance sheet events**

Since the date of approval of the financial statements by the Joint Committee, no additional significant post balance sheet events have occurred which would require additional adjustment or disclosure in the financial statements.

The Joint Committee has no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

Signed on behalf of Norfolk Records Committee

I confirm that this letter has been discussed and agreed by the Accounts Approval and Urgent Business Sub-Committee.

Signed

Name

Position

## Appendix 3 Value for money conclusion

KLOE	Met
Managing finances	
Understanding costs and achieving efficiencies	Yes
Financial reporting	Yes
Governing the business	
Good governance	Yes
Risk management and internal control	Yes

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- any third party.



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**Norfolk Record Office - Performance and  
Budget Report, April-September 2010**

**A Report by the County Archivist**

**Executive Summary**

This report provides performance against service plans and budget out-turns information for 2010/11 for the Norfolk Record Office (NRO). Section 1 covers service performance information in the context of delivering service plans, and Section 2 covers financial performance.

The main issues for consideration by this Panel are:

- At the end of September 2010, the revenue budget out-turn for the NRO indicates a break-even budget position. A reduction of premises costs in the region of £60,000 is expected due to the action taken to reduce energy consumption.
- There are no capital programme matters to report and the position with Reserves and Provisions is mostly unchanged compared to a year ago.
- Performance indicators for the Norfolk Record Office show that The Archive Centre has continued to increase audience participation compared with the same period in 2009.
- Performance against the 2010-11 service plans has been good to date and is reported in more detail in the accompanying report.

**Recommendation**

Committee Members are asked to consider and comment on:

- Progress with performance against 2010/11 service plans
- Progress with the revenue budget and reserves and provisions for 2010/11.

# **1. Performance against Service Plans**

## **1.1 Performance Summary**

- 1.1.1 Visitors to the Record Office, to NRO events elsewhere and to exhibitions and events which included NRO items have involved 30,246 people and the service has continued to attract new audiences among all age groups. Among programmes provided for schools is the Sam Bartram Project, in which four Norfolk schools are working with four schools in Bexley, London, Bexley Local Studies and Archives, the Centre for Kentish Studies, the Norfolk Record Office, the 2nd Air Division Memorial Library, Charlton Athletic Football Club and Norwich City Football Club to find out about life in the Second World War, particularly evacuation from London to Norfolk, and the American servicemen in Norfolk. Outside schools, family activities were among the NRO events staged as part of the Normans season in the BBC's 'Hands on History' series, while four workshops were provided for over 55-year-olds at the 'Days to Remember' event at Gressenhall Farm and Workhouse.

## **1.2 Norfolk Record Office (NRO) progress**

- 1.2.1 Three major cataloguing projects with external funding (to catalogue the archive of G. King and Son Ltd *via* a TNA-funded programme; to catalogue the Jarrold archive *via* partnership project part-funded by the John Jarrold Trust, Norwich HEART and Jarrold and Sons Ltd; and to catalogue the Nestlé archive *via* external funding) were all completed.
- 1.2.2 Under the Value for Money Improvement Actions in its Service Plan, the NRO seeks grant aid for the purchase of archives wherever possible, as the opportunity arises. In accordance with this aim, in September 2010, the NRO purchased the Harbord of Gunton Archive with substantial grant aid from the Heritage Lottery Fund, the MLA/V&A Purchase Grant Fund and the Friends of the National Libraries, amounting to £100,000. The Harbord of Gunton Archive is a very substantial family and estate archive, occupying over 40 metres of shelving. It reflects the complex process whereby, from the seventeenth century onwards, the family built up a great estate in Norfolk, through the steady purchasing of small farms and pieces of land, and the exchange of properties with other landowners. As lands were added, so the archive grew, as related documents – some of them going back many hundreds of years – were also acquired as part of that process. The resulting archive covers 800 years of Norfolk history.
- 1.2.3 20,818 people attended one of the 167 events held during the last six months compared with 15,168 in the same period in 2009. Of these, 835 (1,617 in 2009) attended talks, workshops and other events at The Archive Centre, with the remaining 19,983 (13,551) attending events elsewhere in the county. This includes over 3,000 people visiting the Norfolk Record Office stands at the Royal Norfolk Show and Great Yarmouth Maritime Festival and over 13,452 people visiting Record Office exhibitions around the county.

## **1.3 Conclusion**

- 1.3.1 Our conclusion is that this has been a good year so far for performance and the delivery of Record Office service plans which have benefited the people of Norfolk.

## 2. Budget Out-turn 2010/11

### 2.1 Revenue Budget

2.1.1 Based on the position at the end of September 2010, the NRO anticipates a break-even budget position. The budget out-turn is summarised in the table below. .

2.1.2 The budget reduced by £0.022m during the year. This was due to shared services budget transfers for ICT and the single postal service.

2.1.3 The table below sets out the net revenue service budgets and out-turn for the NRO.

Service	Approved budget £m	Forecast Outturn £m	Forecast +Over/- Underspend £m	Forecast +Over/Underspend as % of budget	Variance since last report £m
Record Office	1.554	1.554	0	0%	0
Corporate Data Protection	0.055	0.055	0	0%	0
Corporate Freedom of Information	0.089	0.089	0	0%	0
<b>Total</b>	<b>1.698</b>	<b>1.698</b>	<b>0</b>	<b>0%</b>	<b>0</b>

### 2.2 Capital programme

2.2.1 There are no capital programme implications to report for 2010/11 for the Norfolk Record Office.

### 2.3 Reserves and Provisions

2.3.1 There are no changes to reserves and provisions to report. The table summarising the forecast 2010/11 position appears overleaf.

- The Record Office reserves and provisions have not changed from £0.375m reported to this Committee in July 2010. This includes sums set aside for the purchase of collections in 2010/11, as previously notified to the Norfolk Records Committee.

<b>Reserves and Provisions 2010/11</b>	<b>Balances at 01Apr10</b>	<b>Forecast Outturn at 31Mar11</b>	<b>Change</b>
	£M	£M	£M
<b>Norfolk Record Office</b>			
Residual Insurance and Lottery Bids	0.375	0.375	0.000
Manuscript Reserve	0.000	0.000	0.000
ICT Reserve	0.000	0.000	0.000
Service Total	0.375	0.375	0.000

### **3. Resource implications**

- 3.1 The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 2 of this report.

### **4. Other Implications**

- 4.1 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. Equality Impact Assessment (EqIA)**

- 5.1 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion & belief and sexual orientation.

### **6. Section 17 – Crime and Disorder Act**

- 6.1 There are no direct implications for Crime and Disorder within this report.

### **7. Conclusion**

- 7.1 The Norfolk Record Office is on target to achieve a break-even budget position for 2010/11. Progress with service plans points to continuing improvement.



## 8. Recommendation or Action Required

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

- Progress with performance against 2010/11 service plans
- Progress with the revenue budget and reserves and provisions for 2010/11.

### Officer Contact

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

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Cultural Services  
Community Services Department  
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Email: [john.perrott@norfolk.gov.uk](mailto:john.perrott@norfolk.gov.uk)

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## **RISK REGISTER**

### **Report by the County Archivist**

#### **Summary**

This report asks the Norfolk Records Committee to note the latest version of the Norfolk Record Office's risk register and invites any comments

## **1. Introduction**

- 1.1. The Accounts and Audit (Amendment) (England) Regulations, 2006 require the reporting of an Annual Governance Statement. The Governance Statement provides assurance that the organisation's governance framework is adequate and effective.
- 1.2. The Annual Governance Statement is a wide statement, covering not only financial control, but the whole internal control environment. The Norfolk Records Committee has to take responsibility for internal control (including risk management), and also the Statement on Internal Control.
- 1.3. The Norfolk Records Committee is responsible for ensuring that there is an adequate system of internal control in place (including risk management arrangements).
- 1.4. Members of the Norfolk Records Committee attended a training session on Risk Management on 16 July 2010.

## **2. Risk Management**

- 2.1. The Norfolk Records Committee's aims and objectives are achieved through the Norfolk Record Office (NRO).
- 2.2. The NRO has a risk register which its Management Team reviews on a three-monthly basis, taking into account new control measures and target risk scores. Any amendments are incorporated into the corporate PRISM version of the risk register.
- 2.3. The last quarterly review of the NRO's risk register was on 11 November 2010.
- 2.4. A copy of the NRO's risk register, as revised on 11 November 2010, is appended to this report, for consideration by the Committee.

- 2.5. In addition to the NRO's Risk Register, the Cultural Services Risk Register will also include any significant risks which relate to the NRO, as well as any cross-cutting risks which may apply uniformly across services within Cultural Services.
- 2.6. In this way, the NRO complies with corporate reporting requirements relating to Risk Registers.

### **3. S17 Crime and Disorder Act**

The Norfolk Record Office takes account of the need to address the issues of social exclusion, one of the key triggers for crime and disorder, and consistently works to ensure that services are accessible to everyone. Identification is made of those target groups who are less likely to benefit from services due to different factors, and services are tailored so that they can participate on an equal basis.

### **4. Equality Impact Assessment (EqIA)**

The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief and sexual orientation.

### **5. Any other Implications**

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.

### **6. Recommendation**

That the Committee notes the NRO's risk register, as revised on 11 November 2010, and makes any comments, as necessary.

#### **Officer Contact:**

Dr John Alban, County Archivist

Tel.: 01603 222599; e-mail: [jr.alban@norfolk.gov.uk](mailto:jr.alban@norfolk.gov.uk)



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NORFOLK RECORD OFFICE RISK REGISTER

Last Upd Nov-10  
Next Upc Feb-11  
For review by: NRO DMT

Key to Risk Class
Very High
High
Medium
Low

Poor  
Weakening  
Uncertain  
Improving  
Good


APPENDIX

Risk No.	Risk Source: (Lack of ... Failure to ...)	Risk Consequences (Leads to ..... Results in .....)	Current Control Measures	Likelihood	Impact	Risk Score (LxI)	Risk Class	New Control Measures	Progress - description	Target Risk Score	Prospect of reducing risk to acceptable level	Target Date	Council Council Objectives	Service Objective	Risk Owner
1	Loss of or reduction in external funding or grants	Leads to a reduced capacity to deliver the service, or threatens business viability	Stringent monitoring of performance to ensure that targets are met. Regular liaison with funding bodies. Maintain awareness of potential sources of external funding. Strong Exit strategies for each Project are in place. Strong financial management coupled with demonstrating benefits and relevance of services. Ongoing efficiencies in service. Regular budget monitoring at management team meetings. NRO has historically been funded for current operations and there is a good level of advocacy between County Archivist and members/COG. Budgets are closely monitored and progress regularly reported to Norfolk Records Committee.	4	4	16	Very High		Recent relaxation of HLF grant conditions	12 (4x3)	Uncertain	Mar-11	Providing Value for Money	Safeguard and make the most economical use of our financial resources and assets	John Alban
2	Base budget not keeping pace with inflation	Leads to reduced service capacity	Careful monitoring and accurate reporting of budgets in conjunction with budget holders to ensure control and compliance with financial regulations. Forward intelligence is sought from ESPO, Norfolk Property Services (NPS) and Corporate Procurement Unit (CPU) regularly and any resulting pressures reported to Cabinet, Review Panel and Joint Committees. Inflationary pressures on fuel costs are leading to a need to develop an energy reduction strategy to increase sustainability and reduce costs. Training for staff has already been organised corporately.	5	4	20	Very High	Monitor corporate directives and plan accordingly, prioritising services and business objectives. Reporting to Cabinet and action by Service Head.	Position becoming increasingly challenging	12 (3x4)	Poor	Mar-11	Providing Value for Money	Safeguard and make the most economical use of our financial resources and assets	John Alban
3	Budget pressures, including reduction of income	Has potential for unplanned losses or budget deficits, a skewing of service plan priorities and unplanned reductions in reserves	DCS Business Continuity (BC) group comprising service leads is in place. Completion of BC plans for all sites and sections, including TAC, is underway. NRO will need to have plans in place to manage any outbursts. All systems are held on servers at County Hall or within TAC and are backed up daily, hardware is maintained under contract and software is supported. Business Continuity Plans are in place and updated as required. Servers are linked to UPS systems to enable continuity of operation. Failures of systems are likely to be short term and CHS exists to provide support with such events.	5	4	20	Very High	Norfolk Record Office Project, a part of the Cultural Services Efficiencies Programme under the Norfolk Forward Programme, requiring monthly highlight reports. Builds on work of NRO Budget and Efficiencies Board. CSLT as overall programme board.	NROMT monitors budgets and takes corrective action. Budget and Efficiencies Board has effected energy savings	6(2x3)4	Poor	Mar-11	Providing Value for Money	Safeguard and make the most economical use of our financial resources and assets	John Alban
4	Severe shortages of staff, e.g., through pandemic	Has potential for premises closure, support service downtime, increased backfill costs and loss of income	DCS Business Continuity (BC) group comprising service leads is in place. Completion of BC plans for all sites and sections, including TAC, is underway. NRO will need to have plans in place to manage any outbursts. All systems are held on servers at County Hall or within TAC and are backed up daily, hardware is maintained under contract and software is supported. Business Continuity Plans are in place and updated as required. Servers are linked to UPS systems to enable continuity of operation. Failures of systems are likely to be short term and CHS exists to provide support with such events.	3	5	15	High	Regular briefings, handwashing, cleaning of door handles, etc.	NRO has completed a BC plan and this is being entered on the NCC BC database	12 (3x4)	Some progress	Mar-11	Developing and supporting our workforce	Ensure Norfolk County Council is a good employer	John Alban
5	Failure of ICT systems, reduction in ICT support and loss of catalogue	Failure of information systems including the website leads to reduction in access to service and to information both internally and externally	DCS Business Continuity (BC) group comprising service leads is in place. Completion of BC plans for all sites and sections, including TAC, is underway. NRO will need to have plans in place to manage any outbursts. All systems are held on servers at County Hall or within TAC and are backed up daily, hardware is maintained under contract and software is supported. Business Continuity Plans are in place and updated as required. Servers are linked to UPS systems to enable continuity of operation. Failures of systems are likely to be short term and CHS exists to provide support with such events.	2	4	8	Medium	Discussions with Cultural Services' Information and Communications Technology Services	Tidied up the storage of data on the server	6(2x3)	Weakening	Mar-11	Providing Value for Money	Maximise our efficiency through a culture of value for money and continuous performance improvement	Ian Palfrey
6	Loss of building systems and plant including non delivery of suitable environment conditions	Loss of building systems leading to threat to holdings and failure of service	Contracts are now in place for maintenance of all main plant items and systems. Service provision within the contract is monitored by the County Archivist to ensure the premises are fit for purpose	2	4	8	Medium	Constant monitoring throughout the year. Additional building management systems planned. BMS additional systems in place	Good progress being made and co-operation taking place	4(1x4)	Good	Mar-11	Providing Value for Money	Safeguard and make the most economical use of our financial resources and assets	John Alban
7	Failure of NRO partnerships	Lack of clarity in roles and responsibilities of partnerships leads to capacity issues and potential drains on business as usual. Failure of partnerships leads to negative reputation and knock on effects in relation to funding.	Do risk assess business objectives before entering into partnerships or working arrangements. Also set criteria and extent of involvement in partnerships to ensure no damage to reputation. Heads of Repositories' meetings between NRO and EAFA. Close links maintained with partners through attendance at meetings, representation on boards, etc.	3	3	9	Medium		Good progress is generally being made, but recent demise of Screen East may have consequences for EAFA	4(2x2)	Weakening	Mar-11	To improve opportunities for people to learn throughout life	Working with partners, identify and seek to plug skills gap in the growth economy	John Alban
8	Failure of Security	Lack of effective site security can lead to vandalism resulting in loss of building, collections, concerns of staff safety.	We employ attendants to enhance the security and safety of visitors, staff and our assets. Working closely with NPS to improve security of curtilage of the building. Good internal security and alarms mitigate impact. Security Policy in place	4	2	8	Medium	Following discussion with Cabinet member, NROMT undertook a review of security	Continuous review of risks and reporting them to NPS	6(3x2)	Good	Mar-11	Providing Value for Money	Safeguard and make the most economical use of our financial resources and assets	Rachel Farmer
9	Failure to manage Sickness Absence and Stress	High levels of staff absence and stress leads to service delivery restrictions	NRO carry out return to work interviews, have signed up to the musculoskeletal referral programme and provide manual handling training to all staff. Sickness absence is monitored by management team and CSD DMT. The NCC counselling line is available. Regular monitoring of statistics will identify if interventions are needed. Senior Staff attend 'Managing Stress in others' course. All staff have been trained in 'Dealing with Difficult People'. NCC Impact Leadership Programme. Support and advice received from HR.	3	2	6	Medium	Work-related stress risk assessment carried out		6(3x2)	Good	Mar-11	Developing and supporting our workforce	Ensure Norfolk County Council is a good employer	John Alban
10	Possible risk to documents out of custody presented by climate change (risk identified by members of Norfolk Records Committee)	Potential loss of elements of county's written heritage	NRO's Collections Policy. Information leaflets, e.g., <i>Caring for your books and documents at home</i> . <i>Looking after the Records of your Parish Church, Parish Council Records</i> , coupled with advice to owners. Undertaking frequent records surveys. Liaison with document owners and advocacy, e.g., through the advisory leaflet, <i>Adding to Norfolk's Archives</i> . NRO can take material at risk on temporary deposit.	1	2	2	Low		Mechanisms in place to ensure we are working well.	1(1x1)	Good	Ongoing	Improve and develop Norfolk's cultural heritage and resources.	Look after and enhance Norfolk's cultural heritage	John Alban
12	Loss of or damage to collections	Failure of service and damage to its reputation	The Archive Centre is designed to highest specifications for security, fire protection, etc., compliant with relevant archival standards. Strict searchroom regulations and security procedures in place, and all staff trained and alert to security issues. There is an annual programme of stock checks. A targeted stocktake takes place annually, in addition to constant monitoring throughout the year.	1	4	4	Low	Members of staff have attended the Public Service Quality Users Group on security and access. Service representation on national advisory body	Mechanisms in place to ensure we are working well. Performance Indicators in place	4(1x4)	Good	Mar-11	Providing Value for Money	Safeguard and make the most economical use of our financial resources and assets	John Alban

