Record Keeping

For all those interested in archives and records

Contents

Cover photo:
Oman Wahiba Sands Project 1985-87.
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Note from the Editor

We are very pleased to bring you the Summer issue of *RecordKeeping*, which we hope you will find useful, interesting and relevant, whatever your involvement with archives and records.

Our cover this issue features an image from the collections of the Royal Geographical Society of a land statistician at work in the desert, practising another form of record keeping in an altogether different context. The National Advisory Services department at The National Archives (TNA) is currently taking a good look at development of its services to support colleagues across the sector and provide a similarly measured and detailed view of our own record keeping landscape. We bring you an update on the following page. We also report on a number of TNA resources and activities, including our response to Freedom of Information in regard to closed records, the ARCHON directory, and the process of selecting records for permanent preservation.

Elsewhere in this edition, we bring you stories from across the sector,

including news of the CASBAH project and the launch of the latest phase of the Artists' Papers Register. Colleagues in the Health Archives Group have provided us with a reflection on current issues affecting them and possible ways forward. Other features include a timely case study from the Marylebone Cricket Club archive, an overview of the project to open crew lists from the archives of the historic ports of Grimsby and Hull, and an introduction to the work of the Information Commissioner's Office. On the international side, Kelvin Smith details the hopeful quest for Records Management reform in Sierra Leone. Gordon Chancellor, Regional Archives Development Officer for EEMLAC, has kindly agreed to be this issue's interviewee.

Finally, *RecordKeeping* has now reached Issue 5 and the end of its first year. As we look forward to

another year ahead, please remember that we really do value input and feedback from colleagues; please do get in touch if you have any comments or if there is anything that you would like to contribute to *RecordKeeping*.

Mary Wills
Editor
recordkeeping@nationalarchives.gov.uk

RecordKeeping is split into sections. *TNA Update* will give you news on our work and projects; *RecordKeeping news* contains information from the archives and records world; *Case studies* are practical examples of specific projects; and *Standards and guidance* will update you on the latest best practice.

We aim to publish *RecordKeeping* quarterly.

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TNA update

Planning the future of the National Advisory Services

Since The National Archives (TNA) was formed in 2003 by the amalgamation of the Public Record Office and the Historical Manuscripts Commission, the advisory and inspection services of the two former bodies have been working increasingly closely together as the National Advisory Services department.

On taking up my appointment as head of this department in March, I was invited to take a long hard look at the functions and structure of the department to see how we could improve our services to the rest of the archives community, to make them more relevant and efficient. The result is a Strategic Review which my colleagues and I are currently conducting. We aim to produce preliminary conclusions by around the time this issue of *RecordKeeping* is published, and will be consulting internally and externally on our proposals before a final version of the report is submitted to The National Archives' Management Board at the end of September.

Among the ideas being discussed during the review process is a possible remodelling of the regime of subscription to and approval against The National Archives Standard so that it more closely mirrors the MLA (Museums, Libraries and Archives Council) museum accreditation scheme. Another is a move away from the cyclical inspection of repositories and towards a system of moderated self-assessment, supported by on-site inspections triggered either by requests or by

concern about the results of self-assessment. The intention is to focus our resources and become more proactive, so that we have a greater impact on improving the archival health of the nation.

In relation to our records management advisory service, the vast majority of our resources are currently occupied in testing software packages against the 2002 TNA functional requirements for electronic records management systems (ERMS). This work is coming to end and we are exploring how we can work with European partners to establish a new international requirements standard and testing regime, and at the same time free up resources to provide more tailored assistance with electronic records management and preservation to local authorities, health authorities and police forces.

The collection and dissemination of information about where archives are located is another core part of our work. The online National Register of Archives (NRA) is already the most comprehensive resource of such information in the country, and we want to ensure that it is both enriched and fully

integrated into the ArchivesUK project. The Strategic Review will consider options for its future development and also for expanding the revision and computerisation of the Manorial Documents Register.

These are some of our ideas for the future and we will be publicising formal opportunities for people to comment on our proposals shortly. In the meantime, if you have strong views about what TNA should be doing to support the rest of the archival community, please let us know and do not wait to be asked. I will genuinely welcome all contributions to this debate, and although we cannot promise to incorporate all your ideas, they will be taken into consideration. Comments and recommendations should be sent to me at nas@nationalarchives.gov.uk.

