

Norfolk Records Committee

Report title:	Performance Report – 1 April 2018 to 30 September 2018
Date of meeting:	2 November 2018
Responsible Officer:	Steve Miller – Assistant Director, Culture and Heritage
Strategic Impact This report provides information on the activities of the Norfolk Record Office (NRO) and performance against its service plan during the period between 1 April – 30 September 2018.	

Executive Summary

Over the last six months, the NRO has engaged in a wide variety of planned work. It provides information on activities relating to:

Enabling New and Wider Audiences to Benefit from the Use of Archives

Covering education, outreach and engagement work and including activities delivered to 1,056 school children and 4,321 lifelong learners; wellbeing work with two new Change Minds courses and the continuing programme with Asperger East Anglia; social media activity and the volunteer programme.

Providing a Public Access Service

Covering public use of resources, proposed alterations to searchroom layouts, the move of the Norfolk and Norwich Archaeological Society library, remote use, the new NRO website and the closure of the public searchroom for one week in December.

Managing and Developing the NRO Collection

Providing information on the 89 accessions received and work on the Unlocking Our Sound Heritage Project

Caring for Collections

Covering work undertaken by the collections care team.

The Norfolk Archives and Heritage Development Foundation (NORAH)

Providing details of the Charity's priorities for the forthcoming year.

Recommendation:

The Norfolk Records Committee is asked to:

- **Consider performance against the 2018/19 service plan and comment accordingly.**

1 Enabling New and Wider Audiences to Benefit from the Use of Archives

Education, Outreach and Engagement

- 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 has continued to provide a variety of workshops and talks for children and students during the last six months.

Primary and Secondary education:

2017-18 academic year:

- i. Staff worked with the Norwich Schools of Sanctuary to organise and advertise a series of refugee workshops in the run up to 'Norfolk Welcomes' day on 20 April and for Refugee Week over 18-24 June. Staff ran 3 workshops in 2 schools, for over 100 children in April. Over the course of 3 weeks in June, staff delivered 15 refugee workshops in 6 different schools for 460 pupils.
 - ii. The Introduction to Archive Research for 6th Formers session attracted 10 participants from a number of schools who joined us to find out more about how to use a record office.
 - iii. A series of 34 workshops for Key Stages 1 to 4 were attended by 1056 pupils including 86 in King's Lynn. These workshops included Norfolk in the Second World War for year 3 pupils and an Introduction to Archives for year 7-10 pupils.
- 1.3 Development work in preparation for 2018-19 academic year:

A new programme published for the 2018-19 academic year includes 3 new workshops:

- Education and Outreach staff worked with staff from Collection Care to develop a workshop aimed at Key Stage 4/5 pupils as part of Norwich Science Festival. The workshop looks at the science of conservation and will be running during the Festival in October.
- Staff have also developed a workshop incorporating documents created during the reign of Queen Elizabeth I, in order to mark her visit to Norwich in 1578. The workshop for Key Stage 2 pupils forms part of a series of lessons created for the Putting on a Pageant project run by the Forum.
- Staff have also developed a Work of an Archivist workshop.

- 1.4 Higher education:

Staff ran 3 sessions for students on the UEA Humanities Foundation course, which encourages students to get back into learning before taking a further course.

Lifelong Learners

- 1.5 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 2018.
- 1.6 Highlights from the last six months include:
- i. What is Norfolk? Two sessions were run to celebrate the first ever Norfolk Day. The sessions concentrated on changes in landscape over the centuries.
 - ii. Early Modern Transcribathon - an event run in partnership with the University of Birmingham, University of Bristol and the British Library enabled people to learn some palaeography skills in order to transcribe archives that will be included in the Manuscript Pamphleteering in Early Stuart England (MPESE) project. 15 people attended the session, some have continued their transcription in their own time following this event.
 - iii. Exploring Your Community Conference. Our annual conference took place in May, 51 people from 25 different local history groups attended. They listened to talks from participating groups and had workshops on using social media, oral history and digitization.
 - iv. Research works. Six sessions on using prison records, tracing the history of your house and tracing your family history attracted 47 participants.
 - v. Headway. Staff provided 2 workshops for participants at Headway, an organization who works with people with head injuries. These workshops included Victorian Scrapbooking and Creative Writing.
- 1.7 Talks and workshops were delivered to a total of 4,321