# **NORFOLK RECORDS COMMITTEE**

**26 November 2009**

**Item No: 8**

## **Report by the County Archivist**

### **Periodic Report, 1 April-30 September 2010**

This report, which the Committee is asked to note, informs the Committee in detail about the activities of the Norfolk Record Office during the period, giving Performance Indicators and listing the accessions received during the period.

#### **Accessions**

- 1 There have been 193 (205 in the equivalent period in 2009) deposits, gifts and purchases during the six months covered by this report, including 11 (16) to the Norfolk Sound Archive.

Details of the accessions received are given in Appendix 1 to this report.

#### **Inspections and surveys of records**

- 2 Surveys have been carried out by archivists and others in the last six months at the following sites:

The Environment Agency Office, Norwich, to inspect records of the Agency and its predecessors, including the East Norfolk Rivers Catchment Board, the East Suffolk and Norfolk River Board and the East Suffolk and Norfolk River Authority. The records, dating from 1930 onwards, include minute books and photograph albums which will be transferred to the NRO when the Environment Agency no longer requires them for frequent reference.

Norfolk and Waveney Mental Health NHS Foundation Trust's Records Department at Hellesdon Hospital, resulting in the transfer of additional records relating to St Andrew's, Hellesdon, and other hospitals.

NHS Norfolk's Community Health Records facility at Hellesdon, resulting in the deposit of records relating to North Walsham and

District War Memorial Cottage Hospital, Norfolk Nursing Foundation and St Andrew's Hospital.

James Paget University Hospital, Gorleston, to inspect a group of records relating to nurses at various medical institutions in the borough, to be deposited at a later date.

The Planning and Development Department of Great Yarmouth Borough Council. This resulted in various records being transferred immediately to the NRO, including annotated large-scale, first edition Ordnance Survey maps of the borough.

Park High School, Gaywood, and Oriel College, Gorleston, to select and collect records.

Doughty's Hospital Office, Norwich, resulting in the deposit of additional records, including Children's Hospital estate lease books, 1638-1850, and a photograph of Doughty's Hospital, 1911.

ATB Laurence Scott Ltd, Norwich, with a view to deposit later in the year. Most of the material surveyed is photographic and relates to the various electric motors made at the Gothic Works site on Hardy Road.

John Jarrold Printing Museum, Norwich, to advise on best practice for cataloguing ephemeral material relating to Jarrold and Son Ltd and to printing in general in a manner compatible with possible transfer to the NRO at a later date. Also, as part of the larger Jarrold Archives Cataloguing Project, a survey of the extensive negative collection held predominately at St James' Mill and additionally at the Norfolk Heritage Centre.

Queen Street premises of Brown and Co., to inspect the remaining Hornor archives there, and prepare for their transfer to the NRO.

King's Lynn Borough Archives, where a small group of documents relating mainly to London, were brought in for identification and advice.

A storage unit in North Walsham, where a collection is held of sound recordings, consisting of local independent radio broadcast material and unpublished interviews. There was minimal Norfolk-related material.

### **Cataloguing and retro-conversion**

- 3     29 catalogues, or new sections of existing ones, representing around three cubic metres of records, have been completed and added to the NRO's electronic catalogue since 1 April. Two of the new catalogues,

representing approximately one cubic metre of records, are summary ones, to collection level only.

At the end of September, the total number of catalogue entries in CALM was 698,407 (compared with 688,410 at the end of March), of which 631,310 (628,919) have 'catalogued' status and are accessible to the public *via* the internet (<http://nrocat.norfolk.gov.uk>). Among the newly accessible catalogues are:

Blickling Hall building account, 1621 (MC 2714).

An early nineteenth-century copy of a register of swan marks on the River Waveney in Norfolk and Suffolk, 1649 (MC 2712).

A transcript of the early Brampton parish registers with related papers, 1732-1943 (MC 2718).

Mary Elizabeth Mann, née Rackham: literary, personal and family papers, 1805-1977 (MC 2716: collection level only).

Nestlé (UK) plc's Chapelfield Factory, Norwich and Nestlé's predecessors, A.J. Caley and Son Ltd, John Mackintosh and Son Ltd and Rowntree Mackintosh Ltd, chocolate, cracker and mineral-water manufacturers: business records, 1855-1991 (BR 266).

Redenhall Bell Foundry, Harleston, draft partnership papers 1878-c. 1910 (MC 2713).

Accounts of David Lovewell of Bergh Apton, blacksmith, 1880-1925 (BR 347).

Fleggburgh (Burgh St Margaret) Parish Council records, 1894-1998 (PC 155).

Bristow and Copley of King's Lynn, timber merchants: accounts and related papers, 1904-66 (BR 348).

John James Nurse, antique dealer and framer, Norwich, and Nurse family papers, mainly letters, 1915-23, from Alfred J. Munnings, painter, 1915-86 (MC 2719).

Sergeant F.W. Allen of Aldborough, section commander in No 2 Company, 13 Battalion, East Norfolk Home Guard: copy orders, 1943-4 (MC 2711).

Oriel Specialist Mathematics and Computing College, Gorleston, 1954-2010 (C/ED 146: collection level only).

Recorded reminiscences of Joseph Davis (1894-1960), about life in Brancaster Staithe in the early part of the twentieth century, 1950s (AUD 46).

Sound recording made by Graham Gosling of Great Yarmouth general election hustings, with Pat Hollis, Lord Shepherd and Tony Fell, 1974 (AUD 43).

BBC Radio Norfolk : *Village Voice* programmes, 1980-c. 1995 (AUD 30).

Copy recorded interview with Dora Elsie Ann Rogers née Sturman (known as Annie Rogers) of Horsham St Faith, 1988-2010 (AUD 42).

In addition, thanks to continuing cataloguing work by volunteer, Dr Jean Agnew, several new sections have been added to the online catalogue of the Bradfer-Lawrence collection, including Bradfer-Lawrence's own numbered series of miscellaneous title deeds and papers, 13th-20th centuries (BL/O), a separate series of miscellanea, 1300-20th century (BL/MC), abstracts of title, sale particulars, etc., 1632-1947 (BL/AB), Castle Rising papers, 17th-20th centuries (BL/CR), and further series of records of the Bagge family, 15th-20th centuries (BL/BG 2-12). These additional catalogue entries relate to around 200 boxes of archives.

Intensive cataloguing work continued during this reporting period on two externally funded projects: G. King and Son Ltd, lead glaziers, and the Norwich firm of Jarrold and Son Ltd. The project cataloguers completed their part of the projects and the catalogues are being finalized before being made available in the public domain.

The Evelyn Cohen and Jordan Uttal Memorial Cataloguing Project (United States Army Air Force, 2nd Air Division archives) has so far resulted in the revision of 1,170 existing catalogue descriptions, while 68 out of 147 additional accessions have been added to the catalogue. This has resulted in 259 new catalogue entries.

As part of the NRO's long-term retro-conversion programme, further progress has been made in checking and expanding draft catalogue entries relating to records acquired before 1963, for which the only current finding aids are cards in the searchroom, filed by place, person and subject. 35% of the entries have been checked to date.

### **Stocktaking and storage improvements**

- 4 The stocktaking and repackaging of archives contained in a series of several thousand boxes with miscellaneous contents, mainly of non-official records, has continued and a further 1,299 boxes (106 linear metres) have been checked and repackaged, bringing the running total of boxes dealt with to 4,874.



Space was created on static shelves in the Norfolk Sound Archive store for the storing of photographic prints and negatives, including glass and acetate material. The store has a lower relative humidity than the main repository, which helps promote the longevity of photographic material. Among photographs transferred is the large, distinct photographic section of the archive of G. King and Son Ltd.

## Conservation

- 5 The Bromholm Prayer roll was among 20 parchment documents which received treatment in the conservation studio in the last six months. This unusual item, an early sixteenth-century pilgrimage souvenir, measuring over a metre in length, was prepared for the *Art of Faith* exhibition at the Castle Museum. 15 maps, 305 papers, including a tracing paper architects' drawing for the Roman Catholic cathedral in Norwich measuring about a metre square, again for the *Art of Faith* exhibition, and 30 volumes, were also treated.

The conservation section installed two exhibitions in the Long Gallery: *Norfolk and its North Sea World in the Late Middle Ages* and *Conservation Today*. The latter exemplifies the many types of conservation training undertaken by the NRO's conservators. The exhibitions required work on 140 items, including a quietus roll of Sir Ralph Hare for Clackclose Hundred, 1718-19, an inspeximus of royal charters relating to St Paul's Hospital in Norwich, 1306, and a Consistory Court act book, 1533-8.

Conservation work, as part of the post-fire conservation programme, has been completed on 22 volumes. These were letter and account books of Chittock of Norwich, solicitors, 1900-1 and 1912-19, and nineteenth- and twentieth-century account books of a number of businesses, including the medical practice of Dr A. Griffith-Williams, Everington and Fisher family farms and Norwich shoe manufacturers, Norvic and Howlett and White.

Catherine Dand, a trainee conservator from the Borthwick Institute in York, spent a second fortnight in the conservation studio in May. She has been learning about parchment repair under the instruction of Antoinette Curtis, as part of the Society of Archivists' (now Archives and Records Association) training programme for conservators. Catherine has worked on a number of documents, including a sixteenth-century list of a collection made in the hundred of Freebridge, which involved making 38 individual repairs. Yuki Uchida, one of the NRO's own conservation section, has completed the parchment module of the Society's course and was awarded the highest mark by an outside panel in June.

Dylan Read, conservation technician, has completed his training for the Institute of Conservation (ICON) Conservation Technician Qualification, and has passed his assessment. He has carried out

packaging improvements to over 90 documents in the last six months, including a bespoke solution for some glass samples from the G. King and Son archive, relating to work which the firm carried out at St Peter's church, Yaxham.

Two people have spent time in the studio on work experience. One of these, Sophie Rushmere, a student in book conservation at University of the Arts, London, has also been volunteering over the summer holidays. One conservation volunteer, Rebecca Hawthorne, has finished volunteering and has returned to America. The three long-term volunteers, Clive Richardson, Al Parsons and Maureen Collings, all of whom had previously worked on the G. and Son archive project, have made similarly substantial contributions to the preservation strand of the USAAF project.

There have been 44 visits to the conservation studio, by individuals and by groups, most as part of an Archive Centre tour. In addition, Mark Allen, Senior Conservator at Flintshire Record Office, spent three days at the NRO as part of his preparation for becoming a parchment conservation instructor.

### **Visits to the Record Office and user analysis**

- 6 Visits to the Record Office have been made by 12,708 people (compared with 9,812 in the same period in 2009), including 5,040 (5,489) individual visits to the searchroom. 9,843 original documents (9,996 in 2009) were produced in the searchroom, to visiting groups, for copying or to answer enquiries.

Family historians remained the largest category of searchroom users, at 73% (69% in the equivalent period last year). Local historians accounted for 19% (17%) of visits, while visits for first degree or postgraduate research and publication totalled a further 3%%. The remaining 5% were studying the history of a house or property, carrying out work for A-level courses, or engaged in an official search.