**Nicholas Kingsley
Head of the National Advisory Services
The National Archives**

Subscription to The National Archives Standard for Record Repositories

Following the launch of our *Standard for Record Repositories* we will be glad to receive further subscriptions to it from those repositories prepared to work towards implementation of its provisions. Any organisation holding archives which makes them available to the public on a regular basis and which appears on ARCHON, our online directory of such institutions is, therefore, welcome to subscribe.

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The recently launched *Standard for Record Repositories*

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Subscription has also been simplified. While we prefer the governing bodies of repositories formally to adopt the Standard owing to the possible resource implications, we are happy to accept subscription from the head of any such archive who has appropriate delegated powers. A letter to the Head of National Advisory Services at The National Archives (TNA) giving notice of the adoption of the Standard and a statement of collecting policy are the only formalities involved.

A number of institutions have adopted the Standard (in the form previously promulgated by the Historical Manuscripts Commission) with quite limited resources. We welcome subscription from other bodies in this position as it demonstrates that they are firmly committed to best practice in the archival field. Furthermore, working towards fulfilling the recommendations of the Standard can provide a

strategic steer to development plans. There are concrete benefits too in that subscription to the Standard carries weight with funding bodies.

We will be looking to develop mechanisms in the future to provide more effective support for those repositories which adopt the Standard and to recognise progress in achieving its recommendations in different areas of provision such as storage and access.

However, initiatives on this front will have to await the outcome of the Strategic Review of our advisory services which is currently under way, and further consultation with our stakeholders.

Norman James
National Advisory Services
The National Archives

News in Brief

The National Archives sponsored this year's Cimtech Conference entitled *Electronic Document, Content and Records Management in Public Authorities in the Freedom of Information Era*.

The conference had an excellent line up of speakers presenting on a wide range of topics. A number of case studies provided advice on delivering electronic records management systems into organisations, emphasising the necessity for buy-in from managers, the need for a formal change management policy to be in place, and adequate training for

staff. These presentations were balanced by strategic papers on the importance of good records management in the Freedom of Information environment and making the case for improved records management procedures in the future.

The conference also hosted an exhibition of software suppliers and consultants that support the records management sector.

DLM Forum Conference on electronic records, Budapest, 5–7 October 2005

The fourth multidisciplinary European Document Lifecycle

Management (DLM) Forum Conference on electronic records will take place in Budapest in October. This year the conference is being organised by the Hungarian Prime Minister's Office and the Hungarian Archives with the support of the DLM Forum chaired by Sarah Tyacke, the Chief Executive of The National Archives.

To register and view the programme, see the conference website at www.magyarorszag.hu/dlmforum2005/.

Special rates apply for early registration.

ARCHON: more than a directory

Readers of *RecordKeeping* should already be familiar with ARCHON, the directory of archives and record-holding institutions in the UK, and of those overseas bodies that hold material relating to British history. It does no harm, however, to revisit the subject, especially when there are exciting new developments taking place.

The traditional published directory, *Record Repositories in Great Britain*, produced in regular editions by the Historical Manuscripts Commission, was once the only real guide to record offices in Britain. From 1980 the highly condensed information of this slim volume was joined by the bulkier and more comprehensive *British Archives* and between them the two publications held sway until the widespread availability of the internet brought about a sea change in attitude.

The indexes of the National Register of Archives (NRA) were made available online in 1995. In order to operate effectively, the indexes required up to date contact details for repositories, and were thus underpinned by information held in a repositories file. Fairly quickly this was transformed into a bespoke resource: archival resources on-line or ARCHON. This in turn was not an end, but rather a beginning, for it became clear that there was much information missing, and that this information was available and easily harvested by targeted use of the internet. A period of steady expansion ensued.

As an electronic resource, ARCHON was able to take a broader view of what institutions might be included in a directory as considerations of space no longer applied. Also, it was possible to hold far more information about these bodies than could ever have been contemplated in a hard copy publication. For a mainstream UK repository there are the fundamentals such as address, telephone and fax numbers, email and URL, together with details such as opening hours, annual closures and the services provided. Catalogues submitted to the NRA are listed, as are the entries that appear in the NRA indexes. It is also possible to see listings of annual accessions for the repository since 1994.

