Appendix B

Strategic Objectives and Actions 2018-2019

Α	Goal: Enabling New and Wider Audiences to Benefit from the Use of Archives					
	Strategic Objectives	Actions	Owner	Level funded from		
A1	Develop skills and attract new audiences. Realise educational and wellbeing benefits of using archives	Programme of educational activities delivered for:	Education and Outreach Officer	Revenue Budget		
A2		Support Delivery of Change Minds Norwich in collaboration with NLIS Complete follow on actions from Change Minds conference Support Change Minds Keeping in Touch sessions funded by NORAH	County Archivist	External Funding / Revenue		
A3	Provide opportunities that promote access and preservation and provide volunteers with skills and wellbeing benefits.	Volunteer programme developed and implemented resulting in 2000 volunteer hours per year. To include: • Volunteer Building Regulation Plan • Marriage Licence indexing Review existing volunteer programme to identify	Senior Archivist (Volunteers) Senior Archivist (Volunteers)	Revenue		
В		efficiencies and new opportunities	(**************************************			
В	Goal: Ensure Archives are A	Accessible Now and in the Future				
B1	Provide public access service on site	Maintain Search Room service five days a week at NRO: The Archive Centre	Support Services Manager	Revenue		
		Maintain partnership with Norfolk Heritage Centre	Partnership and Development	Revenue		
		Provide Search Room service in at Norfolk Record Office: King's Lynn Borough Archives.	Manger County Archivist / KLBA Archivist	SLA		
		Review Searchroom layout and procedures implementing changes	Support Services Manager			

B2	Provide alternative means of access to the Collection.	Provide remote: - enquiries service - paid search service with all enquiries responded to in line with levels of service	Support Services Manager	Revenue
		Provide copy birth, death and marriage certificate	Support Services Manager	Revenue / Income
		Trial new half day service for certificates	Support Services Manager	
В3	Conserve and preserve the NRO Collection	Conserve documents in line with conservation priority scheme	Senior Conservator	Revenue
		Complete first phase of Such Facts Richard Bright Project and, if result prove feasibility, apply for	Such Facts Project Manager	Grant Funding
		Stage 2 funding Strongroom conditions monitored and required environments maintained	Senior Conservator/ Support Services Manager	Revenue
B4	Develop Norfolk's Sound Archives	Complete part of Unlocking Our Sound Heritage in partnership with the British Library	County Archivist	Grant Funding
		Maintain and develop Norfolk Sound Archive collection	Partnership and Development Manager	Revenue
С	Goal: Enable the Norfolk Re	cord Office to continue receiving accessions.		
C1	Create additional space in strongrooms to provide storage for new accessions	Packaging and reorganisation in strong rooms to create additional accrual of space Target: 30m ³	Senor Conservator / Support Services Manger	Revenue and Allocated Reserves
C2	Ensure that the Collection remains fit for purpose and relevant	Accessions received and processed in line with NRO standards	Senior Archivist (Collection Management)	Revenue
C3	Create the infrastructure and develop the skills required to deal with digital	Develop digital workflow and tools, and train all archivists on its use	Senior Archivist (Collection Management)	Revenue
	archives	Host 'Bridging the Digital Gap' placement	Senior Archivist (Collection Management)	Grant Funding

D	Goal: Enable the discovery of information from archives					
D1	Develop, improve and safeguard descriptive and collection management metadata	Ensure that descriptive and management metadata can be moved to new systems as required	Senior Archivist (Collection Management)	Revenue / Reserves		
		Produce business plan for long term sustainability, improvement and interoperability of metadata	Senior Archivist (Collection Management)/ County Archivist County Archivist	Revenue		
		Co-supervise and support collaborative PhD.				
E	Goal: Support Norfolk's Archive Ecology					
E1	Develop skills and good practice across the county	Consult with archive groups Development of funding strategy to support skills training following outcome of consultation with community archive / local history and related groups	Partnership and Development Manager Partnership and Development Manager	Revenue/ External Funding		
F	Goal: Provide a Sustainable Archive Service					
F1	Increase level of income generation	Provide addition streams of income generation which will result in £30K additional income (Total income generation £220K)	County Archivist			
F2	Support fundraising	Support the continued development of NORAH	Partnership and Development Manager			