



Norfolk Record Office

NORFOLK RECORDS COMMITTEE

Date: **Friday 28 November 2014**
Time: **10.30am**
Venue: **Green Room, Norfolk Record Office: The
Archive Centre, County Hall, Martineau Lane,
Norwich**

Please Note:

Arrangements have been made for committee members to park on the county hall front car park (upon production of the agenda to the car park attendant) provided space is available.

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

Membership

Mr J W Bracey	Broadland District Council
Mr D Bradford	Substitute: Mr D Buck
Ms D Carlo	Norwich City Council
Mrs A Claussen-Reynolds	Norwich City Council
Michael Chenery of Horsbrugh	North Norfolk District Council
	Norfolk County Council
	Substitute: Mr B Iles
Mrs M Wilkinson	Norfolk County Council
	Substitute: Deborah Gilhawi
Dr C J Kemp	South Norfolk District Council
	Substitute: Mr T Blowfield
Mr R Kybird	Breckland District Council
	Substitute: Cllr M Chapman-Allen
Mrs E A Nockolds	King's Lynn and West Norfolk Borough Council
Ms K S Robinson-Payne	Great Yarmouth Borough Council
Mr P Smyth	Norfolk County Council
	Substitute: TBC
Ms V Thomas	Norwich City Council

Non-Voting Members

Mr M R Begley
Mr R Jewson
Dr G A Metters

Dr V Morgan
Prof. C Rawcliffe
Revd C Read
Prof. R Wilson

Co-opted Member
Custos Rotulorum
Representative of the Norfolk Record
Society
Observer
Co-opted Member
Representative of the Bishop of Norwich
Co-opted Member

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**
Nicola LeDain on 01603 223053 or email committees@norfolk.gov.uk

A g e n d a

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

2. **Minutes**

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To confirm the minutes of the meeting of the Norfolk Records Committee held on 27 June 2014.

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.

5. **Norfolk Record Office Finance and Risk Report**

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A report by the Interim Director of Environment, Transport and Development.

6. **Norfolk Record Office Performance Report 1 April 2014 – 30 September 2014**

(Page 12)

A report by the County Archivist.

7. **Future Meetings**

Date	Time	Venue
Thursday 8 January 2015	10:30am	The Green Room, Archive Centre
Friday 8 May 2014	10:30am	The Green Room, Archive Centre

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

Date Agenda Published: 19 November 2014



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Norfolk Records Committee

Minutes of the Meeting held on 27 June 2014

Present:

Norfolk County Council

Michael Chenery of Horsbrugh
Mr P Smyth
Mrs M Wilkinson

Norwich City Council

Mr D Bradford
Mrs J Henderson

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

South Norfolk District Council

Dr C J Kemp

Breckland Council

Mr R Kybird

Non-Voting Members

Co-Opted Member

Mr M Begley
Professor R Wilson

Representative of the Norfolk Record Society

Dr G A Metters

1. Election of Chairman

- 1.1 Dr C J Kemp was elected Chairman for the ensuing year.

2. Election of Vice-Chairman

- 2.1 Michael Chenery of Horsbrugh was elected Vice-Chairman for the ensuing year.

3. Apologies for Absence

- 3.1 Apologies for absence were received from Ms D Carlo (substituted by Mrs J Henderson), Mr J Bracey, Revd C Read, Professor R Wilson, Dr V Morgan, Mrs A Claussen-Reynolds, and Mr R Ginn.

4. Minutes

- 4.1 The minutes of the meeting held on 1 May 2014 were confirmed as an accurate record of the meeting and signed by the Chairman; subject to the following amendments;
- In 3.1, 'Maddox' was replaced by 'Maddock', and 'Miss Mace' was replaced with 'Miss Maddock'.
 - 10.2: Purchases under £500 would not be shown separately however they would be marked in the ascension list by an asterisk or some other note.

5. Urgent Business

- 5.1 The Chairman agreed to accept an item of urgent business to adopt the co-opted Members.

- 5.2 The Committee **RESOLVED** to adopt Mr M Begley, Professor C Rawcliffe and Professor R Wilson as co-opted members, and Dr V Morgan as observer.
- 5.3 The Chairman also agreed to accept a second item of urgent business to approve the Annual Return as required by the Accounts and Audit (England) Regulations 2011. The deadline for this was 30th June, and therefore there would not be another meeting until after the deadline.
- 5.4 During the discussion, the following point was noted;
- The Record Office did not have any petty cash and therefore this section of the return was not applicable. There was no need for petty cash as the transaction could be carried out at County Hall and an internal transfer carried out.
- 5.5 The Committee **RESOLVED** to;
- Approve the accounting statements as set out in Appendix A, section 1 and approve its signing by the Chairman.
 - Approve the Annual Governance Statement as set out in Appendix A, section 2 and approve its signing by the Chair and the County Archivist.
 - Note the internal audit report as set out in Appendix A, Section , together with the note set out at Appendix B.

6. Members to Declare any Interests

- 6.1 No interests were declared.

7. Norfolk Record Office Finance and Risk Report 2013/14

- 7.1 The Committee received a report by the County Archivist which provided information on performance against budget and risk for 2013/14 as at 31st March 2014 for the Norfolk Record Office (NRO), and included a breakdown of the 2014/15 revenue budget.
- 7.2 During the discussion, the following points were noted;
- The Revenue Budget had a £14k underspend and this was due to lower than expected cost of accommodation and the management of vacancies.
 - Heritage Lottery Fund money had been secured for the refurbishment of King's Lynn Town Hall. £1,850,000 had been given towards a project of £3 million. This would improve the access for the archives as well as developing an exhibition in the building. . It was suggested by Members that a future meeting of the Records Committee was held there to witness the developments.

The Committee **RESOLVED**

- 7.3 To note the report.

8. Norfolk Record Office Policy Report

8.1 The Committee received a report from the County Archivist which provided Members with information on a review of policy and strategy documents being undertaken by the Norfolk Record Office.

8.2 During the discussion, the following points were noted;

- Priority had been given to making the NRO catalogue available online in the first instance but as part of the service plan, it was an aim to have more images available online. Commercial contracts would play a large role in this.

- The Collection Care Policy would cover documents in any form.

- Records were selected for permanent preservation as archives on a regular basis. This meant that certain records were disposed of appropriately on a regular basis. This could mean confidential waste, offer to other counties or organisations..

8.3 The Committee **RESOLVED** to adopt the policies.

9. Future Meetings

The dates of future meetings were noted.

Date	Time	Venue
Friday 28 November 2014	10.30am	The Green Room, Archive Centre

The meeting concluded at 12.00pm.

Dr C. J. Kemp, Chairman of the Committee



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Norfolk Records Committee

Item No 5.

