

NORFOLK RECORDS COMMITTEE

Item No.

Report title:	Service Plan 2018-2019
Date of meeting:	6 April 2018
Responsible Chief Officer:	Tom McCabe, Executive Director, Community and Environmental Services
Strategic impact The Norfolk Record Office aims to be a trusted place of record which ensures that archival evidence essential to citizenship and heritage is collected, preserved and widely accessible. In doing so it aims to ensure that: i. Norfolk's Heritage is enriched ii. People are confident that important information is preserved. iii. People derive educational, social and cultural benefits from the use of archives. People have access to information they need for personal, business, legal and cultural purposes	

Executive summary

This report provides information on the Norfolk Record Office (NRO) Service Plan for April 2017 to March 2018. **Recommendations:**

The Norfolk Records Committee is asked to consider and comment on the Service Plan(Appendix A), and to approve its adoption(Appendix B) for the coming year

1. Introduction

- 1.1. This Service Plan outlines the work planned for the Norfolk Record Office during the year April 2018 to March 2019. It is based on the Norfolk Record Office's mission, and can be divided into three broad areas of activity:
 - Preserving and conserving of archives
 - Collecting archives
 - Providing and facilitating access to archives.
- 1.2. The NRO has a number of long-term goals that are progressed through actions within this Plan. These were present to the January 2018 meeting of the Norfolk Records Committee and, as they are an intrinsic part of planning, are included in the 2018/19 Service Plan(Appendix A).

2. Financial Implications

- 2.1. This Service Plan is based on delivery within the budget for 2017-18 set out in the Finance and Risk Report.

3. Issues, risks and innovation

- 3.1. 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.

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:

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