

NORFOLK RECORDS COMMITTEE

Date: Friday, 28 October 2022
Time: 10:30am
Venue: Council Chamber, County Hall, Martineau Lane,
Norwich NR1 2DH

Membership

Cllr Michael Chenery of Horsbrugh (Chairman)		Norfolk County Council
Cllr Robert Kybird (Vice-Chairman)		Breckland District Council
Cllr Vivien Thomas		Norwich City Council
Cllr Barry Duffin	<i>Substitute: Cllr Libby Glover</i>	South Norfolk District Council
Cllr Phillip Duigan		Norfolk County Council
Cllr Virginia Gay	<i>Substitute; Cllr Saul Penfold</i>	North Norfolk District Council
Cllr Elizabeth Nockolds		King's Lynn & West Norfolk Borough Council
Cllr Grant Nurden	<i>Substitute: David King</i>	Broadland District Council
Cllr Alison Birmingham		Norfolk County Council
Cllr Julie Brociek-Coulton		Norwich City Council
Cllr Michael Jeal		Great Yarmouth Borough Council
Cllr Ben Price	<i>Substitute: Cllr Marion Maxwell</i>	Norwich City Council

Non-Voting Members

Vacancy	Co-opted Member
Lady Dannatt	<i>Custos Rotulorum</i>
Dr G. Alan Metters	Representative of the Norfolk Record Society
Dr Victor Morgan	Observer
Prof. Carole Rawcliffe	Co-Opted Member
Revd. Charles Read	Representative of the Bishop of Norwich
Mr Alan Steynor	Co-opted Member

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

Tim Shaw on 01603 222948
or email committees@norfolk.gov.uk

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and members of the public may watch remotely by clicking on the following link: [Norfolk County Council YouTube](#)

However, if you wish to attend in person it would be helpful if you could indicate in advance that it is your intention to do so as public seating will be limited. This can be done by emailing committees@norfolk.gov.uk.

The Government has removed all COVID 19 restrictions and moved towards living with COVID-19, just as we live with other respiratory infections. However, to ensure that the meeting is safe we are asking everyone attending to practise good public health and safety behaviours (practising good hand and respiratory hygiene, including wearing face coverings in busy areas at times of high prevalence) and to stay at home when they need to (if they have tested positive for COVID 19; if they have symptoms of a respiratory infection; if they are a close contact of a positive COVID 19 case). This will help make the event safe for all those attending and limit the transmission of respiratory infections including COVID-19.

A g e n d a

- 1. To receive apologies and details of any substitute members attending**
- 2 Election of Chair**
- 3 Election of Vice-Chair**

4 Minutes

Page 5

To confirm the minutes of the meeting of the Norfolk Records Committee held on 1 April 2022

5 Members to Declare any Interests

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

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

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

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

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

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

District Council representatives will be bound by their own District Council Code of Conduct.

6	Finance and Risk Report by the Director of Culture and Heritage	Page 9
7	Performance Report Report by the Director of Culture and Heritage	Page 19
8	Future Meetings: 3 February 2023 10.30 am 14 April 2023 10.30 am 28 July 2023 10.30 am 27 October 2023 10.30 am 2 February 2024 10.30 am 19 April 2024 10.30 am	

Tom McCabe
Head of Paid Service
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Date Agenda Published: 20 October 2022



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Norfolk Records Committee

Minutes of the Meeting held on 1 April 2022 at 10.30 am at County Hall Norwich

Present:

Norfolk County Council

Cllr Michael Chenery of Horsbrugh (Chair)
Cllr A Birmingham
Cllr P Duigan

Norwich City Council

Cllr M Maxwell (sub for Cllr A Waters)

Borough Council of King's Lynn and West Norfolk

Cllr E Nockolds

Breckland Council

Cllr R Kybird (Vice-Chair)

North Norfolk District Council

Cllr V Gay

Non-Voting Members

Representative of the Bishop of Norwich

Rev'd C Read

Representative of the Norfolk Record Society

Dr G A Metters

1 To receive apologies and details of any substitute members attending

- 1.1** Apologies for absence were received from Cllr B Duffin, Lady Dannatt, Cllr A Haynes, Cllr D King, Dr V Morgan, Prof. C Rawcliffe, Mr A Steynor, Cllr V Thomas, Cllr T Wainwright and Cllr A Waters.

2 Minutes

- 2.1** The minutes of the meeting held on 28 January 2022 were confirmed as an accurate record of the meeting and signed by the Chair.

3 Declarations of Interest

- 3.1** The Chairman declared an "other interest" as a trustee of NORAH (Norfolk Archives and Heritage Development Foundation).

4 Items of Urgent Business

- 4.1** There was no urgent business.

5 Finance and Risk

- 5.1** The Committee received a report outlining the Norwich Record Office revenue budget for 2021/22, capital programme and reserves and provisions and an update on the service risk register.
- 5.2** The following points were discussed and noted:

- The Record Office was currently forecast to achieve a balanced budget position for 2021/22.
- Since the previous meeting, two of the risks listed in the risk register were reduced to “Amber” (there were: RM13959 ‘Loss of or reduction in funding and RM14165 ‘Failure to collect, preserve and make accessible new formats of archive’).
- It was noted that digitally born records were kept in a widely accessible format using processes that met with international standards. While the numbers of digitally generated records were currently small, there were expected to quickly increase in number.
- In reply to questions it was pointed out that the Record Office provided guides on its websites about the kinds of records that should be stored with the Record Office. These guides were particularly helpful to organisations and individuals who were unfamiliar with the process for depositing records.

