

# NORFOLK RECORDS COMMITTEE

Date: Friday, 08 November 2019  
Time: 10:30am  
Venue: Green Room, Archive Centre, County Hall, Norwich

**Persons attending the meeting are requested to turn off mobile phones.**

## Membership

Cllr Michael Chenery of Horsburgh (Chairman)	<i>Substitute: Cllr Brian Iles</i>	Norfolk County Council
Cllr Robert Kybird (Vice-Chairman)		Breckland District Council
Cllr Sally Button		Norwich City Council
Cllr Barry Duffin	<i>Substitute: Cllr Libby Glover</i>	South Norfolk District Council
Cllr Phillip Duigan	<i>Substitute: Cllr Brian Iles</i>	Norfolk County Council
Cllr Virginia Gay		North Norfolk District Council
Cllr Elizabeth Nockolds		King's Lynn & West Norfolk Borough Council
Cllr Grant Nurden	<i>Substitute: Cllr David King</i>	Broadland District Council
Cllr David Rowntree	<i>Substitute: Cllr Mike Sands</i>	Norfolk County Council
Cllr Nigel Utton		Norwich City Council
Cllr Trevor Wainwright		Great Yarmouth Borough Council
Cllr Alan Waters		Norwich City Council

## Non-Voting Members

Mr Michael Begley	Co-opted Member
The Lady Dannatt MBE	<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:**

Hollie Adams on 01603 223 029  
or email [committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)

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## **A g e n d a**

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

**Page 4**

2. **Minutes**

To confirm the minutes of the meeting of the Norfolk Records Committee held on Friday 5 July 2019

3. **Matters of Urgent Business**

4. **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 such an interest but can speak and vote on the matter.

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

5. **To confirm Appointment of Co-opted Members**

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- 5.1 A report by the Assistant Director, Culture and Heritage

**6. Finance and risk** **Page 11**

6.1 A report by the Assistant Director, Culture and Heritage

**7. Norfolk Record Office Accommodation** **Page 21**

7.1 A report by the Assistant Director, Culture and Heritage

**8. Performance Report** **Page 31**

8.1 A report by the Assistant Director, Culture and Heritage

**9. Future Meetings:**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
07 February 2020	10.30	Green Room, NRO, Archive Centre
03 April 2020	10.30	Green Room, NRO, Archive Centre

**Chris Walton**  
**Head of Democratic Services**  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH

Date Agenda Published: 31 October 2019



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## **Norfolk Records Committee**

**Minutes of the Meeting held at the Norfolk Records Office  
on 05 July 2019 at 10:30am at the Archive Centre, County Hall**

### **Present:**

#### **Norfolk County Council**

Cllr Michael Chenery of Horsbrugh  
Cllr Phillip Duigan

#### **Norwich City Council**

Cllr Alan Waters

#### **Borough Council of King's Lynn and West Norfolk**

Cllr Elizabeth Nockolds

#### **South Norfolk District Council**

Cllr Barry Duffin

#### **North Norfolk District Council**

Cllr Virginia Gay

#### **Breckland Council**

Cllr Robert Kybird

### **Non-Voting Members**

#### **Co-Opted Members**

Mr Michael Begley  
Prof Carole Rawcliffe  
Mr Alan Steynor

#### **Representative of the Norwich Record Society**

Dr G A Metters

### **Others Present**

Mr G Tuson, the County Archivist

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

- 1.1 Apologies were received from Victor Morgan and Cllr Trevor Wainwright
- 1.2 Also absent were Cllr David Rowntree, Cllr Nigel Utton and Revd Charles Read.

### **2. Election of Chairman**

- 2.1 Cllr Elizabeth Nockolds proposed Cllr Michael Chenery of Horsbrugh seconded by Cllr Phillip Duigan.
- 2.2 Cllr Michael Chenery of Horsbrugh was **duly elected** as Chairman for the ensuing Council Year.
- 2.3 Cllr Michael Chenery of Horsbrugh in the Chair

### **3. Election of Vice-Chairman**

- 3.1 Cllr Phillip Duigan proposed Cllr Robert Kybird, seconded by Cllr Elizabeth Nockolds.

3.2 Cllr Robert Kybird was **duly elected** as Vice-Chairman for the ensuing Council Year.

#### **4. Minutes**

4.1 The minutes of the meeting held on the 5 April 2019 were agreed as an accurate record and signed by the Chairman.

#### **4.2 Matters Arising**

- The County Archivist circulated a staff structure as requested in the last meeting. See appendix A.

4.3 Cllr Button arrived at 10:35

#### **5. Declarations of Interest**

5.1 The Chairman declared a non-pecuniary interest as a trustee of NORAH (the Norfolk Archives and Heritage Development Foundation)

#### **6. Items of Urgent Business**

6.1 There were no items of urgent business discussed.

6.2 Members of the Committee and Officers introduced themselves and their background working in archives, research and the record office

6.3 The Chairman gave his thanks to the outgoing Chairman, Christopher Kemp; Members felt that he went above and beyond in promoting Norfolk Record Office and the interests of the Committee. The County Archivist noted that Christopher Kemp was now a trustee of NORAH. The Chairman would write a letter of thanks to Christopher Kemp on behalf of the Committee for his work over the years.

#### **7. Norfolk Record Office; A Briefing**

7.1 The Committee heard a presentation by the County Archivist updating the committee on the functions of the Norfolk Record Office (NRO), work carried out over the past years and the plans for the future:

- The Record Office was built following a fire, during which none of the records were lost
- The record office had a cultural and heritage role; for example, people could access records to prove they had been educated in Norfolk
- Archives could be handwritten, digital or in other formats
- There were between 8m and 12m documents stored in the strong rooms
- The collection could not be ensured for replacement so there was a lot of emphasis on disaster planning
- 30m<sup>3</sup> of accessions were received each year, and new accessions were received most days
- The strong room was built with environmental controls to preserve the documents as well as measures to protect the documents in the case of disaster
- Acid free materials were used to package materials to help prolong their preservation
- Digitising collections for clients helped create an income for the NRO

- Through deals with family history websites, parish registers and documents had been licenced to them, making these documents available online and bringing income to the Record Office
- Educational outreach activities were run for adults, and activities were run for schools
- The King's Lynn Borough Archive had been developed and relaunched as part of the Stories of Lynn project
- At-risk sound archives were being archived through the Unlocking our Sound Heritage Project in partnership with the British Library and funded through the National Lottery Heritage Fund
- Some rooms in the Record Office were rented out to the registration service to carry out registration of deaths, births and marriages; this provided income for the Record Office
- The search room had been reorganised to provide new education space, host the Norfolk and Norwich Archaeological Society library and locate staff on a single desk to provide more efficiency
- The Record Office now provided certified copies of birth, death and marriage certificates, which provided considerable income for the Record Office
- The Change Minds project had been shown to have a qualitative impact on mental wellbeing
- NORAH was a charity set up to raise money and issue grants for projects related to archives and heritage; the NRO had applied for and received a number of grants from NORAH
- Work continued to increase the space available in the strong room; further information would be brought to a future Committee meeting outlining the best option for securing a long-term storage solution
- Various projects were underway to help catalogue archives in greater detail. This included working with volunteers, MA history students from UEA and a collaborative PhD. Income generation targets had increased from £60k in 2013 to £220 this year, 2019.
- An information session for District and Borough Councillors was arranged for 25 July 2019 at 1:30 at the Archive Centre

## 7.2 The following points were discussed and noted:

- A discussion was held about location of documents; archives were kept in "fonds", collections from the area of origin; it was noted that the bulk of records related to Colman's of Norwich were owned by Unilever and therefore taken to Ellesmere Port
- The Chairman noted that there had been some high-profile visitors to the Record Office such as Tony Robinson and Mary Berry which provided good publicity
- Mr Begley noted that it had been informative to hear about the developments at the Record Office over the years
- Dr Metters noted the importance of taking into account that the Record Office had greatly increased its income generation over the past years, alongside possible future considerations of budget cuts
- Dr Metters felt it was important that the Committee expressed their support for continuation of the role of Custos Rotulorum; the County Archivist intended to invite Lady Dannatt to visit the Archive Centre
- The King's Lynn Borough Archives were part of the Norfolk Record Office; the archivist was funded by the district council and the Archive was a partnership between the District Council, Record Office and Museum.

