

NORFOLK RECORDS COMMITTEE

1 May 2014

Item no 5

Norfolk Record Office

Performance Report 1 October 2013–31 March 2014

A Report by the County Archivist

Executive Summary

This report provides information on the activities of the Norfolk Record Office (NRO) showing performance against the service plan.

The main issue for consideration by this Committee is that:

- The Norfolk Record Office continues progress towards targets set by its 2013/14 service plan

Action Required

The Norfolk Records Committee is asked to

- Note the contents of this report and comment upon it
- Consider performance against the 2013/14 service plan

1 Performance against Service Plan

Introduction

- 1.1.1 This report uses the Norfolk Record Office service plan headings to show the work carried out during the period 1 October 2013 to 31 March 2014.
- 1.1.2 Many of the items detailed in this report have an impact on more than one of the service objectives. However, they are only detailed under the service objective where they are considered to have had the greatest impact.
- 1.1.3 A new system of feedback and recording information about attendees and new users has been introduced. This includes the collection of email addresses for those who would like to be kept up to date with events in

which the NRO is involved.

Service Objective: Engage with local people and groups to develop community support activities and resources

- 1.2.1 This section deals with activities in which the NRO has worked with groups of people to help and encourage them to use archives to find out more about the past. The NRO achieves this by:

Public Engagement Activities

- 1.2.2 In October the NRO staged an event with Ancestry.com where the guest speaker was Sir Tony Robinson. Tickets for the event were distributed via a draw run by Ancestry. The evening proved very successful and a number of people attended who had never used the service before.
- 1.2.3 The NRO has been collaborating with the To End All Wars project led by the Theatre Royal and funded by the Heritage Lottery Fund and Norfolk County Council. The Record Office supplied images to support six Norfolk 'voices' including Hilda Zigomala, Robert Artis, Olive Cresswell and Jessie Hayward.

Supporting groups and individuals working on oral history projects

- 1.2.4 Support has been provided to several groups and individuals who are carrying out, or planning, oral history projects. These have included the Hickling Voices project, Sophia Hankinson, Dereham Antiquarian Society regarding Bishop Bonner's Cottage Museum, Together UK mental health charity, Norfolk Museums Service's archaeology oral history project and the Eighth in the East project.
- 1.2.5 The training received at the NRO enables the groups and individuals to carry out oral history interviews, digital sound editing, file management and, where required, funding applications. The NRO also lends recording equipment and a listening post which allows sound recordings to be accessed as part of an exhibition.

Exhibitions

- 1.2.6 Two exhibitions have been shown in the Long Gallery during the past six months:

1.2.7 The Pastons and the Pursuit of Power

This exhibition was staged in partnership with the Paston Society. A launch event was held in October at which the members of the society performed readings and showed a film they had produced.

1.2.8 Manor Records: Are You Using Them

A poster exhibition has been on display in the Long Gallery since February aimed at encouraging people to use manorial documents.

1.2.9 Both exhibitions were accompanied by a series of lectures and childrens' activities which are reported below.

1.3 **Provide consistently high levels of customer service across the Council.**

1.3.1 A number of positive comments have been received from users during this period reflecting the quality of service provided to visitors to the Norfolk Record Office. These included comments such as 'That was brilliant, thank you' and 'it is a privilege to have a facility like ours and a privilege to come here'. An email was also received which stated: 'On 25th inst., together with my wife, we visited The Archive Centre at the Norfolk Record Office in the hope of identifying and locating the area of a small piece of land, in the area in which we live, In order to achieve this we needed reference to ancient maps and records. We were guided throughout our efforts with advice from archive staff, namely Ms. Freda Wilkins-Jones and Mr Jonathan Draper. With their aid we were able to identify the piece of land thus achieving our aim. May we express our thanks to all at the Archive Centre and will look forward to our next visit to an excellent and most efficient facility.'

1.3.2 Access Statistics

	Researcher Visits	Paid Searches		Written Enquiries	Telephone Enquiries	Docs Produced
		No	Hours			
The Archive Centre	2,913 (2,980)	41 (45)	38 (37)	2,563 (2,401)	1,560 (1,746)	8,553 (7,922)
King's Lynn	36 (51)			11 (not recorded)	16 (not recorded)	75 (334)
Norfolk Heritage Centre	Not recorded	n/a	n/a	63	Not recorded	Not applicable
Total	2,949 (3,493)	41 (45)	38 (37)	2,475	1,576 (1,915)	8,628 (8,793)

Same period in 2012/13 in brackets

1.3.3 Copying services:

	Orders	Items
Photocopies	140 (145)	1018 (886) copies
Printouts from Microform	228 (196)	1152 (847) copies
Self-Service Cards	106 (112)	
Photography Permits	199 (169)	
Digital Photographs	67(68)	2630 (929) photographs
Duplicate Microfilms	11 (15)	15 (60) films
Duplicate Microfiche	6 (6)	12 (22)
Microfilming	1 (1)	45 (86) frames

1.3.4 Web Access:

	Visits	Pages Viewed
NRO Website	33,183 (32,982)	103,867 (102,744)
NROCAT	20,692 (19,511)	443,790 (341,894)

1.3.5 The Norfolk Record Office website has been modified to include a feed from Twitter posts. At the end of March 2014, NRO had 1464 Twitter followers. The site is also being reviewed with the intention of making it easier for people to find information resources on the site.