5.3 The Committee **CONSIDERED** and **COMMENTED** on:

1. Forecast position of the revenue budget, capital programme, reserves and provisions.

2. Management of risk for 2021/22.

6 Norfolk Record Office Performance Report

6.1 The Committee received a report that outlined progress towards delivering the Norfolk Record Office (NRO) Service Plan between 1 October 2021 and 31 March 2022. The Committee was also presented with a short film on the screens in the Council Chamber about the Change Minds partnership project.

6.2 The following points were discussed and noted:

- The County Archivist explained the wide range of work that continued to be done to make the Norfolk Record Office more accessible to new audiences.
- It was pointed out that the programme of events during the previous six months had included new hybrid events, along with some in-person and online events work with volunteers.
- Archive Skills sessions that gave people the skills to discover, read and understand archives for themselves had proven to be particularly popular.
- Since the previous meeting the Change Minds partnership between the Restoration Trust and the Norfolk Record Office was awarded a £249K National Lottery Heritage Fund grant for the Scaling Up Change Minds project. A project officer had recently been appointed to work on the project along with evaluation, web development and educational consultants.
- The Committee was pleased to be able to note that Richard Johnson, who has been a part of Change Minds since 2018, had won the Heritage Alliance’s Heritage Hero Award. Richard Johnson first participated in Change Minds in 2018, when he became profoundly impressed by the life, work and character of Dr William Hills, Medical Superintendent of Norfolk County Asylum from 1861 to 1887 and began research that revealed new evidence about the history of mental health treatment. In reply to questions from a member, the County Archivist agreed to speak to Richard Johnson about the possibility of his work being published by the Norfolk Record Society.

- A short film about the work of the Change Minds project that featured the work of Richard Johnson was shown in the Council Chamber.
- Members were pleased to hear that as Covid-19 restrictions were relaxed: on-demand document ordering had resumed; the searchroom service had been extended and the King's Lynn Borough Archive had reopened to the public.
- In reply to questions, the County Archivist explained how the volunteers were managed through the work of a senior archivist.
- The Committee asked that a letter be sent to Rachel Farmer, the ex-Support Services Manager, who had recently retired from the Record Office after more than three decades of service. Rachel's post was replaced with a new role: Remote and Support Services Manager and other members of the NRO management team had taken on new responsibilities for building management, health and safety, and public services management.

6.3 The Committee CONSIDERED and COMMENTED on the contents of the report and the actions taken by the Record Office to provide a service during this period between 1 October 2021 and 31 March 2022.

7 Future Meetings

7.1 The dates of future meetings were noted:

22 July 2022 10.30 am
28 October 2022 10.30 am
3 February 2023 10.30 am
14 April 2023 10.30 am

The meeting concluded at 11.20 am.

Cllr Michael Chenery of Horsbrugh, Chair of the Committee



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Norfolk Records Committee

Item No: 6

Decision making report title:	Finance and Risk
Date of meeting:	28 October 2022
Responsible Cabinet Member:	Councillor Margaret Dewsbury (Cabinet Member for Communities and Partnerships)
Responsible Director:	Steve Miller (Director of Culture and Heritage)
Is this a key decision?	No

Executive Summary

This report covers the NRO revenue budget for 2022/23, capital programme and reserves and provisions. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- Progress with NRO Revenue budgets and Reserves and Provisions indicates that the service is forecasting a balanced position.
- Progress with risk management for NRO.

Recommendations:

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

- 1. Forecast position of the revenue budget, reserves and provisions**
- 2. Management of risk for 2022/23**

1. Revenue Budget

1.1 The budget for 2022/23 is £636,660 and is summarised in the table below.

Service	Current budget £	2022/23 forecast Outturn £	Forecast +Over/- Underspend £
Salary	823,120	823,120	0
Premises	4,160	4,160	0
Travel	2,240	2,240	0
Supplies & Services	48,140	48,140	0
Support Services	1,450	1,450	0
Capital	300,880	300,880	0
Income			
Grant Income	(104,630)	(104,630)	0
Sales fees and Charges	(246,970)	(246,970)	0
Other Income	(191,730)	(191,730)	0
Total	636,660	636,660	0

1.2 We are currently forecasting a nil over/underspend on the 2022/23 revenue budget.

1.3 Reserves and Provisions

1.3.1 The table summarising the position appears below.

Reserves and Provisions	Balances at 01Apr 22	Forecast Balance at 31 Mar 23	Planned Change
	£	£	£
Norfolk Record Office			
Residual Insurance and Lottery Bids	80,886	33,716	47,170
Unspent Grants & Contributions Reserve	45,774	45,774	0
Service Total	126,660	79,490	47,170