The amount of information given is of course related to the size and sophistication of the institution concerned. There are now over 3,000 bodies on ARCHON, of which over 500 are overseas repositories in 45 different countries. The days of most rapid expansion are over and ARCHON may be seen as a mature asset, but that does not mean it cannot be refined and developed further.

A couple of examples will suffice. Repositories have hitherto been divided into four types: national, local, special and university. A new type has been introduced, business, so that it is now possible to generate (using the ARCHON search facility) a list of the 60 or so businesses that make special provision for the care of their records. This gives business archives a cohesion and visibility they have not previously enjoyed. It is hoped that more businesses will step forward to claim their place on ARCHON. Another recent initiative involves the inclusion of a link on a repository's ARCHON page to the networks (such as A2A or AIM25) on which their electronic catalogues or other information can be consulted.

ARCHON has proved a very flexible resource and a powerful tool, fully justifying the time and effort that has been devoted to its development. The scope for further expansion remains, particularly overseas, but growth for its own sake is not the object. The challenge is rather to maintain the quality of ARCHON's content and to develop further the ways in which it may link to other electronic resources.

Alex Ritchie
National Advisory Services
The National Archives

Have you checked your ARCHON entry lately?

ARCHON (www.archon.nationalarchives.gov.uk/archon/) is the central contacts directory for the National Register of Archives, and the source of unique identifier codes for UK repositories. Online cataloguing projects such as A2A, Archives Network Wales, Archives Hub and AIM25 link directly to ARCHON pages, so making the information as accurate and up to date as possible is important for a wide range of users.

You can update your entry by completing the form at www.archon.nationalarchives.gov.uk/archon/searches/update.asp. If you are not on ARCHON, but would like to be, you can use the same address to send us your contact details.

Thank you for helping us to keep ARCHON up to date.

Collections Care at The National Archives: new directions

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Dr Anna Bülow,
Head of
Preservation at
TNA

There are changes afoot in the Preservation Department of The National Archives (TNA), starting with the name, which has been changed to the Department of Collections Care. This reflects a new, wider focus on managing TNA's unique collections from the creation of a document onwards.

Mario Aleppo is now Head of Collections Care. Two new appointments have been made within the department to strengthen this wider remit. Nancy Bell, formerly Head of Conservation for the Oxford Conservation Consortium, was appointed as Head of Conservation Research in 2004, while Dr Anna Bülow has taken up post as Head of Preservation, responsible for co-ordinating all aspects of preservation across The National Archives. Their first task was to carry out a thorough review of all current preservation, conservation and conservation research activities and develop a new research strategy. From that review a three-year strategy has been developed and put in place.

The new strategy will integrate the Department's three main areas of activity – preservation, conservation and research – to provide a comprehensive programme of collections care based on credible evidence to inform all levels of decision-making. The new strategy reflects a shift of emphasis from treatment of single items to a broader approach to collections care. This has already yielded dividends in the form of training sessions for staff on document-handling and closer co-operation between the Collections Care department and other TNA departments.

Collection Profiling

Fundamental to the strategy will be a collection-profiling initiative aimed at pinpointing areas of need. The aims of the collection-profiling will be to:

- record material types and their state of preservation,
- highlight the significance of types of deterioration, and
- identify overall risks to the collections.

The first step will be the launch of a three-year project to assess risks to the collections, following a model developed by Dr Rob Waller of the Canadian Museum of Nature. This comprehensive review will provide the framework for strategic planning of collections care and will be undertaken in consultation with all TNA departments. The information collected will contribute to the evidence-based approach to setting priorities for preservation and conservation within the collection, and enable strategies to be put in place to manage the risks identified.

In addition to this risk assessment exercise, Collections Care will be profiling several collections, the first of which will be the photographic collection. Looking carefully at this collection will enable the current condition to be documented, thus providing a benchmark that can be monitored over time. Plans are being put in place to exploit micro-sampling methods to reveal the materials and techniques used to create the icons of the photographic collection.