King's Lynn Borough Archive

- 1.3.6 The funding application for Stories of Lynn project, which includes the redevelopment of the King's Lynn Borough Archive, has now been submitted to the Heritage Lottery Fund (HLF) by the King's Lynn and West Norfolk District Council. A decision from HLF is expected in June.

1.4 **Manage and protect Norfolk's natural and cultural assets, heritage and facilities.**

Accessions

- 1.4.1 There have been 176 deposits, gifts and purchases during the period covered in this report, including 13 accessions to the Norfolk Sound Archive. The equivalent period last year was 180 and 16 respectively.
- 1.4.2 Some of the accessions of particular interest are shown below with a full list included in Appendix 1. This list of accessions has been generated from the collection management system as part of the ongoing drive to increase service efficiency.
- 1.4.3
- i. The manor and other records relating to the Norfolk estates of Lord Hastings, 13th century-19th century (ACC 2013/217)
 - ii. Raymond Frostick Map Collection additional, Saxton's map of Norfolk, 1574 (ACC 2013/356)
 - iii. A map of the Manor of Holt [Pereers], nd [1716] (ACC 2013/260)
 - iv. The personal papers and sound recordings of Peter Aston (1938-2013), composer, conductor and former Professor of Music at the University of East Anglia, 1960s-2012 (SAC 2013/25).

Cataloguing

- 1.4.4 Cataloguing is one of the core activities in making the Collection available. During this period the following progress has been made:
- 1.4.5
- i. 51 New collections catalogued to ISAD(G) (1.5m³)
 - ii. 22 New collections added as Collection Level Descriptions (6.5m³)
- 1.4.6 (Note: ISAD(G) refers to the International Standard for Archive Description (General); Collection Level Descriptions refers to catalogues

where an overall description of the records is made available but does not include individual item and series descriptions)

1.4.7 Among the catalogues completed during this period are :

Records of the Manor of Holt, 1667-1925

Great Bircham Parish Council Records, 1894-2010

Ellingham Parish Council, 1894-2001

North Runcton Parish Council records, 1894-2003

Records of Old Hunstanton Parish Meeting, 1967-2007

Cataloguing Projects

1.4.8 The NRO has been running two cataloguing projects to make large and significant collections accessible to the public.

The Francis Horner Memorial Archive

1.4.9 Over 5500 piece-level descriptions of Horner documents have been added to the HNR catalogue in CALM. These entries are complete with their locations, so can now be easily found. Descriptions of later accessions of boxed plans will be added to the catalogue of the main body of Horner records. To date, 25% of these plans have been cleaned and listed by volunteers.

Norwich City Records

1.4.10 To date, 128 boxes of NCR records currently described in NCR Cases 1, 3, 5, 7-8, 17c-d, 18a-d and 19a-d have been examined, re-packaged where necessary and their descriptions expanded and corrected with regard to modern archival standards of description. Records examined include; the early city court enrolled deeds, city assembly rolls, committee minutes, treasurers'/chamberlain's and clavers' account rolls, bailiff's and guildhall court plea rolls, sheriffs' tourn records, medieval coroners' rolls, records of the Guild of St George, and later town clerk's legal papers.

Sound Archives

- 1.4.11 In total, 33 master preservation files, 58 access files and 84 playback master files have been created. In addition to the John Innes Centre recordings, other subjects covered by the digitization programme include the recorded memoirs of Bert Hazell.

Between April and September, three access copies have been linked to catalogue entries in NROCAT, thus improving access to its holdings.

Conservation

- 1.4.12 The project to conserve the Aylsham Lancaster manor court roll, 1509-46, funded by the National Manuscripts Conservation Trust and Aylsham historians has been completed. Over 700 people have been able to see the work taking place during visits to the Conservation studio including the Aylsham History Society. The roll will be digitised during April, providing access for the first time in many years. The outside funding has allowed new techniques in parchment conservation to be developed and for that knowledge to be disseminated to other institutions worldwide. The project also collaborated with the BioArCh project at York University who carried out species testing on the entire roll.
- 1.4.13 The NRO hosted an ARA conservation training workshop. This was organised by Antoinette Curtis (Conservator) where she gave a presentation on new uses of adhesives developed by the NRO as part of the Aylsham Lancaster manor court roll project.
- 1.4.14 Work has finished on conserving the large Norwich bomb map, measuring about two metres square. The map was kept by the Civil Defence Air Raid Precautions section of Norwich City Engineer's Department and comprises 25-inch OS maps mounted on a frame, on which small tags attached to pins mark the sites where bombs fell, their size and date. The map has been digitised to provide access and following a lunch-time talk given by Yuki Russell about the conservation process which was well attended, over ninety copies of a DVD showing images of the bomb map have been sold at £10 each.
- 1.4.15 The conservators are preparing items for the St Benet's Abbey exhibition in the Long Gallery. Bespoke mounts have been constructed for many items including a Papal Bull of Alexander IV (NRO DN/EST 14/13) and an early sixteenth-century account of the abbey's expenses (NRO DN/EST 6/2).
- 1.4.16 The studio continues to be a centre for conservation training. In the last six months, a trainee from Bedford Record Office spent two weeks and a