Report title:	Finance and Risk Report
Date of meeting:	28th November 2014
Responsible Chief Officer:	Tom McCabe
Strategic impact This report covers the forecast position and risk management for the Norfolk Records Committee in 2014/15 as at 30 th September 2014	

Executive summary

This report covers the forecast Norfolk Records Office (NRO) budget out-turns for 2014/15. Section 1 covers progress with the NRO revenue budget for 2014/15, reserves and provisions and the capital programme, and savings applied to the revenue budget for 2015/16. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- Progress with NRO Revenue budgets and Reserves and Provisions indicates that the service should achieve a break-even position at the year-end
- Progress with risk management for NRO.

Recommendations: The Norfolk Records Committee is asked to consider and comment on:

- **Performance with the revenue budget and reserves and provisions for 2014/15**
- **Management of risk for 2014/15**
- **Note the proposed budget savings for 2015/16 and beyond**

1. Revenue Budget

1.1 Financial Performance 2014/15

- 1.1.1 At the end of 2014/15, the NRO expects to deliver an outturn balanced to budget. This is summarised in the table below.

Service	Approved budget £m	Forecast 2013/14 Outturn £m	+Over/- Underspend £m	Variance to budget
Salary	0.725	0.725	0	0%
Employee Related	0.003	0.003	0	0%
Premises	0.004	0.004	0	0%
Travel	0.004	0.004	0	0%
Supplies & Services	0.103	0.103	0	0%
Support Services	0.482	0.482	0	0%
Capital	0.096	0.096	0	0%
Income	-0.195	-0.195	0	0%
Total	1.222	1.222	0	0%

- 1.1.4 The 2014/15 revenue budget includes Putting People First savings of £0.159m. These are for Restructuring (£0.070m), Energy Saving (£0.020m), increased Income generation (£0.060m), Changes to Opening Hours (£0.012m) and Administrative Efficiencies (£0.026m). These savings are expected to be met.

1.2 Capital programme

- 1.2.1 There is no capital programme for 2014/15.

1.3 Reserves and Provisions

- 1.3.1 The table summarising the 2014/15 position appears below.

- The Residual Insurance reserve is planned to be used in the year to support digitisation and other income raising activities in 2014/15. To secure the best income from providing digital access in this way will require the NRO to undertake significant work to prepare existing digital assets, assemble of metadata and undertake in-fill digitization.

1.4 2015/16 Budgets

Reserves and Provisions 2013/14	Balances at 01Apr13	Outturn at 31Mar14	Change
	£m	£m	£m
Norfolk Record Office			
Residual Insurance and Lottery Bids	0.423	0.378	-0.045
Unspent Grants & Contributions Reserve	0.012	0.012	0.000
Service Total	0.435	0.390	-0.045

- 1.4.1 While a number of budget savings were agreed for 2014/15 and beyond as part of the Putting People First consultation, changes to the financial environment mean further savings are required. These are still under consultation but can be summarised below:

	2015/16 £m	2016/17 £m	2017/18 £m
PPF20 – Increased Income Generation	-0.020	-0.010	0
CMM005 – Reduced spend on equipment and conservation materials	-0.026	0	0
Further reduction in document purchases and supplies	-0.006	0	0
Total	-0.052	-0.010	0

Further details will be provided within the reports brought to the January Committee meeting.

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 in June 2014. A summary of the risk register based on the most recent review of September 2014 appears at Appendix A.
- 2.2 The register contains 7 key risks, five of which are currently assessed as a 'medium' level risk, while two are assessed as 'low'.
- 2.3 All risks are being well managed. Six of the risks are showing 'Green – on schedule' progress towards achieving their target risk scores, and the other one is met.
- 2.4 The impact of the two 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 have to choose between ceasing activities or continuing and incurring an overspend. The service has budgeted for £68k of Grant income in 2014/15. This risk is classed as 'green' and is not expected to occur in 2014/15, and so will have no impact on the revenue position. The risk is mitigated by continuing to apply for external funding and explore income generating opportunities.
- 2.4.2 For RM13960 'A lack of clarity in roles and responsibilities', could mean that the Record Office is unable to operate efficiently and absorb the additional work it is taking on to generate income and provide the statutory function of issuing copies of birth, death and marriage certificates... The risk is mitigated through the restructuring process which is partly complete but which is continues to monitor the impact of the transfer or registrars' records.. This risk is classed as 'green' and is not expected to occur in 2014/15, and so will have no impact on the revenue position.
- 2.4.3 For RM13963 'Inability to continue collecting archives', an increased level of accessions would reduce the available space more quickly than planned. Records are kept of the amount of additions and available space and bespoke packaging is used to reduce the amount of space needed. This risk is classed as

'green' and is not expected to occur in 2014/15, and so will have no impact on the revenue position.

- 2.4.4 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 could reduce. This is mitigated through entering into commercial partnerships to improve access and use volunteers to enhance catalogue information. This risk is classed as 'green' and is not expected to occur in 2014/15, and so will have no impact on the revenue position.
- 2.4.5 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 'green' and is not expected to occur in 2014/15, and so will have no impact on the revenue position.
- 2.4.6 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 approach of a specific Emergency Plan. This risk is classed as 'green' and is not expected to occur in 2014/15, and so will have no impact on the revenue position.

3. Financial Implications

The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 1 of this report.

4. Issues, risks and innovation

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.

5. Background

Information on Budget proposals for 2015/16 are included within Item 7 on the agenda.

Officer Contact

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

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

Officer Name:	Tel No:	Email address:
Robert Ginn Accountant	01603 223182	robert.ginn@norfolk.gov.uk
Gary Tuson County Archivist	01603 222003	gary.tuson@norfolk.gov.uk

