

NORFOLK RECORDS COMMITTEE

Item No.

Report title:	Performance Report 1 April –30 September 2016
Date of meeting:	28 October 2016
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services

Executive Summary

This report provides information on the activities of the Norfolk Record Office (NRO) and its performance against its service plan during the period between 1 April and 30 September 2016.

Proposal

The Norfolk Records Committee is asked to:

Consider performance against the 2016/1716 service plan and comment accordingly

Performance against Service Plan

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

Formal Education
 - 1.2 The Norfolk Record Office Education and Outreach team have continued to provide a variety of workshops and talks for children during the last six months. These have included:
 - Local history workshops at Rackheath School and Kinsale Junior School
 - World War II workshops for pupils from Erpingham Primary School and Lakenham Primary School
 - Refuge Day workshops for children at the Forum
 - A Children's University Event at Sprowston High School
 - 1.3 The Record Office held nine events for schools, along with one for home education

children. A total of 444 children attended these events

Lifelong Learners

- 1.4 There has been a wide variety of events over the last six months. These are detailed in the two *What's On* booklets covering this period, the most recent of which covers events from July to December 2016.
- 1.5 Highlights from the last six months include:
- 1.6 Seal Sock Sewing Bees have continued with the most recent group meeting including a session with the Senior Conservator showing how the seal socks are being used in the God's House Unlocked project.
- 1.7 Heritage Open Days. The NRO held three events:
 - Change Minds events where participants showed their work. This provided an opportunity for people from the Change Minds Cromer project to meet people from the first cohort based in Norwich. It also gave participants the opportunity to invite their families to see their work.
 - An Archival Ambulation around Norwich using copies of archive sources
 - An open day at the King's Lynn Borough Archive where over three hundred people came to view documents on display and talk with an archivist.

Over the same weekend, it ran a stall at the Great Yarmouth Maritime Festival which was visited by over 1000 people.

- 1.8 NRO Blogger. A second cohort was trained to research articles which can then be posted on the NRO Blog. Recent posts on the blog have included:
 - The travel diary of Rachel Sheringham
 - Alfred Albert Suggate: Loddon's musical maverick
- 1.9 An Introduction to Family History workshop run in partnership with the Norfolk Heritage Centre.
- 1.10 In total 52 talks and workshops were delivered to a total of 1,132 people

Developing New Audiences and New Uses for the Collection

Volunteer Programme

- 2.1 Volunteers have contributed 1277 hours to the NRO during this period. There are currently 18 regular volunteers.
- 2.2 As well as the longer running volunteer projects, such as the Horner map cleaning and the indexing of Marriage Licence Bonds, some of the other volunteer activities have

been:

- 2.3 • Detailed cataloguing of the correspondence of Captain Frederick Charteris and Lady Louisa Charteris, née Keppel, 1872-1905 (MC 3214) and Sir Robert Clayton's papers re the estate of William Cobbe at Sandringham, 1660-1679 (MC 2370).
- 2.4 • *Introduction to the Archive Profession* placements have been run for two people with an interest in pursuing a professional qualification. This runs for a week and enables them to get an idea of the variety of work in a busy local authority archive service.
- 2.5 A number of volunteers and work experience placements have now secured paid employment and training. One has recently started at the Rolls Royce archives; another has secured a temporary Archive Assistant post at the NRO and a third has used her experience to secure a place on the Aberystwyth University distance learning course.

Change Minds

- 2.6 Members of the first cohort of the Change Minds have completed their three terms on the course. This mental wellbeing course, which uses the records of St Andrew's Hospital, is a Heritage Lottery Funded partnership between the NRO, The Restoration Trust and Together in North Norfolk. An important element of the project is an evaluation of its wellbeing impact; this is being led by Dr Victoria Scaife from UEA. A draft report on the outcomes for the first cohort has been prepared and this shows an overall increase in the general wellbeing of the participants. As well as quantitative data collection, the evaluation forms allow participants to write their own comments. Some of those collected from the first year were:

Has been awesome!! Thank you 😊

I think the course and the outcome for everyone has been a fantastic help to all involved

Change Minds is brilliant

I have enjoyed change minds immensely. It has been a great success

The feedback is also being used to improve the course for the second Changes Minds cohort which started in September

- 2.7 There has also been another, shorter Change Minds course running over ten sessions in Cromer Library. This is being delivered by a partnership between the NRO, Norfolk Libraries and Norfolk Community Learning Services.