trainee from Pembrokeshire Archives spent four weeks in the Conservation studio learning parchment conservation techniques as part of the Archives and Records Association (ARA) Conservators' Training Scheme.

- 1.4.17 The Apocalypso Project at Queen Mary's University which is developing a facility to enable the reading of fragile rolled documents without the need to physically unravel them has scanned one document from NRO. This was featured on 'The One Show' in February. This was the first time an historic document has been used and it proved to be successful

Support good learning and educational outcomes for young people

- 1.5.1 The total number of attendees at events is given in the table below. This is followed with a narrative containing some highlights of the NRO's work during this period.

	Attendance
Higher education	84
High School	284
Primary School	334
Informal children's learning	348
Total	1050

Higher Education

- 1.5.2 Working with UEA Film, Television and Media Studies groups to create films for the Norfolk Women in History timeline. A 'rough cut' film premiere was held on International Women's Day 2014 and the films will be uploaded to the website in due course.
- 1.5.3 Visit from early modern history UEA MA students and partnership with UEA History for 'In Sickness and In Health' at NHC.

High Schools

- 1.5.4 A total of five high schools (Stradbroke, Wymondham and Hellesdon High Schools, Gresham's and Wymondham College) have worked with NRO during this period. Stradbroke High School was the fifth school who visited for 'Time Team: Your Town', a project running in partnership with the Centre for East Anglian Studies.

Wymondham High and Wymondham College visited us as part of a First World War HLF project and Gresham's have worked with us to pick items for the Norfolk in the First World War exhibition which will be installed in August. Our Archive Education and Outreach Officer worked with Hellesdon High to run workshops with all their year eight pupils about Victorian Industry in Norwich.

- 1.5.5 The Archive Education and Outreach Officer visited Hellesdon High to run Victorian Industry workshops with well over 100 year eight students.

Primary Schools

- 1.5.6 Students from six primary schools were involved with archives through visits to the NRO. A Families, Learning and Fun course was completed with ten families from Lionwood Junior School, Aldborough and Bawburgh Primaries joined us for Paston school visits and Preston Primary School from Tasburgh visited for an Archive Experience.
- 1.5.7 The Archive Education and Outreach Officer ran workshops on the Second World War for five classes at Horning Primary and Avenue Junior School, attended by over 120 pupils. A further four schools were engaged through a School Library Service First World War session, and fifteen more attended the launch of the 'To End All Wars' project.
- 1.5.8 'It's About Time', the education and outreach service newsletter, was published twice during the period for both primary and high schools.

Informal Learning Opportunities

- 1.5.9 NRO's family holiday activities remained highly popular during this period. Children have made tabards, shields, dragons and pop up books. Around 160 people took part. Additionally, the Millennium Library Young Ambassadors visited to learn about archives and created a YouTube video of their experiences.

1.6 Promote and deliver opportunities for learning throughout life through Cultural activities

1.6.1

	Attendance
Talks	1720
Group visits	311
Workshops	206

Training	4
Exhibition	85
Total	2326

- 1.6.2 Two lunch-time lecture series were held. This included a very popular talk on the conservation of the Norwich Second World War bomb map. On the day of the lecture the public had the opportunity to see the map which was displayed in the Hayman Room. The map generated considerable media interest and was featured in the EDP, on Radio Norfolk, on Mustard TV and on Look East.
- 1.6.3 Twenty one adult groups visited the NRO including Women's Institutes, U3A, WEA, local history societies and Blue Badge guides. The NRO also hosted its first 'TweetUp' welcoming local business tweeters for tours and networking.
- 1.6.4 Heritage Hour programmes at the Norfolk Heritage Centre have gone from strength to strength over the last six months covering a wide variety of topics (from agricultural labourers to title deeds and the 'Frayed: Textiles on the Edge' exhibition at Time and Tide Museum to genetic genealogy) as well as welcoming around 40 new users to 'Ask Norfolk Record Office' clinic sessions.
- 1.6.5 The Stories from Norfolk's Manors programme was a month of activities marking the end of the Manorial Documents project. Three fully booked workshops were enjoyed by more than 25 people each time, learning how to access and interpret manor documents. This was twinned with a series of lectures at four Norfolk libraries and a lunch-time talk. Evidence of the success of this has been shown by a number of attendees using the NRO in The Archive Centre searchroom since the event.