Wellbeing

- 1.8 The Norfolk Record Office continues to work in partnership with the Restoration Trust to run the Change Minds mental wellbeing programme. Two courses have been running during this period:
- i. A new Norwich group has started the full course. This is being run in partnership with the Norwich Millennium Library and is funded by the Norwich Freeman's Charity.
 - ii. The first of three sessions aimed at bringing current and past Change Minds participants together was held at the NRO in September. These sessions are

funded by NORAH.

- 1.9 The partnership with Asperger's East Anglia also continues to run with three digitization skills placements provided for their clients during this period.

Social Media

- 1.10 Blogs:

Whilst staff use the NRO blog to publicise collections and other activities, to maintain an active site it is important that additional posts come from other sources. This also provides an opportunity for people to develop research and writing skills whilst working with archives.

- 1.11 During this period, research bloggers and volunteers have posted 15 blogs, representing 75% of blogs. An additional six posts (1 per month) based on records in the Norfolk Record Office have been included in the Norfolk in World War One blog.
- 1.12 A fourth cohort of Research Bloggers started in September, with nine bloggers participating in training. In addition, four Summer Bloggers had training in July and have been working on blog posts over the summer months.
- 1.13 Between April and October, there were over 8,058 views of the Norfolk Record Office blog compared to 4,385 in the same period last year.
- 1.14 Twitter

Norfolk Record Office ran a competition to tie in with Norfolk County Council's Explore Norfolk This Summer campaign. The prize for following us and sharing our post on Twitter was a framed map, with two unframed maps given away to runners up. Over 300 people entered the competition resulting in the number of followers going up from around 3,200 before the competition to 3,582.

Volunteers

- 1.15 The volunteers completed 1,351 hours of activity at the Record Office since April. Currently there are 23 regular volunteers. This includes 149 volunteer hours contributed by five regular volunteers in King's Lynn where they are working on building regulation plans and research blogging.

Crowd Sourcing

- 1.16 As part of the Stories of Lynn project, the NRO has been developing a crowdsourcing platform for transcribing and tagging the King's Lynn Hall Books. The system will be tested in October when a Georgian Lynn volunteer project is launched.

2 Providing Public Access Service

Public Access Service

1st April 2018 – 30 September 2018

2.1

Norfolk Record Office:	Searchroom Visits	Written Enquiries	Telephone Enquiries	Documents Produced
The Archive Centre	2,069 (2,170)	4,957* (3,823)	3,634 (4,865)	23,856 (15,688)

(Note: Brackets show figures for April to Sept 2017)

*includes copy certificate applications via internet

Alterations to the Searchroom

- 2.2 The April report to committee included information on changes in searchroom use. This showed some clear changes in the patterns of searchroom use since 2010. Most significantly, whilst there has been a decline in the number of users of surrogate sources (microforms, published works etc.), the number of users of original documents had remained stable and has recently shown an increase.
- 2.3 The 'Glass Cube' and mobile racking were installed last year and more changes are planned for December. This will include bringing all staff together onto a central desk. This will result in:
- i. Increased efficiency in staffing
 - ii. Reduced noise levels in document area of searchroom
 - iii. Improved knowledge transfer between staff
- 2.4 A plan showing the proposed layout will be circulated at the meeting.
- 2.5 December will also see the Norfolk and Norwich Archaeological Society Library moving to the mobile racking in the NRO searchroom.
- 2.6 To allow for the Archaeological Society library move and the searchroom reorganization, the service will be closed to the public for the week of 3 December 2018.