## 7.3 The Committee **NOTED** the presentation

## 8. Finance and Risk Report

- 8.1 The Committee received the report outlining the financial out-turn for the Norfolk Record Office for 2018/19, including information on the revenue budget for 2019/20, capital programme and reserves and provisions, as well as an update on the service risk register.

The following points were discussed and noted

- The significant contribution of income to budget stability was noted
- The people most affected by the cuts in hours had been academics or those who had travelled to access the record office

- 8.2 The Committee **CONSIDERED** and **COMMENTED** on:


- Forecast position of the revenue budget, capital programme, reserves and provisions
- Management of risk for 2019/20

### Future Meetings:

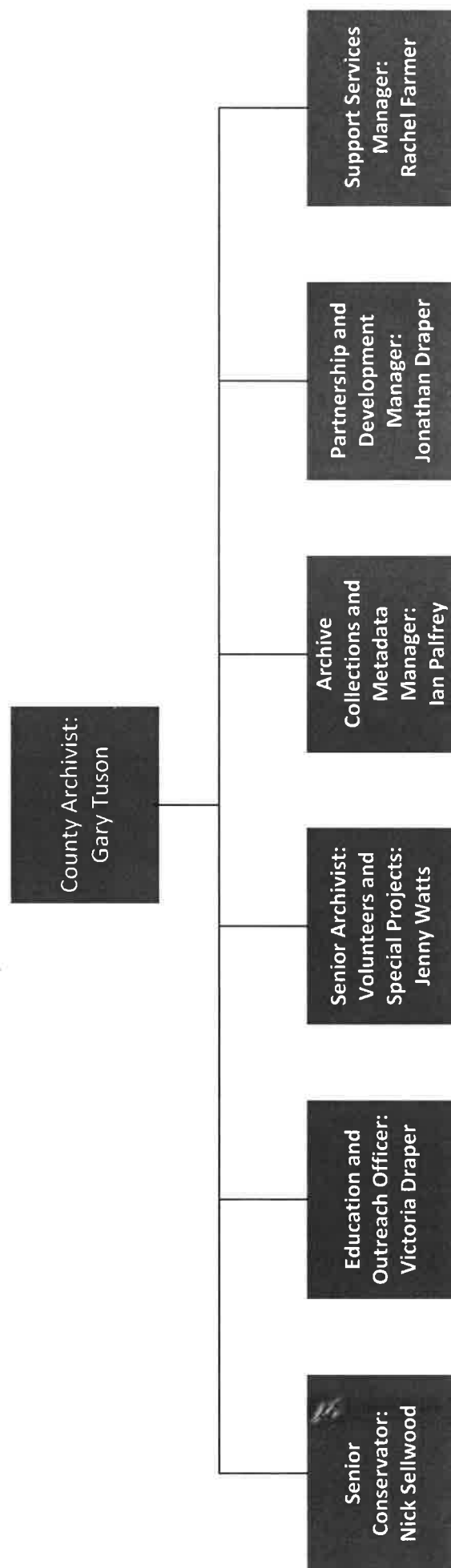
Date	Time	Venue
08 November 2019	10:30	Green Room, Archive Centre, County Hall
07 February 2020	10:30	Green Room, Archive Centre, County Hall
03 April 2020	10:30	Green Room, Archive Centre, County Hall

The meeting ended at: 11:47

**Cllr Michael Chenery of Horsburgh**  
**Chairman of the Committee**

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## NORFOLK RECORD OFFICE MANAGEMENT STRUCTURE





# Norfolk Records Committee

Item No. 5

<b>Decision making report title:</b>	<b>Appointment of Co-opted Members</b>
<b>Date of meeting:</b>	<b>08 November 2019</b>
<b>Responsible Cabinet Member:</b>	<b>Cllr Margaret Dewsbury (Cabinet Member for Communities and Partnerships)</b>
<b>Responsible Director:</b>	<b>Steve Miller (Assistant Director, Culture and Heritage)</b>
<b>Is this a key decision?</b>	<b>No</b>
<p><b>Executive summary</b></p> <p>The Committee is asked to take this opportunity to consider the appointment of the three Co-opted Members and one Observer Member (all without voting rights) for the period 2019/20</p> <p><b>Recommendations:</b></p> <p>That the Committee appoints three co-opted Members and one Observing Member for the period 2019-20:</p> <ul style="list-style-type: none"> <li>• <b>The Committee to confirm the appointment of three Co-opted Members and one Observer Member (all without voting rights) for the period 2019/20.</b></li> <li>• <b>These three Co-opted Members are Mr M R Begley, Prof C Rawcliffe and Alan Steynor, and an Observer Member, Dr V Morgan.</b></li> </ul>	

## 1. Background

- 1.1. Each year the Norfolk Records Committee appoints three Co-opted members and an Observer Member. These members do not have voting rights but do provide expert advice and scrutiny. They join other non-voting members who represent key stakeholders in the service.
- 1.2 The nominations are:
  - i. Mr Michael Begley,
  - ii. Professor Carole Rawcliffe
  - iii. Mr Alan Steynor
  - iv. Dr Victor Morgan

## **2. Issues, risks and innovation**

- 2.1. 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.

## **3. Background**

- 3.1. There are no other documents to which this report refers.

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

**Email address :** [gary.tuson@norfolk.gov.uk](mailto:gary.tuson@norfolk.gov.uk)



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# Norfolk Records Committee

Item No. 6

<b>Decision making report title:</b>	<b>Finance and Risk</b>
<b>Date of meeting:</b>	<b>08 November 2019</b>
<b>Responsible Cabinet Member:</b>	<b>Cllr Margaret Dewsbury (Cabinet Member for Communities and Partnerships)</b>
<b>Responsible Director:</b>	<b>Steve Miller (Assistant Director, Culture and Heritage)</b>
<b>Is this a key decision?</b>	<b>No</b>
<p><b>Executive Summary</b></p> <p>This report covers the NRO revenue budget for 2019/20, capital programme and reserves and provisions. Section 2 provides the Committee with an update on the service risk register.</p> <p>The main issues for consideration by this Committee are:</p> <ul style="list-style-type: none"> <li>• Progress with NRO Revenue budgets, capital programme and Reserves and Provisions indicates that the service is forecasting a balanced position.</li> <li>• Progress with risk management for NRO.</li> </ul> <p><b>Recommendations:</b></p> <p><b>The Norfolk Records Committee is asked to consider and comment on:</b></p> <ol style="list-style-type: none"> <li>1. Forecast position of the revenue budget, capital programme, reserves and provisions</li> <li>2. Management of risk for 2019/20</li> </ol>	

## 1. Revenue Budget

- 1.1 The budget for 2019/20 is £799,520 and is summarised in the table below. We are currently forecasting a small overspend.