Volunteers

- 1.6.6 From 1 January 2014, the Norfolk Record Office has altered the way it collects data on volunteer input. From that date to 31 March 2014, the NRO has benefitted from 299 hours 24 minutes of volunteer time from 14 different volunteers. The volunteer projects which have benefitted from this input are the cleaning and listing of maps from the Horner collection, item listing of marriage licence bonds and affidavits, and transcription of American Red Cross state registers. In addition, those volunteers who

are interested in working in the heritage profession have carried out basic listing from a variety of different collections.

1.7 Support business transformation to enable improvement and efficiency, and improve customer service and experience.

2nd Air Division Memorial Digitization Project

- 1.7.1 Digitization of 2nd Air Division Memorial Trust archive continues. By 31 March 2014, 17.25% of the total collection (excluding audio recordings) had been digitized and over 12,000 images had been taken. The aim is to digitize between 50 and 75% of the collection. The design of a delivery mechanism has been started by colleagues in ICT-Shared Services. To enable the delivery system to be easily used on a variety of handheld and desktop devices, a taxonomy is being compiled by NRO staff. Work to clear intellectual property rights has also begun.

Digital Contracts

- 1.7.2 Contracts have been signed by the County Archivist with Brightsolid and the Archives and Records Association (UK and Ireland) regarding the digitisation of school admission registers and school log books, 1870-1914. This is a nationwide project and the NRO will receive a fee from each NRO image viewed. The first batch (comprising over 180 admission registers) has been packaged and is awaiting collection by the contractor.

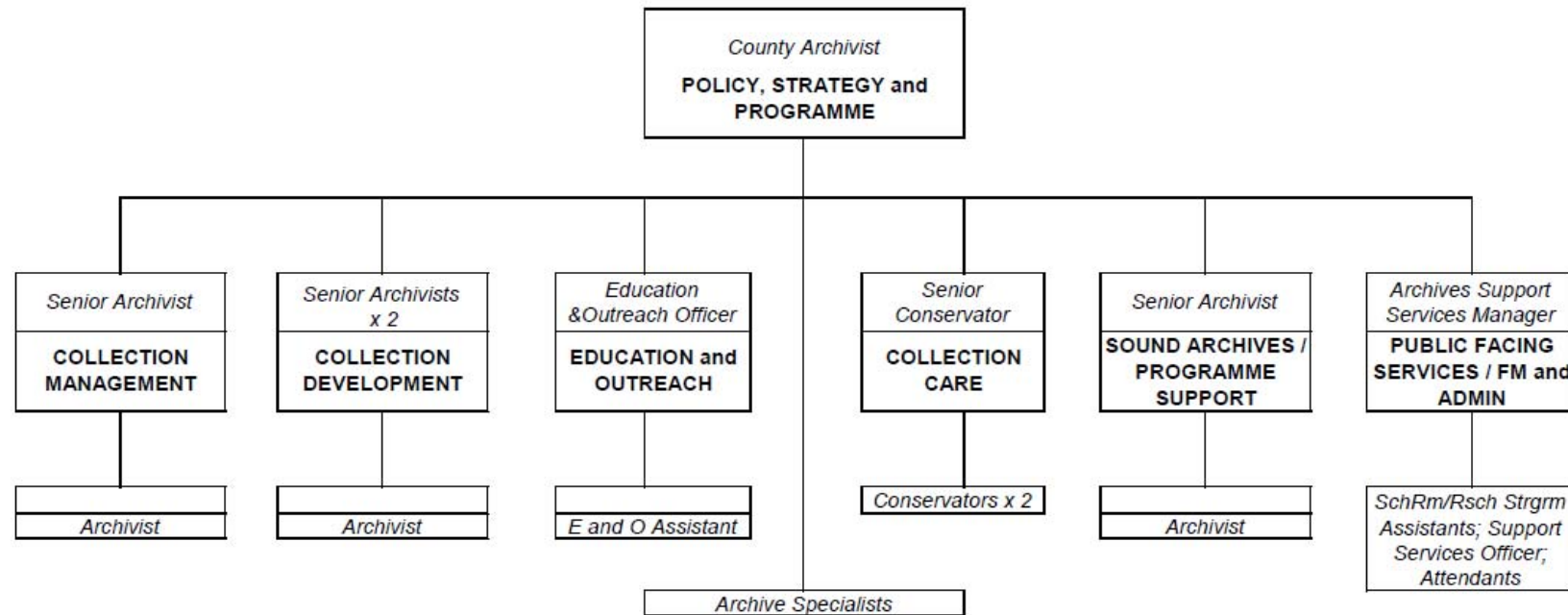
1.8 To build a diverse, skilled, safe and high performing workforce.