Four older computer terminals for public use in the searchroom were replaced by new ones with an improved screen, better security software, and upgraded browser and new software for those with poor eyesight. Some of the visitors during the period have been attracted by the availability of the 1911 census free of charge (thanks to a partnership with The National Archives) on two PCs in the searchroom.

Nine visitors to The Archive Centre completed comment forms [or wrote solely to provide comments]. Six of these mentioned helpful and friendly staff ('the friendliest and most helpful staff I have encountered in seven years of family research' and, from a visiting academic, 'staff were exceedingly helpful and cheerful ... quite the best service I have experienced in fairly extensive experience of

using county and national archives'), and three the excellent facilities. Two however, had reservations: one person felt that the County Archive Research Network requirements for renewing a reader's ticket were unnecessarily stringent and another deplored the provision of bar soap as 'very unhygienic' (the large bars, which were prone to cracking, have now been replaced by smaller ones). A regular user registered frustration at the absence for some weeks of printing facilities from the searchroom computers, due to technical problems, and another visitor particularly praised the *North Sea World* exhibition ('really fantastic'). A further 71 customers included compliments in their correspondence by letter or e-mail.

### **Norfolk Sound Archive (NSA)**

- 7 Recordings digitized in the last six months as part of the Norfolk Sound Archive's digitization programme include one of Walter Pardon of Knapton, singer and melodeon player, from Gressenhall Farm and Workhouse's collection of sound recordings, musical performances in various Norfolk Methodist chapels during the 1950s, oral history interviews relating to Kenninghall, oral history interviews collected by the Friends of Norfolk Dialect and some additional recorded memoirs of veterans of the 2nd Air Division who were stationed in Norfolk during the Second World War. In addition, the Norfolk Sound Archive created high-quality surrogate copies of an interview of Annie Rogers of Horsham St Faith. During the interview, she talks about many things of interest, including the cottage industry of horsehair weaving. In all, 184 master preservation files, 107 access files, and 91 production master files were created as part of the Norfolk Sound Archive's ongoing programme of digitization.

The Norfolk Sound Archive has now completed the conversion of over 700 master preservation CD-DAs to WAV files, in compliance with international rules published by the International Association of Sound and Audiovisual Archives. This has allowed the Sound Archive to begin linking existing catalogue entries on NROCAT to compressed versions of the WAV files, thus improving access to its holdings. Users can either listen to recordings on the Internet, or in the Sound Archive's listening room, depending on copyright and other permissions. The two collections worked on so far are oral history recordings which relate to the work of Mencap in Norfolk and BBC Radio Norfolk's *Village Voice* programmes. A total of 116 files have been made accessible in this way to date.

Members of the public have consulted sound recordings in The Archive Centre on three occasions. A further 86 have listened to extracts of recordings held by the Norfolk Sound Archive as part of talks given by Jonathan Draper, Archivist (Sound Archive).

Jonathan Draper also provided oral history training or advice to several groups and individuals. They included Sally Ackroyd of Gressenhall Farm and Workhouse regarding their Land Army project;

a team of students at the University of East Anglia who are interviewing people regarding care of the elderly in Norfolk; Dragon Hall's King Street Community Voices project; West Somerton History Group; a local history group in Happisburgh, supported by Norfolk Landscape Archaeology's Coastal Heritage Project, and ongoing advice to True's Yard, King's Lynn.

Jonathan Draper also gave introductory talks on the work of the Norfolk Sound Archive to various staff members and volunteers, including Catherine Dand, a student on the Archives and Records Association's Certificate in Archives Conservation, and Eve Read, archive specialist at the Norfolk Heritage Centre, who is helping catalogue some sound recordings.

In April, Jonathan Draper completed editing work on the podcasts created during refugee workshops for schools organized by the Norfolk Record Office's education and outreach team.

### **Norfolk Heritage Centre**

- 8 From 1 April to the end of September, the two NRO archive specialists (one only from June onwards) answered 53 e-mail enquiries (from a total of 316 such enquiries at the Heritage Centre) and five postal enquiries (from a total of 18). There have been four requests for printouts from microfilms or fiches of NRO sources. No statistics are available for telephone enquiries or personal visits

Three new parish register microfilms were added to the NRO resources at the Heritage Centre. Eve Read, archive specialist, continued to update the NHC web pages on the Library website regularly to promote new acquisitions and events. The pages had 1,439 visits in the first three months of the period (a technical problem has prevented the collection of later statistics).

Eve Read also edited the summer and autumn editions of the *Heritage Happenings* newsletter, which publicizes news and events for the Norfolk Heritage Centre.

The archive specialists continued to deliver regular introductory family history sessions, in partnership with the Community Librarian team, as part of the education and outreach programme at the Norfolk and Norwich Millennium Library, plus a further session for the Deaf Connexions history group in July. They also provided material for three NRO local history school packs produced within the reporting period.

### **King's Lynn Borough Archives**

- 9 92 visits were made to King's Lynn Borough Archives, compared with 107 in the same period last year. 170 (286 in 2009) original

documents were produced for consultation by members of the public or by staff researching for talks and enquiries. 29 (24) telephone, postal and e-mail enquiries were received at Lynn. A lunchtime talk at King's Lynn Library, given as part of Norfolk Libraries' Local History month in September, was heard by 35 people.

Madeleine Heley continued her voluntary work at King's Lynn half a day a week, continuing a detailed index to the Hall Book for the period 1761-86, now three-quarters complete.

Three facsimile exhibitions were provided by the NRO for display in King's Lynn during the period. Details appear in section 15 (Exhibitions).

Work has continued in partnership with the Borough Council of King's Lynn and West Norfolk, to explore options for improved storage of, and access to, the Borough Archives.

### **Enquiries and research service**

- 10 The total number of recorded enquiries was 5,840, compared with 6,586 in the same period in 2009. 2,936 e-mail enquiries were received (2,763 in 2009), and there were 264 (299) by post and 2,640 (3,012) by telephone.

There were 155 (172 in 2009) requests for paid searches, totalling 125 (134) hours' work.

Website hits recorded on the NRO site (<http://archives.norfolk.gov.uk>) by Webtrends were 55,182, compared with 61,268 in the same period in 2009.

### **Copying services**

- 11 There have been 219 (275 in the same period in 2009) orders for 1,913 (2,835) photocopies and 404 (418) orders for printout copies from microfilm, amounting to 1,762 (1,836) sheets. 423 (421) self-service printout cards have been sold. Each card enables users to make up to ten copies.

During the first half year since the new digital photographic service was introduced, there have been 46 orders for 257 images supplied on CD.

There were no new orders for 35mm microfilm (there were five in the equivalent period in 2009), but two orders (four) were completed for preliminary filming in order to supply print-out copies.

As part of the NRO's own preservation microfilming programme, 791 frames (3,518 in 2009) were produced, the focus being on those

items which are either at risk from damage through repeated use, or are unfit for production. Documents filmed as part of this programme included Barton Turf churchwardens' accounts, 1628-1792, and the King's Lynn Red Register, c. 1300-95. Six recently deposited parish registers were also filmed.

18 orders (22 in 2009) were received for duplicates of existing microfilms resulting in the supply of 41 (47) duplicate microfilms, including five reels of Norwich City Assembly minute books, 1492-1766 and four reels of Mayor's court books, 1634-66. 22 (39) orders were placed for 176 (448) fiche.

200 (201 in 2009) visitors to the searchroom took their own photographs.

### **Recent publications which draw on Record Office sources**

12 These include:

P. Dallas, 'Sustainable Environments: common wood pastures in Norfolk', in *Landscape History. Journal of the Society for Landscape Studies*, xxxi, issue 1 (2010).

G.R.C. Davies, *Medieval Cartularies of Great Britain and Ireland*, revised text by C. Breay, J. Harrison and D.M. Smith (revised edn. London, 2010), which includes a list of the monastic and secular cartularies held by the NRO.

N. Goose and L. Moden, *A History of Doughty's Hospital, Norwich, 1687-2009* (Hatfield, 2010).

D. Higgins, *Caister, The Sea Story* (King's Lynn, 2010).

R. Hutchinson, *House of Treason: the Rise and Fall of a Tudor Dynasty* (London, 2009).

E. Kadens, 'The Puzzle of Judicial Education: the Case of Chief Justice William de Grey', *Brooklyn Law Review*, lxxv, no. 1 (2009).

F. Meeres, *Thetford Through Time* (Stroud, 2010).

F. Meeres, *Paranormal Norfolk* (Stroud, 2010).

*Locating Agency: Space, Power and Popular Politics*, ed. F. Williamson (Cambridge, 2010), which includes three essays relating to Norfolk.

*The Art of Faith. 3,500 Years of Art and Belief in Norfolk*, ed. A. Moore and M. Thøfner (Norwich, 2010).

*The Glaven Historian* (the journal of the Blakeney Historical Society), xxii (2010) includes four articles citing NRO sources: J. Wright, 'The Military Survey of 1522', J. Rodgers, 'Wrench v. Wrench: a case in Chancery', M. Medlar. 'The Dean and Chapter Estate in Field Dalling, 1526 to 1900' and J. Ebdon, 'History of the Cley Hall Estate: the Emergence of the Hardys, 1839-1855'.

*The Warrens of Breckland. A Survey by the Breckland Society*, ed. A. Mason (Thetford 2010).

Walker, M., *Diary of a Grammar School. King's Lynn* (King's Lynn, 2010)

## Visits

- 13 Official visits, including tours of The Archive Centre, were made by Helen Williams, Head of Libraries and Archives at the Department of Culture, Media and Sport; Ms Miho Shikano from Gifu Prefecture and Mr Yuji Akaike from Shizuoka Prefecture, two Japanese local government officers, now based at the Japan Local Government Centre, London, as part of a one-week study placement with Norfolk County Council; Vietnamese writer, Hanh Hoang, currently the David T. K. Wong Fellow at UEA; Dr Peter Doll, Canon Librarian at Norwich Cathedral; the Mayor and Mayoress of King's Lynn and West Norfolk; Chris Bamfield, Director of Leisure and Open Spaces, with Tim Humphreys, Tourism Manager, Borough Council of King's Lynn and West Norfolk; and Linda Ramsey, Head of Conservation at the National Archives of Scotland.

As part of the NRO's partnership arrangements with Parliament, David Prior, the Assistant Clerk of the Parliamentary Archives, spent one week in July shadowing the County Archivist.

Tours of the NRO were also given to a group of ten staff from the East Anglian Film Archive, two volunteers with the Library and Information Service, and various prospective NRO volunteers.

## Education and outreach

- 14 20,818 people attended one of the 167 events held during the period, compared with 15,168 in the same period in 2009. Of these, 835 (1,617 in 2009) attended talks, workshops and other events at The Archive Centre, with the remaining 19,983 (13,551) attending events elsewhere in the county. This includes over 3,000 people visiting the Norfolk Record Office stands at the Royal Norfolk Show and Great Yarmouth Maritime Festival and over 13,452 people visiting Record Office exhibitions around the county. Exhibitions are reported more fully in the next section of this report.

In April, the Education and Outreach Officer worked with Bridewell Museum in Norwich, to provide document sessions as part of nine workshops for Year 7 students at Hellesdon High School. The workshops, entitled 'The Industrial Revolution does the Apprentice', focused on trades in Norwich at the turn of the twentieth century. Each class learnt about the different trades, using ephemera and artefacts from the museum, and documents from the Record Office, including selected records of Steward and Patteson. After the sessions, pupils created a business plan for a company of their own, before presenting this to a panel of judges. The sessions were a success and will be repeated at the school next year.

A number of local history workshops have been given in schools. Staff visited Costessey Junior School during their History and Geography week to provide local history sessions for all eight classes from Years 2-6. The sessions were tailored to enable the pupils to find out about their area 100 years ago. In May 2010, staff provided two local history sessions for Rackheath Primary School, as part of the Growing Communities project run by Norfolk Museums and Archaeology Service. The sessions encouraged pupils to use maps of the village from 1598, 1840 and 1900, in order to find out about the area. The pupils also found out about two families living in Rackheath 100 years ago, and different tradesmen in the village at the time.

In July, pupils from four primary schools in Norfolk attended an event at Carrow Road, to mark the start of the Sam Bartram Project. The four Norfolk schools are working with four schools in Bexley, London, Bexley Local Studies and Archives, Kent Archives Service, the Norfolk Record Office, the 2nd Air Division Memorial Library, Charlton Athletic Football Club and Norwich City Football Club to find out about life in the Second World War, particularly evacuation from London to Norfolk, and the American servicemen in Norfolk. Staff from the 2nd Air Division Memorial Library and the Norfolk Record Office produced a CD of resources for the schools to use in their research and have arranged to provide workshops. The pupils will use this information to imagine that they are living during the war, write to their partner schools in Bexley, encouraging the pupils to sign up to be evacuated to Norfolk, and produce a newspaper about their local area during the war.

In addition, staff visited Kinsale Junior School in Hellesdon to provide two workshops for their Year 6 pupils on the work of an archivist. Other school workshops included document sessions, as part of the regular slavery workshops run by Norwich Castle Museum and Art Gallery. Nine schools requested packs, including three local history packs. The Record Office produced a pack about the history of chocolate manufacturing in Norwich, particularly by Caley, and Rowntree Mackintosh, which has been made available through the Schools Library Service as part of their chocolate artefact box. So far, the box has been requested by one school in the Autumn Term and another for the Spring Term.



Nine school holiday activities took place, and were attended by 175 people. This included an activity held at City Academy, Norwich, in which 16 young people used quills to produce their own illuminated manuscripts, as part of a holiday club, and our first school holiday activity at Great Yarmouth Library, in which 16 young people had a go at creating their own shields, based on designs in the archives. Two activities, Making Victorian Scrapbooks and Paperweaving, were held at the Ancient House Museum of Thetford Life.

Two workshops were provided as part of the summer schools run by Norwich Castle Museum and Art Gallery. One session was specifically for Looked After Children. The young people had a tour of The Archive Centre, and looked at documents on Norwich in the 1960s. At the end of their week, the young people gave a performance at the Castle Museum, demonstrating what they learnt, including where parchment comes from, and the NRO's oldest document.

There were 31 talks and 12 group visits throughout the period, for 804 people. These included talks and visits for the Pulham Market Society, and the Coastal Heritage Project. Archivists and other staff provided talks on working lives in seven libraries, as part of the Norfolk Library and Information Services Local History Month in September, attracting 143 people. Two talks were held in Fusion, as part of the East Anglian Film Archive's *Archive Flicks in the Six* project, which started with films about 'Norfolk on Sea'.