Service	Current budget £	2019/20 forecast Outturn £	Forecast +Over/- Underspend £
Salary	858,460	961,067	102,607
Premises	3,870	2,454	(1,416)
Travel	2,240	2,410	170
Supplies & Services	47,770	43,396	(4,375)
Support Services	1,090	1,498	408
Capital	271,990	271,990	0
Income	(385,900)	(478,556)	(92,656)
<b>Total</b>	<b>799,520</b>	<b>804,259</b>	<b>4,739</b>

## 1.2 Capital programme

- 1.2.1 At the Full Council meeting in February 2019, Norfolk County Council approved £75,000 of capital funding for the Metadata Migration Management project. This project will allow the NRO to provide the information on its Collection in a way which meets growing user expectations. As well as quantity and quality of data the NRO needs to move towards an authority file, linked data approach to its catalogues. Traditionally, archivists have catalogued records and then created indexes to help locate catalogues. To meet the needs of future users, archivists need to take a more structured approach in effect creating catalogues featuring an assembly of controlled linked data terms.

## 1.3 Reserves and Provisions

- 1.3.1 The table summarising the position appears below.

Reserves and Provisions	Balances at 01Apr 19	Forecast Balance at 31 Mar 20	Planned Change
	£	£	£
<b>Norfolk Record Office</b>			
Residual Insurance and Lottery Bids	153,584	128,315	(25,269)
Unspent Grants & Contributions Reserve	3,857	3,857	
Service Total	157,441	132,315	(25,269)

## **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 last meeting. A summary of the Risk Register based on the most recent reviews appears at Appendix A.
- 2.2. The Register contains six key risks, three 'high' level, two of which are currently assessed as a 'medium' level risk, while one is assessed as 'low'.
- 2.3. All risks are being well managed. One of the risks is assessed as being met and is shown as green whilst another is shown as 'Green – on schedule' progress towards achieving target risk score, and the other three are showing 'Amber' and with further planning should be met.
- 2.4. The impact of the unmet risks on the budget has been assessed as follows:
  - 2.4.1 For RM13959 'Loss of or reduction in funding', if this external funding was lost then the Service would need to reduce spending in line with the reduction of funding. This risk is classed as 'Amber' however additional income streams have been identified in 2019/20 aimed at maintaining levels of income. The risk is mitigated by continuing to apply for external funding and explore income generating opportunities.
  - 2.4.2 For RM13963 'Inability to continue collecting archives', an increased level of accessions would reduce the available space more quickly than planned. Additional space is being created to reduce this risk, but this work will not provide a long-term solution to the space issue. The 2019-20 Service Plan includes provision for carrying out an options appraisal on storage needs. The risk is classified as Green as it will not have an impact on the financial position in the coming year and so will have no impact on the revenue position.
  - 2.4.3 For RM14164 'Failure to meet growing public expectations on access', is the risk that the public can't access collections as easily as they expect to. This could mean demand for our services would reduce and the benefits of using archives not be realised. This is mitigated through entering into commercial partnerships to improve access and planning for access to digital images in search room. This risk is classed as 'green' and is not expected to occur in 2019-20, and so will have no impact on the revenue position.
  - 2.4.4 For RM14165 'Failure to collect, preserve and make accessible new formats of archive', NRO is not in a position to fully manage the preservation and continued accessibility of born digital records. This is mitigated through developing procedures, staff skills and exploring collaborative approaches. This risk is classed as 'Amber', however, the NRO is taking action to ensure the infrastructure and skills are in place.
  - 2.4.5 For RM14167 'Collection at risk through unexpected events', due to the special nature of the NRO collection the usual NCC continuity planning has to be reviewed and adapted. This is mitigated through the roll out of specific Emergency Plan, in which all staff, are trained. New staff are included in training plans for 2019-20.

This risk is classed as 'Met' but will continue to be reviewed.

- 2.4.6 For RM14291. 'Long-term sustainability of metadata'. The NRO relies on a large set of metadata, which is used as a gateway to the Collection (the catalogue of over 700,000 records) and for managing the collection (accession records and location data). Some of this data is irreplaceable. Where it could be recreated, the cost would be millions of pounds. The NRO needs to ensure that this data is sustainable in the long-term and, when necessary, can be migrated to other systems. The metadata is in the process of being migrated to meet this risk.

### **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 :** Andrew Skiggs, Finance Business Partner      **Tel No. :** 01603 223144

**Email address :** [andrew.skiggs@norfolk.gov.uk](mailto:andrew.skiggs@norfolk.gov.uk)

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

**Email address :** [gary.tuson@norfolk.gov.uk](mailto:gary.tuson@norfolk.gov.uk)



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## Appendix A: NORFOLK RECORD OFFICE RISK REGISTER

<b>Risk Number</b>	RM13959		<b>Date of update</b>		25 October 2019					
<b>Risk Name</b>	Loss of or reduction in funding									
<b>Portfolio lead</b>	Cllr. Margaret Dewsbury			<b>Risk Owner</b>	Gary Tuson					
<b>Risk Description</b>			<b>Date entered on risk register</b>		31 March 2009					
Loss of or reduction in levels of external funding, including NCC, could lead to a reduced capacity to deliver the service, threaten business viability and infringe National Lottery Heritage Fund conditions of grant.										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	4	16	2	4	8	2	3	6	Mar-20	Amber
<b>Tasks to mitigate the risk</b>										
Continued development of efficient and prioritised working practices Ensure staff are in place to maintain income generating activities Continue to explore opportunities for income generation										
<b>Progress update</b>										
Income generation targets on course Additional material for licencing ready for issue										

## Appendix 1: NORFOLK RECORD OFFICE RISK REGISTER

<b>Risk Number</b>	RM13963				<b>Date of update</b>			25 October 2019		
<b>Risk Name</b>	Inability to continue collecting archives									
<b>Portfolio lead</b>	Cllr. Margaret Dewsbury					<b>Risk Owner</b>		Gary Tuson		
<b>Risk Description</b>					<b>Date entered on risk register</b>			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.										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
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	3	3	9	3	2	6	Mar-20	Green
<b>Tasks to mitigate the risk</b>										
Service plan for 2019-20 includes: i. Creation of 15m3 of stoarge space ii Undertaking storage options appraisal										
<b>Progress update</b>										
Additional storage space targets have been met since 2014. Report on Accomodation presented to November 2019 Records Committee										



## Appendix 1: NORFOLK RECORD OFFICE RISK REGISTER

Risk Number	RM14164				Date of update			25 October 2019		
Risk Name	Failure to meet growing public expectations on access									
Portfolio lead	Cllr. Margaret Dewsbury					Risk Owner		Gary Tuson		
Risk Description					Date entered on risk register			27 February 2014		
Public are not able to access collections as easily as they expect through modern technologies										
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
3	3	9	3	3	9	2	3	6	Mar-20	Green
Tasks to mitigate the risk										
Licencing to Family History website										
Long-term strategy includes plans to enhance metadata										
Progress update										
Planning for access to digital images in searchroom under way										
Projects to enhance metadata under way										

## Appendix 1: NORFOLK RECORD OFFICE RISK REGISTER

<b>Risk Number</b>	RM14165				<b>Date of update</b>			25 October 2019		
<b>Risk Name</b>	Failure to collect, preserve and make accessible new formats of archive									
<b>Portfolio lead</b>	Cllr. Margaret Dewsbury					<b>Risk Owner</b>		Gary Tuson		
<b>Risk Description</b>					<b>Date entered on risk register</b>			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 managed digital records in line with the OAIS model.										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
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-20	Amber
<b>Tasks to mitigate the risk</b>										
Licencing to Family History website										
<b>Progress update</b>										
Tools for digital preservation have been evaluated										
Tools for digital preservation installed for use by NRO										