2. Risk Management

- 2.1. The Service continues to manage the risks to its objectives both internal and external. The Risk Register is reviewed and updated on a quarterly basis and was last reported to this Committee at the previous meeting. A summary of the Risk Register based on the most recent reviews appears at Appendix A. All risks are being well managed.
- 2.2. The Register contains six key risks: one has a red current risk rating of red, four amber and one green. The latter (RM14167) relates to emergency planning and is kept on the risk register to highlight its importance.
- 2.3. The red rated risk (RM13959) relates to a loss or reduction of funding, including that from income generation which accounts for around 30% of the Service's funding. Measures have been introduced ensure that this income generation is maintained and, where possible, increased. This leaves a residual risk for the year rated as amber.
- 2.4. One risk reported to the last committee meeting (RM14164, Failure to meet growing public expectations on access) has been closed and replaced with two new risks:
- RM14345 Discoverability of catalogue records does not always meet user needs
 - RM14346 Extent of catalogue as barrier to discovery
- 2.5. The remaining risks rated as amber are

RM13926, Inability to continue collecting archives

This risk relates to the need to plan for archive storage beyond 2027 and actions being taken are dealt with in the Service Update presented to this committee.

RM14165, Failure to collect, preserve and make accessible new formats of archive

A risk which largely relates to issues around the long-term preservation of born digital archives.

3. Issues, risks and innovation

- 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. Background

- 4.1. There are no other documents to refer to.

Officer Contact

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

Officer name : Harvey Bullen, Director of Financial Management **Tel No. :** 01603 223330

Email address : harvey.bullen@norfolk.gov.uk

Officer name : Gary Tuson, County Archivist **Tel No. :** 01603 222003

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



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Risk Number	RM13959					Date of update				21 September 2022	
Risk Name	Loss of or reduction in funding means that there are insufficient staff to operate public remote services.										
Portfolio lead	Cllr. Margaret Dewsbury					Risk Owner			Gary Tuson		
Risk Description						Date entered on risk register				31 March 2009	
Loss of or reduction in levels of external funding could lead to a reduced capacity to deliver the service and generate income, meet legal targets for provision of services, and infringe National Lottery Heritage Fund conditions of grant.											
Original			Current			Target					
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date	
5	5	25	5	4	20	4	3	12	Mar-23	Amber	
Tasks to mitigate the risk											
Metadata on wills and marriage licences to be shared with family history websites with link to online ordering. Link to be added to catalogue template.											
Progress update											
Ordering system live in April 2022. Metadata shared with one family history website (not live as of 21/9/2022) and another has expressed interest.											

Risk Number		RM13963				Date of update				21 September 2022	
Risk Name		Inability to continue collecting archives									
Portfolio lead		Cllr. Margaret Dewsbury				Risk Owner		Gary Tuson			
Risk Description					Date entered on risk register					27 February 2014	
The NRO was designed to accommodate 15 years of expansions space starting from 2003. There has also been an increased level of accessions. Actions have been taken to make storage more efficient, but this is not a long term solution. There is also the risk that actions to rationalise storage elsewhere in the council will lead to an increased rate of deposit in the NRO.											
Original			Current			Target					
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date	
2	3	6	4	3	12	3	4	12	Mar-27	Amber	
Tasks to mitigate the risk											
Options appraisal to determine best way of meeting long-term storage needs. Assessment of collections continuing to identify materials which do not meet collection policy.											
Progress update											
Options appraisal being prepared. Project objectives taken to NRC for consultation and agreement.											

Risk Number	RM14165					Date of update			21 September 2022	
Risk Name	Failure to collect, preserve and make accessible new formats of archive									
Portfolio lead	Cllr. Margaret Dewsbury					Risk Owner		Gary Tuson		
Risk Description					Date entered on risk register				27 February 2014	
Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a position to fully manage digital records in line with the OAIS model.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	5	20	3	5	15	2	5	10	Mar-23	Amber
Tasks to mitigate the risk										
Procedures and tools in place to enable digital deposits to be ingested and managed										
Progress update										
Staff training continuing.										

Risk Number	RM14167		Date of update		21 September 2022					
Risk Name	Collection at risk through unexpected events									
Portfolio lead	Cllr. Margaret Dewsbury		Risk Owner		Gary Tuson					
Risk Description			Date entered on risk register		27 February 2014					
Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
1	5	5	1	5	5	1	5	5	Mar-23	Green
Tasks to mitigate the risk										
Disaster / emergency plan training to be rolled out										
Progress update										
New starters at Record Office trained in Emergency Plan procedures. Staff refresher course planned. This risk needs to be constantly managed.										

Risk Number	RM14345					Date of update			21 September 2022	
Risk Name	Discoverability of catalogue records does not always meet user needs									
Portfolio lead	Cllr. Margaret Dewsbury					Risk Owner		Gary Tuson		
Risk Description						Date entered on risk register			21 September 2022	
Catalogue data is created in line with archive standards, but many users require lower-level data (names, places, subjects etc.)										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	3	9	Mar-23	Amber
Tasks to mitigate the risk										
Volunteer projects generating metadata Collaborative PhD Working with community archives Work with UEA										
Progress update										
Progress ongoing in all mitigation areas.										