Remote Services

2.7

	Visits	Pages Viewed
NRO Website	24,077 (27,714)	91,903 (85,170)
NROCAT	15,162 (17,699)	431,524 (397,084)
	Followers	
Twitter	3,598	

(Note: Brackets show figures for a April – September 2017)

- 2.8 In August, a new NRO website was launched at www.archives.norfolk.gov.uk. This provides a more user-friendly interface and modernized look for the site. The site was developed by NCC, the design and look informed by feedback from a series of public and staff consultation sessions. Some of the content previously held on the site, such as newsletters and old exhibitions, will be moved to the NRO digital archive. The website still links to the old NROCAT online catalogue.

3 Managing and Developing the NRO Collection

Accessions

- 3.1 During this period 107 (89) accessions have been received, of which 44 (52) have been catalogued. Of particular note are:
- i. Diaries and papers of George Pybus of Norwich and Sheringham, 1915-1945
 - ii. Records of the Manor of Lopham, 1748-1955
 - iii. Records of (Thorpe) St Andrews Cricket Club, 1933-1997
 - iv. Diaries of William Black Atkins, farmer, of Runhall, 1815-1837
 - v. Papers relating to Charles Harmony Harrison (1842-1902) of Great Yarmouth, artist, 1875-1972

Appendix 1 provides a full list of accessions.

Sound Archives

- 3.2 The NRO is due to start its involvement with the Heritage Lottery Fund financed project, Unlocking Our Sound Heritage as the hub for the East of England. The NRO has now recruited a Project Manager, a Cataloguing Manager and an Audio Preservation Manager. They will start working at the NRO in October and November on three year contracts. A sound engineer from the British Library has installed new equipment, supplied by the project in the transfer studio. As the hub for the East of England, the NRO will digitise about 15,000 recordings, catalogue them and make them as accessible as possible. It will also carry out a series of engagement activities with the aim of promoting sound recordings.

4 Caring for the Collection

Great Yarmouth Parish Register

- 4.1 Work was completed on conservation of the first parish register of Great Yarmouth (PD28/1). The volume was dis-bound and the parchment pages repaired and flattened. While the pages were unbound they were digitized and then rebound using the existing boards. In May, a talk was given at Great Yarmouth Library describing the work that had been undertaken.

Work for Exhibitions & Museums

- 4.2 In preparation for the Armistice commemorations at the Regimental Museum this year a roll of honour from King's Lynn has been conserved and mounted. Twenty items were cleaned, repaired and mounted for the Circus Exhibition at the Time and Tide Museum. The Regimental Museum also asked us to conserve and digitize the Clothing Book of the Ninth Regiment of Foot which was completed in September.

Nuremburg Chronicle

- 4.3 The Cathedral librarian came to us with an unusual request recently. Their copy of the Nuremburg Chronicles dating from 1493 had parchment end-leaves which had music written on the side which were stuck to the wooden boards and they wanted them lifted. We were able to do that and also provide them with a digital copy so that research could be carried out on the pre-1500 music.

Conservation Work Placement

- 4.4 Over the summer, the NRO hosted a Conservation Student, originally from China, who was studying at Camberwell School of the Arts London. She spent a month with the team learning paper conservation techniques and getting involved in all aspects of the teams' work.

5 Norfolk Archives and Heritage Development Foundation (NORAH)

- 5.1 The Norfolk Archives and Heritage Development Foundation (NORAH), held its Annual General Meeting on 11 September. At this meeting the annual report and finances for 2017/8 were approved and Peter Williams was re-elected as Chair. At the business meeting which followed the main item of business was the strategy for the forthcoming year. It was agreed that four areas would be prioritised:
- i. Talks and Lectures. NORAH will continue operating its register of historical talks. This aims to raise funds whilst also promoting the charity. The range of talks available has recently been supplemented by an offer from Vic Morgan.
 - ii. Supporter Scheme. NORAH has secured a grant of £8,000 from The Norwich

Freemen's Charity which will enable it to receive online payments, improve its marketing literature, purchase portable exhibition materials and to develop online marketing.