Staff Restructure

- 1.8.1 As part of its contribution to the NCC budget savings the NRO will be reducing its staffing budget by £70,000. A large portion of this was achieved by removing the post of Principal Archivist upon the retirement of the post holder in December 2013. This required changes in the management structure of the NRO so that roles which had been undertaken by the Principal Archivist were split between existing staff, including the County Archivist.
- 1.8.2 The operational areas have been divided between a management team which operates under the County Archivist. Included in the County Archivist's responsibilities is the overall management of engagement

activities which will be delivered by a team with the Education and Outreach Officer having particular responsibilities for education and outreach.

- 1.8.3 All staff on this top line will be line managed by the County Archivist. The County Archivist will also manage the Archive Specialists who will form part of the engagement team.
- 1.8.4 Each of the Senior Archivists will be supported in their work by an archivist who they will line manage. The Education and Outreach Officer will line manage the Education and Outreach Officer. The Senior Conservator will line manage the two conservators and the Archive Support Services Manager will line manage the support team.
- 1.8.5 To assist in this operational arrangement a new job description has been developed for Archive Assistant (Microfilms) who will fill an expanded administration and financial monitoring role thereby releasing time for the management team and, in particular, the Archive Support Services Manager.
- 1.8.6 An organisational chart detailing the new management structure is shown below:



Staff Appointments

- 1.8.7 A temporary contract for one year has been awarded for an archivist to join the team. This archivist has responsibility for covering the King's Lynn Borough Archive one day per week.

2 Resource implications

- 2.1 The implications for resources including, financial, staff, property and IT, where relevant, are set out in a separate report.

3 Other Implications

- 3.1 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.

4 Equality Impact Assessment (EqIA)

- 4.1 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 and belief, and sexual orientation.

5 Section 17 – Crime and Disorder Act

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

6 Equality Impact Assessment (EqIA)

- 6.1 This would not more adversely affect one group than another based on disability, gender, race, religion and belief, and sexual orientation.

7 **Section 17 – Crime and Disorder Act**

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

8. **Conclusion**

8.1 The service has performed well during this period . The new staff structure has resulted in new roles for a number of senior archivists and this change is currently bedding in. Outcomes against the service plan have progressed well and the service is in a good position to move on to the challenges of the next service plan.

9 **Recommendation or Action Required**

9.1 The Norfolk Records Committee is asked to

- Note the contents of this report and comment upon it
- Consider performance against the 2013/14 service plan

Officer Contact

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

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

Appendix 1

Accessions for the period 1 October 2013 to 31 March 2014 inclusive

ACC 2013/213	Morton-on-the-Hill ecclesiastical parish additional records	1813-2002
ACC 2013/214	Deeds to properties owned by Norfolk County Council (following registration with Land Registry)	1910-1967
ACC 2013/215	Additional parish register of Bradfield	Apr 1977-Aug 2004
ACC 2013/216	Additional parish register of Swafeld	Jan 1978-Jul 2011
ACC 2013/217	Manor and other records relating to the Norfolk estates of Lord Hastings	13th century-19th century
ACC 2013/218	Records of King's Lynn Town Guides	1976-2010
ACC 2013/219	Acle High School records	1959-1997
ACC 2013/220	Bircham Parish Council Records	1894-2010
ACC 2013/221	Congham Parish Council Records additional	1951-2007
ACC 2013/222	Nar Valley Drainage: plans and sections of proposed works	1880-1881
ACC 2013/223	Letters received by Clara Capps (c 1868-1956) of Gorleston from her son, William Ernest Capps (1889-1972), during his service in Essex Regiment during the First World War	1916-1918
ACC 2013/224	Additional records of Norwich Methodist Circuit	1969-2013
ACC 2013/225	Additional records relating to the Everett family of north Norfolk	c 1964-c 1980s
ACC 2013/226	Personal papers of the Virgoe family	c 1964-1993
ACC 2013/227	Letter requesting money and a bill from Constance Barclay of Hanworth Hall to Mr ? Soulder	24 Jul 1915
ACC 2013/228	St John's Roman Catholic Voluntary Aided Infant (formerly First) School additional records	1951-2012
ACC 2013/229	Accounts of Hugh R. Wilkins of Norwich, builder	1952-1962
ACC 2013/230	Additional business records from land agency, Messrs Francis Hornor and Son of Norwich	14th century-20th century
ACC 2013/231	Title deed to property in property in Fornsett, Tacolneston and Shipdham	25 Mar 1820
ACC 2013/232	St Thomas More Roman Catholic Junior (formerly Middle) School additional records	c 1979-2013
ACC 2013/233	Additional parish records of Watton	1960-2007
ACC 2013/234	North Lynn Allotments Association Ltd records	1966-1971
ACC 2013/235	Bill from Abraham Pank & Son to Mr S. Wigg of Surrey Road, Norwich	Dec 1891
ACC 2013/236	Church magazines	1968-2013
ACC 2013/237	Additional business records from land agency, Messrs Francis Hornor and Son of Norwich	19th century-20th century
ACC 2013/238	The Norwich Tune Book	c 1844