3 Providing Public Access Service

Searchroom Service

1st April 2016 – 30th September 2016

3.1

Norfolk Record Office:	Searchroom Visits	Written Enquiries	Telephone E enquiries	Documents Produced
The Archive Centre	2,137 (2,679)	3,384 (3,280)	5,566 (3,839)	17,012 (15,011)

(Same period in previous year in brackets)

Remote Services

3.2

	Visits	Pages Viewed
NRO Website	30,487	88,706
NROCAT	18,495	373,711
	Followers	
Twitter	15,395	

Changes to NRO: The Archive Centre

3.3 Internal building work has now been completed at the Archive Centre. This has resulted in:

1. New office accommodation for the Registration Service.
2. Removal of the reception desk near the Searchroom and its replacement with a reception desk at near the steps
3. New visitor furniture and areas in the Long Gallery
4. A new staff room on the first floor
5. A new Glass Box between the Searchroom and the Green Room
6. Moving the Sound Archive to the former listening room

3.4 The total cost to the Record Office of this work, including fees, is in the region of £20,000.

4 Managing and Developing the NRO Collection

Accessions

- 4.1 A total of 168 accessions have been received during this period. The most significant of these are the records purchased as part of the Morningthorpe Manor Sale that account for one of these 168 accessions; these are the subject of a separate report. Some of the other highlights include:

ACC 2016/11	Norwich Cycling Campaign	1990-2016
ACC 2016/12	Norwich Group of Flower Clubs	mid 20th century- 21st century
ACC 2016/55	Photographs of Gorleston Special Holiday Camp	1948
ACC 2016/61	Business records of Mann Egerton & Co. Ltd, car dealers, coachworkers, manufacturers and electrical engineers	c 1899-1991
ACC 2016/73	Allens Cadge and Gilbert, Solicitors, and Predecessors additional	18th century-20th century
ACC 2016/156	Norfolk County Council additional: files relating to the Norfolk Library Fire and the development of the Forum	20th century-21st century

A full list of accessions is given in Appendix 1.

- 4.2 A cataloguing template has been developed for use by depositors prior to the receipt of documents by the NRO. This will enable certain depositors to create lists ready for import into the NRO catalogue.

Digital Preservation Consortium

- 4.3 Work has now started with the project partners from Norfolk, Hertfordshire, Cambridgeshire and Peterborough on the digital preservation project. A contract has been signed with a third party supplier who is providing a hosted system for this work. This consists of a file transfer system linked to an Archivematica pipeline (a workbench for processing digital files) and an instance of ICA Atom (an archive description and management system)
- 4.4 All parties took part in a web based training session with the software developers in Canada and small, collaborative training sessions have been arranged between the project partners.
- 4.5 The aims of this pilot project are to assess the most efficient way of meeting our digital preservation needs whilst developing new skills and understanding
- 4.6 There is growing interest in this project and requests to visit the NRO have been received from Cameron Mackintosh Ltd, Jaguar Daimler Heritage Trust, the British Motor Industry Heritage Trust and the University of Westminster.

- 4.7 Following interviews in July, the third digital preservation traineeship (funded through the Heritage Lottery Fund Skills for the Future programme) will start in October. This digital preservation project will form the core of their work over the coming 12 months. The holder of the previous placement has now secured employment working on digital records at the National Theatre.
- 4.8 Whilst the tools being used in the consortium help with many of the issues surrounding the preservation of digital records, there are still areas which need work. One of these has been addressed by producing an advice sheet for depositors of digital records. This sets out the preferred file formats for the transfer of digital records to the NRO, the need to remove password protection and the background information we require to manage the records.

God's House Unlocked

- 4.9 The God's House Unlocked project, which is creating a full catalogue of the UNESCO World Heritage Register inscribed Great Hospital collection, has been running since April. During this period, 42 of the 52 boxes in NCR Case 24 have been catalogued. This represents 54% of the total. It includes the founder's will, cartulary, letters patents, general accounts, court rolls, bailiff's accounts, rentals, extents and records of litigation.
- 4.10 Throughout, old boxes and packaging have been replaced with new, archive standard materials. As a part of this, bespoke, specially designed archive boxes and internal packaging for the deeds and, in many cases, their pendant wax seals has also been made.
- 4.11 As a part of the engagement activities around this project, an intermediate palaeography course started at the NRO in September. This objective of this ten session course is to equip its participants with the skills to work on 15th century account rolls.
- 4.12 Some of the items catalogued are described in more detail in Appendix 2.