- iii. Consistory Court Deposition Books. NORAH will run a campaign aimed at the funding conservation and digitization of the Diocese of Norwich Consistory Court Deposition Books. This court dealt with church discipline and rights, as well as moral crimes. The deposition books contain answers to questions recorded verbatim before presentation to the court. The NRO holds over 60 volumes of these depositions dating from 1499 to 1788, about 30% of which are marked as unfit for production.
- iv. Community Archive Use of Archive Cataloguing Software. The Charity plans to work with Waveney Heritage, a Community Interest Company, based at Brockdish. The project will look at the feasibility of community archives using a new collection management system, AtoM, to describe their own holdings.

6 Financial Implications

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

7 Issues, risks and innovation

- 7.1 Officers have considered all the implications of which members should be aware. Apart from those listed in the report (above), there are no other implications to take into account.

8 Background

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

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, e.g. equality impact assessment, please get in touch with:

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

Appendix 1

Accessions received between 1 April and 30 September 2018 inclusive

* = purchased

ACC 2018/1	Papers of Sir Frederick Lincoln Ralphs (additional)	1830
ACC 2018/2	Papers of the East Anglian School Association Gorleston	c 1980s-2012
ACC 2018/3	Additional records of Wensum Junior Academy (formerly Wensum Middle School, previously Wensum View Primary/Junior School)	1930-1995
ACC 2018/4	Pulham St Mary Parish Council (additional)	20th century-21st century
ACC 2018/5	Sound recording - John Taylor, 'Life in the 1930s', 40 years in Norwich working for Norwich Union and afterwards as a freelance radio broadcaster	nd [c 1980s]
ACC 2018/6	Electrical Trades Union (ETU), Norwich Branch additional records	20th century
ACC 2018/7	Great Moulton St Michael School Managers' Minutes	1903-1960
ACC 2018/8	St Luke with St Augustine Church of England Parish (additional)	c 1906-c 1995
ACC 2018/9	Deeds and papers relating to Bullard's Brewery properties and other properties in Norwich	c 19th century-c 20th century
ACC 2018/10	Norfolk and Norwich Music Club	1951-2017
ACC 2018/11	North Elmham ecclesiastical parish (additional)	1996-2016
ACC 2018/12	Norfolk Community Health and Care Trust records (additional)	20th century
ACC 2018/13	Records of the West Norfolk Methodist Circuit (additional)	1988-2007
ACC 2018/14	Diaries and papers of George Pybus of Norwich and Sheringham	1915-1945
ACC 2018/15	Eric Clayton's collection of Norwich GPO records and photographs	c 1920s-c 1970s
ACC 2018/16	Records of the Central Norfolk Methodist Circuit (additional)	1933-2013
ACC 2018/17	Records of St Margaret, Drayton ecclesiastical parish (additional)	1838-2012
ACC 2018/18	Sound recordings of oral history interviews, undertaken in 2003 by the donor, of Norwich-based women born in the 1920s about their schooling and first jobs	2003
ACC 2018/19	Records of the Manor of Lopham	1748-1955
ACC 2018/20	Various deeds and papers mainly relating to Norwich and Happisburgh	18th century-20th century