## Appendix 1: NORFOLK RECORD OFFICE RISK REGISTER

<b>Risk Number</b>	RM14167			<b>Date of update</b>			25 October 2019			
<b>Risk Name</b>	Collection at risk through unexpected events									
<b>Portfolio lead</b>	Cllr. Margaret Dewsbury				<b>Risk Owner</b>		Gary Tuson			
<b>Risk Description</b>				<b>Date entered on risk register</b>			27 February 2014			
Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
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-20	Green
<b>Tasks to mitigate the risk</b>										
• Disaster / emergency plan training to be rolled out										
<b>Progress update</b>										
New starters at Record Office all trained in Emergency Plan procedures										
This risk needs to be constantly managed. Further review and training will be required in 2019/20										

## Appendix 1: NORFOLK RECORD OFFICE RISK REGISTER

<b>Risk Number</b>	RM14291				<b>Date of update</b>			25 October 2019		
<b>Risk Name</b>	Long Term Sustainability of Metadata									
<b>Portfolio lead</b>	Cllr. Margaret Dewsbury					<b>Risk Owner</b>		Gary Tuson		
<b>Risk Description</b>					<b>Date entered on risk register</b>			13 June 2017		
NRO is not able to maintain long-term accessibility and functionality of its own metadata. Evidential value of archives would be damaged. Recreation of metadata would cost millions of pounds.										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
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	1	5	5	Mar-20	Amber
<b>Tasks to mitigate the risk</b>										
Project to migrate metadata has now started										
<b>Progress update</b>										
Migration work is under way with approx 33% of records made to comply with international standards and migrated to new system										

# Norfolk Records Committee

Item No. 7

<b>Decision making report title:</b>	<b>Norfolk Record Office Accommodation</b>
<b>Date of meeting:</b>	<b>08 November 2019</b>
<b>Responsible Cabinet Member:</b>	<b>Councillor Margaret Dewsbury (Cabinet Member for Communities and Partnerships)</b>
<b>Responsible Director:</b>	<b>Steve Miller (Assistant Director, Culture and Heritage)</b>
<b>Is this a key decision?</b>	<b>No</b>
<p><b>Executive Summary</b></p> <p>In 2018 the Norfolk Record Committee approved a Long-Term Strategy for the Norfolk Record Office. One of the six key areas of action is to ensure that the record office can continue receive accessions. The Record Office opened in the Archive Centre in 2003. Under current estimates there is sufficient storage to accommodate physical records until 2023.</p> <p>This report looks at the available options for storing accessions at the record office into the future. Each option is measured against core objectives and benefits; and examines the estimated costs.</p> <p>These options are set out with the aim of providing sufficient storage until 2029.</p> <p><b>Recommendations:</b></p> <p><b>To approve Option 2: Reorganization of Storage and Additional Mobile Racking, and Option 6: Reorganization of Office Space, and to support a capital bid to Norfolk County Council to enable this work.</b></p>	

## 1. Background and Purpose

- 1.1. The Archive Centre which houses the Norfolk Record Office (NRO) opened in 2003. This included provision for storage of the NRO collection in archive standards compliant strong rooms providing controlled environmental conditions required for the long-term preservation of archives. Further pressure was put on this space when the NRO accepted the county birth, death and marriage records dating back to 1837 and started issuing copies of certificates.

- 1.2. Over the last five years the NRO has been working hard to create additional space in its strong rooms and extend the length of time during which they can accommodate new accessions. Records have been repacked in bespoke boxes and additional shelving has been installed where possible. This work has already extended the estimated life-span of the existing space by 5 years.
- 1.3. Over this same period the NRO has also made a number of changes to its internal public and staff accommodation. This includes the conversion of the break-out rooms and public common room to offices for the Registration Service, installation of a new break-out room (the Glass Cube) and shelving for the Norfolk and Norwich Archaeological Society Library in the searchroom, accommodation of the Arts Service and project staff in shared office space and creation of a new meeting room for internal use.
- 1.4. There is now a need to create additional desk space and meeting space and this report covers proposals that will address this.

## **2. Evidence and Reasons for Decision**

- 2.1. An options appraisal has been undertaken to determine the best value option for securing additional accommodation for the NRO. The recommended option fulfils the objectives of the Record Office and provides the most cost-effective solution.

## **3. Impact of the Proposal**

- 3.1 The proposal would see the NRO having enough space to accommodate additions to its collection up to 2029.

## **4. Options Appraisal**

### **4.1 Project Objectives**

On 5 April 2019, the Norfolk Records Committee agreed to a set of project objectives. These were to:

1. Provide additional storage which meets relevant international and national standards
2. Maintain appropriate levels of access to the Collection on demand
3. Provide additional office and meeting space
4. Provide a cost-effective solution

### **Qualitative Benefits**

Objective 1: To provide additional storage which meets relevant international and national standards

- 4.2 Storage which meets these archive standards is important for preserving the Collection. Meeting them ensures that it is secure, protected from fire and stored in

a controlled environment promoting its long-term preservation. Existing archive storage at the NRO meets these standards

- 4.3 As well as providing the primary benefits above, adherence to these standards is essential to maintaining the NRO's status as an Accredited Archive and as an appointed Place of Deposit for Public Records.
- 4.4 The benefits accruing from different quantities of expansion space are largely an economic calculation and are, therefore, dealt with in the financial evaluation.

Objective 2: Maintain Appropriate levels of access to the Collection on demand

- 4.5 Users of archives find it very difficult to predict exactly what records they need to consult. Often, consulting one record will lead in new directions with subsequent request for records being unpredictable. In fact, one of the great strengths of an archive collection such as that in the NRO is the billions of linkages that can be established between records. Therefore, to deliver significant benefits the Collection needs to be available on demand.

Objective 3: Provide additional office space and meeting space

- 4.6 This would require the creation of additional office space on the first floor of the Record Office, the creation of a new meeting room in the space cleared during the reorganization of the searchroom and associated works.

Object 4: Provide a cost-effective solution

- 4.7 It is essential that the benefits which this project seeks to deliver are provided in a cost-effective way.

**Options for Delivering Project Benefits**

- 4.8 A long list of possible ways of delivering the project has been drawn up and subjected to an initial sift. This eliminates option where it is obvious that they will fail to meet project objectives. No option will meet all the objectives and therefore a combination of two options is likely to be required.
- 4.9
  1. Do nothing
  2. Reorganization of Storage and Additional Mobile Racking
  3. Store records in an off-site facility
  4. Extensive digitization programme and off-site storage
  5. Build storage extension on NRO

6. Reorganize office and public space to provide additional accommodation

7. Build office extension on NRO

Option 1: Do Nothing

- 4.10 If no action is taken the NRO will be unable to take analogue records after 2023. This is clearly an untenable solution that meets none of the project objectives and has been discounted

Option 2: Reorganization of Storage and Additional Mobile Racking

- 4.11 This option is based on carrying out work in the existing strong rooms to maximize the use of space. The simpler tasks, such as adding more shelving where possible, have already been carried out, as has bespoke packaging of a number of collections. Therefore, this option considers a large-scale rearrangement of collections to more efficiently use space, the replacement of sections of shelving with roller racking, appraisal of deposits which have not been fully processed (this would include a potential deposit of around 30m<sup>3</sup> from Children's Services as part of their record rationalization programme), and an accelerated repackaging programme. It would provide approximately 220m<sup>3</sup> of additional storage space – enough space for another 7+ years. This option would meet the project objectives relating to storage and is carried forward for more detailed evaluation.