ACC 2013/239	Aldrich Bros Brush Ltd customers' ledger book	1932-1936
ACC 2013/240	Additional North Norfolk Methodist Records	1871-2008
ACC 2013/241	Papers relating to Swardeston Common collected by Harry Cannell	1829-1943
ACC 2013/242	Leave Pass for A. Capps, private in the 6th Cyclist Battalion, Norfolk Regiment, to travel to Yarmouth	1915
ACC 2013/243	Norfolk and Norwich Novi Sad Association (additional)	1960s-2000s
ACC 2013/244	Hellesdon Branch of Royal British Legion Women's Section	1970-2013
ACC 2013/245	Norfolk County Council Environment, Transport and Environment Department bridge files (addit.)	1933-1935
ACC 2013/246	Photograph of Augustus Capps	c 1914
ACC 2013/247	Copy of plan from deed relating to 14-16 Bond Street, Norwich	24 Jul 1875
ACC 2013/248	Norwich Philharmonic Society (additional)	1850-2006
ACC 2013/249	St Peter Mancroft ecclesiastical parish (additional)	Aug-Sep 1926
ACC 2013/250	Norfolk and Norwich Triennial Festival (additional)	1936-1955
ACC 2013/251	Eaton Grange Gazette	1924-1927
ACC 2013/252	Records, transcripts on microfiche of local and national genealogical sources and published works re family history	1950s-c 2000
ACC 2013/253	Additional Parish Records of Aylmerton	1944-2000
ACC 2013/254	Invoices addressed to Parke's butchers and fish shop, Wymondham	1950s-1960s
ACC 2013/255	'Costessey News', the magazine of the Parish Church of St Edmund with St Helen's, Costessey	Jan 1968
ACC 2013/256	'Town and Around' parish magazines	Sep 1977-Feb 1985
ACC 2013/257	Additional records relating to Harry Clement	c 1944
ACC 2013/258	2nd Air Division (USAAF) additional records relating to the opening of the Memorial Room in 1963 and to T.C. Eaton	1958-1963
ACC 2013/259	Souvenir of the Centenary of J. and J. Colman Ltd, 1805-1905	1905
ACC 2013/260	Map of the Manor of Holt [Pereers]	nd [1716]
ACC 2013/261	Additional records of the Norwich Methodist Circuit	1951-2008
ACC 2013/262	Appointments of teachers, Loddon School	1923, 1926
ACC 2013/263	Letter and sales particulars	1826, 1928
ACC 2013/264	Map of Fakenham town centre	1838
ACC 2013/265	Lease of property in Norwich St Stephens from the Norfolk and Norwich Hospital to the Norfolk and Norwich Eye Infirmary	19 Feb 1914
ACC 2013/266	Papers relating to property of the Oliver family of Hevingham	1891-1892

ACC 2013/267	Denver Ecclesiastical Parish Records (additional)	Nov 1988-May 2008
ACC 2013/268	Deeds to property in Methwold and Feltwell belonging to H.W. Game, esq., of ? Methwold	1908-1939
ACC 2013/269	Copy of Hethersett Tithe Apportionment of 1846-1847	nd [19th century-early 20th century]
ACC 2013/270	Additional records of Burnham Overy Parish Council	Sep 1992-Nov 2011
ACC 2013/271	Baptism register	1913-2012
ACC 2013/272	Papers relating to the creation of a new scheme in 1950 for the Great Hospital, Norwich	1868-1950
ACC 2013/273	Records relating to Stanhoe, Barwick and Docking	1946-1980
ACC 2013/274	Colney ecclesiastical parish records additional	1813-1993
ACC 2013/275	Great Yarmouth and Waveney Health Authority Medical Officer Annual Reports	1985-1993
ACC 2013/276	Records of the Mid-Norfolk Golf Club	20th century
ACC 2013/277	Sketchbooks of Revd Augustus Jessopp	1898-1901
ACC 2013/278	Additional Ecclesiastical Parish Records of Beeston-next-Mileham, Great Dunham, Little Dunham, East Lexham, West Lexham, Litcham, Tittleshall	20th century
ACC 2013/279	Photographs and slides of Norfolk scenes	c 1914-1950s
ACC 2013/280	Letters and papers of the Brown family of Thetford, Norfolk, and Sevenoaks, Kent	1805-1891
ACC 2013/281	Additional Ecclesiastical Parish records: Gillingham and Ellingham	1911-2010
ACC 2013/282	Holt Women's Institute (additional)	1958-2012
ACC 2013/283	Noreaster Group of Women's Institutes and Holt Area Group of Women's Institutes	1960-1996
ACC 2013/284	Attlebridge ecclesiastical parish (additional)	1825-1971
ACC 2013/285	Records of Thetford Natural History Society and of the Thetford and District Historical Society	1969-1999
ACC 2013/286	Additional records of Winterton on Sea Parish Council	1811-2011
ACC 2013/287	Additional records of the Old Meeting Congregational Church, Norwich	1642-2004
ACC 2013/288	Norfolk and Norwich Novi Sad Association (additional)	1993-2010
ACC 2013/289	Photographs of Norwich and an unidentified regimental band	c 1900-1914
ACC 2013/290	Records of Albert Fitch	1960s-1970s
ACC 2013/291	Letter, deeds and workhouse accounts	1780-1910
ACC 2013/292	Notes on Townshend family and sales catalogue	early 20th century
ACC 2013/293	Deeds relating to Didlington and Mundford Nursing Association Nurses Home, Manse for the Minister of Holy Trinity Presbyterian Church and Reymerston United Fuel Allotment	20th century