ACC 2018/21	Additional photographs from Borough Council King's Lynn West Norfolk Planning department	1996-2000
ACC 2018/22	Allens, Cadge and Gilbert, Solicitors of Loddon (additional)	17th century-20th century
ACC 2018/23	Little Plumstead Hospital records	1931-1964
ACC 2018/24	Norton Subcourse Church of England Primary School (additional)	1950-1969
ACC 2018/25	Additional manorial and estate records of Lexham Hall Estate	c 1646-1936
ACC 2018/26	Records of Beeston next Mileham ecclesiastical parish (additional)	1951-1986
ACC 2018/27	Memories of Cyril Dunnett's childhood in Sea Palling, 1920s-1930s	1983, 2018
ACC 2018/28	Morley St Peter and Wood Rising ecclesiastical parish records	1813-2017
ACC 2018/29	Poringland Parish Council additional	1921-1976
ACC 2018/30	Diocese of Norwich Additional	c 1999-c 2012
ACC 2018/31	Honing and Crostwight ecclesiastical parish records (additional)	1813-2017
ACC 2018/32	Records of (Thorpe) St Andrews Cricket Club	1933-1997
ACC 2018/33	Records of Newton Flotman ecclesiastical parish (additional)	1824-2014
ACC 2018/34	Architect, Anthony Rossi's drawings, plans, contract papers re the restoration of the Paston Barn complex	c 1988-2008
ACC 2018/35	New Buckenham ecclesiastical records (additional)	1999-2009
ACC 2018/36	Stratfords store accounts and minutes	1920-1989
ACC 2018/37	Records of the Community of All Hallows, Ditchingham	1854-c 2010
ACC 2018/38	Records of the Costessey and District Rifle Club	1911-2018
ACC 2018/39	Records of Johnson, Burton, and Theobald Ltd, ironmongers, of Norwich	19th century-20th century
ACC 2018/40	Letters from Bert and Abe Grundey	c 1915
ACC 2018/41	Records of Holy Trinity Heigham parish, Norwich (additional)	1986-2007
ACC 2018/42	Records of St Marks Lakenham ecclesiastical parish (additional)	1896-2017
ACC 2018/43	Coastal Group of Parishes (additional)	1906-2016
ACC 2018/44	Castle Acre Church of England Parish (additional)	2007-2016
ACC 2018/45	Records of Revd Maurice Charles Hilton Bird	19th century-20th century
ACC 2018/46	Hellesdon Church of England Parish (additional)	1971-2017
ACC 2018/47	Research and notes compiled or collected by Paul Rutledge	1950-1980
ACC 2018/48	Additional records of Roudham and Larling	2013-2017

	Parish Council, Stow Bedon and Breckles Parish Council, Whinburgh and Westfield Parish Council, and Wretham Parish Council	
ACC 2018/49	Besthorpe Parish Council (additional)	1934-2011
ACC 2018/50	Wickmere with Wolterton ecclesiastical parish records (additional)	1813-2016
ACC 2018/51	Diaries of William Black Atkins, farmer, of Runhall	1815-1837
ACC 2018/52	Great Yarmouth Conservative Club Records	1887-1980s
ACC 2018/53	Aylsham Navigation Papers	c 1773-1879
ACC 2018/54*	Letters and papers relating to the Harvey family of Thorpe	c 1830-1917
ACC 2018/55	Records of Stratfords store (additional)	19th century- 1994
ACC 2018/56	Financial Records of Fowell, Thorold and Prentice solicitors	1930s-1950s
ACC 2018/57	Additional records of Burstn and Shimpling Parish Council	1978-2009
ACC 2018/58	School records	20th century
ACC 2018/59	Parish records of the Bishop of Norwich	c 1975-2014
ACC 2018/60	Various educational charity records	1855-2005
ACC 2018/61	Sir Thomas Browne Celebration Committee member's papers	2005
ACC 2018/62	Parish records of Rackheath and Salhouse	1886-2014
ACC 2018/63	Newsletters of Great Yarmouth Archaeological Society	1979-1989
ACC 2018/64	Collection of Norfolk documents	1768-1960
ACC 2018/65	Childhood memoir of Vernon Masoli Dade	2018
ACC 2018/66	St Nicholas' Chapel Estate Records	1961-1990
ACC 2018/67	King Edward VII Grammar School Lennensian Magazines	1907-1979
ACC 2018/68	Conveyance of property and transfer of mortgage of properties in King's Lynn	1863, 1881
ACC 2018/69	Deeds relating to 35 The Common, Harleston	1793-1974
ACC 2018/70	Foulsham ecclesiastical parish records (additional)	1820-1986
ACC 2018/71	Registers of various parishes in the Earsham Benefice	1867-2015
ACC 2018/72	Farm wages book	1846-1847
ACC 2018/73	Burnham Market Parish Council	1894-c 2014
ACC 2018/74	Federation of Norfolk Historical and Archaeological Organisations	1986-2018
ACC 2018/75	Norfolk Federation of Women's Institutes additional	1939-2007
ACC 2018/76	Published history of Freebridge Marshland Hundred and The Making of Lynn by Edward M. Below, with two manuscript letters	1896-1900
ACC 2018/77	NpLaw deed packets	1954-2018
ACC 2018/78	Additional glass-plate photographic negatives	nd [? late 19th