Risk Number	RM14346		Date of update		21 September 2022					
Risk Name	Extent of catalogue as barrier to discovery									
Portfolio lead	Cllr. Margaret Dewsbury		Risk Owner		Gary Tuson					
Risk Description			Date entered on risk register		21 September 2022					
As more data is added to the catalogue there is a risk that users will not have the skills required to sort and search data										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	3	9	Mar-23	Amber
Tasks to mitigate the risk										
Training and instruction provided in the forms of training videos available online and in-person training sessions; tips shared on social media; generation of authority records (names, places etc.) to enable alternative points of access										
Progress update										
Progress ongoing in all mitigation areas.										

Norfolk Records Committee

Item No: 7

Report Title: Performance Report

Date of Meeting: 28 October 2022

Responsible Cabinet Member: Cllr Margaret Dewsbury (Cabinet Member for Communities & Partnerships)

Responsible Director: Steve Miller, Director of Culture and Heritage

Is this a Key Decision? No

Executive Summary / Introduction from Cabinet Member

Recommendations:

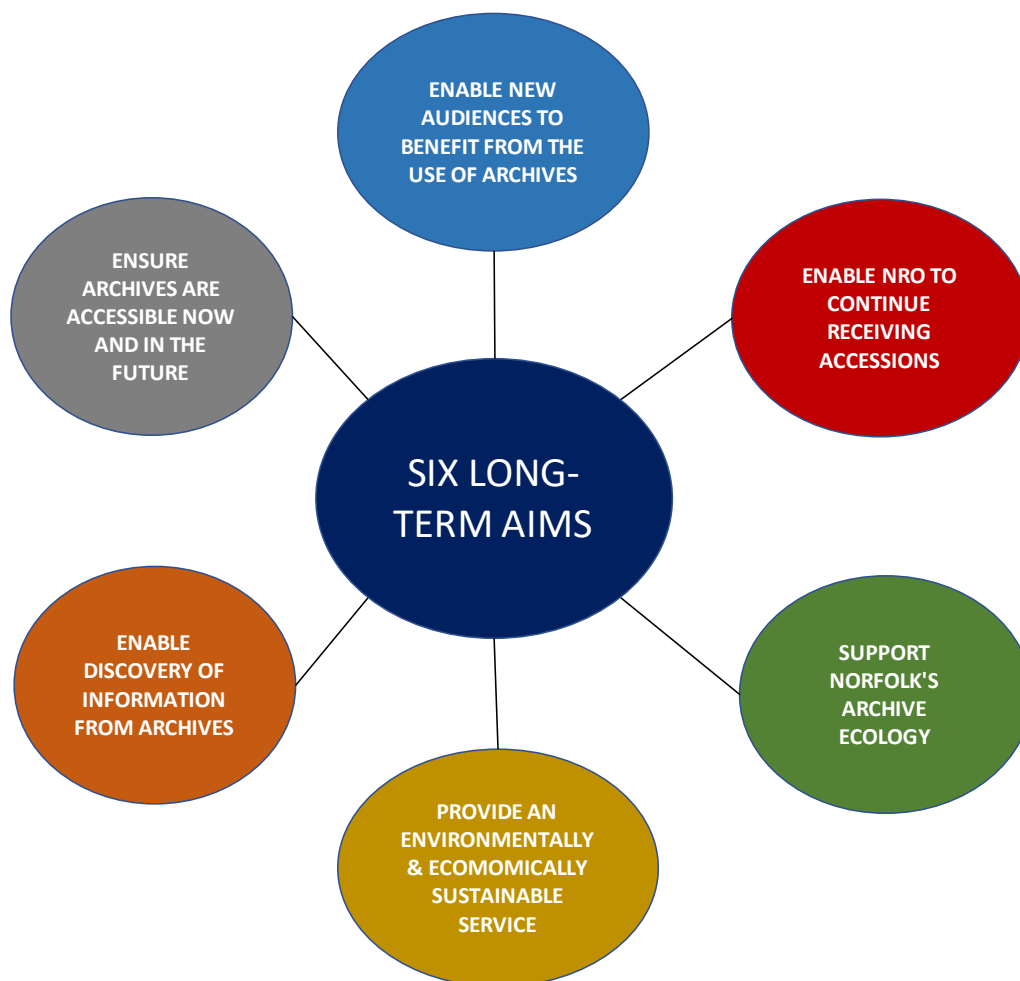
That the Committee:

- 1. Note the contents of the report**
- 2. Comment accordingly**
- 3. Approve the project objectives and associated benefits proposed for the Storage Project**

1. Background and Purpose

- 1.1 This report outlines delivery of Norfolk Record Office (NRO) services and improvements made between 1 April 2022 and 30 September 2022 September.

1.2 The NRO's Six Long-Term Aims



The six long-term aims provide the strategic steer for the development of the NRO. These aims are to:

- Ensure archives are accessible now and in the future
- Enable the discovery of information from archives
- Provide an environmentally and economically sustainable service
- Support Norfolk's archive ecology
- Enable the NRO to continue receiving accessions
- Enable new users to benefit from the use of archives.

The report below is structured to show how the NRO is moving towards achieving each of these aims.

