

Norfolk Records Committee

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

Present:

Norfolk County Council

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

Norwich City Council

Mrs J Brociek-Coulton
MR D Raby

Broadland District Council

Mr D Buck

South Norfolk District Council

Dr C J Kemp (Chairman)

Borough Council of King's Lynn and West Norfolk

Mrs E A Nockolds

Breckland Council

Mr R Kybird

Non-Voting Members

Co-Opted Members

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

Representative of the Bishop of Norwich

Revd C Read

Others Present

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

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

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

2. Election of Chairman

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

3. Election of Vice-Chairman

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

4. Minutes

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

5. Items of Urgent Business

- 5.1 There was no urgent business discussed.

6. Declarations of Interest

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

7. Finance and Risk

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

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

7.3 The Norfolk Records Committee **NOTED**:

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

8. Archives Unlocked: A new vision for Archives

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

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

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

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

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

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

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

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

8.3.1 The Committee

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

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

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

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

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

10. Norfolk Record Office fees and charges

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

Future Meetings:

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

The meeting ended at: 11:51.

Christopher Kemp, Chairman of the Committee



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