Five events were put on for the BBC's *Hands on History* series, looking at the Normans. They included two family activities, making Norman soldiers' helmets and creating a Norman town, which attracted 46 people. In addition, 'Normans in the Archives' encompassed an introduction on what the Normans did for Norfolk, a tour of The Archive Centre and a chance to see some Norman documents. Two walks were held, one in Great Yarmouth and one in King's Lynn, looking at Norman buildings and influences on the towns. These three events attracted 40 people.

Three events were run for Heritage Open Days. These included 'Tracing the History of your House', 'Lifting the Lid: The Work of the Norfolk Record Office Conservator', and 'A Trip through the Archives'. Two of the events were fully booked and together they attracted a total of 44 people.

Four workshops were provided for over-55 year olds at the 'Days to Remember' event at Gressehall Farm and Workhouse. These included two workshops on 'Tracing the History of your House' and two workshops on 'Tracing your Village or Community History'. They were attended by 60 people.

Two talks were given for Refugee Week, which attracted 30 people. In addition, a walk of Norwich looking at refugee history was also fully

booked. The display panels created last year were again on show, this time at the Forum. In addition to our existing refugee podcast, a further 11 podcasts were created by pupils from Acle High School, as part of a project looking at the history of refugees in Norfolk. These podcasts were made available on the Record Office website and received 75 hits in the first two months of going online.

A group from the Cathedral Libraries and Archives Association visited The Archive Centre, for a talk by the County Archivist and a tour of the building, as part of their three-day conference, organized by Norwich Cathedral. Delegates came from far afield, including Dublin, Inverness, Canterbury and Exeter.

As part of Adult Learners' Week in May, two members of the searchroom team gave an 'Introduction to the Searchroom' session to ten members of the public. This involved a tour of the building, viewing some original documents and gaining hands-on experience of using microfilm and microfiche.

May also saw the start of a third run of the 'Family History for Beginners' course, designed and presented by three members of the searchroom team. Topics covered in the six 90-minute sessions included getting started with research, civil registration, census returns, parish registers, probate records, maps and electoral registers. Eleven people attended the course this year, and 31 have completed the course to date.

Following on from the 'Family History for Beginners' course, 'Family History: Next Steps' started in September, aimed at those who had completed the basics of their family history and wanted to learn about other resources available. Topics covered during the two-hour sessions included locality, family life, trades and occupations, education, the poor and crime and punishment. Eleven people attended.

Details of talks and workshops by members of NRO staff appear as Appendix 2 to this report.

## **Exhibitions**

- 15 Three exhibitions have been shown in the Long Gallery during the past five months. *Norfolk and its North Sea World in the Later Middle Ages*<sup>1</sup> opened on 13 April and continued until 17 July. As usual, most of those viewing the exhibition combined their visit with research or other purposes, but just over 1,000 people came solely to see the exhibition. It was succeeded mid July by a second showing of a display of posters featuring selected facsimile letters and watercolours of John Sell Cotman, chosen to complement the continuing exhibition of original watercolours and letters at the Castle Museum. *Conservation Today* opened on 7 September and runs until 16 December.

The 'Forest of Family Trees' exhibition, by award-winning artist Ira Lightman, was displayed in the Long Gallery throughout August. The exhibition, currently touring the UK, used state-of-the-art software to create a tree, within which the branches form the names of family members. The display featured 50 family trees printed on to a 'forest' of T-shirts, along with one giant, six-generation T-shirt on a 10-foot coat hanger.

Exhibitions of original records were provided for special events at ten parish churches: Blofield with Hemblington, Ditchingham, North Elmham, Old Hunstanton, Norwich St Andrew, St Catherine at Mile Cross, Great Ryburgh, Long Stratton and Winterton. In addition, showcases were loaned to Aldborough church for the display of items in the parish together with four facsimiles of documents. These exhibitions were seen by a total of 2,186 people.

At King's Lynn, three NRO exhibitions were shown, using mainly facsimiles of documents from the Borough Archives. A reduced version of the *Norfolk and its North Sea World in the Later Middle Ages* exhibition was provided for display in the Custom House, from early May until early June. In the Regalia Rooms, *King's Lynn and the Hanse* continued on display until the end of May, when it was replaced by *500 Years of a King's Lynn School*, marking the 500th anniversary of the foundation of Lynn Grammar School. In all, these exhibitions at King's Lynn were seen by around 7,500 people in the last six months.

At the Castle Museum and Art Gallery, '*A blaze in my heart ... The letters and watercolours of John Sell Cotman*' has continued in the watercolour gallery. It includes facsimile copies of 19 Cotman letters, displayed alongside watercolours from the Castle collections and also a small rotating display of selected original letters, each of which will be shown for three months only, to limit their exposure to light. The exhibition opened on 5 December 2009 and continues until February 2011.

Facsimiles of manuscripts were provided for exhibition, as part of the redesigned prison displays at Norwich Castle and for the Maharajah Duleep Singh exhibition at the Ancient House Museum, Thetford.

## **Publications and Publicity**

- 16 Two issues of the NRO *Newsletter* were published, featuring the *Norfolk and its North Sea World in the Later Middle Ages* exhibition, Refugee Week, the Jarrold archive cataloguing project, events for the Normans season, and an appeal for records of faith groups not yet represented in the NRO's holdings.

*Ploughs, Cows and Clover*, shown on BBC 1 in May, as part of the *A History of the World* series, presented by Chris Beardshaw, featured

a farming journal in the NRO, as an item comparable in significance to the Coke monument at Holkham.

Radio Norfolk interviews with the County Archivist and Principal Archivist were broadcast on 'Norfolk and its North Sea World in the Later Middle Ages' and on 'Norman Lynn'. A BBC Radio Wales radio interview with the County Archivist about 'the Home Front in the Second World War' was broadcast five times between May and July.

The *Eastern Daily Press* featured the *Norfolk and its North Sea World in the Later Middle Ages* exhibition, Hilda Zigomala's journals, record NRO visitor numbers and the Jarrold cataloguing project. Staff have continued to contribute weekly to the 'A Sense of History' column in *EDP Sunday*. Among topics highlighted in the last six months were links with the Low Countries and the Swing riots. The *Lynn News* reported in August on the Grammar School exhibition at King's Lynn.

The September *Newsletter of the Norfolk Archaeological and Historical Research Group* included a short article by Susan Maddock on a recent Record Office acquisition, 'A North Creak Charter, 1281'.

The Museums Libraries and Archives Council presented the NRO in June with a plaque recognizing the Designated Status of the Norfolk Record Office. The plaque is now displayed in the exhibition case in the Long Gallery.

### **Staff and volunteers**

- 17 Lesley Gwynn, one of the two archive specialists working at the Norfolk Heritage Centre, resigned her post at the end of May. Her hours are being covered by library assistants on a short-term basis. Sara Barton-Wood, one of the NRO's two part-time receptionists, also resigned her post at the end of May. Cover for her vacant post is being provided from existing staff, as is cover for two members of Record Office staff on maternity leave: Jenny Watts, senior archivist, and Athena Teli, assistant archive education and outreach officer. Matt Smith, Freedom of Information and Data Protection Assistant, left at the end of September to take up a post at Cambridge.

Ellie Jones finished her work as the King Archive Project Archivist on 4 May 2010. She returned in early June as the project archivist for the Evelyn Cohen and Jordan Uttal Memorial Cataloguing Project for the 2nd Air Division Archive. Antonia Hassan finished her contract as the Jarrold Archive Project Archivist at the end of September and has moved to Oxfordshire to take up the post of Assistant Archivist at Oxfam, Oxford.

Dr Jean Agnew has continued part-time voluntary work, cataloguing further sections of the Bradfer-Lawrence collection, now close to completion. Jean Palmer has continued her voluntary work on the

preservation strand of the King archive project and is expected to finish this mammoth task before the end of 2010. The three long-term conservation volunteers, Clive Richardson, Al Parsons and Maureen Collings, all of whom had previously worked on the King archive project, have been repacking 2nd Air Division documents in recent months as part of the USAAF archive project.

Michelle Jesudason continued to volunteer at the Norfolk Record Office for one day a week. She concentrated on listing publications within the records of Bert Hazell, former MP for North Norfolk. Rachael Price also continued to attend for one day a week until early May. James Darby, who has a place on the MSc in Archive Administration course at Aberystwyth, starting in September, had a one-week work experience placement in the Record Office in August. Trevor Minns, who has previous experience as a cataloguer at UEA, started a month's part-time voluntary work in September as part of an A4e Ltd programme of work experience for unemployed people.

Ethan Hill, a home-educated student, spent 10 days' on work experience in the NRO over a five-week period, beginning in May, while Sarah Goodliffe, a pupil from Aylsham High School, joined the NRO for a week's work experience in July. Alex Townsend, a Norwich school pupil, undertook three afternoons of voluntary work in August. He was trained to help catalogue the dating clauses in a series of medieval deeds.

### **Staff training and development**

- 18 Yuki Uchida, conservator, has passed the parchment conservation module of the Society of Archivists' Conservators' training scheme with distinction, and Dylan Read, strongroom assistant, gained the Institute of Conservation (ICON) Conservation Technician Qualification.

Three archivists and members of the conservation team attended a workshop given by Lorraine Finch, a consultant in photographic conservation, on best practice for the storage of negatives and how to deal with vinegar syndrome. Senior archivist, Lucy Purvis, additionally attended training given by Jonathan Draper on conducting oral history interviews in preparation for a project to interview people associated with Jarrold's department store and printing works.

Jonathan Draper, Archivist (Sound Archive), attended the annual meeting of the British and Irish Sound Archives (BISA) at the University of York. Papers were given on the creation of a CD on Essex dialect, preservation and access projects relating to Irish and Scottish traditional music; the BBC's attempts to engage with audiences in the North of England using audiovisual archive material; and the work of the University of York's music archive. Jonathan also attended the annual general meeting in London of the Archives and Records Association's Film, Sound and Photography Section.

Archivist, Tom Townsend, attended an Archives and Records Association's Eastern regional meeting at the Scott Polar Institute, Cambridge, at which presentations were given about the process of bidding for HLF funding, and on managing a project to digitize sound recordings at the Institute.

Members of the NRO's management team all attended a half-day corporate training session on health and safety for managers. Rachel Farmer, Archive Support Services Manager, attended a one-day conference at the Castle Museum on Sustainable Museums, and she and Susan Maddock, Principal Archivist, both completed the corporate *Impact Leadership* development programme. Senior archivist, Ian Palfrey, attended a corporate 'Writing for the Web' training course.

### **Partnership projects and external representation**

- 19 The County Archivist continues to serve on EERAC (the East of England Regional Archive Council), the Norfolk Record Society Council, NAHRG (Norfolk Archaeological and Historical Research Group) Committee, the Bishop's Books and Documents Committee (as Secretary for Documents), Norwich Cathedral Advisory Committee, the Centre of East Anglian Studies Committee, the East of England Sound Archive, and the Knowledge Transfer Advisory Group of the Arts and Humanities Research Council (AHRC)-funded Henry III Fine Rolls Project. He and the Sound Archivist, Jonathan Draper, continue to sit on the True's Yard (King's Lynn) Advisory Panel. The County Archivist also participated in a TNA/MLA 'Archives for the 21st Century' consultation at Birmingham as an invited consultee. Lucy Purvis is the Archives and Records Association (formerly Society of Archivists) Eastern Region's representative on EERAC, and acts as its honorary treasurer.

Within Norfolk County Council, Cultural Services became part of the new Community Services Department on 1 April. Since then, members of the NRO's management team have participated in the departmental Quarterly Managers' Forum. The County Archivist also sat on an interview panel for a senior appointment within the Norfolk Museums and Archaeology Service, and the Principal Archivist continues to participate in a cross-service Service Improvement Working Group. Lucy Purvis, senior archivist, and Rachel Farmer, Archive Support Services Manager, have continued to coach County Council colleagues outside the NRO to achieve awards in customer service issued by the Institute of Customer Service. The County Archivist is a member of the corporate Information Management Board and chairs the corporate Freedom of Information and Records Management Team.

The partnership project with Jarrold and Sons Ltd, in conjunction with the John Jarrold Trust and Norwich HEART, moved apace, with the

majority of the cataloguing being completed by the end of September. The project board is chaired by the County Archivist and the project managed by Lucy Purvis. As part of the project, Lucy Purvis and project archivist, Antonia Hassan, attended a tea party for some of the retail pensioners held at the store. This included a very popular rolling display of images taken from the archives relating to the store.

The Evelyn Cohen and Jordan Uttal Memorial Cataloguing Project (2nd Air Division Archive) moved into a new phase in June, when the dedicated project archivist began work. The Project Board is chaired by the County Archivist.

As part of a continuing partnership arrangement with The National Archives, in collaboration with UK-based family history website findmypast.com, free public access in the NRO to the online records of the 1911 census continued throughout the period.

### **Performance Indicators**

- 20 Charts showing NRO performance indicators are given at Appendix 3.

### **Equality Impact Assessment (EqIA)**

- 21 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief and sexual orientation.

### **S.17 Crime and Disorder Act**

- 22 There are no implications of the report for the Crime and Disorder Act.

### **Financial Implications**

- 23 All financial implications in this report are covered by existing budgetary provision.

### **Property, Staffing and IT Implications**

- 24 Property, Staffing and IT matters are not specifically considered in this report.

### **Recommendation**

- 25 Members are asked to note this report.