2. Evidence and Reasons for Decision

AIM A: Enable New Audiences to Benefit from the Use of Archives

- 2.1. An exhibition on Duleep Singh and his family has been hosted by the NRO in the Long Gallery. As well as the exhibition the NRO has held a related lecture and the exhibition has been featured in local and international media.
- 2.2. The programme of events has also included
 - i. Sessions as part of Norfolk Creativity and Wellbeing week
 - ii. Two children's activities at the NRO
 - iii. An engagement event at Norwich Cathedral
 - iv. Work experience day for GCSE and A-Level students, with more hands-on activities, including document cleaning, digital photography, seal sock making
 - v. Events for Heritage Open Days during which Behind the Scenes tours proved very popular.
 - vi. Around the World in 80 documents, which will result in an online exhibition

Change Minds

- 2.3. As previously reported, the partnership between the Norfolk Record Office and the Restoration Trust was awarded £249K by National Lottery Heritage Fund for the Scaling Up Change Minds project.
- 2.4. The Scaling Up Change Minds project will create a hub which supports other services who want to run Change Minds projects. Central to this hub is a website which provides information to support the creation of partnerships between archive services and mental health service providers, a manual detailing how to deliver Change Minds and a share evaluation methodology.
- 2.5. The hub development is based on a co-production models six iteration of Change Minds will take place and feed back into its development. These will take place at The National Archives, Dundee University, Lancashire Archives, Bristol Archives, the Museum of the Mind and Norfolk Record Office
- 2.6. Two of these iterations will explore new models for delivering the wellbeing benefits of Change Minds. That at The National Archives will be

looking at colonial archives and the NRO will be delivering Change Minds in Norwich Prison.

- 2.7. The Norfolk Change Minds project involves the delivery of the workshops to prisoners in Norwich Prison. This has presented a number of challenges, such as not being able to use IT or visit the NRO. Alternative methods of delivery have been devised including use of film, volunteer research and paper copies.

AIM B: Ensure Archives are Accessible Now and in the Future

Online Digital Copy Ordering

- 2.8. In July 2021 the Norfolk Records Committee approved a structure for fees and charges at the NRO. This formed the charging structure which enabled a new online service to be launched in April this year. Digital copies of documents can now be ordered online. For the basic charge of £18, anyone can order a digital copy of a document. This covers the cost of providing up to six digital images from a single document. If the order requires more images, the six are provided along with a quote for completing the work.

Opening Hours

- 2.9. The proposals for Norfolk County Council savings presented to Cabinet on 4 July 2022 included a reduction in the NRO budget of £22,000. It identified these savings as coming from a reduction in opening hours at the Archive Centre in Norwich. This proposal will be going out to public consultation later this year. Its results will be presented to the Records Committee in the New Year. This section of the report provides the data upon which the proposed changes are based.
- 2.10. Currently the NRO in Norwich opens for 28 hours a week: Tuesday to Friday 10.00 until 17.00.
- 2.11. To determine which hours or days should be changed, data from the Archive Card system was examined from the 12 April 2021, when the service reopened, up to mid-September 2022. Although, as we were still in the pandemic, the number of visitors was lower than might normally be expected during this period, it still provides data on over 3400 visits. The tables below summarise this information:

Searchroom Use Data

Day of Week		
	Average number of visits	Percentage
Tue	19.64	40.89
Wed	9.96	20.73
Thu	9.55	19.88
Fri	8.88	18.49

Time of Arrival		
	No of visits	Percentage
10.00 - 10.59	1434	52.35
11.00 - 11.59	152	5.55
12.00 - 12.59	64	2.34
13.00 - 13.59	180	6.57
14.00 - 14.59	838	30.60
15.00 - 15.59	51	1.86
16.00 - 16.59	20	0.73

Repeat visits by the same person on consecutive days		
	No of occurrences	Percentage
2 days	143	76.88
3 days	33	17.74
4 days	10	5.38

Conclusions:

- 2.12. Based on this data the NRO is proposing that the searchroom opens from Tuesday to Thursday. To lessen the impact on those who may have travelled to Norfolk, it also proposed that on those days the searchroom opens at 9.30 instead of 10.00

Conservation

- 2.13. A detailed assessment of the NRO's preservation needs has now been completed. This is based on a random sample of 400 items which gives a confidence of 95% in the results. This will enable the service to better understand where its preservation efforts can best be directed and to plan for the future based on a strong understanding of the composition, packaging and storage of the Collection.
- 2.14. One of the benefits of having conservation staff on site is that their support enables us to provide access to documents which would not normally be usable. The conservation survey has revealed that this support means we can provide access to a further 8.3% of the Collection.

AIM C: Enable the discovery of information from archives

- 2.15. Much of the volunteer activity during this period has been targeted at improving the information available on the NRO catalogue. Further to this the settlement papers project has now ended, with over 2,500 new entries added to the catalogue, mainly from North Walsham, New Buckenham, Bunwell, Horsham St Faiths and Tharston parish collections. All parish settlement certificates, settlement examinations and removal orders have now been name indexed.

