

## Appendix B

## Strategic Objectives and Actions 2018-2019

[illegible]

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	
B3	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 Stage 2 funding	Such Facts... Project Manager	Grant 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
C	Goal: Enable the Norfolk Record 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 <sup>3</sup>	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 archives	Develop digital workflow and tools, and train all archivists on its use	Senior Archivist (Collection Management)	Revenue
		Host 'Bridging the Digital Gap' placement	Senior Archivist (Collection Management)	Grant Funding

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