Risk Register - Norfolk County Council

Risk Register Name		Norfolk Record Office																	Red			
Prepared by		Gary Tuson																	High			
Date updated		September 2014																	Med			
Next update due		December 2014																	Low			
Area	Risk Number	Risk Name	Risk Description	Date entered on risk register	Inherent Likelihood	Inherent Impact	Inherent Risk Score	Current Likelihood	Current Impact	Current Risk Score	Tasks to mitigate the risk	Progress update	Target Likelihood	Target Impact	Target Risk Score	Target Date	Prospects of meeting Target Risk Score by Target Date	Risk Owner	Reviewed and/or updated by	Date of Review and/or update		
Norfolk Record Office	RM13959	Loss of or reduction in funding	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 Heritage Lottery Fund conditions of grant.	31/03/2009	4	4	16	3	4	12	<ul style="list-style-type: none">Continued development of efficient and prioritised working practicesApplications for external funding where feasibleContinue to explore opportunities for income generation	Efficiencies and service reductions introduced in 2014 Application for funding from Welcome Trust successful. Additional income stream identified from sale of conservation materials	2	2	4	31/03/2017	Green	Gary Tuson	Gary Tuson	16/09/2014		
Norfolk Record Office	RM13960	A lack of clarity in roles and responsibilities	A lack of clarity in roles and responsibilities in our working relationships with other organisations could lead to capacity issues and potential drains on business as usual. This results in negative reputation and knock-on effects in relation to funding.	31/03/2009	3	3	9	2	3	6	<ul style="list-style-type: none">Second stage of staff restructuring planned for in 2014Impact of transfer of Registrars records to be closely monitored	First stage of staff restructuring completed in Jan 2014. First transfer (approx 20%) of Registrars records now received and work plans in place. Work flows being developed and monitored to ascertain staffing requirements.	2	2	4	31/03/2015	Green	Gary Tuson	Gary Tuson	16/09/2014		
Norfolk Record Office	RM13963	Inability to continue collecting archives	Increased level of accessions reduces available space in strongrooms more quickly than planned	27/02/2014	2	3	6	2	3	6	Returns of current strongroom project to be monitored Early consideration of options for future storage as per members comments at Jan meeting of Norfolk Records Committee Increase proportion of storage by size	Registrars records taking up more space than origanally anticiapted. Additional storage space will be created through production of bespoke packaging	2	3	6	31/03/2014	Green	Gary Tuson	Gary Tuson	16/09/2014		
Norfolk Record Office	RM14164	Failure to meet growing public expectations on access	Public are not able to access collections as easily as they expect through modern technologies	27/02/2014	3	3	9	3	3	9	<ul style="list-style-type: none">Use of commercial partnerships to improve accessUse of volunteer programme to provide enhanced catalogue informationMaintenance and improvement of	Draft contracts for partners due on 18 Sept. Indexing of marriage bonds by volunteers nearing completion.	2	3	6	31/09/2014	Green	Gary Tuson	Gary Tuson	16/09/2014		
Norfolk Record Office	RM14165	Failure to collect, preserve and make accessible new formats of archive	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.	27/02/2014	3	5	15	3	5	15	<ul style="list-style-type: none">Explore collaborative options for delivery of digital preservationDevelop staff skillsContinue to develop in-house procedure for handling digital objects	Actions due in in latter half of 2014/15 Service Plan	3	5	15	31/03/2015	Green	Gary Tuson	Gary Tuson	16/09/2014		
Norfolk Record Office	RM14166	Failure of BCKLWN bid to HLF for Kings Lynn Borough Archives	Conditions in King's Lynn are not suitable for preservation of the important archive housed there. This situation will be rectified if bid to HLF is successful. If unsuccessful the	27/02/2014	1	4	4	1	5	5	<ul style="list-style-type: none">Ensure that alternative planning is put into operation immediately upon news of rejection.	Heritage Lottery Funding secured. Therefore this risk has been met.					Met			16/09/2014		
Norfolk Record Office	RM14167	Collection at risk through unexpected events	Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection	27/02/2014	1	5	5	1	5	5	<ul style="list-style-type: none">Disaster / emergency plan to be reviewed and revised	First draft of Emergency Plan produced. Meeting with NCC Resilience Officer set for Oct	1	5	5	31/03/2015	Green	Gary Tuson	Gary Tuson	16/09/2014		

NORFOLK RECORDS COMMITTEE

Item No 6.

Report title:	Performance Report 1 April 2014–30 September 2014
Date of meeting:	28 November 2014
Responsible Chief Officer:	Tom McCabe
Strategic impact	
This report provides information on the activities of the Norfolk Record Office (NRO) showing performance against the service plan for the period April to September 2014.	
Executive Summary The main issue for consideration by this Committee is that the Norfolk Record Office continues progress towards targets set by its 2014/15 service plan. Proposal The Norfolk Records Committee is asked to <ul style="list-style-type: none">• Note the contents of this report and comment upon it• Consider performance against the 2014/15 service plan	

1 **Performance against Service Plan**

Introduction

- 1.1 This report uses the Norfolk Record Office service plan headings to show the work carried out during the period 1 April 2014 to 30 September 2014.
- 1.2 Many of the items detailed in this report have an impact on more than one of the service objectives. However, they are only detailed under the service objective where they are considered to have had the greatest impact.

2 **Service Objective:** Contribute Towards Excellence in Education

Link to NRO Mission: Providing and facilitating access to archives.

Action: Develop skills and realise educational benefits of using archives

Lifelong Learners

- 2.1 As part of our events for Heritage Open Days, an Archival Ambulation around Norwich was staged. The walk visited some of the city's landmarks, before finishing at City Hall, with participants shown copies of archives relating to the places on the walk. In response to the popularity of the event, the Record Office is planning a further Archival Ambulations in November, both of which will end at Norfolk Record Office: The Archive Centre, providing people a chance to see the original documents included in the walk.
- 2.2 In September the Record Office held a 'Who Do You Think You Are?' event to tie in with Mary Berry's appearance on the BBC show. The evening included talks by two researchers who worked on the show: 'Who's on the Cutting Room Floor?' by Joanne Penn and 'Life in context' by Gill Blanchard. In addition, we also demonstrated how the sources held in the Norfolk Record Office could help with visitors' own family research. Visitors were also able to see the original documents that were included in the programme, and enjoy a behind-the-scenes tour. The evening was very popular with over 100 people visiting.
- 2.3 The first behind-the-scenes at the NRO tours took place in August. Visitors had a tour of the building including the searchroom, strongrooms and the Conservation Studio, before viewing some of our 'gem' documents in the Green Room. The visits last for two hours and allow individuals to get the chance to see behind-the-scenes without having to be a member of a local group.

Schools

- 2.4 In September, the NRO provided 10 workshops for year 8 pupils at Hellesdon High School. During these workshops students looked into Norwich industries in the early nineteenth century. Students learnt about Colman's mustard manufactures, and Steward and Patteson brewers, using plans, wages books, census returns and advertising booklets. Inspired by their research pupils worked together to create an advertising campaign for their chosen product, which included creating films, powerpoint presentations, acting-out drama sketches, and producing leaflets. They presented their campaign to a panel of judges as part of a Dragons Den.

Skills for the Future Placements

- 2.5 Following shortlisting of over 120 candidates, interviews have been held for the two placements at the Norfolk Record Office on the Transforming Archives project. The NRO has joined in with this National Archives project aimed at developing skills in areas where gaps have been identified within the sector. The project is funded through the Skills for the Future programme of the

Heritage Lottery Fund. Transforming Archives will run for three years with two new placements each year. One placement will develop skills in community engagement whilst the other will concentrate on digitization and digital preservation.