ACC 2013/294	Papers of the Local Education Authority, Norfolk, relating to a new scheme for the Anguish Educational Foundation charity	1951-1959
ACC 2013/295	Ingoldisthorpe Parish Council additional	1896-1993
ACC 2013/296	Records of Reginald Read	1930s-c 2008
ACC 2013/297	Additional parish records of Gorleston St Andrew	1845-1908
ACC 2013/298	Additional Hingham and District Community Magazines	2013
ACC 2013/299	The Cook Family Papers	1767-1971
ACC 2013/300	West Norfolk Methodist Circuit (additional)	1932-2004
ACC 2013/301	Copy of letter to William George Broom from Hubert E. Taylor and related papers	1916, 2014
ACC 2013/302	Caistor St Edmund Parish Council additional records	1894-2006
ACC 2013/303	Deeds to property in South Walsham, Ranworth and Burlingham	1664-1946
ACC 2013/304	Royal George Chapter additional records	1876-2007
ACC 2013/305	Norwich Methodist Circuit additional records	1935-2013
ACC 2013/306	Manor of North Walsham copy of absolute surrender, Mrs Mary Sussins to William Walpole	8 Oct 1861
ACC 2013/307	Title Deeds relating to Heath Farm in Marsham	1810-1949
ACC 2013/308	Peter Codling Architects additional records	20th century
ACC 2013/309	Bawdeswell and Ling Inclosure Act and paper re Crown pub Bawdeswell	1758-1808
ACC 2013/310	East Harling Parish Magazine	Jan 1913
ACC 2013/311	Deeds, abstracts of title and other papers concerning White House Farm, and associated properties in Tilney St Lawrence ultimately passing to Mr S.A. Cammack.	1697-c 1930s
ACC 2013/312	Colitishall Parish Council	1895-2011
ACC 2013/313	Great and Little Ellingham, and High Oak parish magazines (additional)	Feb 2013-Jan 2014
ACC 2013/314	Copies of Paston manuscripts held at the British Library	16th century-18th century
ACC 2013/315	Weasenham St Peter Parish Council additional records	1993-2011
ACC 2013/316	Records of Kirby Cane (additional) and Ellingham Parish Council (new)	1894-2007
ACC 2013/317	Records of Hempnall Group parishes	c 1940-2010
ACC 2013/318	Farm records collected by Dr Alec Douet as part of his research of the history of Norfolk farming	1929-1972
ACC 2013/319	Beachamwell First School	1990s
ACC 2013/320	Records of Alice Gooch née Ulph, 1893-1979, of Norwich	20th century
ACC 2013/321	Papers of Richard Bawden relating to Wymondham College	1960-2007
ACC 2013/322	Framingham Pigot Ecclesiastical Parish Records (additional)	2005-2013
ACC 2013/323	Records of Grove Farm, Alby (later Alby Craft	nd [1930-1973]