	from the Denny photographic collection	century]
ACC 2018/79	Freemasons records: The Social Lodge, St Giles Street, Norwich	1824-2009
ACC 2018/80	Records of West Rudham Parish Meeting and Council	1877-2011
ACC 2018/81	Additional marriage register from the Cathedral Sacrist	2012-2014
ACC 2018/82	Records of Salhouse ecclesiastical parish (additional)	1851-2010
ACC 2018/83	Norwich Diocese records	1868-1973
ACC 2018/84	Norfolk County Council Youth Employment Service: re "Transfer of Powers 1948 -49" & "Model Scheme"	1948-1969
ACC 2018/85	Minutes of the Thorpe St Andrew Labour Party	1997-2010
ACC 2018/86	Mixed papers, mainly relating to tax and property.	1857-1936
ACC 2018/87	Lyng Parish Council records	? 1894-21st century
ACC 2018/88	Abstracts of title to three apparently unrelated properties	1825-1900
ACC 2018/89	Norwich St Giles ecclesiastical parish records (additional)	1926-2017
ACC 2018/90	Women's World Day of Prayer (additional)	1972-2012
ACC 2018/91	Workers' Educational Association, Eastern Region	2015-2016
ACC 2018/92	Norfolk Registration Service additional	1837-2018
ACC 2018/93	Miscellaneous records of the Official Receivers Office, Norwich	late 19th century-early 20th century
ACC 2018/94	Acle Methodist Circuit and Thetford Methodist Circuit additional	1922-2017
ACC 2018/95	All Saints Church of England Parish, East Winch (additional)	1838-1996
ACC 2018/96	North Norfolk Methodist Circuit additional records	1968-2018
ACC 2018/97	Papers relating to Charles Harmony Harrison (1842-1902) of Great Yarmouth, artist	1875-1972
ACC 2018/98	Attleborough Infants' (formerly National and Board) School, later Attleborough County First School	1872-2005
ACC 2018/99	Calthorpe ecclesiastical parish (additional)	1755-1819
ACC 2018/100	Bundle of deeds and associated papers mainly relating to an estate in Bodham, Norfolk.	c 1695-c 1850s
ACC 2018/101	Additional records of various Norfolk Methodist Circuits (Norwich, Fens, East Norfolk, Central Norfolk, Thetford Diss and Mildenhall, Norfolk Broads, West Norfolk and North Norfolk Circuits) and of East Anglia Methodist District	1941-2018
ACC 2018/102	Additional records of Pakefield ecclesiastical	1687-1985

	parish	
ACC 2018/103	Additional records of Great Witchingham Parish Council	1894-2013
ACC 2018/104	TIFF digital image file of original plan of the M and G N Rail Traffic Manager's offices in Austin St, King's Lynn, scale 8ft/1in, dated June 1907	Sep 2018
ACC 2018/105	Additional records of the Parson Woodforde Society	1985-2014
ACC 2018/106	Pre-registration title deeds to a house, The Pleasance, Queen St, New Buckenham	1791-1926
ACC 2018/107	Records relating to The Green, Old Buckenham	1831-2008