Professional Internship for PhD Students

- 2.6 As part of a PhD, students are expected to take a three month placement in a workplace with a view to making them more employable after qualification by experiencing a working environment. Edward Hems came to the Record Office at the end of September to do an investigation into the properties of two types of adhesive used in the repair of parchment. Edward's chemistry background was thought to be particularly useful for this investigation and it has proved to be the case. He has fitted in well with the team and is learning how the adhesives are used in a conservation context. One avenue of investigation so far has been to try and determine the cause of colouration in modern fish adhesive (Isinglass) and whether the colour can be removed using equipment usually available in a conservation studio.

3 **Service Objective:** Engage with the Community We Serve

Link to NRO Mission: Providing and facilitating access to archives.

Action: Develop new audiences and new uses for the Collection

Volunteer Programme

- 3.1 Volunteers have contributed 1,392 hours to the NRO during the period 1 April to 31 October 2014. Their main focus has been the indexing of eighteenth and nineteenth-century marriage licence records from the Archdeacons of Norwich, on which considerable progress has been made.
- 3.2 Another team of volunteers have a rôle based on conservation related work, in particular cleaning and re-packaging documents. Most of their work has been on a large collection of estate maps from the Hornor collection (BR 276).
- 3.3 The NRO also has several volunteers who are interested in pursuing a career in the heritage professions. They have helped with cataloguing undertaking some basic listing projects. Collections which they have worked on include the papers of Rachel Young, a local historian and educationalist, and the records of Stanley Walter Chambers, architect. A volunteer is also helping identify photographs in the NRO collections suitable for inclusion on the Picture Norfolk website. Another volunteer is indexing the visitors' book for the United States Army Air Force's Red Cross Club.

Audience Development Work

3.4 An engagement team within the Record Office has been looking at ways of attracting new audiences. To help with this initiative a set of key messages has been developed. These are:

- a) There is something directly relevant to you in the millions of documents held at the Norfolk Record Office.
- b) You can find out something new and unexpected by using the NRO which you can't find anywhere else.
- c) Anyone is welcome to visit the NRO free of charge.
- d) Expert staff are available to guide you in your research.
- e) The Collection is a rich source of information for all periods since the Conquest including the 20th century.

These have then been used to inform the production of new promotional materials including posters, postcards and leaflets.

3.5 The NRO also continues to work with diverse projects to develop new audiences. One such project is the Intoxicants Project, a research project run by the Victoria and Albert Museum and Sheffield University, investigating the importance of intoxicants and intoxication to the economic, social, political, material, and cultural life of England between the sixteenth and eighteenth centuries. Norfolk is providing one of the study areas and as such held a workshop in August looking at sources the project could use for the database it is developing.

Events Attended

3.6 Over 5,000 people attended an event in the Forum on 4 August, to mark the anniversary of the First World War. The event entitled, The Day we Went to War, included expert advice from staff based at The Archive Centre, and The Norfolk Heritage Centre who assisted visitors with their research into First World War ancestors. Visitors were able to search for their ancestors online, guided by one of the team.

The NRO also attended the Great Yarmouth Maritime Festival where over 1500 people had the chance to find out about tracing their military ancestors, and to see a display of documents about local citizens who lost their lives fighting in the trenches and who are commemorated on the Great Yarmouth War Memorial.

Norfolk Record Office Social Media and Blog

- 3.7 A blog has been launched as a means of making people aware of the exciting range of activities on offer and also the richness, variety and depth of the Norfolk collection (norfolkrecordofficeblog.org). This will provide information and news which is more detailed than that provided on Twitter and Facebook, whilst keeping the focus of the website on the information for users and research guides. Content is provided by staff writing about projects they are currently engaged on and through the use of a large bank of articles and pieces previously used.

3.8

	Visits	Pages Viewed
NRO Website	35,240 (33,183) ¹	114,836 (103,867)
NROCAT	22,313 (20,692) ¹	442,046 (443,790)
	Followers	
Twitter	1,788 (1,477) ²	

1. Previous six months

2. Followers at end of March 2014 for Twitter.

Exhibitions

- 3.9 During this period the NRO has staged two exhibitions.

Stories from St Benet's. This exhibition was produced in collaboration with the Norfolk Archaeological Trust's conservation, access and community project at the Abbey. Items which required particular attention from the conservation department included a Papal Bull of Alexander IV (NRO DN/EST 14/13) and an early sixteenth-century account of the Abbey's expenses (NRO DN/EST 6/2).

Norfolk During World War One. This exhibition marked the start of the NRO's work commemorating the War and making people aware of the diverse sources available at the Record Office for this period. Two of the windows in the exhibition were designed by pupils from Greshams' school who had worked with members of Record Office staff.

Information on activities relating to these exhibitions is dealt with elsewhere in this report.

- 4 **Service Objective:** Provide a High Level of Customer Service

Link to NRO Mission: Providing and facilitating access to archives

Actions: Provide public access service on site.

Provide alternative means of access to the Collection

4.1 Access

Norfolk Record Office:	Researcher Visits	Paid Searches		Written Enquiries	Telephone Enquiries	Documents Produced
		No	Hours			
The Archive Centre	2,917 (3,396)	40 (55)	35 (44.5)	2,471 (2,505)	1,803 (1,901)	7,905 (9,175)
King's Lynn Borough Archive	43(97)	0	0	0 (3)	5 (16)	481 (278)
Norfolk Heritage Centre	Not recorded	0	0	63	Not recorded	Not applicable
Total	2,960 (3,493)	40 (55)	35 (44.5)	2,534 (2,537)	1,808 (1,819)	8,385 (9,656)

(Same period in previous year in brackets)

Digital Access

- 4.2 In August invitations to submit draft proposals for the licencing of digital images were issued. The first release is for images taken from registers of baptisms, marriages and burials. Draft contracts have now been received and are currently being reviewed.
- 4.3 A further batch of school records has also been sent for digitization as part of a national digitization consortium project of which the Norfolk Record Office forms a part. These records should appear on the FindMyPast website in 2016.
- 4.4 Work is also progressing on the USAAF Second Air Division digitization project. This project, funded by the Second Air Division Memorial Trust, is digitizing and web mounting a large section of the Trust's archive held at the NRO. So far over 27,000 images have been created, which equates to almost 700 archival pieces, and represents around 42% of the collection. It is anticipated that over 50% of the collection will be digitized by the end of the year. The project is now also looking at the delivery mechanism which will allow users to view the archive together with issues around copyright clearance.

5 **Service Objective:** Manage and Protect Cultural Assets

Link to NRO Mission: Preserving and conserving of archives / Collecting archives

Actions: Manage the Norfolk Record Office Collection

Develop the Norfolk Record Office Collection

Ensure the Norfolk Record Office Collection is cared for

Revised Accessioning Procedures

- 5.1 The NRO accessioning procedure has been under review with the aim of streamlining the process thereby enabling archivists' time to be used more efficiently and productively. This links closely with the cataloguing priority scheme reported below.
- 5.2 All accessions are recorded on arrival and located in the repository as quickly as possible. At the time of accession a new accession form is filled in and signed by the donor / depositor. This records important information relating to the terms on which the accession is accepted, its provenance and it also affords the opportunity to capture some of the contextual information which adds to the usefulness of the documents to researchers.
- 5.3 The objective is that small accessions are catalogued on the same day as they are received. When this is not possible information is entered into the NRO archive management system, capturing basic information about the collection including its size and title. This information can then be made visible on NROCAT, the online catalogue.