Accessions

- 2.16. During this period there have been 87 accessions to the Collection. Some notable accessions are given below with a full list contained in the appendix.
- ACC 2022/7: Additional Denny Glass Slides relating to Harleston, early 20th century
 - ACC 2022/27: Papers of Mary and Derek Manning, industrial archaeologists, 20th century
 - ACC 2022/45: Alderman John Norman's Charity records, 1405-1985
 - ACC 2022/46: Norfolk Contemporary Art Society, 2004-2008
 - ACC 2022/87: Records of Norwich Stop the War Coalition, 1999-2021

AIM D: Enable the Norfolk Record Office to Continue Receiving Accessions

- 2.17. As previously reported, the NRO strongrooms are filling up and it is unlikely that they will have space for new accessions beyond 2027. This means that it is essential that plans are developed, and actions taken well in advance of that date.
- 2.18. An options appraisal is being prepared which looks at the options for providing archival storage. These will be measured against a series of benefits combined with a financial assessment to determine the best means of delivering them.
- 2.19. An essential part of the process of completing an options appraisal is to determine the objectives which the project will meet and then defining measurable benefits they will deliver.
- 2.20. A set of objectives and benefits for addressing the NRO's physical (as opposed to digital) storage needs have been developed along with the benefits these will deliver. These are now presented to committee for consideration and comment.
- 2.21. Once the objectives and benefits are finalised and, if required, weighted, a longlist of options will be completed. This will be subject to an initial sift to eliminate options which clearly cannot deliver the benefits.
- 2.22. The resulting shortlist will then be subject to a more detailed assessment with each option measured against the expected project benefits and the associated costs of delivery and operation.
- 2.23. Objective 1: To provide storage for archive accessions until 2045 and beyond**
- 2.24. The Collection is constantly growing with hundreds of accessions received every year. On top of this, in the next decade or so the NRO is likely to receive large deposits of records from such sources as the NHS, businesses, and local authorities. It is likely that all existing storage will be full before 2028.
- 2.25. Benefit 1. The NRO is able to continue collecting archives for a minimum of 15 years with expansion space of 20-30m³ per year.**

2.26. It is estimated that the NRO will require between 20 and 30m³ of additional storage space per year. An analysis of previous quantities of accessions and of likely large deposits will refine this estimate.

2.27. Objective 2: To enable the long-term preservation of all archives

2.28. Archives are a legacy to the future, a legacy that can only be passed on if care is taken to ensure their preservation. As well as protecting? them from sudden loss, storage needs to provide an environment meeting recognised standards including those for upper, lower and rates of change of relative humidity and temperate.

2.29. Benefit 2: The Collection is stored in environments which meet their needs as defined by the relevant standards

2.30. The most important standard against which this benefit will be measured is BS 4971:2017 Conservation and care of archive library collections. A survey of the NRO Collection has been undertaken to provide detailed information on its holdings, this includes details of their physical composition, packaging, space usage and other preservation needs.

2.31. Objective 3: To ensure that the Collection is easily accessible to the public

2.32. Archives can only deliver their many benefits if the public has easy access to them. Improvements can be made through enhanced and more comprehensive metadata, and digitization. However, the largest portion of the Collection is subject to unpredictable access requirements, many of which occur because of evidence provided by documents used in the searchroom that day.

2.33. Benefit 3: The public are able to access documents in the searchroom on the day on which they are requested.

2.34. The examination and development of various options may add additional benefits to this, for example improvement in remote access. Where these additional benefits accrue, they will be reflected in the scoring for Benefit 3.

2.35. Objective 4: To achieve significant reductions in carbon usage

2.36. Existing storage in the NRO is based on a design built to the previous British Standard (BS5454). Since then, significant efforts have been made to increase the energy efficiency of the building. For example, air conditioning equipment only runs for selected periods of time and is modelled to allow for seasonal drifts in temperature and relative humidity.

2.37. Benefit 4: The carbon impacts of archive storage, existing and planned, are reduced in line with NCC targets or better.

AIM E: Support Norfolk's Archive Ecology

2.38. The Community Archives: Skills, Support and Sustainability project is drawing to a close. One of the objectives of the project was to leave a legacy for the benefit of the community. This includes digitization kit which can be loaned out and an online Community Archives Toolkit. Work is currently underway to ensure that training sessions developed as part of the project can be delivered as part of the NRO offer to community groups and others.

AIM F: Provide an Environmentally and Economically Sustainable Archive Service

The Norfolk Archives and Heritage Development Foundation

2.39. Last year, the Norfolk Archives and Heritage Development Foundation (NORAH) awarded the NRO a grant to support the conservation and cataloguing of a box of documents, NRO DN/CON 86. Often referred to as penances, these documents record punishments ordered by the Norwich Consistory Court. During this reporting period, the NRO completed most of this work. Approximately 300 documents, which had been bound together by being pierced and tied with string, were separated cleaned, repaired, and digitised. Together with an associated volume in the same box, these were then catalogued by volunteers working remotely. For each entry they have recorded information including dates, names, places, and crimes. This information will be imported into the NRO's online catalogue enabling the individual documents to be discovered by user.

2.40. As of 31 September 2022, the Norfolk Archives and Heritage Development Foundation (NORAH), had unrestricted funds of £11,215 plus £1,786 in a dedicated fund. The total of just over £13,000 is an

increase of £3,150 since 31 March 2022. During the current financial year NORAH has given out grants totalling just over £1,400.