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## Appendix 1

### Norfolk Record Office Accessions, 1 April-30 September 2010

<b>Local Authority and Official records</b>				
<b>Creator of the records</b>	<b>Summary description</b>	<b>Reference</b>	<b>Covering dates</b>	<b>Quantity</b>
Norfolk County Council: Chief Executive's Department	Papers of David Hayman, Principal Management Consultant, regarding redevelopment of RAF Coltishall site	ACC 2010/1	2004-2006	3 large boxes
Norfolk County Council: Chief Executive's Department	Additional deeds to properties owned by Norfolk County Council	ACC 2010/5, ACC 2010/6, ACC 2010/38, ACC 2010/39, ACC 2010/70, ACC 2010/110, ACC 2010/123, ACC 2010/131, ACC 2010/171, ACC 2010/174	17th-20th centuries	26 boxes
Norfolk County Council Education Department	Photographs, including portraits of chairmen, secretaries and senior officers	ACC 2010/42	1903-1983	6 boxes; 6 glass slide boxes
Norfolk County Council Education Department	Poems written by Norfolk children on the bicentenary of Nelson's death	ACC 2010/139	2005	1 file
Norfolk County Council Planning and Transportation Department	Planning, consultation and correspondence files relating to proposed Wroxham bypass	ACC 2010/49, ACC 2010/56	1969-2005	40 boxes

Norfolk County Council Planning and Transportation Department	Additional records: files relating to ancient monuments, wayside crosses, milestones and Great Yarmouth town walls and towers	ACC 2010/59	1931-1991	1 box
Norfolk County Council Planning and Transportation Department	Advertisement survey files relating to King's Lynn and west Norfolk, including survey sheets and photographs: severely water-damaged and unfit for production	ACC 2010/118	c. 1964-1974	9 bundles
Norfolk County Council Highways	Departmental copies of Highways Committee minutes, with indexes lacking in the signed originals, 1929-77, and overhead wire applications registers	ACC 2010/163	1929-1977	28 volumes
Norfolk County Council Social Services Department:	Additional records: register of referrals under Children and Young Persons Act, 1969	ACC 2010/22	1980-1987	1 volume
Barsham Provided School, later East Barsham Primary School, closed 1986	School managers' minutes, 1903-86	ACC 2010/112	1903-1986	2 volumes
Norfolk County School, North Elmham	Photograph of Robert Overman of Egmere (1815-74), one of the founders of the school, and related brass plaque presented by the Overman family as a memorial	ACC 2010/27	1874	1 photograph, 1 brass plate
Alderman Jackson Special School, Marsh Lane, Gaywood	School records, including log books, 1949-93, and admission register, 1965-95	ACC 2010/67	1949-2008	8 boxes
Park High School, Gaywood (King's Lynn Academy from September 2010)	Records, including admission registers, 1939-2000, scrapbooks, photographs and school magazines	ACC 2010/89	1936-c. 2005	16 boxes
Oriel Specialist Mathematics and Computing College, Gorleston	School records	C/ED 146	1954-2010	16 boxes
Gunthorpe and Bale School	Stray managers' minute book	ACC 2010/156	1903-1952	1 volume

St Michael's and All Angels Infants (later Mixed, Primary, then First) School, South Lynn	School records, including log books, 1901-86, and admission registers, 1901-96	ACC 2010/106	1901-2009	3 boxes
Norman First and Nursery School Norwich	Additional school admission register	ACC 2010/33	1987- 2007	1 volume
Great Ringstead School	Great Ringstead School and related records, including Ringstead St Andrew benefice papers, 1920-8	ACC 2010/28	1903-1985	4 boxes
Norwich City Engineer's Department.	Norwich and related urban transportation strategic plans and reports (printed)	ACC 2010/134	1943-1975	1 box
Norwich City Council, Estates Department	Plans and tracings of chalk works and tunnels in Norwich	ACC 2010/11	c. 1905	1 roll
Great Yarmouth Borough Council: Borough Engineer	Correspondence regarding Great Yarmouth Slipper Baths	ACC 2010/71	1944-1972	2 files
Great Yarmouth Borough Council: Planning Department	Additional records, mainly mid 20th century onwards	ACC 2010/176	c. 1885-c. 2005	3 boxes, 3 volumes
Old Buckenham Parish Council	Parish Council minutes, 1895-2008, and copies of planning applications, 2003-08	AC 2010/135	1895-2008	4 large boxes
Little Dunham Parish Council	Correspondence and financial papers	ACC 2001/97	1978-1996	3 boxes
Garvestone Parish Council	Parish Council records, including Vestry minutes, 1880-94	ACC 2010/91	1880-1987	7 volumes
Pulham St Mary Parish Council	Additional Parish Council records (accounts and correspondence)	ACC 2010/3	c. 1916- c. 1995	7 boxes
East Tuddenham Parish Council	Parish Council minutes	ACC 2010/96	1894-2007	2 boxes
<b>Public records, statutory bodies and higher education</b>				
<b>Creator of the records</b>	<b>Summary description</b>	<b>Reference</b>	<b>Covering dates</b>	<b>Quantity</b>
HM Coroner, Dereham	Additional inquest files	ACC 2010/51	1995-1999	1 box

Taverham, Loddon, East Flegg, West Flegg, Blofield, Cromer, North Walsham, Aylsham and Holt Magistrates' Court Divisions	Additional court registers	ACC 2010/167	1965-1973	5 binders
Ministry of Defence: Home Guard	Copies of notes concerning administrative arrangements for a 'D.P.', addressed to individual commanders at Garboldisham, East Harling, Larling and South Lopham	ACC 2010/93	1943	4 gatherings
Great Eastern Railway: North Walsham Railway Station	Station records	ACC 2010/133	1890-1955	2 boxes
Greenfields hospital, Yarmouth Road, Hales	Photographs of patients and staff during outings, parties and other activities	ACC 2010/162	1990s	1 box
North Walsham and District War Memorial Cottage Hospital	Hospital records, including registers of patients, 1924-1988	ACC 2010/124	1924-1990	8 boxes
St Andrew's Hospital, Thorpe next Norwich	Additional patient records	ACC 2010/125, ACC 2010/161	1888-1973	7 boxes
Various hospitals, including St Andrew's, Hellesdon, Bethel, Norwich, Vale, Swainsthorpe, and St Nicholas, Great Yarmouth	Additional records of St Andrew's and other hospitals	ACC 2010/152	1903-1997	11 boxes, 2 volumes, 1 photograph
Hospitals Management Committees in Norfolk (various)	Minutes, reports and papers	ACC 2010/127	1958-1976	1 box
Norfolk Nursing Federation	Committee minutes, 1937-55, and agreements with Norfolk County Council	ACC 2010/126	1937-1955	2 boxes
<b>Parish and ecclesiastical records</b>				

Creator of the records	Summary description	Reference	Covering dates	Quantity
Acle ecclesiastical parish	Additional parish records	ACC 2010/25, ACC 2010/53	1898-2004	5 boxes, 2 files, 1 roll
Belton ecclesiastical parish	Additional parish baptism registers, 1813-65 and 1903-91	PD 530/5 and 44	1813-1991	2 volumes
Beighton with Moulton ecclesiastical parish	Additional parish records	ACC 2010/54	1955-2003	1 file, 1 volume
Booton ecclesiastical parish and Revd Whitwell Elwin, rector, 1849-1900, and editor of <i>Quarterly Review</i> , 1853-60	Stray parish papers, consisting of correspondence, 1859-78, and other papers of Revd Whitwell Elwin and his son, Philip, and 20th-century copies of letters written by William Thackeray to Elwin and to John Forster, 1854-6	ACC 2010/47	19th-20th century	1 box
Carleton Rode ecclesiastical parish	Additional parish registers	PD 254/208-209	1861-2009	2 volumes
St Margaret's Old Catton ecclesiastical parish	Additional parish records	ACC 2010/69	20th century	4 boxes
Earlham St Mary ecclesiastical parish	Additional parish registers	PD 420/95-96	1956-1999	2 volumes
Fishley ecclesiastical parish	Additional parish records	ACC 2010/26	1901-2004	1 box
Itteringham ecclesiastical parish	Additional parish records, including papers of the overseers of the poor, 1727-1855	PD 439/54-78	1727-1980	1 box
St John Maddermarket, Norwich, ecclesiastical parish	Additional parish records: correspondence and papers of churchwardens and Parochial Church Council	ACC 2010/147	1940-1974	1 box
North Pickenham ecclesiastical parish	Ordnance Survey maps of North Pickenham parish, coloured, 1884 and 1906	ACC 2010/44	1884, 1906	1 roll of 8 maps
Saxlingham Nethergate ecclesiastical parish	Parochial Church Council correspondence about Church Green	ACC 2010/12	1996-1999	2 envelopes

Sporle with Palgrave ecclesiastical parish	Additional parish records, including register of baptisms, 1847-2004, papers relating to the churchyard, 1841-1979, overseers' receipt and payment book, 1847-67, and records of Sporle with Palgrave Sick Club, 1898-1902	ACC 2010/46 (PD 709/19 onwards)	1841-1979	1 volume, 1 box
Sporle with Palgrave ecclesiastical parish	Additional marriage register	PD 709/20	1984-2003	1 volume
Swaffham ecclesiastical parish	Additional parish registers and records	PD 52/523-527	1972-2008	5 volumes
Tibbenham ecclesiastical parish	Additional marriage registers	PD 515/113-114	1975-2008	2 volumes
Tittleshall ecclesiastical parish	Additional parish record: church rate account book	PD 271/39	1840-1944	1 volume
North Walsham ecclesiastical parish	Papers relating to the organ and the celebration of its restoration	ACC 2010/72	2010	3 booklets
Wreningham ecclesiastical parish	Additional parish records: Sunday School class registers	ACC 2010/21	1962-1967	7 booklets
<b>Parochial and Other Trusts</b>				
<b>Creator of the records</b>	<b>Summary description</b>	<b>Reference</b>	<b>Covering dates</b>	<b>Quantity</b>
Norwich Consolidated Charities	Additional records of Norwich charities, including Children's Hospital lease books, 1638-1850, Assembly Bond Committee minute book, 1765-1837, and registers of apprenticeships and scholarships, 1910-66	ACC 2010/41	1638-1966	6 boxes
Potter Heigham Poor's Trust	Trust records, including minutes, accounts and correspondence	ACC 2010/142	19th-20th centuries	14 boxes
<b>Free Church records</b>				

Creator of the records	Summary description	Reference	Covering dates	Quantity
King's Lynn Methodist Circuit (from 2007 the West Norfolk Circuit)	Additional circuit records relating to King's Lynn, North Lynn, West Lynn, Gayton and Narborough , including registers of baptisms and marriages, 1934-88, and Circuit Meeting papers, 2002-07 financial papers, 1962-2009	ACC 2010/164	1934-2009	1 box
Wymondham, Watton and Attleborough Methodist Circuit	Additional records, including Wymondham Methodist junior church teachers' meeting minutes, 1945-82, attendance register, 1988-2001, and quarterly reports of junior church activities, 1981-88, and Attleborough Methodist church accounts, 1978-97	ACC 2010/104	1945-2001	5 volumes, 5 gatherings and files
<b>Societies and Associations</b>				
Creator of the records	Summary description	Reference	Covering dates	Quantity
Caroline House Support Charity, Norwich	Records including committee minutes, correspondence and publicity material	ACC 2010/154	1978-2009	7 boxes
North Creak Churchyard Survey group, formed under the auspices of North Creak Amenity Society and disbanded in 2009	North Creak Churchyard Survey: British Council of Architecture record cards for each gravestone with full description and photograph, graveyard plan and indexes	ACC 2010/88	1993-2010	5 folders, 2 gatherings, 1 folded plan, 1 bundle
Drayton Young Wives, later Drayton Wives	Minutes, accounts, annual programmes and other papers	ACC 2010/18	1964-1994	1 box
First Norwich Sea Scout Group	Additional records: files relating to events and to the history of the group	ACC 2010/117	1996-2009	3 boxes
Girls' Friendly Society (Norwich Diocese)	Records including minutes, 1881-1963, and accounts, 1935-74	ACC 2010/98	1881-1995	1 box

Hickling History Group	Additional minutes, accounts and correspondence	ACC 2010/121	c. 2008-2010	4 files, 1 envelope, 1 gathering
Lenten Ecumenical Group Emergency Project (Legup) Charity, Norwich	Records, including minutes, correspondence, publicity material and newspaper cuttings	ACC 2010/153	1993-2009	1 box
Norfolk County Amateur Swimming Association	Records including executive committee minutes, 1946-2001, accounts, 1954-2001; and handbooks, 1978-2001	ACC 2010/148	1946-2001	4 boxes
Norfolk Women's Institutes	Additional churchyard surveys, relating to Alby, Banningham, Calthorpe, Colby, Erpingham, Felmingham, Hanworth, Ingworth, Roughton, Suffield, Thwaite and Tuttington	ACC 2010/177	c. 1981	12 files
Royal Scottish Country Dance Society (Norwich Branch)	Committee minutes, membership records, secretary's correspondence and miscellanea	ACC 2010/37	1956-2006	7 boxes
Long Stratton and District Gardening Club	Records including minutes, accounts and programmes	ACC 2010/138	c. 1980-c. 2010	1 box
Sutton and District Angling Club	Minute book	ACC 2010/119	1935-1956	1 volume
Great Yarmouth Ladies' Lifeboat Guild	Additional records: minute books, 1966-2004, and cash book, 1931-49	ACC 2010/95	1931-2004	5 volumes
Great Yarmouth Photographic Society	Photographs taken by two former members, Charles H. Read (d. 2008) of Bradwell and Bill Coleman or Colman of Gorleston	ACC 2010/156	20th century	2 boxes, 1 folder
Second Air Division (USAAF) Memorial Trust	Governors' minutes and related papers	ACC 2010/35	1986-2009	3 boxes
Second Air Division (USAAF) Memorial Trust	Papers relating to fiftieth anniversary programme of events in UK and US	ACC 2010/43	1902	1 envelope
Mike Caputo/Second Air Division Memorial Library as collector	Colour photographs of Mike Caputo's model B-24 'Witchcraft' under final stages of construction	ACC 2010/74	20th century	1 photograph



Forrest Clark, veteran of 44th BG (Shipdham)/Second Air Division Memorial Library as collector	Photographs and CD relating to his service in the 44th Bomb Group	ACC 2010/63	20th century	1 envelope, 1CD
Bruce Craig, veteran of 93rd BG (Hardwick)/Second Air Division Memorial Library as collector	Memoir, 'Survival: Self and Country'	ACC 2010/64	2010	1 volume
Bill Davenport, 466th Bomb Group historian/Second Air Division Memorial Library as collector	Copies of individual deceased personnel files and notes relating to Earl B. Holly (705th Bomb Squadron, 446th Bomb Group) and Walter S. Baron (713th Bomb Squadron, 448th Bomb Group)	ACC 2010/151	2010	2 files
Ralph C. Ernst (44th BG)/Second Air Division Memorial Library as collector	Notes and photographs, with Ernst's copy of Ben Phelper's <i>Kriegie Memories</i>	ACC 2010/159	1945	1 volume
Eugene (Gener) Garrett, veteran of 467th BG (Rackheath)	Description, including photographs, of a visit to Rackheath	ACC 2010/83	1988	1 file
Alan Howard/Second Air Division Memorial Library as collector	Photographs of 2nd Air Division Memorial Library official opening, 7 November 2001	ACC 2010/78	2001	1 box
Charles Nigrelli (389th BG)/Second Air Division Memorial Library as collector	Photographs of European cities immediately after the war; aerial photographs and photographs of bomb damage	ACC 2010/77	c. 1945	1 photograph
Robert Patek (458th Bomb Group)/Second Air Division Memorial Library as collector	Photographs of Robert Patek in uniform	ACC 2010/82	20th century	2 photographs
Various/Second Air Division Memorial Library as collector	Additional veterans' records, 1943 onwards	ACC 2010/146	20th century	1 box