Cataloguing Priority Scheme

- 5.4 A Cataloguing Priority Scheme has been introduced for all uncatalogued accessions since 1 April 2014. The purpose of the scheme is to provide a tool to facilitate the creation of a cataloguing plan which will prioritise the use of archivists' cataloguing time. This scheme will form a part of the annual planning cycle.

Under the Scheme as part of the accessioning process the archivist will complete three fields providing scores for:

- Anticipated Level of Demand
- Strategic Importance and Significance
- Difficulty / Complexity

This can then be combined with the other information recorded at accession, including extent (captured in cubic metres) to provide the raw information for planning.

Cataloguing Projects

- 5.5 The NRO currently has two large cataloguing projects running.
- 5.6 The Francis Horner Memorial Archive is contained in approximately 1000 boxes. At this point around 70% of the whole collection has now been listed at piece level.
- 5.7 The Norwich City Records (NCR) cataloguing is on-going with 351 boxes of records examined and re-catalogued. Whilst there remain over 530 boxes of records, plus individual plans, yet to be examined, a high proportion of the medieval material, on which progress is slower, is contained in the boxes already processed. In the last three

months, city trade and by-law records and quarter sessions files with additional guildhall court documents (previously unrecognised) in NCR Cases 10, 11 and 12a-d have been re-catalogued. The data entry of information from the handwritten Case 4a calendar of medieval deeds has progressed with over 80% of the content completed.

Creation of Additional Space in the Strongrooms

5.8 As reported in January, in order to continue collecting documents until 2022 the Norfolk Record Office will require 240m³ of strongroom space, based on an accession rate of 30m³ per year. This includes the 100m³ of box space available at that time.

5.9 • Accruals

As detailed elsewhere in this report the NRO has taken the Norfolk Registrars' records in resulting in a much higher level of accessions this year and, therefore, strongroom occupation. It is currently estimated that these records will account for an additional 40m³ on top of the normal accruals of 30m³. Therefore the NRO will need to provide a further 40m³ of storage in addition to that identified in the January report.

5.10 • Additional shelving

Considerable progress has been made in reaching the targets laid out in the January report. New shelving has been installed providing 54m³ of space with an additional 38m³ on order thereby providing 92m³ of the targeted 90m³. Collections have also been reorganised providing an additional 25m³ of space, 5m³ below the target level of 30m³.

5.11 • Assessment of collections which have not previously been appraised

Work has also started on identifying collections which have not previously been properly appraised. This has included drawing up staff guidelines on the retention of school photographs. These are:

5.12	Formal photographs of whole class / school / all staff	Keep
	Photos of individual pupils	Reject / Destroy
	Photos of significant school events e.g. building openings, special visits	Select best photos for retention
	Photos of school activities e.g. school plays, classroom activities, fetes, pupil groups.	<ul style="list-style-type: none"> • Sample (up to 5%) Preference to be given to those where: <ul style="list-style-type: none"> • activity is identified • dates and participants are named • activity has particular relevance to the school

Photos of staff	Sample with preference to those where individuals are named
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- Reorganisation of storage

- 5.12 Considerable progress has been made in reorganisation of storage to release space. Of the 30m³ target 25m³ has been created so far.
- 5.13 In order to increase the amount of space which can be delivered by this work the NRO has purchased a Kasemake Box Making machine. This enables the NRO to create bespoke packaging materials for its Collection, thereby providing an optimal storage environment and handling enclosure for the documents whilst at the same time maximising the use of space in the strongrooms.
- 5.14 The total cost of the machine was £48,450, with a total of £14,250 spent on training and installation.
- 5.15 Bespoke packaging will enable the NRO to significantly increase the amount of space that can be made available in the strongrooms. It is estimated that improvements in packaging, rearrangement of shelved collections and a more economic use of the existing space will yield in, the region of, an additional 100m³ of space for the building. This equates to over 3 year's expansion space and can extend the life of the strongrooms beyond 2022 for new accruals.

Accessions

- 5.16 A total of 166 accessions were received during 1 April-31 October 2014. Highlights include:
- Records from Norfolk Registration Service (Norwich, King's Lynn and Great Yarmouth), 1837-2012
 - Pratt family additional papers, mid-17th century - mid 19th century, including notebooks and papers of the architect Sir Roger Pratt re St Paul's Cathedral and the post-fire re-building of London
 - Ink drawings by A.H. Patterson (1857-1935, naturalist and illustrator), 1921
 - Burston Strike School log book, 1903-1956
 - Correspondence relating to Dr Charles Browne, physician to Frederick William III, King of Prussia, 1790-1817

A full list of accessions is included as Appendix 1

Records of Registration of Births, Deaths and Marriages

- 5.17 A major strand of work during this period has been the transfer of records from the Norfolk Registration Service to the NRO. These records are being deposited with the NRO who are then responsible for issuing registered copies of birth, death and marriage certificates. The NRO will receive all birth and death registers up to April 1969 and all marriage registers held by the registrars up to 2011 with further deposits of the latter on an annual basis.

- 5.18 Clearly there are strong synergies with existing use of the Record Office by genealogists and other researchers. It also provides an opportunity to take advantage of economies of scale in providing the most efficient way of fulfilling orders for copy certificates.
- 5.19 In order for the process of transfer and the issue of copy certificates to proceed as smoothly as possible the NRO has sent teams to prepare and catalogue the records prior to transfer. There has also been considerable work invested in developing the most efficient system possible for the production of copy certificates. The NRO is now able to produce certificates through digital photography thereby providing considerable time savings.
- 5.20 The first transfer took place in September when the registers from the Norwich Registrar's office were transferred to the NRO. This was followed by the Records from the King's Lynn registrar's in early October and the Great Yarmouth registers later the same month. It is planned to have all records transferred by the end of the year.
- 5.21 The transfer of these records presents a considerable additional burden on NRO resources. It is estimated that the space occupied when all records have been received will amount to around 40 m³.
- 5.22 The NRO is also trying to absorb the additional work to produce the copy certificates without additional staffing; this will maximise the revenue from the production of certificates. Currently telephone orders are being taken at reception and orders are being processed by searchroom and back office staff. This will continue to be monitored and the situation reassessed when the all registers have been transferred.

