

Norfolk Records Committee

**Minutes of the Meeting held at the Norfolk Record Office at 10:30am
on 29 June 2018 at the Archive Centre, County Hall**

Present:

Norfolk County Council

Cllr P Duigan (Vice-Chairman)
Cllr R Hanton

Norwich City Council

Cllr D Bradford
Cllr S Button

Broadland District Council

Cllr D Buck

South Norfolk District Council

Dr C J Kemp (Chairman)

Great Yarmouth Borough Council

Cllr M Coleman

Breckland Council

Cllr R Kybird

Non-Voting Members

Co-Opted Members

Mr M R Begley
Mr A Steynor

Representative of the Norwich Record Society

Dr G A Metters

Observer

Dr V Morgan

Representative of the Bishop of Norwich

Revd C Read

Others Present

Mr G Tuson, the County Archivist

1. Apologies

- 1.1 Apologies were received from Cllr Brociek-Coulton, Mr Jewson, Cllr Claussen-Reynolds, Cllr Nockolds, Prof. Rawcliffe and Cllr Rowntree.

2. Election of Chairman

- 2.1 Cllr P Duigan nominated Cllr C Kemp seconded by Cllr D Buck
- 2.2 the Committee duly appointed Cllr C Kemp as Chairman of Norfolk Records Committee for the ensuing council year.

3. Election of Vice Chairman

- 3.1 Cllr R Kybird nominated Cllr P Duigan seconded by Cllr D Buck
- 3.2 The Committee duly appointed Cllr P Duigan as Vice Chairman of Norfolk Records Committee for the ensuing council year.
- 3.3 Dr Metters told the Committee of the sad passing of Raymond Frostick the previous week; Mr Frostick had been his predecessor on the Committee as representative of the Norfolk Record Society, former Lord Mayor of Norwich and had donated a large map collection to the Norfolk Record Office. Members of the Committee paid their respects. Cllr Bradford recalled how Mr Frostick was a mentor to him and was well respected among the Labour Party on the City Council. Cllr Button paid her respects. Cllr Duigan noted he

was well respected across the whole of Norfolk as well as in Norwich. The Chairman noted Mr Frostick was very knowledgeable and had been supportive to the work of the Norfolk Record Office. The Committee paid sympathies to his wife and family at this sad time and **AGREED** to send a letter of condolence. Dr Morgan discussed Mr Frostick's exemplary life and achievements over the years.

4. Minutes

- 4.1 The minutes of the meeting held on the 06 April 2018 were agreed as an accurate record and signed by the Chairman.

Matters arising from the minutes:

- 6.2.5 the relationship between the Record Office website and Norfolk Archives and Heritage Development Foundation (NORAH) website was queried, which were not linked at the time: The County Archivist confirmed that the website was frozen while being updated but would include links to the NORAH website
- The Information Management Team (IMT) had provided information on protecting Record Office data, which was circulated; see appendix A
- Dr Morgan noted that it was not easy to find reference or link to documents which were accessible online from the Record Office collection; a report on the IT strategy was due to be brought to the meeting in November 2018

Revd Read arrived at 10.43

- The County Archivist discussed the information circulated, detailed at Appendix A
- 4-5% of the collection was digitised and available in online
- It cost between £8 and £12 to create the metadata required for each catalogue entry
- Having 2 IT infrastructure sites provided protection for the data from physical damage
- Cllr Buck queried whether this process could be used to provide better metadata approaches; the County Archivist clarified that this process, which was managed by the IMT department, simply copied data to provide a backup. The Record Office would be responsible for making metadata more user friendly
- Dr Morgan shared that the University of East Anglia had a 3rd tier storage site providing longer term backup to protect against the possibility of corrupted backup data. the County Archivist confirmed that IMT regularly checked data to ensure it had backed up and stored correctly, however, there was a balance to strike as if checked too often data was more likely to become corrupt

5. Declarations of Interest

- 5.1 No interests were declared.

6. Items of Urgent Business

- 6.1 There were no items of urgent business discussed.

7. Finance and Risk

- 7.1 The Committee received and considered the report forecasting financial out-turn for the Norfolk Record Office for 2018-19, the revenue budget for 2018-19, reserves and provisions and an update on the service risk register.