Caring for the Collection

- 5.1 A conservator has been recruited to cover the maternity leave of one of the conservation team. The new conservator, who started on 8 August, has 25 years' experience in conservation having worked at, what was then, the Public Record Office and the Tate. Meanwhile, the conservator for whom he is providing maternity leave cover, gave a paper at the Archives and Records Association conference demonstrating recent innovations in parchment humidification developed by NRO.
- 5.2 Work has been completed on all the King's Lynn items requiring digitisation. This included the charters and items for the exhibition. The conservation team also organized and supervised the return of the document to Lynn in order to minimize the risk of damage during the move.

- 5.3 Planned conservation work has been completed on:
1. C/Sca 2/193: Martham enclosure award
 2. BEA 401, 439x2: Manor court book of Banyard, Lalfords and Butley
 3. MC 1811/23: Rental from the Norfolk Manors of Sir E. Bowyer Smyth
- 5.4 The Collection Care team have also secured two orders for large bespoke boxes: one for the History of Advertising Trust and another for a commercial supplier who has ordered 50 large costume boxes.
- 5.5 The Senior Conservator has also delivered two bookbinding sessions. One to the Change Minds group and another as a masterclass at the Town Hall in King's Lynn.
- 5.6 The Conservation team also continue to support the work of other teams. As well as providing access services for fragile documents ordered in the searchroom they have trained eleven people in Document Handling techniques and contributed to 31 tours of the building.

6 King's Lynn Borough Archive

- 6.1 The conditions in the strongroom have now reached the environmental standards required for the storage of archive; this enabled the collection to be returned in September. This barcode system, put in place when the collection was moved to Norwich, was used again to create a location guide very soon after the documents had been returned.
- 6.2 The documents have been stored by size, rather than reference, which has made considerable space savings. There are also plans for further reorganization and packaging which will free up additional storage capacity. This means that the NRO will be able to store additional documents in Lynn and it is currently identifying suitable collections to keep there. It is likely that priority will be given to archives which can be used for engagement activities and anticipated research projects.
- 6.3 The archivist at King's Lynn moved to another job in July and, since then, staff from Norwich have been covering the post. Shortly after receiving notice, an advertisement for the post was placed in the Archives and Record Association's *ARC Recruitment*. However, the Record Office was unable to make an appointment.
- 6.4 The Record Office has failed to make an appointment to this post before and re-advertising carries the significant risk of failure that this will happen again. Therefore, to manage this risk, the Record Office plans to establish a traineeship in King's Lynn. The successful applicant will study for a professional qualification by distance learning and, upon successful completion of the course, will progress to the post of archivist in Lynn. Throughout the course, NRO staff will provide mentoring and support.

7 Financial Implications

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

8 Issues, risks and innovation

- 8.1 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.

9 Background

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

Officer Contact

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

Gary Tuson
County Archivist
Norfolk Record Office
The Archive Centre, Martineau Lane
Norwich, NR1 2DQ
Tel: 01603 222599
Email: gary.tuson@norfolk.gov.uk