6 Collections Care

Emergency Plan

- 6.1 Twenty years on from the Central Library Fire, the Emergency Plan has been reviewed and substantially rewritten. This is a document which provides clear instructions on the course of action which should be taken in the event of a disaster. It includes information on teams and rôles, communications and such basic information as where utilities can be turned off. The new plan will be rolled out to NRO management team members so that they know how to respond to an emergency. This will be followed by training for all staff in document salvage techniques. The NRO is also looking at ways it can coordinate this plan with libraries and museums.

Map Repackaging

- 6.2 Over 150 long maps were repackaged over the summer. The maps were between five and eight feet long and the improvement to their storage also meant that the strongroom could be reorganised to enable better use of space.

Conservation Training

- 6.3 The studio continues to be a centre for conservation training. A student from Lancashire Record Office spent two weeks in the Conservation studio learning parchment conservation techniques as part of the ARA Conservators' Training Scheme. Antoinette Curtis and Yuki Russell also both gave papers at the ARA Conference in Newcastle.

Richard Bright Project

- 6.4 The NRO has secured a grant of £9,300 to carry out a scoping study into the conservation of the papers of Richard Bright. Richard Bright (1789-1858) was an outstanding figure in the history of medicine during the nineteenth century. He is best known for the disease of the kidney to which he gave his name but he also had a wide range of medical and scientific interests and, during much of the period with which this collection deals, travelled widely in Europe.
- 6.5 These records consist of two boxes of letters sent to Richard, and a group of notebooks. Currently the collection is in an extremely poor state; so bad that for the purposes of the application only a very small number of letters could be looked at. The aim of the study is to determine the best approach to treating these letters and notebooks. Once the study has been completed it will form the basis of an application for funding to undertake the full conservation of the papers.

7 **Service Objective:** Provide an Efficient and Innovative Service

Link to NRO Mission: Preserving and conserving archives / Collecting archives / Providing and facilitating access to archives

Actions: Ensure professional quality standards are met

Increase efficiency of service

Work in partnership to deliver projects

Increase levels of income

Archive Accreditation

- 7.1 An application for Archive Accreditation has now been submitted. This process looks at all aspects of the service including its governance, storage facilities, access arrangements, engagement activities and organisational development. This process has required a number of actions including the development of the policy documents which have previously been reported to committee.
- 7.2 The written application will be followed by a validation visit from the National Archives along with a peer reviewer. A recommendation will then be made to the accreditation panel at the end of November.

Kings Lynn Borough Archive: The Stories of Lynn Project

- 7.3 Following the successful application to the Heritage Lottery Fund by the Borough Council of Kings Lynn and West Norfolk for the Stories of Lynn project in the Town Hall, work has started on project delivery.
- 7.4 The collection will be temporarily moved to NRO: The Archive Centre during the construction phase of the project. The searchroom will close at the end of January to allow the movement of the collection to be completed before construction work commences. Work has started on preparing the collection for this move. This includes ensuring that the documents are properly protected during the moves and that there is firm intellectual control over its location. This is being achieved through specialist packaging; during this period seal sleeves have been made for the seals and documents measured so that special boxes can be made for individual large and flat items such as charters. Intellectual control over locations will be achieved by barcoding all the items prior to the move; a system for this has been set up.
- 7.5 The County Archivist has also been working with the design team to develop the whole scheme. An important part of this is the interpretation which is taking place in the Town Hall undercroft; a crucial element of which will be the way the history of the building is reflected in its archives.
- 7.6 Agreement has also been reached with the Borough Council that the permanent post of archivist should be advertised now, ready for the full service level agreement to commence in October next year. This will enable the archivist to work on the preparation of the collection for the move, on the digitization which forms a part of the project and to work with the wider project team to develop the activities outlined in the project's activity plan.

Income Generation

- 7.7 Two new sources of income generation have been developed during this period. As already reported, the Record Office is now producing certified copies of birth, death and marriage certificates. All income from these is being kept by the NRO. It is expected that this service will raise more than £12,000 per year.
- 7.8 The NRO has also starting selling bespoke archive boxes. A price schedule is being produced and promotional materials being developed. As well as providing income this provides a way in which the NRO can support other heritage organisations and individuals caring for and preserving their archives and artefacts.

8 Financial Implications

- 8.1 The implications for finance are set out in the section above and in the Finance and Risk Report.

9 **Issues, risks and innovation**

- 9.1 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.

10 **Background**

- 10.1 This report refers to the Norfolk Record Office Service Plan which was approved by the Norfolk Records Committee in May 2014.

Officer Contact

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

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

Appendix 1

Accessions received 1 April-31 October 2014

Note: Asterisks indicate purchases.

ACC 2014/1	Records of Besthorpe Womens Institute	1983-2013
ACC 2014/2	Additional Records of the 2nd Air Division Memorial Trust	1957-1998
ACC 2014/3	2nd Air Division (USAAF) adl: Photograph Album: 'Cities Visited E.TO. 1943-1945'	1943-1945
ACC 2014/4	Burston School Log Book	Mar 1903-Jan 1956
ACC 2014/5	Act of Parliament relating to inclosure and drainage of lands at Thirne	2 Jun 1810
ACC 2014/6	Research notes of Philip Barrett-Lennard on salt pans and marshes at Six Mile House, Acle	1999-c 2009
ACC 2014/7	Title deeds Wesley Lodge (former Wesleyan Chapel) Tilney All Saints	1843-1999
ACC 2014/8	Map of Norwich to show Parliamentary and other boundaries	1868
ACC 2014/9	Photograph albums (photographer unknown)	1920s
ACC 2014/10	Raymond Frostick map collection (additional)	1945
ACC 2014/11	Postcards of Methwold and Fritton Lake	1904
ACC 2014/12	Gaymers advertising postcards	early 20th century
ACC 2014/13	Records of Sloley Parish Council	1894-1993
ACC 2014/14	Digital photographs of a map of Cockley Cley, 1722	1722
ACC 2014/15 *	Unidentified Norwich tailor's order book	nd [c 1825]-1900
ACC 2014/16	Bluebell Model Allotment Gardens Association plan of the allotments	Feb 1941
ACC 2014/17	Title deeds to 24 and 25 Market Place, North Walsham	1784-1914
ACC 2014/18	Denver ecclesiastical records additional	1843-1926
ACC 2014/19	Further papers of North Norfolk Methodist circuit	1864-2013
ACC 2014/20	Diary of William Deacon	1925-1926
ACC 2014/21	Records of production of Knowlitt by	2011