Unknown/Second Air Division Memorial Library as collector	Photographs of Bomb Group personnel and bases at Hardwick and Shipdham	ACC 2010/62	c. 1945-1987	5 envelopes
Unknown/Second Air Division Memorial Library as collector	Photographs of bases and events connected with wartime bases and commemorative events, including dedication of Memorial Room in Library, 1995	ACC 2010/73	c. 1945-c. 1995	5 envelopes, 1 file
Unknown/Second Air Division Memorial Library as collector	Photographs of Hethel Aerodrome, 389th Bomb Group	ACC 2010/75	20th century	3 photographs
Unknown/Second Air Division Memorial Library as collector	Photograph of unidentified Eighth Air Force airman	ACC 2010/76	20th century	1 photograph
Unknown/Second Air Division Memorial Library as collector	Photographs of the 2nd Air Division Association Biennial Lecture by Lord Carrington, 2003, and ?Memorial Trust governors' visit to Norfolk Record Office	ACC 2010/79	2003	1 envelope
Unknown/Second Air Division Memorial Library as collector	Photographs of unidentified personnel, aircraft and aerial views, including some of the interior of Second Air Division Headquarters	ACC 2010/80	20th century	1 envelope
Unknown/Second Air Division Memorial Library as collector	Photographs of First Lt Alden Smith of the 357th FG (?9th Airforce) based at Leiston, with his aeroplane	ACC 2010/81	20th century	1 envelope
Unknown/Second Air Division Memorial Library as collector	Photographs of John Doyle 445th BG	ACC 2010/84	20th century	7 photographs
Unknown/Second Air Division Memorial Library as collector	Photographs relating to Pvt Daniel Miney (467th BG, Rackheath) and the plaque donated by Captain Touchette as a memorial to the men of his company, including Daniel Miney (the only ground force serviceman to be killed by enemy action) with related correspondence	ACC 2010/85	20th century	1 envelope

<b>Business records</b>				
<b>Creator of the records</b>	<b>Summary description</b>	<b>Reference</b>	<b>Covering dates</b>	<b>Quantity</b>
Boulton and Paul Ltd of Norwich	Drawings for buildings in Norfolk and elsewhere	ACC 2010/90	1922-1929	31 plans
Bristow and Copley of King's Lynn, timber merchants	Accounts and related papers, predominantly of the period 1932-66	BR 348	1904-1966	4 boxes
Eversheds of Norwich, solicitors	Additional business records and clients' papers	ACC 2010/102	19th-20th centuries	10 boxes
Francis Hornor and Son, Surveyors and Land Agents of Norwich	Additional records, including business accounts, 1894-1968, records relating to charity and private estates, and 17th-century swan roll	ACC 2010/16, ACC 2010/129	16th-20th centuries	72 boxes/30 cubic metres
Jarrold and Sons Ltd, Norwich	Additional records, including bookbinder's indenture, 1871, and Jarrold family portraits	ACC 2010/8	19th-20th centuries	1 box
Jarrold and Sons Ltd	Additional business records	ACC 2010/108, ACC 2010/116 ACC 2010/160-	19th-20th centuries	16 boxes
David Lovewell of Bergh Apton, blacksmith	Account book for blacksmithing work on farm machinery, wheelwright's and farrier's work, 1880-1893 and 1925	BR 347	1880-1925	1 volume
Redenhall Bell Foundry	Draft proposed articles of partnership, 1878, copy of a patent for bell clappers and hammers, 1879, and related papers	MC 2713	1878-c. 1910	3 files
Thomas Smithdale and Sons of Acle, millwrights and engineers	Additional record: drawing of Lockgate Mill, Freethorpe	ACC 2010/141	n.d. [?late 19th century]	1 paper
Unidentified Norfolk hay, fodder and corn merchant	Ledger, including entries relating to Norwich, Norfolk, Suffolk and various parts of London	ACC 2010/150	1870-1871	1 volume

## Deeds, manorial and estate papers

Summary description	Summary description	Summary description	Summary description	Summary description
Estate in Holt	Deed or release by William Copeman of Swanton Morley to Mary Ann Withers	ACC 2010/170	1827	1 parchment
Keswick estate of Hudson Gurney (1775–1864), antiquary and banker	Map of the estate of Hudson Gurney in Keswick, Swardeston and Eaton (unfit for production)	MC 2717	1834	1 rolled map
Steward family estate in Marsham	Title deeds	ACC 2010/136	1825-1990	1 bundle
Estate in Neatishead and Ashmanhaugh	Letters patent of Charles II: exemplification of interrogatories relating to foldcourse of sheep in Neatishead and Ashmanhaugh (membranes adhering; unfit for production)	ACC 2100/48	1668	1 parchment roll
Estate in Norwich	Deed of settlement before the marriage of James Hargrave Harrison of Great Yarmouth and Sarah F. Owen of Norwich: mortgage of estates in the parishes of St Saviour and St Peter Mancroft	ACC 2010/105	1868	1 parchment
Manors of Carbonels in Rockland, Kirkhall Moynes and Gurneys in Rockland Tofts, and Caston Hall in Caston Barries and Thompson	Manorial records of Carbonels in Rockland, 1704-1903, Moynes and Gurneys in Rockland Tofts, 1695-1929, and Caston Hall in Caston Barries and Thompson, 1695-1925, with related estate records	ACC 2010/66	1695-1930	7 boxes
Estate in Runton	Deed of mortgage by Cremer Woodrow and Charles Woodrow to Messrs Sewell and Blake	ACC 2010/68	1820	1 parchment
Manor of Shipdham and Townshend family	Shipdham manor court papers, 1622, 1655, and 1703-74, including some papers of Lord Townshend	ACC 2010/178	1622-1774	1 folder

Estate in Swafeld and North Walsham	Deed of conveyance of dwelling house and windmill in Swafeld and North Walsham	ACC 2010/31	1832	1 deed of 5 parchment membranes
Estate of Revd John Cross Morphew in Walpole St Peter and elsewhere	Deeds and papers relating to estates and annuities, including accounts of tithes of Walpole and Cley rectories and of rents of lifehold estates in Wisbech, 1819-24	ACC 2010/99	1800-1824	2 boxes
Unknown, Walsoken	Deed to a piece of pasture in Walsoken	MC 2722	1831	1 parchment
Unknown, Welborne	Title deeds to lands in Welborne and Brandon and related papers, 1738-1827, with plans and papers relating to Welborne parsonage house, 1845 and 1864, Purling family postcards, early 20th century, and Howard family letters, 1946-7	ACC 2010/57	1738-1947	1 box
Pomeroy and Son, Wymondham	Additional clients' estate papers, mainly relating to Thorpe St Andrew and Great Plumstead, including a map of Whitlingham, n.d., with deeds relating to property at the junction of Yarmouth Road and Thunder Lane	ACC 2010/61	19th-20th centuries	1 box
Unknown, Great Yarmouth	Deed of feoffment relating to two dwelling houses, lately converted from fish houses	ACC 2010/145	1797	1 parchment
Estate in Main Cross Road, Great Yarmouth/Kandux Precision Instruments Ltd of Great Yarmouth	Papers relating to title to leasehold premises in Main Cross Road, Great Yarmouth, occupied by Kandux Precision Instruments Ltd	ACC 2010/29	1966-1968	1 folder
<b>Personal and family papers</b>				
<b>Creator of the records</b>	<b>Summary description</b>	<b>Reference</b>	<b>Covering dates</b>	<b>Quantity</b>

Sergeant F. W. Allen of Aldborough, section commander in No 2 Company, 13 Battalion, East Norfolk Home Guard	Copy Battalion orders, memoranda and letters from his company commander	MC 2711	1943-1944	1 file
Appleton family of Saxlingham Thorpe and Ellingham	Veterinary receipt books, 1837-40, of John Appleton of Saxlingham, bank book and farming recipes of William Appleton, copy sale particular for Willow Farm, Ellingham, and letters, 1907-53, and Percy Walter Appleton's printed ARP booklets and ephemera, c. 1940.	ACC 2010/166	1837-c.1975	1 bundle
Barbara Baldwin, employee at Public Health Laboratory, Norwich	Photographs of Barbara Baldwin and her friend Yvonne in the grounds of the Isolation Hospital (where the Laboratory was situated) and on a motorbike	ACC 2010/50	1950s	2 photographs
John William Beck of Wroxham, auctioneer	Professional certificates and related papers, 1952-2006, with printed circular, signed by William Beck, announcing his addition of the profession of auctioneer to his general estate and land agency	ACC 2010/30	1836-2006	2 bundles, 4 papers, 1 photograph
Geoffrey Block, author of <i>The Wings of Warfare: an introduction to the military aircraft engaged in the Western Theatre of War</i> (1945)	Photographs taken by Geoffrey Block whilst he was stationed in various parts of Norfolk during the early part of Second World War and related papers	ACC 2010/4	20th century	2 boxes
Capps family of Gorleston, Great Yarmouth	Correspondence and photographs, including photograph of Capps family bathing machines at either Yarmouth or Gorleston, c. 1900.	ACC 2010/34	c. 1900-c. 1917	1 file
Miss Coral R. M. Dashwood (later Mrs Coral Grundey), employee at the Technical College (later City College), Norwich	Letter from Norwich City Council to Miss Dashwood relating to equal pay	MC 2715	1955	2 papers

Pamela Fowler, Gorleston Girls' School Secretary, 1953-63	Photographs of Gorleston Girls' School	ACC 2010/122	c. 1958	5 photographs
William French of Thetford, as a member of Thetford Pulp Works Auxiliary Fire Service	Photograph of Thetford Pulp Works Auxiliary Fire Service	ACC 2010/60	c. 1940	1 photograph
Mr D.J. Gill, former RAF pilot	Anti-war thoughts of a former RAF pilot who flew missions from North Creak airfield in 1944/5. Includes letter, 2010, short memoir and photograph	ACC 2010./13	20th century	3 papers, 1 photograph
Dr W.F. Greer of Terrington St John	Records relating to the Greers' medical practice, with personal papers, including collected documents, among them personal papers of the Gaze family of Norwich, 1919-42	ACC 2010/103	20th century	1 box
Mrs Anne Elizabeth Horsfield (d. 2010), secretary of Restoration Committee for chancel of Trunch church	Report on the history and features of the chancel of St Botolph's Church, Trunch, produced in order to obtain an English Heritage grant to repair the chancel following a quinquennial survey in 2006 (the grant application was successful)	ACC 2010/20	2009	1 file, 1 CD
Peter Le Neve (1661-1729); herald and antiquary and his brother, Oliver Le Neve (1662-1711)	Additional letters	ACC 2010/24	1683-1711	5 papers
Bill Longham, buyer, employee of Jarrold and Sons Ltd	Photographs of staff sports and social events	ACC 2100/113	1970s/1980s	7 photographs
Mary E. Mann, writer	Portrait of Mary Mann by her daughter Nelly	ACC 2010/175	n.d. [c. 1900]	1 painting
John James Nurse of Norwich, antique dealer	Family papers: mainly letters, 1915-23, from Alfred J. Munnings, painter	MC 2719	1915-1986	14 papers, 1 photograph
Edward Barrow Palmer of Great Yarmouth	Pedigree chart and family tree of Robert Palmer Kemp (b. v1802) and the Palmer family of Great Yarmouth, 1821, with annotations to 1824	ACC 2010/7	1821-1824	2 rolls

Miss Winifred Pearce of Norwich	Paper heading for Bert Fanthorpe's Wonderland of Little People puppet show, Dereham, 1930s, programme of acts at the Hippodrome, Norwich, February 1954, and signed photographs of Tito Gobbi sent to Miss Pearce, 1966	ACC 2010/14	c. 1935-1966	1 envelope
Harry Platten of Great Ryburgh	Subscription list towards a gift for Revd Tatham on his leaving Great and Little Ryburgh, 1884, Salvation Army Articles of War signed by Edward Land [of Great Ryburgh], 1906, and draft list of villagers who served in Second World War, n.d.	ACC 2010/65	1884-c. 1945	3 papers
Rolfe family of Burlingham Rectory and then Catfield	Miscellaneous postcards, some written by Ina Rolfe (b. 1887) to members of her family living at Burlingham Rectory, including her father, Revd Charles John Rolfe, rector of Burlingham St Andrew, 1893-c. 1919	ACC 2010/120	c. 1913- c. 1925	1 bundle
William Rudd, pupil at Great Witchingham School	Handwriting exercise	ACC 2010/17	1862	1 roll
Edna Stanley, employee of Jarrold and Sons Ltd	Photocopies of newspaper cuttings containing references to Edna Stanley and Jarrold and Sons and of a staff photograph	ACC 2010/115	1970s	4 papers
Cyril Herbert Walker, Norwich City Estates Surveyor, 1925-1930	Photographs and slides showing restoration work on various properties in Norwich, including St Andrew's Hall and buildings in Elm Hill	ACC 2010/2	c. 1928	30 photographs and glass slides
Unknown employee of Jarrold and Sons Ltd	Volume from Jarrold's Circulating Library, Cromer, identified by library labels: <i>Malayan Nights</i> by Peter Martin	ACC 2010/114	1927	1 volume
Unknown, North Pickenham	Letter found in a house in North Pickenham in 1978: written to 'mother' from her son at Boothby Rectory, Grantham, describing his musical activities and his new rôle as a sacristan in the church there	ACC 2010/92	1896	2 papers
Unknown	Photographic portrait of Norah Lofts (1904-83), Norfolk-born author specializing in historical fiction, by photographer Mark Gerson, London	ACC 2010/23	n.d. [1970s]	1 photograph



<b>Historical and miscellaneous</b>				
Nathaniel Bacon of Stiffkey (1546-1222) and Professor A.H. Smith University of East Anglia, Norwich	Photocopies of papers of Nathaniel Bacon of Stiffkey, 1556-1606, with related editorial papers, 20th-21st centuries	ACC 2010/140	16th-21st centuries	45 box files
Mrs Jean Honeyball	Additional collected papers, predominantly of the 1970s and 1980s, relating to Norfolk mills, including newspaper and magazine cuttings, publicity leaflets, guides and photographs	ACC 2010/101, ACC 2010/107	1949-1993	1 folder, 1 packet
John Hunter Howard of Norwich	Map of Norwich by Arthur E. Collins, City Engineer, 1899, with Ordnance Survey maps of Wroxham and Caistor St Edmund, 1906-56	ACC 2010/109	1899-1956	1 roll of 4 maps
Victoria County History, founded 1899	Victoria County History research notes for unpublished volumes relating to Norfolk	ACC 2010/58, ACC 2010/143	c. 1900-1908	32 boxes
<b>Copies of records</b>				
<b>Creator of the records</b>	<b>Summary description</b>	<b>Reference</b>	<b>Covering dates</b>	<b>Quantity</b>
Colmans of Norwich	Deeds relating to lands in Trowse and Bixley (formerly NRO, BR 61/2/1-19; now at Unilever archives, GB 1752 CON/4/1/1/1/1-19)	ACC 2010/130	1294-1575	1 CD-R
Mission Room (also known as Lecture Room and Reading Room) at Etling Green, East Dereham	Photocopies of foundation deed, 1882, and of Charity Commission Scheme, 1962	ACC 2010/172	1882-1962	1 envelope
Fraser family of Norwich	Copy of photograph of civic visit to a children's home (possibly Thomas Anguish Home, Lakenham), including Alasdair Fraser among the children	ACC 2010/132	1946	1 paper

