

## **Norfolk Records Committee**

### **Minutes of the Meeting held at the Norfolk Records Office on 08 November 2019 at the Archive Centre, County Hall**

#### **Present:**

##### **Norfolk County Council**

Cllr Michael Chenery of Horsbrugh (Chairman)  
Cllr Phillip Duigan  
Cllr David Rowntree

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

Cllr Barry Duffin

##### **Broadland District Council**

Cllr Grant Nurden

##### **Breckland Council**

Cllr Robert Kybird (Vice-Chairman)

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

Cllr Elizabeth Nockolds

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

Cllr Virginia Gay

#### **Non-Voting Members**

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

Prof Carole Rawcliffe

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

Dr Alan Metters

##### **Observer**

Dr Victor Morgan

##### **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 Alan Steynor, Cllr Trevor Wainwright, Cllr Alan Waters, Cllr Denise Carlo, Cllr Sally Button, The Lady Dannatt
- 1.2 Also absent were Revd Charles Read and Mr Begley

#### **2. Minutes**

- 2.1 The minutes of the meeting held on the 5 July 2019 were agreed as an accurate record and signed by the Chairman.
- 2.2 **Matters arising from the minutes**
  - Paragraph 7.1; it was noted that the records had been insured for replacement not "ensured"
  - The County Archivist shared with the Committee that Freda Wilkins-Jones, who had been a colleague at the Norfolk Record Office since 1990 until her retirement had sadly passed away; the Committee wished to formally record their recognition of her contribution to the Norfolk Record Office over this time.
  - The County Archivist and Chairman **AGREED** to write to Freda Wilkins-Jones' family on behalf of the Committee to express their condolences

### **3. Items of Urgent Business**

- 3.1 There were no items of urgent business discussed.

### **4. Declarations of Interest**

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

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

- 5.1 The Committee received the report asking them to consider the appointment of the three Co-opted Members and one Observer Member for the period 2019/20
- 5.2.1 Mr Begley, Prof Rawcliffe and Mr Steynor had confirmed that they would like to continue as co-opted members for the following year, 2019-20. Dr Morgan had confirmed that he would like to continue as observer for the following year, 2019-20.
- 5.2.2 Dr Metters had confirmed that he would be continuing as the representative of the Norfolk Record Society for the following year, 2019-20. Confirmation was being sought from Revd Charles Read as to whether he would continue as the representative of the Bishop of Norwich for the following year, 2019-20
- 5.2.3 There was a new custos rotulorum, The Lady Dannatt.
- 5.3 The Committee **APPOINTED:**
- Three Co-opted Members (all without voting rights) for the period 2019/20
    - Mr Michael R Begley
    - Prof Carole Rawcliffe
    - Mr Alan Steynor
  - One Observer Member (without voting rights) for the period 2019/20
    - Dr Victor Morgan

### **6. Finance and risk**

- 6.1 The Committee received the report outlining the Norwich Record Office revenue budget for 2019/20, capital programme and reserves and provisions and an update on the service risk register.
- 6.2 The following points were discussed and noted:
- The County Archivist confirmed that some staff were paid through external grants, obtained to fund specific projects.
  - The Norfolk Record Office was working with other Record Offices to support them with development of digital archiving; there was a future aspiration to work with local authorities on storage of digital records.
  - The County Archivist responded to queries about backup of digital archives; County Council IMT (Information Management Technology) infrastructure was used, which had three levels of storage. Backups were stored offsite for resilience. Data was backed up daily and kept for a set amount of time; fixity would be the next step to look into to ensure resilience of data.
  - The quality of the backup restore process was queried; at that time the Record Office relied on the infrastructure put in place by the Council's IMT service.

- A discussion was held about holding snapshots of data in an external site; the County Archivist noted the need to consider GDPR (Global Data Protection Regulations) if data was stored outside of the UK.

6.3 The Committee **CONSIDERED** and **COMMENTED** on:

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

## 7. Norfolk Record Office Accommodation

7.1.1 The Committee received the report reviewing the available options for storing accessions at the record office into the future with each option measured against core objectives and benefits and examining the estimated costs.