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

Appendix 1

Accessions 1 April-30 September 2015

ACC 2016/1	Horstead with Stanninghall Parish Council	c 1887-2007
ACC 2016/2	Hall School, Old Catton	1983-2014
ACC 2016/3	Stoke Ferry Scrapbook	1965
ACC 2016/4	Memoir of Ella Mary Jane Fuller, 'Thing's I Remember'	c 1990-1995
ACC 2016/5	Mixed deeds and papers	1805-1880
ACC 2016/6	Proofs and additions to 'Things I Remember', the memoirs of Ella Fuller	1991
ACC 2016/7	Copies of photographs of fishing boats (possibly Great Yarmouth)	c 1877
ACC 2016/8	Framingham Earl ecclesiastical parish	1983-2012
ACC 2016/9	St Faith and Aylsham RDC Housing Officer's annual report	1971
ACC 2016/10	Papers relating to a case about the use of church rates for the repair and upkeep of St Peter, Great Yarmouth	1854
ACC 2016/11	Norwich Cycling Campaign	1990-2016
ACC 2016/12	Norwich Group of Flower Clubs	mid 20th century-21st century
ACC 2016/13	Deeds of Partition relating to a property in The Street, Poringland	1820-1885
ACC 2016/14	St John the Evangelist Church, King's Lynn, ecclesiastical parish	1859-2016
ACC 2016/15	Title Deeds and other papers mainly relating to the Hague, Bloom and Hague Bloom families	18th century-19th century
ACC 2016/16	Papers of Stephen Buller, smallholder of Lingwood	20th century
ACC 2016/17	File of Miss Grace's correspondence and papers re NCR	20th century
ACC 2016/18	Binham St Mary and the Holy Cross (Binham Priory) ecclesiastical parish	1987-2012
ACC 2016/19	North Norfolk Methodist Circuit additional	1968-2016
ACC 2016/20	Saxlingham by Holt ecclesiastical parish	1923-1991
ACC 2016/21	Cringleford and Colney ecclesiastical parish	1958-2015
ACC 2016/22	Horningtoft Parish Council	1894-1989
ACC 2016/23	Sale particulars relating to Loddon and surrounding area	1855-1940
ACC 2016/24	Loddon History Society additional	1739-1957
ACC 2016/25	North Norfolk District Council: planning applications of predecessor Urban District Councils	1948-1974
ACC 2016/26	Thursford ecclesiastical parish additional	1855-2015

ACC 2016/27	West Norfolk Methodist Circuit additional	1818-2012
ACC 2016/28	Appointment of trustees to the Rectory Trust, Old Buckenham	4 Jan 1938
ACC 2016/29	Manor of Dickleburgh and Manclarkes	1697-1736
ACC 2016/30	Alderman Norman Endowed School	1899-1974
ACC 2016/31	Howe with Little Poringland ecclesiastical parish additional	1813-2009
ACC 2016/32	Deed regarding property in Mercers Row, King's Lynn	1766
ACC 2016/33	Tyrrell and Byford Ltd of Attleborough, agricultural merchants, and Barclay Pallett and Co. Ltd of North Walsham, agricultural merchants	1909-1969
ACC 2016/34	Appointment of trustees for the Great Hospital Charity, Norwich	4 Jan 1938
ACC 2016/35	Mother's Union, Norwich Diocese, additional	1995-2012
ACC 2016/36	Sea Palling ecclesiastical parish	1995-2015
ACC 2016/37	Happisburgh ecclesiastical parish	1903-2015
ACC 2016/38	Cabbell Lodge No. 807 additional	1984-2000
ACC 2016/39	Manor of Felthorpe Rectory court book	1783-1872
ACC 2016/40	Burnham Norton Parish Council	1826-2007
ACC 2016/41	Burnham Thorpe Parish Council	1894-1991
ACC 2016/42	Gresham ecclesiastical parish	1963-2015
ACC 2016/43	West Runton ecclesiastical parish	1973-2002
ACC 2016/44	Beeston Regis ecclesiastical parish	1987-2014
ACC 2016/45*	Mixed deeds and other records purchased from Keys	c 1683-1911
ACC 2016/46	OS map of area around Helhoughton and West Raynham, particularly Painswhin Farm	1886
ACC 2016/47	Caister on Sea ecclesiastical parish additional	1944-2012
ACC 2016/48	North Norfolk Methodist Circuit additional	1985-2011
ACC 2016/49	Records of suspended women's institute groups.	1923-2010
ACC 2016/50	Swainsthorpe ecclesiastical parish additional	1925-2015
ACC 2016/51	Eaton Collection additional	20th century
ACC 2016/52	Royal Naval Association Dereham Branch	1980-2014
ACC 2016/53	Norwich Rotary Club additional	2002-2016
ACC 2016/54	Recorded interview of Mrs Bargewell of Ingham	nd [mid 20th century]
ACC 2016/55	Photographs of Gorleston Special Holiday Camp	1948
ACC 2016/56	Slides of Norwich taken by David Wellard Grundey	c 1969-1980s
ACC 2016/57	Nick Patrick's Sound Recordings	1950s-1970s
ACC 2016/58	North Norfolk Methodist Circuit additional	c 1940-c 2013
ACC 2016/59	Norfolk County Council investments certificates	c 1980
ACC 2016/60	Women's Employment, Enterprise and	c 1987-c 2013