Joy Lodey of Etling Green, East Dereham	Photographs of the Mission Room at Etling Green, East Dereham, with transcript of an <i>Eastern Daily Press</i> article regarding the laying of the foundation stone, 1882	ACC 2010/173	2010	1 paper
George Walter Scott of Saddlebow, South Lynn and Great Yarmouth, market gardener	Photocopy of memoir, 1940, and related papers	FX 357	20th century	3 folders
Maurice Snelling of Sprowston	Copies of photographs of the Nestlé Chapelfield Factory just before the closure of the site	FX 359	c. 1995	4 papers
Unknown, Great Ryburgh	Colour facsimile of map of the parish of Great Ryburgh with stylistic similarity to tithe maps, n.d.	ACC 2010/128	mid 19th century	1 roll
Unknown	Copy of photograph of staff and children of Tilney St Lawrence Infants' School	ACC 2010/40	1912	1 paper
Unknown	Copy of a group photograph of the Board of Guardians outside Great Yarmouth workhouse	FX 360	1922	2 papers
Unknown	Photocopies of Ordnance Survey maps of Norwich at 10.56 feet to 1 mile	ACC 2010/169	20th century	1 roll

## Norfolk Sound Archive

Creator of the records	Summary description	Reference	Covering dates	Quantity
BBC	Recording of transmission relating to Baconsthorpe	SAC 2010/1	1980s	1 reel
Joseph Davis (1894-1960) of Hunstanton and Brancaster	Copy of recorded reminiscences about life in Brancaster Staithe in the early part of the twentieth century	AUD 46	1950s	1 WAV file (248 MB)
Friends of Norfolk Dialect/Jean Eaglen as interviewer	Additional recorded interviews, with Donald Clarke, Julie Slaughter, John Webster and John Lister	AUD 12	2010	4 CD-DA

Graham Gosling of Bury St Edmunds	Sound recording of Great Yarmouth general election hustings, with Pat Hollis, Lord Shepherd and Tony Fell, 1974 (AUD 43)	AUD 43	1974	1 audiocassette
Professor Stefan Muthesius, University of East Anglia, Norwich	Recorded interview with David Percival (d. 1995) of Norwich, architect	SAC 2010/9	1980s	1 reel
Sidney W. Nobbs (c. 1896-1968) of Grove Walk, Norwich	Description by Nobbs of his design for sliding door on driver's side of a motor car	SAC 2010/2	1947	1 coarse-groove instantaneous disc
Norwich Heart (Heritage Economic and Regeneration Trust)	Oral history interviews relating to St Andrew's and Blackfriars' Halls, Norwich	SAC 2010/5	2009	14 PCM WAV files (2.48 GB)
Norwich University of the Third Age (U3A) Bridewell Museum Oral History Project Group	Recorded oral history interviews relating to the Caley/Mackintosh/Rowntree Mackintosh/Nestlé factory in Norwich, mainly with former employees	AUD 41	2010	27 MiniDiscs, c. 40 papers, 6 CD-Rs, 1 gathering
Stewart Orr Sound Services, Withersdale, Harleston	Recording of funeral service for Roy Waller of Norwich, BBC Radio Norfolk presenter, at Norwich Cathedr, 23 July 2010	SAC 2010/8	2010	3 CD-DAs, 1 gathering, 1 paper
Dora Elsie Ann Rogers née Sturman (known as Annie Rogers) of Horsham St Faith	Recorded interview	AUD 42	c. 1988	4 WAV files (5.15 GB)
Stanhoe Archive	Oral history interviews relating to Stanhoe	SAC 2010/6	2010	1 DVD-R containing 27 MP3 files, 28 WAV files (3.34GB)

## **Appendix 2: Lectures, etc. by NRO staff, 1 April-30 September 2010**

### **John Alban**

- 'The *Hanse* in Norfolk Records', illustrated lecture at The Archive Centre.
- Chairman of the session on late medieval Iceland, at conference, 'East Anglia and its North Sea World' at UEA.
- 'The Norfolk Record Office and its Holdings', illustrated lecture at The Archive Centre and tour for delegates of the 'East Anglia and its North Sea World' conference.
- 'Swansea's Air Raids', illustrated lecture at a conference held at the Royal Institution of South Wales on 'Swansea and the Second World War'.
- 'Introduction to the Norfolk Record Office', illustrated lecture at The Archive Centre and tour for delegates the Annual Conference of the Cathedral Libraries and Archives Association.  
21 July: UEA-based Overseas Development Group conference, illustrated lecture about the NRO, plus tour of TAC.
- 'The Work of the NRO', talk to UEA Overseas Development Group during a visit to The Archive Centre.

### **Claire Bolster and Kären Gaffney**

- 'Introduction to the Searchroom' session in The Archive Centre, as part of Adult Learners' Week.

### **Claire Bolster, Suzi Jex and Kären Gaffney**

- Six sessions (one six-week course) of a 'Family History for Beginners' course at The Archive Centre.
- Six sessions (one six-week course) of a 'Family History: Next Steps' course at The Archive Centre.

### **Jonathan Draper**

- 'An introduction to school records in the Norfolk Record Office', talk in The Archive Centre for a group of volunteers carrying out a survey of school buildings in Norfolk.
- 'The American Invasion Remembered: recorded memoirs of USAAF servicemen based in Norfolk', talk in The Archive Centre and four library venues (2nd Air Division Memorial Library, and Holt, Long Stratton and Attleborough branch libraries).

### **Lesley Gwynn**

- Four 'Family History on the Internet' workshops at the Norfolk and Norwich Millennium Library.

## **Victoria Horth**

- 'The Abolition of the Slave Trade' school workshops at Norwich Castle Museum and Art Gallery for Bacton Middle School, Rosemary Musker School (Thetford), the Hewett School, Norwich, and two Suffolk schools, Beyton Middle School and Leiston, Suffolk Middle School.
- Eight 'Local History' school workshops at Costessey Junior School.
- 'The Work of an Archivist': two school workshops at Kinsale Junior School, Hellesdon.
- Two 'Block printing' school workshops at Westfield Infant School, Watton.
- Two '60s Norwich' workshops as part of the Norwich Castle Museum programme of summer schools.
- 'Making Victorian scrapbooks' school holiday activity session at Ancient House Museum of Thetford Life.
- 'Paperweaving' school holiday activity session at Ancient House Museum of Thetford Life.
- 'Become a Norman Soldier' school holiday activity session at The Archive Centre.
- 'Create a Norman Town' school holiday activity session at The Archive Centre.
- 'Making shields' school holiday activity session at Great Yarmouth Library.
- 'Making illuminated manuscripts' school holiday activity session at city Academy Norwich.
- 'Seaside Holidays' illustrated talk at The Archive Centre and at Fusion, Norwich.
- 'The Work of the Norfolk Record Office', talk to Pulham Market Society.
- Group visits to The Archive Centre for eight groups including Martham Local History Group, Lakenham evening WI, Cromer and Sheringham Ladies Circle.

## **Susan Maddock**

- 'Fakenham and Norfolk's Archives', talk to the Fakenham Local History Society at Fakenham.
- 'The Haven of Lynn across Nine Centuries', talk at The Archive Centre.
- 'Norman Lynn', archival walk in King's Lynn.
- 'All Work and no Play', talk jointly with Lucy Purvis at four libraries (King's Lynn, Mundesley, Wymondham and the Norfolk and Norwich Millennium Library).

## **Frank Meeres**

- Two 'Norwich in the Second World War' talks, at The Archive Centre and at Brooke Village Hall.
- Talk at The Archive Centre, during Refugee Week, on the experiences of refugees in Norfolk.

- Archival walk in Norwich, during Refugee Week.
- 'Norman Great Yarmouth' archival walk in Great Yarmouth.
- Talk on 'Holidays on the North Norfolk Coast' at Fusion, Norwich.

### **Lucy Purvis**

- Two family history workshops and *Ancestry* taster sessions at Great Yarmouth Library, in conjunction with community librarians there.
- 'The Archive of G. King and Son, Lead Glaziers of Norwich', talk at Hungate Medieval Art.
- 'The Archive of G. King and Son, Lead Glaziers of Norwich', talk for the Business Records Group of the Society of Archivists at the British Postal Museum and Archive, London.
- 'All Work and no Play', talk jointly with Susan Maddock at four libraries (King's Lynn, Mundesley, Wymondham and the Norfolk and Norwich Millennium Library).

### **Eve Read**

- Four 'Introduction to Family History' presentations at the Norfolk and Norwich Millennium Library.
- Five 'Family History on the Internet' taster sessions at the Norfolk and Norwich Millennium Library.
- 'Working Lives in the Victorian Census', a lunchtime lecture for Norfolk History Month, at the Norfolk and Norwich Millennium Library.
- Assistance at two workshops for children, 'Making shields' and 'Make your own Norman helmet'.

### **Tom Townsend**

- Six sessions of 'Improver's Palaeography: Records of Property', a course on reading and interpreting deeds and manorial records, at The Archive Centre.
- 'History of House' workshop at The Archive Centre as part of the Norwich Heritage Open Days programme.