7.1.2 The County Archivist introduced the report

- When the Record Office was built it could accommodate 15 years of expansion
- It was now necessary to investigate options for expanding this space; there were approximately 3 years of expansion space left in the strong room
- The archive compliance standards for strong rooms needed to be maintained to ensure the archive accreditation was maintained, which was up for renewal in 2020

7.2 The following points were discussed and noted:

- The Norfolk County Council Art Service promoted work with the arts; for example, aiding groups to seek funding from the Arts Council
- The building had capacity to take the additional weight of extra documents and shelving required for the expansion
- The oldest record in the archive was from 1090 and was digitised
- A small proportion of records were accessed frequently; it was not financially viable to digitise all the documents
- 3-4% of the collection was digitised; these were the documents that were used heavily, however, documents could also be digitised on request of customers
- Professor Rawcliffe suggested that an interactive list of what records were digitised would be helpful; the County Archivist confirmed that digitised records would be recorded in the new online system, Atom, and would look into whether it would be possible to produce a list from this
- A discussion was held about the possible future need to build an extension to the Norfolk Record Office building, which would extend the strong room storage capacity beyond the 9 years which would be achieved through option 2
- For comparison and information, the County Archivist reported that Norfolk Record Office cost £5-6m to build, Cardiff Record Office cost approximately £9m and the Gwent Record Office cost approximately £6m
- The County Archivist reported that the existing Norfolk Record Office building was funded by a Heritage Lottery Fund grant; the application was focussed on the work going on in the building and the outreach work as the Heritage Lottery Fund were not interested in funding just buildings. The chance of securing Lottery funding for an extension to the Record Office would be low. Other external sources may be available, but it would be challenging to fund an extension in this way.
- The 7 years costing of an extension to the building shown in the report was used as a comparison of the finances compared to the other options; if an extension was built, capacity for more years of storage would be required to be a viable option and include other uses for the building.
- Dr Morgan noted that District Councils also had statutory obligations to the Record

- Office and suggested they could be considered as contributors towards funding
- The County Archivist confirmed that if an extension was considered as an option to be taken forward in the coming years, then commercial storage may be considered as part of this
- It was noted that reorganising the storage and additional mobile racking (option 2) would create additional space for the next 9 years, therefore creation of archive space would need revisiting later in the decade; the Vice-Chairman **SUGGESTED** that this should be considered for inclusion in the next forward plan for Norfolk County Council Cabinet or Full Council

7.3 The Committee **APPROVED**:

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

## 8. Performance Report

8.1.1 The Committee received the report providing information on the Record Office's progress towards its service plan objectives covering the period 1 April to 30 September 2019.

8.1.2 The County Archivist introduced the report:

- Closing the Record Office to the public on a Monday had not shown a large impact on visitor figures
- The new Atom catalogue system had a better search functionality than CALM (the existing online catalogue system)
- It was expected that migration of data from CALM to Atom would be finished by Autumn 2020; there would be an induction for users
- Some of the documents purchased using a grant provided by NORAH (Norfolk Archives and Heritage Development Foundation) were displayed at the back of the room for viewing after the meeting
- Applications would continue to be taken to NORAH by the Record Office for future purchase of documents

8.2 The following points were discussed and noted:

- The Chairman showed the Committee the book "the Norwich Chamberlains' Accounts 1539-40 to 1544-45", edited by Prof. Rawcliffe, which was available at a reduced price to Members of the Norfolk Record Society
- One of the partners supported under "Supporting Norfolk's Archive Ecology" were from outside of Norfolk because they held records related to Norfolk
- The National Archives informed the Norfolk Record Office when documents were coming up for purchase
- There was not staffing resource to contact Parish and other Councils when documents were purchased or received relating to their area
- It was noted that Internal Drainage Board records were useful to environmental scientists; the County Archivist confirmed that various Internal Drainage Board records were held in the Record Office
- Dr Morgan felt that the service had responded positively to the changing landscape of heritage and history and interest in parishes

8.3 The Committee **CONSIDERED and NOTED** performance against the 2019/20 service plan and commented accordingly.

**Future Meetings:**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
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: 11:55

**Cllr Michael Chenery of Horsbrugh,  
Chairman of the Committee**



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