- 7.2.1 The overspend shown was balanced by overachievement on income, leaving an overall underspend. Reserves were being decreased due to work to increase the life of the building such as increasing capacity of existing storage.
- 7.2.2 More licensing work was being sought to increase income.
- 7.2.3 On the 1 January 2022 the 1921 census would be released which should see an increase in the use of online records, and an increase in income for the Record Office.
- 7.2.4 Shelves, storage boxes and other methods were used to maximise existing storage space.
- 7.2.5 Dr Morgan queried upgrading to a front-end cataloguing system; he noted that collections such as the Victoria and Albert Museum and the Norfolk Museums Service allowed the public to add to information about online records which added to the understanding of the items. The County Archivist replied that information received by email was added to low level metadata where appropriate and noted this for future consideration. The Chairman noted the importance of filtering comments.
- 7.2.6 Mr Begley queried whether online access would be through agencies rather than directly through the Norfolk Record Office website; the County Archivist replied that some agency websites would be used while select items would be available on the Norfolk Record Office website; some probate registers were available through Norfolk Sources.
- 7.2.7 The County Archivist was looking at ways to upload some of the Kings Lynn records to the online catalogue.
- 7.2.8 The County Archivist confirmed that of the 5% digitised, not all records were necessarily 'available' online.
- 7.3 The Committee **NOTED**:
- Forecast position of the revenue budget, reserves and provisions for 2018/19
 - Management of risk for 2018/19
 - and **thanked** the County Archivist for his work.

8. Norfolk Archives and Heritage Development Foundation – Progress and Impact

- 8.1 The Committee considered the report giving an update on the work and development of the Norfolk Archives and Heritage Development Foundation (NORAH), supporter scheme and grants made by NORAH.
- 8.2.1 Grants included NORAH providing funds to arrange keep in touch sessions for the people involved in the Change Minds project.
- 8.2.2 Income for NORAH was raised through donations, donation boxes in the Record Office and via gift aid; profit from a new book on the Strangers of Norwich would be donated to NORAH by its author, Frank Meeres.
- 8.2.3 Mr Steynor, a trustee of NORAH, reported that trustees were keen to encourage wider participation among the public in NORAH events and in the Norfolk Record Office; the supporter scheme would be valuable to enthuse the wider public.
- 8.2.4 The supporter scheme was for individuals at that time; corporate membership was a possible consideration for the future.
- 8.2.5 Trustees noted excellent support from the County Archivist and Jonathon Draper who

had been seconded to support NORAH until December 2018. The Chairman felt things were developing steadily and NORAH had been shown to be making a positive impact

8.3 The Committee **NOTED** the report.


Future Meetings:

Date	Time	Venue
02 November 2018	10:30	Green Room, Archive Centre, County Hall
11 January 2019	10:30	Green Room, Archive Centre, County Hall
05 April 2019	10:30	Green Room, Archive Centre, County Hall

The meeting ended at: 11:25

After the meeting a presentation was given to the Committee on the Great Yarmouth Register

**Christopher Kemp,
Chairman of the Committee**

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Digital Archive: NRO Data Definitions

Digital Records

Data worthy of long-term retention i.e. digital archive of text, databases, audio, video, images.

Digital Access Copies

Data which is either a surrogate of an original manuscript held by the NRO and / or a dissemination copy of a Digital Record.

Digital Catalogue

The Digital Catalogue is business critical and a 'single source of truth' for the Archive. It is archive collection metadata which is stored and updated in the CALM database.

Data Centre: Components

Data Centres

- NCC has deployed IT infrastructure assets at two sites: **County Hall** and the **Millennium Library**.
- Each data centre delivers exclusive and independent access to assets, services and data as well as resilience options.
- In the event that the County Hall data centre is unavailable, **NRO Servers can be delivered and presented from the Millennium Library**, delivering genuine resilience and minimising service disruption.
- Data centres consist of many complex assets however there are three key components to every data centre: **compute, storage and backup**.

Digital Archive: Compute

The processing element of a data centre

- NCC's Information Management & Technology (IMT) Server Team manage an on-premises **computing** platform and resources upon which the NRO hosts web, application and database servers.
- Access to the Digital Archive is delivered by the presentation of a variety of NRO **virtual** servers. These servers reside within data centres at **both County Hall and the Millennium Library**.
- Whilst County Hall is the 'primary' site, copies of each server and their corresponding data are copied from the primary site to the Millennium Library 'secondary' site on a **nightly** basis.

Digital Archive: Storage

The data retention element of a data centre

- NCC's IMT Server Team provide an on-premises **storage** platform and resources upon which the NRO hosts data.
- Storage is presented in two '**tiers**':
Tier 1 storage is Solid State Disk (SSD) technology and, in terms of performance, is considered simply to be the fastest storage, most suited to the demands of server, database, application and website delivery
Tier 2 storage is Near-line Software Attached SCSI (NL-SAS) technology and, in terms of performance, economy and efficiency, is considered most suited to the storage of file data
- The NRO currently benefits from storage provisioning based **wholly** on the IMT-managed **Tier 1** SSD-based solution.

Digital Archive: Backup

The data preservation element of a data centre.

- NCC's IMT Server Team provides **backup** solutions in tandem with the storage platform.
- NRO **server and data** backups are copied from **Tier 1** to **Tier 2** storage
- Backup tools linked to the storage solution ensure that:
Servers are backed up **daily** at 22:00
Data is backed up **daily** at 02:00
Tier 1 backups are retained for **7 days**
Tier 2 backups are retained for a period of up to **35 days**