Option 3: Store Records in an Off-Site Facility

- 4.12 This option would see additional space rented at an offsite facility. There are only a limited number of such facilities which would meet archive standard. This would also mean that less of the Collection was available on demand.

This option partially meets the project objectives. However, it provides a good value for money comparator and therefore it has been taken forward for **more detailed evaluation**.

Option 4: Extensive Digitization Prior to Storing Records in an Off-Site Facility

- 4.13 This assumes that items are digitized before storing offsite. Documents which have already been digitized are those for which there is a high demand. As such they are often still needed for consultation and are not suitable for offsite storage

.

- 4.14 A brief examination of costs shows that digitization of 30m<sup>3</sup> of documents would cost in excess of £30K excluding data management costs. Therefore, this option has been **discounted** as it does not provide a cost-effective solution.



#### Option 5: Build an extension to the NRO for Storage

- 4.15 The NRO was designed so that it has suitable space for building an extension block at the back of the building. This would meet all the project objectives and has been taken forward for **more detailed evaluation**.

#### Option 6: Reorganize office and public space to provide additional accommodation

- 4.16 This option would require work to several rooms in the Record Office. This would require:
1. Use of meeting room as office space
  2. Creation of new meeting room in space created during the 2018 searchroom reorganization
  3. Installation of new staff access door to the searchroom
  4. Creation of new borrowed light office on first floor of NRO
  5. Refit of first floor offices

This option would provide the additional spaces, it has therefore been continued for **more detailed evaluation**.

#### Option 7: Build an extension to the NRO to provide additional office space

- 4.17 It would not be possible to add staff accommodation into a new storage block as it would have to be constructed at the rear of existing storage. Therefore, this would require the building of an extension to the NRO off the Long Gallery. Even a cursory examination shows that it would be far more expensive than the Option 6. Therefore, this option has been **discounted** as it does not provide a cost-effective solution.

### **Qualitative Evaluation of Shortlisted Options**

- 4.18 A score has been applied to how well each of the remaining options meets the two qualitative project objectives. This score is from 0 to 5 with zero meaning the option fails to meet the relevant project objectives in any way and 5 meaning that the option fully meets them.

#### Option 2: Reorganization of Storage and Additional Mobile Racking

- 4.19 Objective 1: Additional storage to standard

This would provide storage to the required standard. The major limitation to this is the amount of space which could be created. It will also not give the unlimited flexibility in types of storage available in a new build.

*Qualitative Score: 4*

- 4.20 Objective 2: Appropriate levels of access to the Collection on demand

The whole Collection would remain available on demand.

*Qualitative Score: 5*

Option 3: Store records in off-site facility

- 4.21 Objective 1: Additional storage to standard

This option is capable of providing storage space to the required standard. However, if documents are required at the NRO they would have to be transported. It is unlikely that the documents would be fully protected from environmental conditions during transit. There is also the risk of loss associated with any transportation by road.

*Qualitative Score: 3*

- 4.22 Objective 2: Appropriate levels of access to the Collection on demand

Parts of the Collection stored offsite would not be available to view on demand. This could be ameliorated by selection of records in low demand for offsite storage.

*Qualitative Score: 2*

Option 5: Build extension on NRO for Storage

- 4.23 Objective 1: Additional storage to standard

This option would provide archive quality with exactly the storage required. It fully meets Objective 1

*Qualitative Score: 5*

- 4.24 Objective 2: Appropriate levels of access to the Collection on demand would be maintained. This option would fully meet the objective.

*Qualitative Score: 5*

Option 6: Reorganize office and public space to provide additional accommodation

- 4.25 This option would only address Objective 3 but would fully meet its requirements.

Qualitative Score: 5

4.26 Summary of Qualitative Evaluation

	Objective 1: Additional storage to archive standards	Objective 2: Appropriate levels of access	Objective 3: Provide additional office space for eight members of staff	TOTAL
Option 2: Reorganization of Storage	4	5	0	9
Option 3: Offsite Storage	3	3	0	6
Option 5: Extension for Storage	5	5	0	10
Option 6: Reorganize office and public space	0	0	5	5

**Financial Evaluation of Shortlisted Options**

Option 2: Reorganization of Storage and Additional Mobile Racking

4.27 This option would involve the following costs:

Replacement racking	90,000
Reorganizing collection, assessment, repackaging and updating location data	
- Archivist (6 months FTE, Scale G)	16,000
- Strongroom Assistant (24 months FTE, Scale D)	42,000
Packing materials	10,000
<b>TOTAL</b>	<b>158,000</b>

Option 3: Offsite Storage

- 4.28 The costs included in this comparison are based on a conservative estimate of £7000 per year total costs. This includes rent, transport, insurance and running costs, but does not include a sum for fit-out.

<b>Year</b>	<b>Annual Cost</b>	<b>Net Present Value (NPV - 3% discount rate)</b>
1	£7,000	£7,000
2	£14,000	£13,580
3	£21,000	£19,950
4	£28,000	£25,760
5	£35,000	£31,325
6	£42,000	£36,498
7	£49,000	£41,307
<b>TOTAL</b>	<b>£196,000</b>	<b>£175,420</b>

Option 5: Build an extension to the NRO for Storage

- 4.29 The environmental requirements and floor loadings (in excess of 10k/N psm) required for archive storage buildings means that they are expensive to construct with the cost per square meter rising the smaller the construction. For this business case a construction cost of £2500 per square metre has been applied, this does not include running costs.

<b>No of Years Expansion Space</b>	<b>Space Required (m2)</b>	<b>Total cost at £2500 /m2</b>	<b>Net Present Value (3% discount rate)</b>
7	210	£525,000	£442,575

Option 6: Reorganize office and public space to provide additional accommodation

- 4.30 A total cost of **£33,120**, including fees, has been estimated for works to create the new meeting room, provide a staff door to the searchroom and reorganize office accommodation.

#### 4.31 Summary of Options Appraisal and Conclusions

		<b>Qualitative Points</b>	<b>Total Cost</b>	<b>Cost per Qualitative Point</b>
<b>A</b>	<b>Option 2: Reorg of Storage etc. (exc. Option 6)</b>	9	£158,000	£17,555
<b>B</b>	<b>Option 3: Offsite Storage (exc. Option 6)</b>	6	£175,420	£29,236
<b>C</b>	<b>Option 5: Extension for Storage (exc. Option 6)</b>	10	£442,575	£44,276

The summary above shows that Option 2 represents both the cheapest option and the lowest cost for each benefit point delivered; therefore, it is the recommended option. When combined with Option 6 this represent the best way of addressing the NRO's immediate accommodation needs.

## 5. **Financial Implications**

This work would require a capital investment of £191,120. A capital bid has been submitted as part of the County Councils Budget process and a decision will be made by Cabinet in February 2020.

## 6. **Other Implications**

### 6.1 **Equality Impact Assessment (EqIA)**

The recommended option means that all collections will be kept available on site at the NRO. This means that no one will be adversely affected by reductions in access to archives.

### 6.2 **Sustainability implications**

Maintaining archive standard compliant environmental conditions in the NRO strong rooms required air-conditioning. Work has been carried out to reduce energy consumption by minimising the times when the air conditioning is running and relying on the structure of the building and the Collection itself to provide stability. The recommended option would not require an increase in energy and that expended would benefit a larger quantity of archives.

## 7. **Risk Implications/Assessment**

- 7.1 The most significant risk is that the NRO receives a larger quantity of accessions than expected. This would not alter the conclusions of the options appraisal but would reduce amount of time for which accommodation was available.