	Nutmeg Puppet Company	
ACC 2014/22	Records relating to Ferryside, High Road, Southtown, Great Yarmouth, and Civil Registration	c 1950-2014
ACC 2014/23	Souvenir Letter to Jack Allen, Mayor's Officer of King's Lynn	21 Jul 1977
ACC 2014/24	Copies of W.H. Burrell's Vegetation Maps	2014
ACC 2014/25	Exercise books mainly relating to mainly to the Marler family	1887-1912
ACC 2014/26	Diocese of Norwich (additional)	1990s-2014
ACC 2014/27	Papers of John Christopher Barringer, author, historian and UEA's first Director of Extra Mural Studies	c 1960-c 2013
ACC 2014/28	Francis Hornor and Son Additional Records	1774-1950s
ACC 2014/29	Bexwell Parish Registers	1813-2013
ACC 2014/30	Kettlestone parochial church council additional records	1986-2002
ACC 2014/31	Additional Papers of John Christopher Barringer, author, historian and UEA's first Director of Extra Mural Studies	c 1960-2013
ACC 2014/32	2nd Air Division (USAAF) additional	1944-2008
ACC 2014/33	Additional Papers of John Christopher Barringer, author, historian and UEA's first Director of Extra Mural Studies	1944-2013
ACC 2014/34	Gurney Family of Bawdeswell additional	c 16th century-19th century
ACC 2014/35	Facsimile Photographs of Sutton Broad Laboratory (2014)	1903-1909
ACC 2014/36	Additional correspondence and administrative files from the Norwich Diocesan Bishop's Office	1976-2012
ACC 2014/37	Additional Papers of John Christopher Barringer, author, historian and UEA's first Director of Extra Mural Studies	c 1970-2012
ACC 2014/38	Bankruptcy Books and Registers	1884-1966
ACC 2014/39	Manor of Martham Steward's Papers	1789-1794
ACC 2014/40	Photographs relating to boatyards of H.T. Percival and H.C. Banham, Horning	c 1940-c 1960
ACC 2014/41	Bittering Parva, Gressenhall, Longham and Wendling Ecclesiastical Parish Records (additional)	19th century-20th century

ACC 2014/42	Mattishall Parish Council: additional records	2007-2013
ACC 2014/43	Papers concerning Revd Edward Edwards of King's Lynn and family	1713-1872
ACC 2014/44	Additional Papers of John Christopher Barringer	1950s-2013
ACC 2014/45	Thorpe Market Ecclesiastical Parish Records (additional)	1960-1999
ACC 2014/46	Records of Woodbastwick Parish Council	1894-2013
ACC 2014/47 *	Sermon book	1741-1758
ACC 2014/48	Additional Records of John Christopher Barringer	c 1960-c 2013
ACC 2014/49	Harwood family settlement involving property in Gooderstone	1 Aug 1679
ACC 2014/50	Copies of photographs of Great Yarmouth	1870s-1880s
ACC 2014/51	Additional Records of Whinburgh and Westfield Parish Council	1747-2014
ACC 2014/52	Wretham Parish Council and Parish Meeting Minutes	1964-2012
ACC 2014/53	Stow Bedon and Breckles Parish Council Minutes	Apr 2012-Mar 2013
ACC 2014/54	Roudham and Larling Parish Council Minutes	May 2011-Mar 2013
ACC 2014/55	Photographs of Great Yarmouth by Trevor Nicholls	1959-2014
ACC 2014/56	Nar Valley Group of Parishes: additional records of various parishes	1869-2014
ACC 2014/57	Brass rubbings formerly stored at Bridewell Museum	nd
ACC 2014/58	Brooke Parish Council additional records	2006-2011
ACC 2014/59	Seething Parish Council Records	1894-2005
ACC 2014/60	Exercise books of Daniel Cooper of Swanton Abbott plus Blofield Deanery Magazines	1814-1903
ACC 2014/61	Gayton Thorpe Burial Register	1813-1996
ACC 2014/62	Sale Particular of 38 houses and two leasehold shops and houses in Magdalen Street area of Norwich	1923
ACC 2014/63	NADFAS record of furnishings of All Saints Church East Winch	2014
ACC 2014/64	Records of Plumb family of Norwich	1894-1974

ACC 2014/65	Pratt family additional papers	mid 17th century- mid 19th century
ACC 2014/66	Research notes of Arthur S. Oswald which relate to Norfolk	nd [mid 20th century]
ACC 2014/67	Records of ecclesiastical parish of Ryston with Roxham (additional)	1813-2014
ACC 2014/68 *	Correspondence relating to Dr Charles Browne, physician to Frederick William III, King of Prussia	1790-1817
ACC 2014/69	Additional records of the Neville-Rolfe family of Heacham	1890-1940
ACC 2014/70	Additional records, East Anglia Methodist District and Circuits	1954-2013
ACC 2014/71	Sale poster and contract, Point House, Litcham	1950
ACC 2014/72	Title Deeds to the Ten Bells Public House, 78 St Benedict's Street, Norwich	1874-1975
ACC 2014/73	Saxlingham Nethergate parish clerk, additional	1997-2011
ACC 2014/74	Additional papers of the Neville-Rolfe family	late 19th century
ACC 2014/75	Additional papers of the Neville-Rolfe family	1918-1952
ACC 2014/76	Additional records of the North Norfolk Circuit of the Methodist Church	1861-2009
ACC 2014/77	Additional deeds to properties owned by Norfolk County Council (following registration with Land Registry)	1977, 1983
ACC 2014/78	Bracondale Residents Association	1986-1992
ACC 2014/79	Hewett School Association	1961-1968
ACC 2014/80	Broadland Land Use Map	1967
ACC 2014/81	Additional Methodist Archives	1970-2012
ACC 2014/82	Eccles, Hargham and Wilby C of E VA Primary School records, with some records of Quidenham C of E School and Snetterton School	1856-2014
ACC 2014/83	Ink drawings by A.H. Patterson	1921
ACC 2014/84 *	Bank ledger, Fakenham and district branch of ?Gurney's Bank.	1836-1842
ACC 2014/85	Photocopy of 'Holt Bench of Magistrates' by Thomas Doggett Savory	Mar 1975
ACC 2014/86	Sprowston with Beeston St Andrew	1973-2010