	Centre)	
ACC 2013/324	Draft manuscript of Claude Messent's work on Norfolk watermills	c 1938
ACC 2013/325	Deeds and papers relating to land and property in Ingham, Stalham, Brumstead and the surrounding area	c 1609-mid 20th century
ACC 2013/326	Lecture and Research Notes of Rachel Young	1958-c 2004
ACC 2013/327	North Runcton Parish Council records	1894-2003
ACC 2013/328	Norfolk Basket Ball Association records	1977-2011
ACC 2013/329	Dereham St Nicholas Junior School	20th century
ACC 2013/330	Bressingham ecclesiastical parish additional records	1945
ACC 2013/331	Sermons of Revd Peter Moss	1980s
ACC 2013/332	Deeds to 74 St Leonard's Road, Thorpe Hamlet, Norwich (the earlier deeds relating to 68-86 St Leonard's Road)	1849-1992
ACC 2013/333	Additional records of Frank E. Delf	19th century-20th century
ACC 2013/334	Scenic Postcards of Norfolk	20th century
ACC 2013/335	Extract from the will of Revd. Samuel Colby Smith, of Denver	Jun 1858
ACC 2013/336	Diaries of Janet Ellis of Overstrand	2010-2013
ACC 2013/337	Title deeds and supporting papers relating to property in Harleston, Norfolk	1758-1763
ACC 2013/338	Additional research notes and slips of Philip Hamlin, genealogist	20th century
ACC 2013/339	Additional records of St Andrew's parish, Gorleston	1837-1915
ACC 2013/340	Additional records of St Botolph's parish, Stow Bedon	1837-2000
ACC 2013/341	Title deeds and related papers relating to Well House, Standard Road, Wells-next-the-Sea	1815-2008
ACC 2013/342	Norfolk and Norwich Archaeological Society Additional Records	1779-early 20th century
ACC 2013/343	Letters of John William Brooke to Mr R. Ashbee concerning life in Loddon	1975
ACC 2013/344	Shipping register of H. Sutton of Great Yarmouth, fish curer	Apr 1927-Mar 1933
ACC 2013/345	Records of Old Hunstanton Parish Meeting	1967-2007
ACC 2013/346	Records of the Norwich Alliance Cage Bird Society	1990-2013
ACC 2013/347	World Ship Trust (additional records)	c 1979-2013
ACC 2013/348	Bergh Apton manor court books and estate records	1742-1934
ACC 2013/349	Deeds of title to freehold house, 36 Alexandra Road, Norwich	1865-1973
ACC 2013/350	Additional records from St Giles Parish Church, Norwich	2012-2013
ACC 2013/351	Records of Yare and Bure One Design	1980-2013

ACC 2013/352	Bound copies of the Burnhams Parishes Newsletter	1971-2010
ACC 2013/353	Copy of map of Hickling Broad	nd [1970s]
ACC 2013/354	Records of E. Hayden and Sons, opticians, of 166 King Street, Great Yarmouth and of London	early 20th century
ACC 2013/355	Old Lakenham St John ecclesiastical parish additional records	1978-2010
ACC 2013/356	Raymond Frostick Map Collection additional	1574
ACC 2013/357	Alburgh Parish Council additional	2011
ACC 2013/358	Various Norfolk records of unknown provenance	1586-2007
ACC 2013/359	Sparham Rural Deanery additional records	1932-2007
ACC 2013/360	Joyce Lambert additional	1948
ACC 2013/361	Potter Heigham Poor's Trust additional	1988-2013
ACC 2013/362	Postcards of Sheringham and Blakeney	c 1975
ACC 2013/363	Deeds and records relating to the North Walsham and Felmingham area	c 1728-1918
ACC 2013/364	Smallburgh Parish Council Records	1902-2003
ACC 2013/365	Additional records of Hethel All Saints ecclesiastical parish	1952-1997
ACC 2013/366	Conveyance of freehold and valuation of furniture and effects of Crown Hotel, Wells	1894
ACC 2013/367	Additional records of Naval and Military Lodge (No. 3678)	1913-1979
ACC 2013/368	Poem by James Richmond, of Mattishall, about Gallipoli campaign during First World War	2 Nov 1915
ACC 2013/369	Printed items relating to Norwich institutions	1844-c 1850
ACC 2013/370	Title deeds, abstract of title and sale particular regarding various Norfolk estates	1794-1888
ACC 2013/371	Images of Filby enclosure map and related paperwork	1804, 2014
ACC 2013/372	Records of Coldham family of Anmer	19th century-20th century
ACC 2013/373	Presentation to Edward Cockerton on his retirement as headmaster at Attleborough County Primary School	1968
ACC 2013/374	Norfolk and Suffolk Boating Association additional records	2013-2014
ACC 2013/375	School leaving papers of Alfred Ernest Peacher of Wacton	1904

Norfolk Sound Archive

SAC 2013/20	Sound recordings of Ancient House Museum, Thetford (additional)	6 Mar 2013
SAC 2013/21	John Innes Centre's Library Information and Archive Service: sound recordings	1957-2013
SAC 2013/23	Recorded interview(s) of Edward William Taylor Warner (1912-2013), originally of Grimston and later of Hillington, by Bev	1999-[2013]

	McGivern nee Warner, his daughter.	
SAC 2013/22	Recorded interview of Rachel Young by Sophia Hankinson (additional)	nd [Sep 2013]
SAC 2013/24	Recorded interviews by Mary-Anne Garry of members of Castle Acre Happy Circle	Aug-Dec 1988
SAC 2013/25	Peter Aston's personal papers and sound recordings	1960s-2012
SAC 2013/26	John Innes Centre's Library Information and Archive Service: sound recordings	late 20th century
SAC 2013/27	Sound recordings relating to Shotesham	1980s-1990s
SAC 2013/28	Little Ouse Headwaters project (additional)	2011-2013
SAC 2013/29	Little Ouse Headwaters project (additional)	2011-2013
SAC 2013/30	Norfolk Library and Information Service (additional sound recordings)	1980s
SAC 2013/32	Sound recordings of Sophia Hankinson (additional)	2013-2014
SAC 2013/31	Archaeology Oral History Project (additional)	26 Feb 2014