2.41. The first grant was for the purchase of archival documents by the NRO as detailed below:

- i. Four documents from the Nathaniel Bacon of Stiffkey archive, including a letter to [Sir Henry Spelman] Sheriff of Norfolk, from various, requesting forty-eight men, to aid requisition of lands, goods etc. of recusants and [constable] examinations. 1605-13. 4 papers. NRO ACC 2021/241.
- ii. Title deeds and related documents relating to land in Ovington, Norfolk. 1785-1855. 1 bundle. NRO ACC 2021/241.
- iii. Documents relating to various properties in Norfolk, including at Syleham, Mendham, and Gawdy Hall, Harleston. 1615-1938. 1 bundle. NRO ACC 2021/241.
- iv. Title deeds and related documents relating to various places, including Toft Monks, Haddiscoe, Heckingham, Alington, East Poringland and Raveningham. Eighteenth-nineteenth centuries. 1 box. ACC 2021/185.

2.42. Letters and papers of Bertram Pollock (clergyman, Bishop of Norwich, author, 1863-1943). Includes letters to Pollock, whilst he was Bishop, 1930s-1942; notes on birds, 1872; and menu cards from his time as Bishop, 1920s and 1930s. 1 bundle. ACC 2021/231.

2.43. The second grant was given to the Norfolk Heritage Centre to facilitate improved online access to the archive of the Norwich Women's Film Weekend (NFWF) through digitisation. The NFWF was an annual three-day event that ran at Cinema City from 1979 to 1989, run by a group called the Cinewomen.

2.44. Also, during this reporting period, NORAH paid the NRO almost £8,900 which it has in a restricted fund, for the conservation of the Richard Bright papers.

- 3.1 Equality Impact Assessment (EqIA) (this must be included):
It is not envisaged that there will be any adverse impacts from these proposals.
- 3.2 Data Protection Impact Assessments (DPIA):
No data defined as special category data under the UK GDPR which relates to living people is included in the work detailed in this report. Information about a deceased person does not constitute personal data and therefore is not subject to the UK GDPR.

4. Recommendations

- 1. Note the contents of the report**
- 2. Comment accordingly**
- 3. Approve the project objectives and associated benefits proposed for the Storage Project**

Officer Contact

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

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

Appendix

Norfolk Record Office Accession, 1April – 30 September

* = purchased

Identifier	Title	Dates
ACC 2022/1	Voices of Hickling	2014-2019
ACC 2022/2	Records of the Thetford Municipal and United Almshouse Charity	1886-2008
ACC 2022/3	Letters and papers of Miss V.M. Sewell of Wymondham	1914-1919
ACC 2022/4	Stow Bardolph Manorial copyhold and other deeds	1800-1891
ACC 2022/5	Additional records of the Cole family of Sprowston Lodge	c 1870-c 1960s
ACC 2022/6	Diaries and family history of Arthur R. 'Spud' Taylor	1996-2003
ACC 2022/7	Additional Denny Glass Slides	early 20th century
ACC 2022/8	Blundeston Prison Chaplaincy	1994-2013
ACC 2022/9	Ledger of Public Houses, location and tenants	1936-1938
ACC 2022/10	New Buckenham Wesleyan Methodist Circuit plan	1848
ACC 2022/11	Pre-registration title deeds to Post Office House, Beeston Lane, Great Fransham	1894-2000
ACC 2022/12	Title Deeds relating to an estate at Trunch belonging to Jacob Preston esq. of Beeston, formerly Hawes	1765-1776
ACC 2022/13	King's Lynn and Gaywood development plans	1965-1966
ACC 2022/14	Middleton Ecclesiastical Parish Church additional	19th century-20th century
ACC 2022/15	Pentney Parish Council records	1894-2011
ACC 2022/16	Sale catalogue for Hellesdon House, Hellesdon	1919
ACC 2022/17	Letters of Michael Honeybone (now of Norwich) during his two years of National Service	1957-1959
ACC 2022/18	Records of Marshland St James Parish Council	May 2011-Apr 2018
ACC 2022/19	Title Deeds to various properties at South Creake	1690-1922