	Ecclesiastical Parish Records (Additional)	
ACC 2014/87	Items relating to East Anglian School for Deaf and Blind Children, Gorleston	c 1948-2013
ACC 2014/88	Thwaite All Saints, otherwise Thwaite (by Alby) Ecclesiastical Parish Records (additional)	1823-1987
ACC 2014/89	Costessey, Cringleford and Hethersett Sewerage Plan	1938
ACC 2014/90	Additional West Norfolk Methodist Circuit records	1891-2014
ACC 2014/91	Records of Attleborough Infants' School (formerly Attleborough County Primary, formerly National School)	1873-1982
ACC 2014/92	Diocese of Norwich (additional)	1990s-2009
ACC 2014/93	Taylor of Lynn, Seed Merchants (additional)	1888-1969
ACC 2014/94	Records of the Eastern Region Hockey Umpires Association	1949-1978
ACC 2014/95	Carlton Colville Ecclesiastical Parish Records (additional)	1971-2001
ACC 2014/96	Necton Parish Council Records (Additional)	2006-2013
ACC 2014/97 *	Copies of deeds to estate in St George Tombland, Norwich, and sale particular relating to 17 freehold dwelling houses in New Catton, Magdalen Street and Princes Street, Norwich	1738-1892
ACC 2014/98 *	Letters from Lady Elizabeth Palgrave to Dawson Turner, her father	1841-1842
ACC 2014/99	Additional records of St Peter's Norwich Methodist Circuit	1998-2009
ACC 2014/100	History of the Hamond of Westacre family by Rachel Daubeney	nd [20th century]
ACC 2014/101	Brereton family additional records	c 1771-c 1875
ACC 2014/102	Diaries of Kenneth William Base of Norwich	1939-1943
ACC 2014/103	Architectural drawings by Stanley Walter Chambers	c 1930-1955
ACC 2014/104	Miscellaneous Title Deeds relating to properties in Norfolk and Suffolk	19th century-20th century
ACC 2014/105	Norfolk Archaeological Trust additional records	20th century
ACC 2014/106	Rackheath Parish Council Additional	1973-2012

ACC 2014/107	Aldeby Parish Council minute books	1894-2003
ACC 2014/108	Great Witchingham Parish Council additional	1896-c 1996
ACC 2014/109	Zeroeast Art Studios administrative, funding and artistic records	c 1990-2010
ACC 2014/110	Additional Jarrold and Sons Ltd record	Apr 1985-1988
ACC 2014/111	Diary and birthday book of Daisy Rebecca Reeder	1907
ACC 2014/112	St Peter Mancroft Church, Norwich. Additional - Chantry Club records.	1953-2014
ACC 2014/113	Letters from William Dowson, ships broker, Wapping, to George Edwards, King's Lynn, re the sale of the ship The Good Intent	1798
ACC 2014/114	Records of the King Edward VII School, King's Lynn	19th century-20th century
ACC 2014/115	Woodton Parish Council additional records	1894-1997
ACC 2014/116 *	Miscellaneous documents relating to Norfolk	1873-1919
ACC 2014/117	Miscellaneous documents originally donated to Norfolk Museums Service	1883-1971
ACC 2014/118	Records of Wroxham Parish Council and Salhouse Parish Council (additional)	1895-2000
ACC 2014/119	Sewerage Plans of parishes to south and west of Norwich.	1938
ACC 2014/120	Records of the BB Cruiser Co. and the Red Whale Boat Owners Association (RWBA formerly known as Bradbeer)	1964-1972
ACC 2014/121	Records of the Norwich Registrar's Office	1837-2012
ACC 2014/122	Additional records of various United Reformed churches	20th century
ACC 2014/123	Eccles, Hargham and Wilby C of E VA Primary School records (additional)	2013-2014
ACC 2014/124	Map of Wells next the Sea	1843
ACC 2014/125	Chairman's engagements	1969-1999
ACC 2014/126	St Andrew's Norwich ecclesiastical parish additional	1879-2006
ACC 2014/127	Research notebooks of Jennifer Edmonds (additional)	nd [c 1990s]
ACC 2014/128	Title deeds relating to estates in Hempnall belonging to Joseph Cator Webb	1747-1866

ACC 2014/129	Records of the East Anglian Dental Laboratory Ltd	1936-c 1961
ACC 2014/130	Kenneth William Base family papers (additional)	1940s-1950s
ACC 2014/131	Dereham St Nicholas Junior School Additional	1958-2013
ACC 2014/132	Records of the Tomkins Family of Norwich and Yarmouth	1899-1901
ACC 2014/133	Records of a Kenninghall Doctor	1890s
ACC 2014/134	Norgate Family and Business Records	19th century-20th century
ACC 2014/135	Map of Forehoe and Henstead RDC District Water Supply	1947
ACC 2014/136	Negatives of Great Plumstead Churchyard	late 20th century
ACC 2014/137	Norfolk County Council minutes	1945-1987
ACC 2014/138	Papers of Dr Batty-Shaw of Norfolk and Norwich Hospital	20th Century
ACC 2014/139	King's Lynn Registrar's records	1837-2012
ACC 2014/140	Title deeds to 'Nutwood', Middle Road, Great Plumstead	1806-1985
ACC 2014/141	Reepham St Mary alias Kerdiston. Faculty for chancel roof replacement	25 Jun 1839
ACC 2014/142	Journal of visit to Wells Field Study Centre	July 1978
ACC 2014/143	North Elmham Parish Council minutes	2008-2013
ACC 2014/144	Norfolk Monuments Management Project, Committee papers	1999-2008
ACC 2014/145	Agreement between NCC and Burgh and Billockby Drainage Commissioners re construction of a new drain next to River Bure at Acle Bridge	1929, 2012
ACC 2014/146	Norgate Family and Business Records Additional	c 1900-1972
ACC 2014/147	Norwich Liberal Democrats Nelson Ward	1982-1997
ACC 2014/148	Additional records of the West Norfolk Methodist Circuit	1894-2014
ACC 2014/149	Record of church furnishings for St Cecilia, West Bilney	2013
ACC 2014/150	Sculthorpe PCC minutes	1984-2009
ACC 2014/151	2nd Air Division USAAF additional records	1944

ACC 2014/152	Memoirs of Arthur Rudd	nd [2014]
ACC 2014/153	Long Stratton Parish Council additional records	c. 1932-c. 2002
ACC 2014/154	Additional records of Kettlestone Parochial Church Council	1970s-1990s
ACC 2014/155	Records of Kettlestone Village Hall	1960s-2004
ACC 2014/156	Great Yarmouth Registrar's records	1837-2012
ACC 2014/157	Deeds relating to property in Wymondham and Norwich	1817-1951
ACC 2014/158	Biodiversity images	1980s-2000s
ACC 2014/159	Carehome photographs	1960s-1970s
ACC 2014/160	NADFAS Record of church furnishings at St Michael's church, Braydeston	2014
ACC 2014/161	Norfolk County Council, Waste Disposal Reorganisation Sub-Committee Minutes	1990-1993
SAC 2014/1	Recorded memoir of Augustus Ives (29 Dec 1894-11 Sep 1982) of Thornage, Briningham and later Norwich	Aug 1982
SAC 2014/2	Sound recordings of Sophia Hankinson (additional)	2014
SAC 2014/3	Recorded interviews by Sara Barton Wood	2 Jun 2014
SAC 2014/4	Archaeology Oral History Project (additional)	2014
SAC 2014/5	Recorded memoirs of Margaret Bush (nee Mitchell), 2nd World War, and Herbert Yates Mitchell, 1st World War	1914-1945