## **8. Recommendations**

- 8.1 **To approve Option 2: Reorganization of Storage and Additional Mobile Racking, and Option 6: Reorganization of Office Space, and to support a capital bid to Norfolk County Council to enable this work.**

### **Officer Contact**

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

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# Norfolk Records Committee

Item No. 8

<b>Decision making report title:</b>	<b>Norfolk Record Office Performance Report</b>
<b>Date of meeting:</b>	<b>08 November 2019</b>
<b>Responsible Cabinet Member:</b>	<b>Cllr Margaret Dewsbury (Cabinet Member for Communities and Partnerships)</b>
<b>Responsible Director:</b>	<b>Steve Miller (Assistant Director, Culture and Heritage)</b>
<b>Is this a key decision?</b>	<b>No</b>
<p><b>Executive Summary</b></p> <p>This report provides information on the Record Office's progress towards its service plan objectives. It covers the period 1 April to 30 September 2019.</p> <p><b>Recommendations</b></p> <p>1. To consider performance against the 2019/20 service plan and comment accordingly.</p>	

## 1. Background and Purpose

- 1.1. The Norfolk Record Office has a service of objectives laid out in an annual service plan. This service plan also details the long-term objectives which have been agreed by the committee.

## 2. Proposals

### ENABLING NEW AND WIDER AUDIENCES TO BENEFIT FROM THE USE OF ARCHIVES

#### Develop skills and realise educational benefits of using archives

- 2.1. The Norfolk Record Office aims to encourage the use of archives by groups of all ages and abilities.

#### Formal Education

- 2.2. The NRO has provided a variety of school workshops to school pupils. During this period 41 school workshops have been delivered to 1277 students. This included eleven workshops delivered as part of Refugee Week and Norfolk Welcomes Day.

### Lifelong Learners

- 2.3. The Record Office has continued to deliver the events detailed in its What's On Booklet. During this period these have included:
- i. Introductions to the searchroom at the King's Lynn Borough Archives and in Norwich
  - ii. Workshops using Consistory Court Records
  - iii. Behind the scenes tours including 'Hev Yew Gotta Loight Boy?', a special sound archives event from the Unlocking Our Sound Heritage project as part of Norfolk Day
  - iv. Delving Deeper into House History
  - v. Beginner's Palaeography
- 2.4. The Record Office also took part in ten events in Norwich and King's Lynn during Heritage Open Days. This included an Outrage\*us Archives (sic) session which looked at some of the more shocking records the service holds. In total these events were attended by 831 people.

### Social Media and websites

- 2.5. The Norfolk Record Office blog continues to grow with many of the entries provided by volunteer bloggers trained by the Education and Outreach team. In this period 23 blog posts have been added and the site has received 9796 views. These blogs cover a wide range of subjects and dates; illustrated by the titles of the last four posts:
- i. Bicycle Journeys through Norfolk in the tyre tracks of Leonard Bolingbroke
  - ii. King's Lynn's burning issue – concerning a dispute in the 17th-century coal trade
  - iii. Norfolk's 'Downton Abbeys', and recruiting for below stairs
  - iv. Great Yarmouth's Battle against Herring Piracy during the English Civil War

### Volunteers

- 2.6. In total volunteers have contributed 1,535 hours during this period.
- 2.7. The volunteers have finished indexing the marriage licence bonds from the Norfolk Archdeaconry, Dean and Chapter Peculiar and Great Cressingham Peculiar collections, 1704-1886. The new indexes have been imported to the NRO's online catalogue, resulting in over 16,800 new records. The indexes are invaluable in helping family historians find marriages particularly if the church where the wedding took place is not known.



- 2.8. Volunteer projects to clean and repackage the Hornor maps collection, write posts for the NRO's blog and index Norwich building control plans are continuing. A further 60 boxes of building control plans are now indexed and will be added to the catalogue soon. We have also set up new volunteer projects to index the Norwich District Probate Registry wills 1858-1941 and the remainder of the parish poor law settlement papers.

## **ENSURING ARCHIVES ARE ACCESSIBLE NOW AND IN THE FUTURE Providing Public Access Service**

### Public Access Service

- 2.9. 1 April – 30 September 2019

<b>Norfolk Record Office:</b>	<b>Searchroom Visits</b>	<b>Written Enquiries</b>	<b>Telephone Enquiries</b>	<b>Documents Produced</b>
The Archive Centre	<b>2,021</b> (2,069)	<b>5,190</b> (4,957)	<b>2,825</b> (3,634)	<b>18,790</b> (23,856)

(Note: Brackets show figures for 1 April to 30 September 2018 March 2018)

### Remote Services

- 2.10.

	<b>Visits</b>	<b>Pages Viewed</b>
NRO Website	<b>25,730</b> (24,077)	<b>111,633</b> (91,903)
NROCAT	<b>19,687</b> (15,162)	<b>435,720</b> (431,524)
	<b>Followers</b>	
Twitter	<b>3,861</b> (3,598)	

## **Conservation and Preservation**

- 2.11. As well as reactive work to make collections accessible to users in the searchroom, interventive conservation has been carried out on:
- Hockering Tithe Apportionment, 1838 (DN/TA 63)
  - King's Lynn Chamberlains Account Roll, 1465-1466 (KL/C 39/60) The middle of this parchment account roll was damaged. This meant that any use of the undamaged parts of the roll would have exacerbated damage to the rest of the document.

- iii. Manor Court Roll, 1665 from the Ketton-Cremer Collection (WKC 2/241)  
Eleven membranes were dismantled, cleaned, flattened and repaired before the roll was reassembled

2.12 The first phase of the Richard Bright conservation project was completed in May within the planned timeframe. Subsequently, the second phase project which involves 493 letters and 7 notebooks commenced in June. During this period 200 letters and one notebook containing 84 pages have been conserved, between 1 April and 30 September. During the period 119 visitors have visited the studio to hear about the projects.

## **ENABLING THE NORFOLK RECORD OFFICE TO CONTINUE RECEIVING ACCESSIONS Managing and Developing the NRO Collection**

### Accessions

2.13 There were 136 accessions for this period (106 for the same period last year). Highlights include:

- i. ACC 2019/13 the papers of William Jegon , rector of Swanton Morley, 1686-1701, including a series of letters about an apparition at the house of a relative
- ii. ACC 2019/40 records of Durrants of Harleston, estate agents, 1853-1900s, including valuation books for all this period, sale-particulars, day books and newspapers.
- iii. ACC 2019/58 minutes of the Broad One Design, 1911-1972
- iv. ACC 2019/108 letters of Sir (William) Henry Lytton Earle Bulwer (1801-1872), diplomat

There are also a number of documents which were purchased with grants from NORAH. These are detailed later in this report.

2.14 Appendix 1 provides a full list of accessions.

## **ENABLING PEOPLE TO DISCOVER INFORMATION FROM ARCHIVES**

### Unlocking our Sound Heritage (UOSH)

2.15 UOSH, the National Lottery funded sound archives project undertaken in partnership with the British Library, continues to make good progress. In the last six months 9000 items have been digitized (approximately 500km of audio tape). This resulted in 2.07TB of data being generated. There has also been a significant transfer of data to the British Library with 834 recordings from the Norwich hub ingested into their repository.

2.16 A new member of staff was recruited in September to assist with cataloguing and lead on the project's engagement activities, she will commence work in early November.

### Metadata Migration

- 2.17 After extensive data cleansing and preparation work, migrating catalogue data from the CALM system to the new Atom system began over the summer. The first tranche involved the transfer of indexes for places and genre. This means that existing links to catalogue descriptions can be maintained.