	Training Unit (WEETU)	
ACC 2016/61	Mann Egerton & Co. Ltd, car dealers, coachworkers, manufacturers and electrical engineers	c 1899-1991
ACC 2016/62	Book of penmanship by George Wiffin of Wendling, later of Dickleburgh	1834
ACC 2016/63	Photocopy of wedding of Ruth Ives and Major Francis A. Phillips, of Erpingham	1915
ACC 2016/64	USAAF Memorial Trust additional	1940s-2007
ACC 2016/65	Itteringham ecclesiastical parish additional	1991-2015
ACC 2016/66	Coltishall and Horstead WI	1923-2009
ACC 2016/67	North Norfolk Methodist Circuit additional	c 1978-c 2013
ACC 2016/68	Letters and papers of Anthony Hamond	c 1939-1943
ACC 2016/69	North Burlingham St Andrew ecclesiastical parish additional	1837-2015
ACC 2016/70	Architects plans and related documents and photographs from Purcell	1949-2015
ACC 2016/71	Recording of Doreen Wallace by David Holland, 1983; recording of Tom Potter, 1984.	1983-1984
ACC 2016/72	Title deeds to bungalow named Broadlands in Mill Lanne, Hockwold	1952-1975
ACC 2016/73	Allens Cadge and Gilbert, Solicitors, and Predecessors additional	18th century-20th century
ACC 2016/74	North Norfolk Methodist Circuit additional	1904-2013
ACC 2016/75	Keswick Hall College additional	1959-1997
ACC 2016/76	Wroxham Parish Council additional	1997-2013
ACC 2016/77	Salhouse Parish Council additional	1999-2013
ACC 2016/78	School notebook belonging to George Henry Atkinson of Southtown, Gorleston	1911-1912
ACC 2016/79	South Creak V.C. School	1981-1991
ACC 2016/80	Norwich St Stephens ecclesiastical parish additional	20th century
ACC 2016/81	Overstrand Parish Council additional	1880-2012
ACC 2016/82	Norfolk Lawn Tennis Association additional	20th century
ACC 2016/83	Charity Commission additional	1868, 1873
ACC 2016/84	Papers of the Trustees of R.L. Blake Will Trust	20th century
ACC 2016/85	Claims in Stiffkey [submitted to Stiffkey and Morston Inclosure Commissioners]	c1793-1794
ACC 2016/86	Dedication of Memorial to Royal Engineers Bomb Disposal Unit Personnel commemorative booklet	2004
ACC 2016/87	Sale Catalogues and a Sales Poster for properties in Norfolk	19th century
ACC 2016/88	Norwich Public Libraries additional: letter from Mr R.W. Ketton-Cremer to Mr [Philip] Hepworth, Norwich City Librarian	15 Mar 1966
ACC 2016/89	Papers of Robert Rust (Bengali River Pilot)	19th century-

		20th century
ACC 2016/90	Various Norfolk deeds	c 1667-c 1782
ACC 2016/91	Norfolk Registration Service additional	1837-1920
ACC 2016/92	Eaton Collection additional	1994
ACC 2016/93	South Norfolk Constituency Labour Party, Hempnall Branch	1977-1982
ACC 2016/94	Hempnall Residents Against Tip Site	1991-2004
ACC 2016/95	Hempnall Green Residents' Association	1977-1982
ACC 2016/96	Executorship Papers regarding the Page and Carey Families of Norwich	1958-1966
ACC 2016/97	Sale Particulars re Norfolk Properties	20th century
ACC 2016/98	Photocopies of research notes of Dr Joyce Lambert on Norfolk Broads	1953-1954
ACC 2016/99	Great Yarmouth Haven Reports	1747-1818
ACC 2016/100	Printed Notice listing Regalia and Plate belonging to the Mayor, Aldermen and Citizens of the City of Norwich	May 1906
ACC 2016/101	Glass Lantern Slides of Scenes of Costessey and elsewhere	nd [? 20th century]
ACC 2016/102	Page and Carey Families of Norwich additional	1939-1969
ACC 2016/103	Wymondham Silfield County Primary School	1976-1991
ACC 2016/104	Scottow Parish Council	1894-2000
ACC 2016/105	Swanton Abbott Parish Council	1894-2000
ACC 2016/106	Norfolk County Council Chief Executive's Department Legal Services	1855-1856
ACC 2016/107	Norfolk County Council County Surveyor's Department Files relating to Major Road Improvements	1961-1963
ACC 2016/108	Notes on sun Insurance registers concerning Norfolk, 1710-1750	1970s
ACC 2016/109	Maps relating to the Chet Valley Improvement	c 1875
ACC 2016/110	Brockdish Church of England Voluntary Controlled Primary School	1863-2016
ACC 2016/111	Records of Donald Palmer concerning brass bands in East Anglia	1935-2014
ACC 2016/112	Bintree Parish Council	1988-2009
ACC 2016/113	Gressenhall, Longham, Bittering Parva, and Wendling ecclesiastical parishes additional	1813-2014
ACC 2016/114	Political papers of Edward Barber	1978-1991
ACC 2016/115	North Norfolk Methodist Circuit additional	2006-2016
ACC 2016/116	Diaries of Faith Codd of Bracondale	1952-2005
ACC 2016/117	King's Lynn Borough Council	1930s-1970s
ACC 2016/118	Lowestoft St Andrew ecclesiastical parish additional	20th century-2014
ACC 2016/119	Gayton Parish Council: Gayton Group of Parishes Magazine	Jan 1995-Nov 1996
ACC 2016/120	Carleton Rode ecclesiastical parish additional	2004-2012