**NORFOLK RECORDS COMMITTEE**  
**26 November 2010**  
**Item No:**

**Appendix 3**

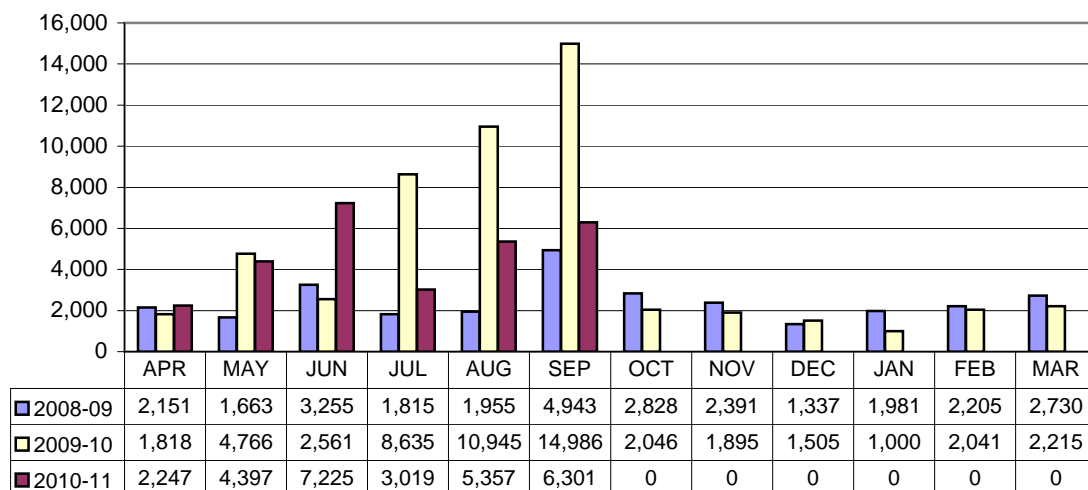
**Norfolk Record Office**

**Performance Indicators**

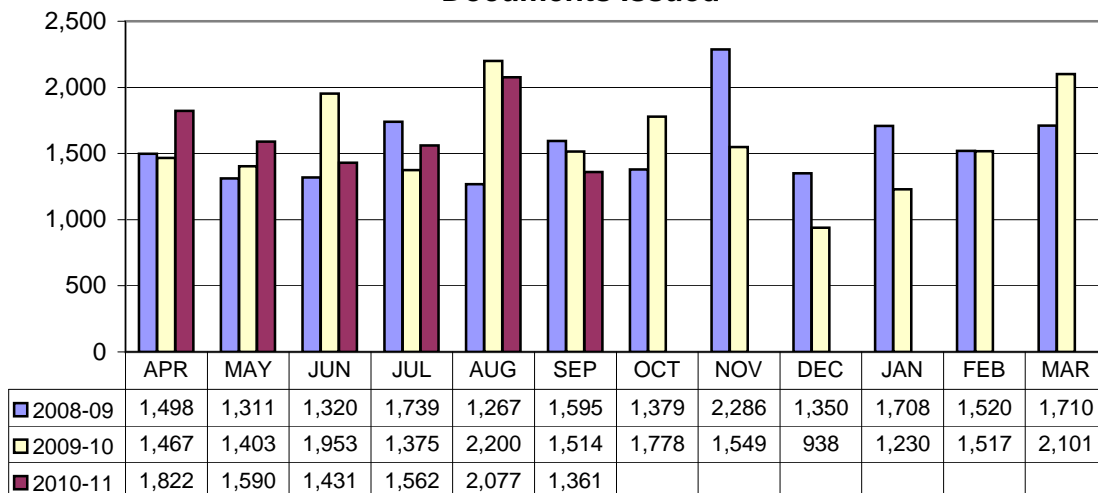
**1 April-30 September 2010**

# Norfolk Record Office Visits and Usages

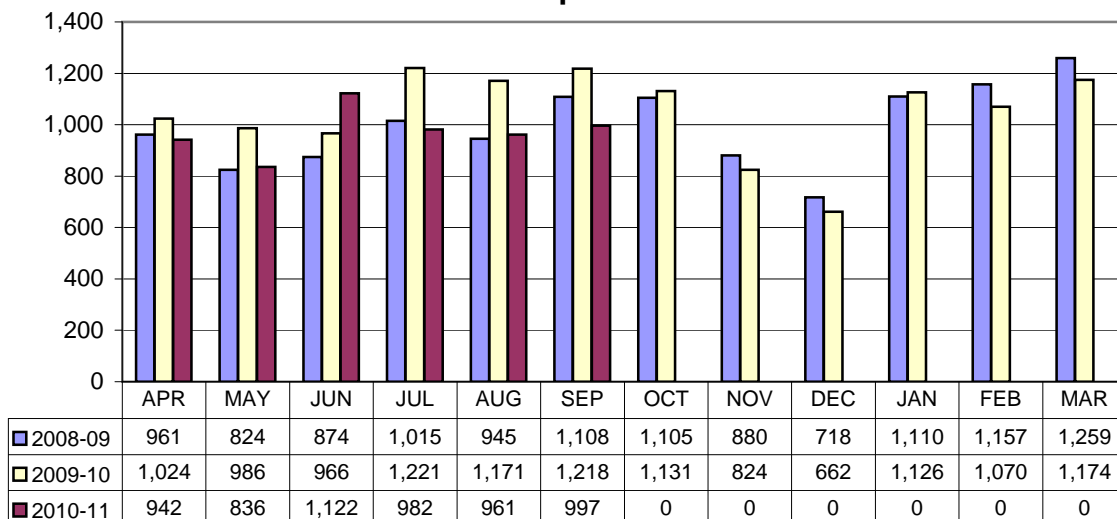
## All visits



## Documents Issued



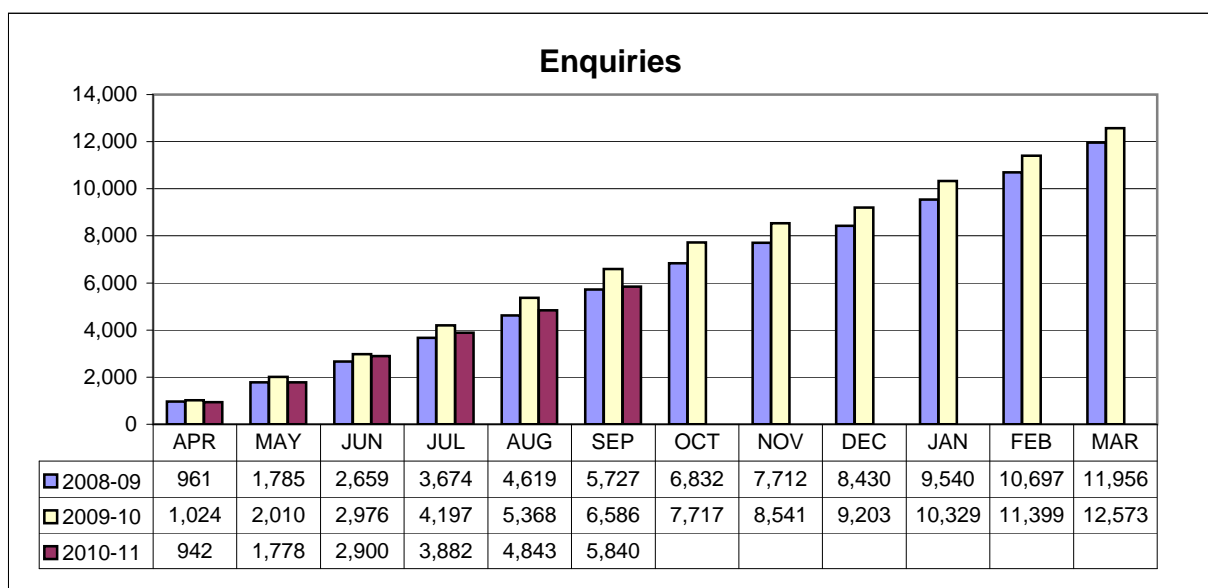
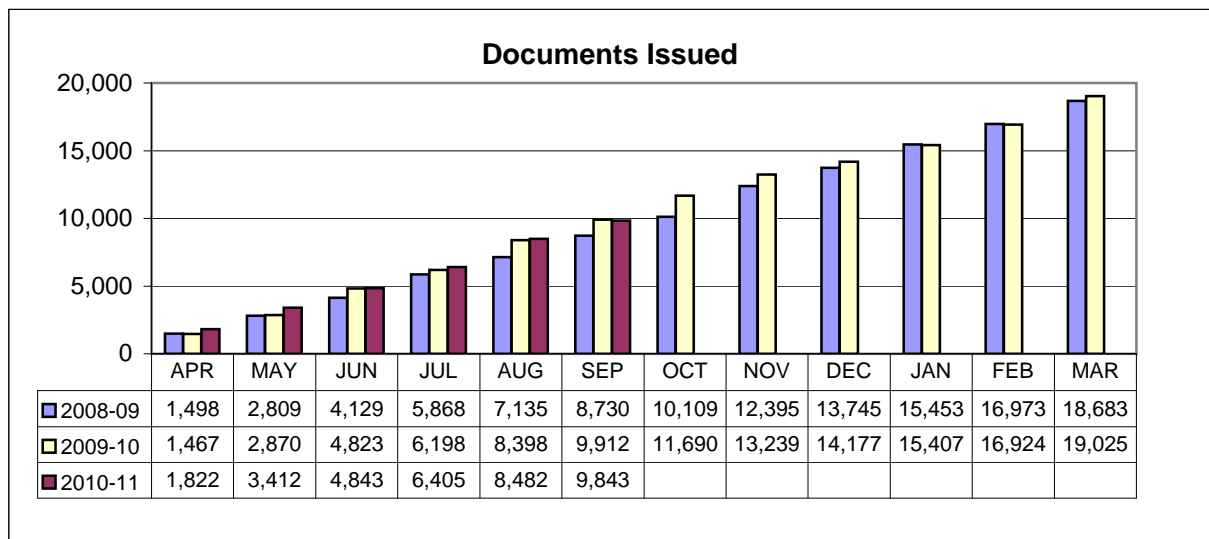
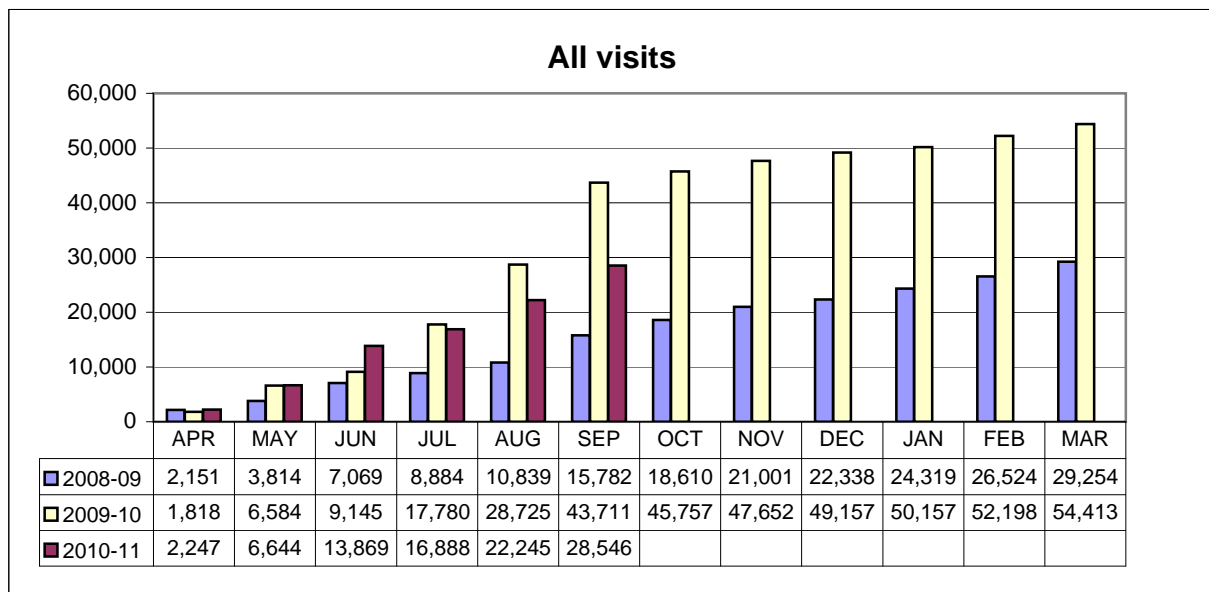
## Enquiries



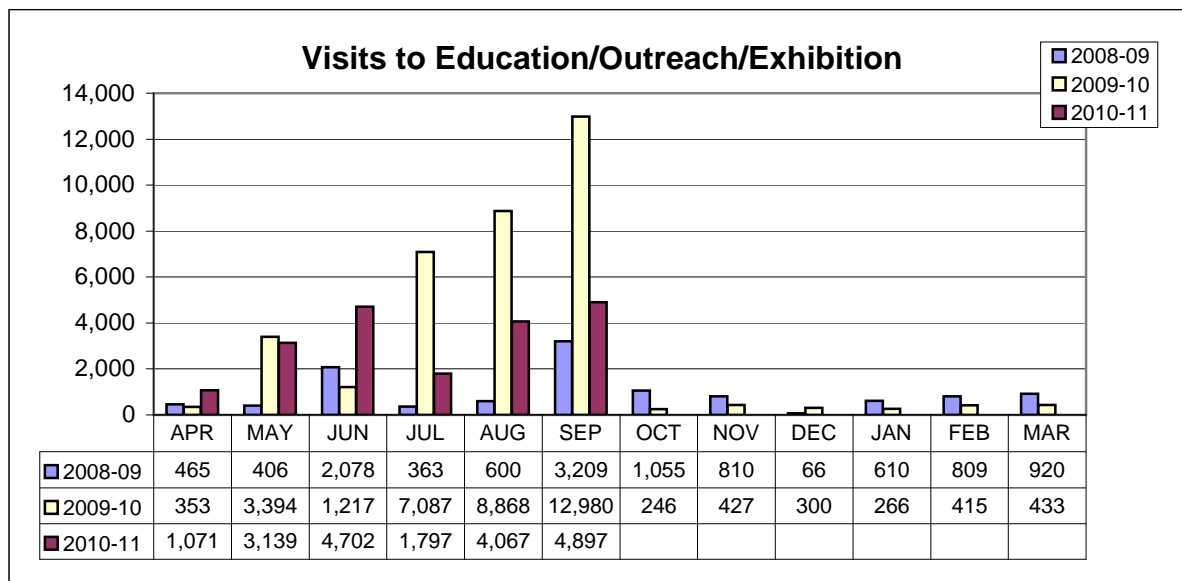
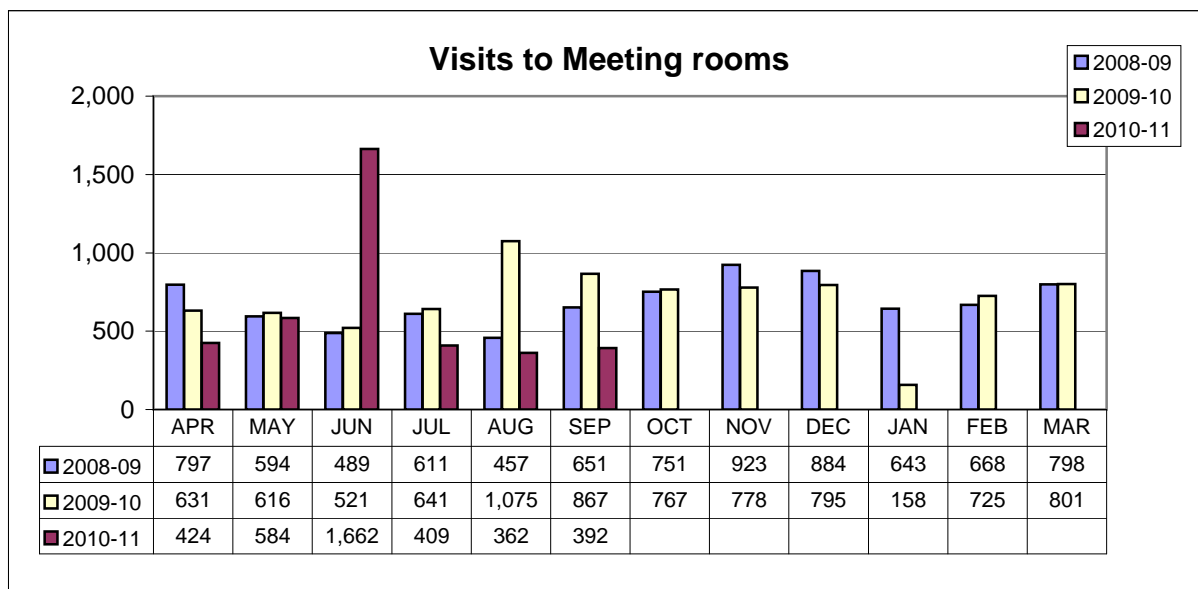
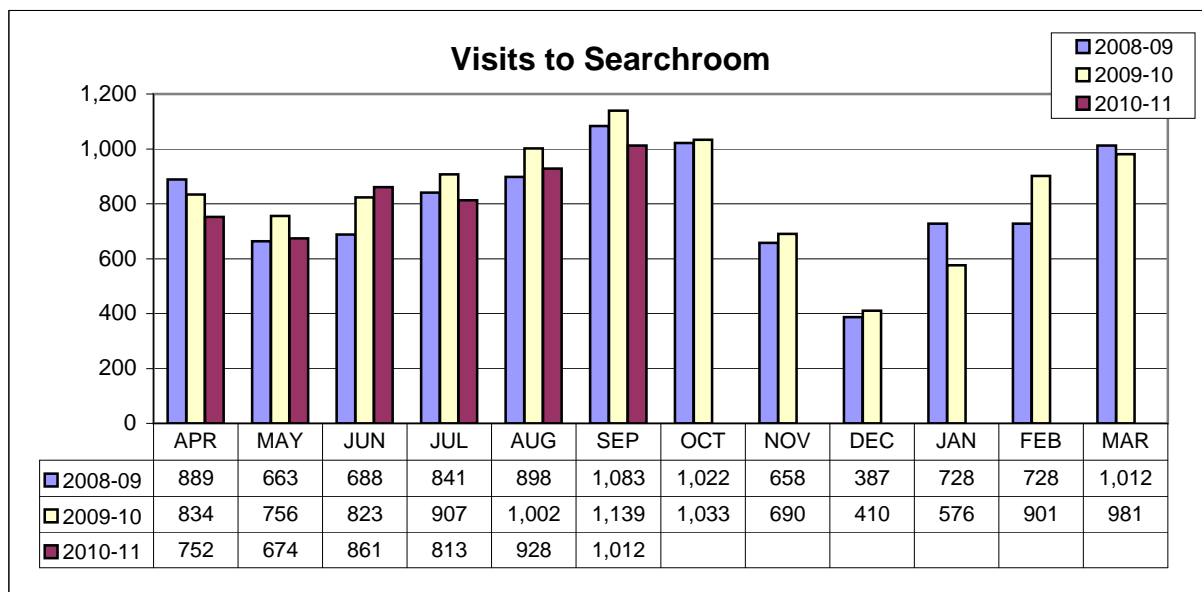


# Norfolk Record Office

## Visits and Usages Cumulative



# Norfolk Record Office Visits and Usages



# Norfolk Record Office Visits and Usages Cumulative