To date the following have been migrated:

- 283,604 descriptions (approx. 33%)
- 21,044 authority records including places (100%)
- 2611 place records (100%)
- 18,230 location records (100%)

Archivists have also been trained in accessioning and cataloguing using Atom so that all accessions are now documented using the new system.

### **SUPPORTING NORFOLK'S ARCHIVE ECOLOGY**

- 2.18 One of the six areas for service development in the NRO Long-Term Plan concerns supporting the wide range of community and other archive collecting bodies across the county.
- 2.19 In September the National Lottery Heritage Fund awarded a grant of £217,000 to the NRO for a project which will deliver a significant part of this long-term aim. Community Archives: Skills, Support and Suitability (CA:SSS) will provide training for community groups across the county on collection management, cataloguing, preservation, digitization and oral history work. It will also work with 30 named partners to back this training with one-to-one professional support from community archivists. These partners are Acle Community Archive Group; Aylsham Town Archive; Bergh Apton Local History Group; Blakeney Area Historical Society; Brundall Local History Group; Carleton Rode History Group; Fakenham Local History Society; Fakenham Community Archive; Fakenham Museum of Gas and Local History; Girlguiding Norfolk's Archive Resource Centre; Hapton History Group; Loddon and District Local History Group; Martham Local History Group; M&GN (Midland and Great Northern) Circle; Mulbarton Heritage Group; Museum 4 Watton; Neatishead, Irstead and Barton Turf Community Heritage Group; New Buckenham Society; Newton Flotman and Saxlingham Thorpe Heritage Group; Norfolk Polish Heritage Group; Norfolk Wherry Trust; The Reepham Archive; St Seraphim Icon and Railway Heritage Museum; Surlingham History Group; True's Yard Fisherfolk Museum; Voices of Hickling; Wereham Heritage Group; Wherry Yacht Charter Trust; Wisbech and Fenland Museum; and Wreningham Heritage Group.

- 2.20. The project has now received permission to start from the National Lottery. The next stage will be the recruitment of two members of staff to manage and deliver the project.

#### **PROVIDING A SUSTAINABLE SERVICE**

- 2.21 NORAH has provided a grant of £1,400 to the Record Office for the purchase of documents bought at auction and from private sellers:
- Map of Little Barwick, 1750
  - Map of Stanhoe and Lands in Docking and Barwick, 1752
  - Order for Repairs to Embankments, Terrington St Clement, 1688. This deals with repairs following damage by the sea. It includes the names of commissioners and an attached list of affected landowners with their holdings.
  - 3rd Battalion of the West Norfolk Local Militia Regimental Orderly Book. This contains daily descriptions of the Battalion's activities for 1809-13.
  - Two Wheelwrights Ledgers, one from D Lovewell of Bergh Apton, 1885-1902; the other from an as yet unidentified source, 1897-1899.

2.22 **Equality Impact Assessment (EqIA) (this must be included)**

The measures outlined in this report have no significant impact on any equality issues

### **Officer Contact**

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

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## Appendix 1: Norfolk Record Office Accessions

**Listing** (\* denotes a purchase)

ACC 2019/1	Lacon and Co. records (additional)	1894-1966
ACC 2019/2	Sexton family records (boot and shoe manufacturers, Norwich)	1891-c 1930
ACC 2019/3	Deeds to freehold cottage and garden at East Harling	1821-1901
ACC 2019/4	Methwold History Group records	c 1900
ACC 2019/5	Martham Local History Group records	1882-2016
ACC 2019/6	North Elmham Ecclesiastical Parish records (additional)	1899-1939
ACC 2019/7	Thursford Parish Council (additional)	1933-2015
ACC 2019/8	Denver Ecclesiastical Parish records (additional)	1653-1669
ACC 2019/9	Mattishall Parish Council records (additional)	Jan 2014-Dec 2018
ACC 2019/10	Horstead with Stanninghall Parish Council records (additional)	2007-2017
ACC 2019/11	Records of Field Dalling Parish Council	1894-2011
ACC 2019/12	Newscuttings collected by Revd Howard Whyntie concerning the 'Flowers in Splendour' festival at Norwich Cathedral.	1965
ACC 2019/13	William Jegon Papers	1686-1701
ACC 2019/14	Norfolk Fire Service records (additional)	20th century
ACC 2019/15	Record of West Raynham Primary School	1903-1983
ACC 2019/16	Upper Sheringham School records	1937-1943
ACC 2019/17	King's Lynn Magistrates' Court records (additional)	1956-2001
ACC 2019/18	Norfolk Registration Service records (additional)	1837-2008
ACC 2019/19	Northwold Parish Council records (additional)	1952-2010
ACC 2019/20	Chesterton Report with additional correspondence and plans	1964-1968

ACC 2019/21	Norfolk Registration Service records (additional)	1837-1975
ACC 2019/22	United Nations Association Norwich and District Branch records (additional)	1980-2018
ACC 2019/23	Halvergate with Tunstall Ecclesiastical Parish records (additional)	1813-2019
ACC 2019/24	Leslie Hall deposit	18th century-19th century
ACC 2019/25	Costessey Ecclesiastical Parish records (additional)	2002-2012
ACC 2019/26	Records of Trevor Nicholls (additional)	20th century-21st century
ACC 2019/27	Roughton Ecclesiastical Parish records (additional)	1994-2012
ACC 2019/28	Rig-a-Jig-Jig (additional)	c 2005-c 2016
ACC 2019/29	Minutes of several parish councils: Roudham and Larling; Stow Bedon and Breckles; Whinburgh and Westfield; Wretham (additional)	2017-2019
ACC 2019/30	Snetterton Parish Council records	nd [c 1951]-2019
ACC 2019/31	Church of England, Eaton St Andrew PCC minutes (additional)	2009-2018
ACC 2019/32	Church of England, Norwich South Deanery Synod agenda papers and minutes	2001-2013
ACC 2019/33	Library Service's copies of the county architect's plans of proposed and existing branch library premises	c 1950s-1970s
ACC 2019/34	Title deeds to properties in Fakenham and Wells	17th century-19th century
ACC 2019/35	Saxlingham N.P. School records	1914-1963
ACC 2019/36	NHS emergency preparation papers	1980s
ACC 2019/37	'My Career in Frozen Foods 1964-2008' by Adrian Dence	2019
ACC 2019/38	Record of Church Furnishings of All Saints, Narborough	2019

ACC 2019/39	Holy Trinity Heigham records (additional)	1961-2017
ACC 2019/40	Records of Durrants of Harleston, estate agents	1853-1900s
ACC 2019/41	Records of the East Region Hockey Umpires Association (additional)	1999-2004
ACC 2019/42	Repps with Bastwick Ecclesiastical Parish (additional)	1813-2007
ACC 2019/43	Brooke benefice marriage registers (additional)	1973-2012
ACC 2019/44	Appointment of Commissioners of Sewers	17 Dec 1833
ACC 2019/45	Photograph Albums relating to the Carter and Tillett families	1800s-c 1924
ACC 2019/46	Photostat of a 1706 copy by [John] Fisher, of a map of Brisley 1622	nd [20th century]
ACC 2019/47	Norfolk documents purchased from Keys auction June 2019 and subsequently transferred to Norfolk Record Office	19th century-20th century
ACC 2019/48	Lombe Family Papers relating to Bylaugh Hall and Church	1805-1860
ACC 2019/49	Barnards Ltd records (additional)	1925-1974
ACC 2019/50	St Mary Magdalene, Norwich, Ecclesiastical Parish records (additional)	1950-2018
ACC 2019/51	Gressenhall Ecclesiastical Parish records (additional)	19th century - 20th century
ACC 2019/52	Diaries of C.K. Ward (additional)	1948-1987
ACC 2019/53	Records of the Lodge of United Friends (no. 313)	1860-2018
ACC 2019/54	Title to mill property in Bedingham and Woodton	1808, 1823
ACC 2019/55	North Walsham Town Council records	19th century-21st century
ACC 2019/56	Records relating to various properties in Mattishall	19th century-20th century
ACC 2019/57	Records of St Andrew's Hospital and Little Plumstead Hospital	1890-1998