ACC 2016/121	Charity Commission additional	1937-1938
ACC 2016/122	Ingoldisthorpe Parish Council additional	c 1890-c 1991
ACC 2016/123	Merton ecclesiastical parish additional	1992-2013
ACC 2016/124	Great Hockham ecclesiastical parish additional	1987-2001
ACC 2016/125	Sound recordings of Anne Martin additional	2014-2015
ACC 2016/126	Bressingham ecclesiastical parish additional	1952-2004
ACC 2016/127	Ketteringham School exercise book of Eleanor Maud (Betty) Storey	1930-1931
ACC 2016/128	White Hart Inn Scole, copy of engraving of inn sign, with supporting letters.	18th century-1952
ACC 2016/129	Ellingham United Charities	1844-2013
ACC 2016/130	Photocopy of plan of Aylsham Cemetery	nd [? c 1900]
ACC 2016/131	W.C. Cooper, ecclesiastical, architectural wood and stone carver and letter cutter, 42 Newmarket Street, Norwich relating to work at City Hall, Norwich	c 1938-1951
ACC 2016/132	Norfolk Fire Service Fire Protection Officer's records	1946-1980
ACC 2016/133	'Castle Rising - a Feudal Parish' by Revd Archibald Ean Campbell	nd [1916-1921]
ACC 2016/134	Deeds relating to The Forge and The Granaries, adjoining the old railway station at Yaxham	1890-2002
ACC 2016/135	Annual reports of Chief Constable of Norfolk Constabulary, later Norfolk Joint Police	1968-1985
ACC 2016/136	Deeds and papers relating to Field Dalling and elsewhere	1794-1895
ACC 2016/137	Brundall Parish Council	1983-1999
ACC 2016/138	Old Catton ecclesiastical parish	1999-2016
ACC 2016/139	Portrait and illuminated certificate of Frederick Brett, former Mayor of Great Yarmouth.	1922
ACC 2016/140	Norwich Methodist Circuit additional	20th century
ACC 2016/141	Gresham ecclesiastical parish additional	20th century
ACC 2016/142	Digital images of photograph album of Mrs Deirdre Krymer (nee Fraser)	1943-1946
ACC 2016/143	HKB Wiltshires additional	19th century
ACC 2016/144	Redenhall and Harleston with Wortwell ecclesiastical parish additional	1881-2011
ACC 2016/145	Thetford Methodist church	1862-1968
ACC 2016/146	Mattishall School	1872-2000
ACC 2016/147	J. Brett and Son, wholesale cabinet manufacturers and upholsterers, complete house furnishers, removals and storage contractors, of Great Yarmouth	20th century
ACC 2016/148	Commonplace album of Ester Brown of Yarmouth	1903-1924
ACC 2016/149	2nd Air Division Memorial Library additional	1943-1945