ACC 2022/20	Sound recording of an interview of Harvey Gotterson re his time working at the steam and watermills, Dunkirk, Aylsham	1994
ACC 2022/21	Additional title deeds and related papers re the Mack family of Paston Hall	1764-1928
ACC 2022/22	Additional correspondence and other files of the Norfolk Archaeological Trust re the St Benet's Abbey, Caistor St Edmund School walk, Burgh Castle Interpretation and Burton Norton Friary Projects	2010-2014
ACC 2022/23	Tapes and reels of BBC Radio Norfolk	1980-2022
ACC 2022/24	Dr Andrew Hayden's records as Diocese of Norwich's interim organ adviser	1998-2009
ACC 2022/25	Updated Women's Institute Churchyard Survey for St Michael and All Angels, Braydeston	c 1994
ACC 2022/26	Account of the funeral of J.J. Gurney in Norwich	nd [1847]
ACC 2022/27	Papers of Mary and Derek Manning	20th century
ACC 2022/28	Newton Flotman Parish Council additional records	2003-2020
ACC 2022/29	Saxlingham Nethergate Parish Council additional records	1885-c 2018
ACC 2022/30	Preston's of Yarmouth family photographs and papers	19th century-20th century
ACC 2022/31	Architect's file of drawings of the Parish Hall, Mile Cross, Norwich	1935
ACC 2022/32	BBC Radio Norfolk tapes and cues	1990-2005
ACC 2022/33	Additional King's Lynn Coroner's records	2002-2007
ACC 2022/34	Records of Thurton Parish Charities	1890-1963
ACC 2022/35	Stories of St John	2018-2019
ACC 2022/36	Brandon Parva Ecclesiastical Parish addl records	1813
ACC 2022/37	Original artwork of William Bell-Armes	c 1900-1933
ACC 2022/38	Records of Norwich Rotary Club additional	2014-2018
ACC 2022/39	Records of Strumpshaw with Hassingham and Buckenham PCC	1943-2009
ACC 2022/40	Records of Lingwood Ecclesiastical Parish	1896
ACC 2022/41	Letters written from 'your sweetheart Vi' in Great Yarmouth to WW2 serviceman, Reg Cracknell	1940-1945
ACC 2022/42	Records of Ceres Masonic Lodge	1901-2019
ACC 2022/43	Additional Oulton Broad PCC records	1842-2020

ACC 2022/44	Records of the Norfolk Gardens Trust (addl)	1990-2022
ACC 2022/45	Alderman John Norman's Charity records	1405-1985
ACC 2022/46	Norfolk Contemporary Art Society	2004-2008
ACC 2022/47	Title deeds to a house, 35 Sandringham Road (formerly Denmark Road), Norwich	1887-1952
ACC 2022/48	Records of East Rudham Parish Council (addl)	1867-2014
ACC 2022/49	Deeds relating to St Peter Parmentergate, Norwich	1766-1826
ACC 2022/50	Probate of the will of Humphry Repton	Oct 1818
ACC 2022/51	Records of the Great Yarmouth and District Society of Artists	1927-2020
ACC 2022/52	Digital scans of records of the Carver and Spence families, 1789-1886	2022
ACC 2022/53	Additional records of the Norwich Rotary Club	1978-2021
ACC 2022/54	Altered tithe apportionment for the parish of Little Massingham	30 September 1908
ACC 2022/55	Personal research and local history papers of Hilary Clutten	1963-2021
ACC 2022/56	Additional Head Family and Norfolk Lavender records	1920s-2019
ACC 2022/57	Additional Norfolk and elsewhere title deeds collected by Adrian H. Head	1405-c 1875
ACC 2022/58	Records of the Cyclists' Touring Club Norfolk District Association addl	1980-2021
ACC 2022/59	Brundall Evening WI records	1966-2019
ACC 2022/60	Records of South Creake Parish Council	1894-2016
ACC 2022/61	Account of the lives of Charles and Mabel Burrows and rehanging of South Lopham Parish Church bells	2022
ACC 2022/62	Records of various Methodist churches	1861-2022
ACC 2022/63	Harleston Grapevine Magazine	1998-2015
ACC 2022/64	Additional records of Berry Crane & Noble, architects of Norwich	1867-c 1960
ACC 2022/65	Additional records of Carlton Colville Parochial Church Council	1794-2021
ACC 2022/66	Bacton Church of England parish additional records	1914-2002
ACC 2022/67	Hempstead with Eccles and Lessingham Church of England Parish	1921-1997

ACC 2022/68	St Benet at Waxham Rural Deanery	1986-1995
ACC 2022/69	Purdy and Clover documents additional deposit	1877-1921
ACC 2022/70	Records of Norfolk Methodists	1856-2015
ACC 2022/71	Records of Stanhoe Archives	1903-2015
ACC 2022/72	Wells Field Studies Centre digitised images of 35mm slides	1968-2010
ACC 2022/73	Additional Hobart of Blickling estate papers	1699-1700
ACC 2022/74	Additional Great Yarmouth Church of England Parish records	1884-2015
ACC 2022/75	R.J. Read Ltd, Norwich, Flour Mill	late 19th century-c 1969
ACC 2022/76	Additional Records of Fritton and Morningthorpe Church of England PCC	1947-2016
ACC 2022/77	Photographs and press cuttings relating to David Clark, Norwich City chief electrical engineer's work in flood-lighting Norwich public buildings	1973-1976
ACC 2022/78	Additional Aldis family tree and genealogy notes	nd [c 2020]
ACC 2022/79	Saham Toney Boys' School Log Book	1901-1931
ACC 2022/80*	Peter and Pat Crofts Auction purchases	1702-1888
ACC 2022/81	Norwich Chamber Music	2012-2021
ACC 2022/82	Hales and Heckingham Parish Council (additional) with list of people entitled to vote in Great Yarmouth elections	1781-1969
ACC 2022/83	Little Snoring ecclesiastical parish	1953-1989
ACC 2022/84	King's Lynn Operatic and dramatic ephemera and rail waybills	1880-1963
ACC 2022/85	Title deeds and plans 114 Earlham Road, Norwich	1861-1904
ACC 2022/86	West Winch Parish Council Records	1936-2019
ACC 2022/87	Records of Norwich Stop the War Coalition	1999-2021