ACC 2019/58	Records of Broad One Design	1911-1972
*ACC 2019/59	Lot 251 and Lot 252, Cheffins, auctioneers	1688-1772
ACC 2019/60	Records of Thornham History Society	1853
ACC 2019/61	Small's Charity records	1654-c 2009
ACC 2019/62	Various Norfolk Methodist Circuits records (additional)	1908-2000
*ACC 2019/63	3rd Battalion of the West Norfolk Local Militia regimental orderly book	1809-1869
ACC 2019/64	Diocese of Norwich, Bishop's Office records (additional)	20th century-2019
ACC 2019/65	Fornsett St Peter Ecclesiastical parish records (additional)	1960-2019
ACC 2019/66	Hapton Ecclesiastical Parish records (additional)	1813-2019
ACC 2019/67	Wreningham Ecclesiastical Parish records (additional)	1880-2019
ACC 2019/68	Mileham Parish Council records	1894-2014
ACC 2019/69	Horningtoft parish council accounts (additional)	2010-2012
ACC 2019/70	Litcham Parish Council records (additional)	2010-2012
ACC 2019/71	Beetley parish council records (additional)	2010-2012
ACC 2019/72	Tittleshall Parish Council records	1894-2012
ACC 2019/73	East Anglia Methodist District records (additional), incorporating the Norwich Methodist Circuit	1900-2013
ACC 2019/74	Purdy Papers (additional)	1866-1957
ACC 2019/75	Diaries of Janet Ellis of Overstrand (additional)	2018
ACC 2019/76	Wilby Ecclesiastical Parish (additional)	20th century
ACC 2019/77	Harvey Family Tree Album	20th century
ACC 2019/78	Plans of Cinema City, Norwich	20th century
ACC 2019/79	Deeds relating to property in Fincham, Norfolk	1580-1584



ACC 2019/80	Photocopies of Whissonsett Primary School records dated 1895-1963	2007
ACC 2019/81	Solicitor's copy extracted will of Money Curtis, late of Little Walsingham	c 1866
ACC 2019/82	John William Beck records (additional)	1932-1962
ACC 2019/83	Ashmanhaugh Ecclesiastical Parish records (additional)	1813-2019
ACC 2019/84	Norwich Labour Party records (additional)	1966-2002
ACC 2019/85	East Anglia District of the Methodist Church records (additional)	1890-2011
*ACC 2019/86	Wheelwrights' Ledgers	1885-1902
ACC 2019/87	Records of Rob den Engelse and his father relating to drainage	1955-1978
ACC 2019/88	Architect's reports and drawings	1970s-1990s
ACC 2019/89	Press photo of Patton Brothers in panto	1980s
ACC 2019/90	Registers from Horsford Benefice	1953-2018
ACC 2019/91	Papers of Edward Gocher, solicitor; King's Lynn, Norfolk	1952-1968
ACC 2019/92	King Edward VII Grammar School Headmaster's Reports - Presentation evenings	1990-2013
ACC 2019/93	Attlebridge Ecclesiastical Parish records (additional)	1813-2019
ACC 2019/94	Records of Cabbell (807) and Old Novicensian (9583) Masonic Lodges	1936-2019
ACC 2019/95	Records of the William Barber Trust	1872-2013
ACC 2019/96	Records of West Norfolk Methodist Circuit	1811-2016
ACC 2019/97	Children's Services records: Youth Service and School Governance	1950-2006
ACC 2019/98	Papers of Peter Fairfax Gordon Wright (additional)	1809-1970
ACC 2019/99	Title deeds relating to property in Tivetshall St Margaret, formerly Reeve, Wood and Seaman	1758-1979

ACC 2019/100	Records of Oriel High School (additional)	1947-1985
ACC 2019/101	Ormesby St Margaret Parish Magazines	2013-2019
ACC 2019/102	Burston and Shimpling Parish Council records (additional)	May 1997-Apr 2013
ACC 2019/103	Felthorpe Ecclesiastical Parish records (additional)	1989-1995
ACC 2019/104	Norwich City Council records (additional)	1990-2013
ACC 2019/105	Martham Ecclesiastical Parish records (additional)	1989-2013
ACC 2019/106	Thurne Bungalows Management Company Ltd records	1931-2019
ACC 2019/107	Records re the King's Street Community Voices Project (additional)	2010-2012
*ACC 2019/108	Bulwer Letters	1861-1872
ACC 2019/109	Norwich Labour Party records (additional)	1998-2018
ACC 2019/110	Nar Valley Group of ecclesiastical parishes records (additional)	1896-2018
ACC 2019/111	Norfolk Fire and Rescue Service records (additional)	1947-1994
ACC 2019/112	Records of St Andrew's Cricket Club (additional)	1980-2015
*ACC 2019/113	Miscellaneous letters	1745-1837
ACC 2019/114	2nd Air Division Memorial Library records (additional)	c 1943-2019
ACC 2019/115	Records of Wells Lighting and Improvement Commission (additional)	1875-1895
ACC 2019/116	Architectural drawings regarding Norwich Prison	1886-1912
ACC 2019/117	Norfolk Fire and Rescue Service records (additional)	1981
ACC 2019/118	Norwich Commercial Property Market Reports	1984-1994
ACC 2019/119	Travel Diary of Edmund Peckover	nd [c 1714]
ACC 2019/120	Deeds of Terrington St Clement	1837-1956

ACC 2019/121	Wroxham Parish Appraisal	20th century
ACC 2019/122	East Dereham Church of England Infants' School log book	1905-1965
ACC 2019/123	Photograph of staff at the Norfolk and Norwich Hospital	1929
ACC 2019/124	Photograph Album, mainly of Great Yarmouth	nd [? 1912]
ACC 2019/125	Letters and drawings relating to the Buxton family of Northrepps Hall	1825-1895
ACC 2019/126	Title deeds for property in Gt Yarmouth	1871-1928
ACC 2019/127	Grant from Richard Vowell, prior of Walsingham, to Edward Cockett, knight, of lands and tenements in Appleton in the Manor of Flitcham	31 Jul 1537
ACC 2019/128	City of Norwich Wardens' Organisation record of residents and circulars issued to wardens	1940-1945
ACC 2019/129	Records of Castle Acre CE VC Primary School (formerly Castle Acre National School)	1874-1990
ACC 2019/130	Photographic survey of the East Suffolk BR rail line (between Yarmouth Southtown and Beccles)	1950-1959
ACC 2019/131	Scrapbook of William Carr of Ditchingham Hall	1904-1920
ACC 2019/132	Scrapbook and papers of D.B. Mason, District Youth Leader at Aylsham Youth Centre	1964-1966
ACC 2019/133	Paston Foundation Records	17th century
ACC 2019/134	Flood Family Papers	19th century-20th century
ACC 2019/135	Raymond Frostick's papers (additional)	20th century
ACC 2019/136	Great Yarmouth Film Society Programme	Sep 1971-Apr 1972