ACC 2016/150	Records relating to the Jermy and Preston families of Norfolk and Suffolk	1654-1980
ACC 2016/151	Norwich St Mary-in-the-Marsh ecclesiastical parish	1965-2016
ACC 2016/152	Norwich Cathedral additional	2009-2012
ACC 2016/153	Deeds to property in Ludham and elsewhere	1810-1881
ACC 2016/154	Records of Harry Apling additional	1981
ACC 2016/155	Burgh St Peter ecclesiastical parish additional	2016
ACC 2016/156	Norfolk County Council additional: files relating to the Norfolk Library Fire and the development of the Forum	20th century-21st century
ACC 2016/157	Documents from Morningthorpe Manor sale	c 18th century-19th century
ACC 2016/158	Mutford St Andrew ecclesiastical parish additional	1959-2014
ACC 2016/159	Additional records of Judge Adrian Head	c 1950s-1990s
ACC 2016/160	Architectural drawings by APB Designs Limited for Chick King restaurants in Costessy and King's Lynn	1983-1984
ACC 2016/161	Carr of Ditchingham additional	1825-1878
ACC 2016/162	Freethorpe ecclesiastical parish additional	1850-2000
ACC 2016/163	Thetford Methodist Circuit additional	1885-2015
ACC 2016/164*	Documents purchased at Keys Auction, 8-9 September 2016	15th century-20th century
ACC 2016/165	2nd Air Division Memorial Library records (additional)	1994-2005
ACC 2016/166	Memorial Trust of the 2nd Air Division, United States Army Air Force additional	2010-2014
ACC 2016/167	Norwich Cemetery Transcription Project additional	2016
ACC 2016/168	Reminiscence of the Shakespeare public house and the Theatre Royal, Norwich, by Vernon Dade	1931-2016

Appendix 2

Some Highlights from the God's House Unlocked Cataloguing

Ref: NCR Case 24a/4

On the dorse side of an account of 1320, is a mid-13th century schedule of many Suffolk parishes, probably a taxation list compiled by diocesan officials and including references to pensions paid to the priors of several Suffolk and Norfolk priories and also to the chamberlain, almoner, hosteller of Bury St Edmund's Abbey.

NCR Case 24d/1/11

At the foot of the account of 1333, is a re-used parchment membrane recording lists of [? diocesan or hospital] officials and servants 'garconibus' in receipt of summer livery in rabbit furs and ells of burrell cloth from Northampton and 'Stanford' [Stamford], 1252.

NCR Case 24b/19

On the dorse side of 1444 memoranda are receipt and payment accounts for the one and a quarter years from Jan 1443-April 1444 of William Wyght, the under-sheriff for Suffolk. The receipt accounts list those amerced for exigencies and those paying for 'sueta', (their freedom from incarceration before trial). Payments concern assize proceedings and justices expenses among other things.

NCR Case 24b/22a-b

Agreements in English between Sir William Aleyn, the parson of Thwait and Sir Thomas Prentys, the parson of St 'Albertes' [Ethelbert's] Mundham, with the assent of the leading parishioners, apportioning, after a variance concerning liability for tithe payments between the two parsons, lands in the open fields of St Ethelbert's and St Peter's, Mundham and of Thwait, 1440-1444

NCR Case 24b/25

Agreement that Dr John Selot, clerk and master of the Hospital and its confraternity for £200 paid them hospital by the executors of Ralph Segryme and Richard Broun, formerly mayor and aldermen of the city (now dead) the master and fellows are forever obliged to provide one suitable, secular chaplain without benefice to say vespers and matins each day and mass every Sunday and feast days in the chapel for the honour of God and St Barbara, the comfort of prisoners, the good estate of the mayor and City and for the sake of the souls of Segryme, Broun, their wives and for those of John Wilby and his wife and for those of all benefactors of the chapel, the City providing a chalice, service books and vestments, 1472.

NCR Case 24b/36

Counterpart agreements for the keeping of the poor people in God's House between the Corporation and successive keepers of the Hospital, detailing their wages, allowances and duties, 1566-1686

NCR Case 24e/5/2

The Lathes in Norwich, John Dernell, carter's half-yearly account and journal entries in English, 1417 detailing the costs of daily cartloads of materials (muck, stone, gravel, clay, lime, sand, timber, furze and other fuels, crops, chaff among others), transported to and from the Hospital from estates around Norwich and Norfolk.

NCR Case 24e/5/11

The Lathes in Norwich, the 'journal' entries of John Boys, ploughman and carter, Nov 1428-Nov 1429, being an aid memoir in English to an agreement between Boys and Sir Geffre [Halle], 'styward of seyntt gylis ospital', describing each week's daily carting and ploughing work from St Andrew's Day [Tuesday 30 November 1428] to the week starting the 28 November 1429. The prices of loads of various materials (stone, clay, crops, timber, furze, whins and other fuels among others) are also given, along with references to bad weather when it disrupts work.