Conservation Research

The context for The National Archives' conservation research programme is the national research agenda for libraries and archives in the UK adopted in 2004 by the major documentary heritage institutions (Future Life of Collections: The British Library, 2004). This agenda will set the priorities for research into the preservation of archive and library collections over the next five years. It reflects the particular needs of TNA and includes plans for projects aimed at predicting the long-term stability of its collections. The research agenda covers both traditional and modern materials and extends to digital preservation methods.

Key initiatives for 2005/06 include:

■ **A major project examining collagen degradation in historical parchments**

This topic – of particular concern to TNA, which has the largest holdings of parchment records in the UK – will be the subject of important research projects. The first of these is a three-year major research project due to begin in October 2005 with Cardiff University supported by TNA and the National Archives of Scotland. This project will establish a detailed understanding of how water and collagen interact in the context of preservation and conservation of parchment artefacts.

■ **Investigation of modern archival materials**

This area has not been fully investigated. Work will be undertaken on materials such as plastics and synthetics, a variety of fibre finishes and digital printing technologies. TNA aims to take the lead in synthesising existing research data and supporting further work.

■ **Launch of an online database of materials used in conservation treatments**

The results will be published on the internet. The database has the potential to become an accessible web-based tool for conservators.

■ **Introduction of a rigorous materials testing programme**

The aim here will be to evaluate the performance of materials in use at TNA, and to make the results more widely known.

A wider focus

While The National Archives' own collections will be the main focus of the research programme, it is hoped to produce concrete results that will serve the wider professional community. A priority will be to develop more effective methods of communicating the outcome of research in an accessible way, to publicise relevant findings to all those responsible for the stewardship of collections.

In the digital arena, a number of projects are under way or planned, including identification of web presentation and preservation formats, development of international standards for digital preservation and evaluation of web-crawling software. Alongside these focused projects, all parts of the Collections Care Department are increasingly involved in wider questions of authenticity and significance, especially in relation to modern and digital materials.

Wherever possible, research projects will be collaborative. The Collections Care Department is already working with the National Archives of Scotland, the Textile Conservation Centre, Cardiff University and other higher education bodies, as well as participating in EU-funded projects.

There are plans to develop proposals for research in areas such as life-cycle prediction of archival records, exploitation of crossover technology from related disciplines such as materials science for solving preservation problems and the evaluation of preservation strategies for paper and parchment records. It is hoped that this activity will lead to significant new developments in the care and preservation of TNA's priceless collections.

Susan Hughes
Freelance consultant

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Better understanding of modern archival materials will be the primary focus of The National Archives' research programme

RecordKeeping news

Launch of the Artists' Papers Register

On Wednesday 15 June 2005, art historians, librarians and archivists assembled in the Gamble Room of the Victoria & Albert Museum to celebrate the launch of the newly-completed Artists' Papers Register, an online register of documents relating to artists, designers and craftspeople held in publicly-accessible repositories in the UK.

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Colleagues at the V&A kindly provided an exhibition of artists' papers from its collections

The Register lists 24,636 papers or groups of papers relating to 8,754 artists and organisations in 823 repositories. It is available online, free of charge, at www.apr.ac.uk

2005 also marks the Register's twentieth birthday: its first existence can be traced to a conference arranged by Nigel Thorp on Friday 13 September 1985 at the British Library, entitled *An Artists' Papers Index for the United Kingdom: a planning conference*.

As is the nature of such ambitious schemes, progress over the intervening decades has been variable. The London conference was followed by a pilot survey of repositories in the west of Scotland and Liverpool, carried out in the second half of 1987 by Nigel Thorp and two assistants, which culminated in a report delivered to the Association of Art Historians, who had assumed a co-ordinating role, and the Getty Trust, who generously funded the exercise. This established the Register's guiding principle of inclusivity.

Thus, as far as the Register is concerned, 'artists' include not just fine artists, but designers, design

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groups and studios, craftspeople, those involved in the design occupations within manufacturing, various art and design related organisations, curators, critics and art historians. There are some restrictions: the papers of photographers have not been actively sought, but have been recorded when found; and architects have not been included, unless their activities were related to interior, furniture or garden design.

Within these boundaries, the Register makes no restrictions by

reputation, nationality, or historical period. 'Papers' include all forms of manuscript and archival material, including correspondence, personal and professional notes, diaries, sketchbooks, ledgers, bills, annotations in books and journals, contemporary press cuttings, and films, photographs or sound recordings of or made by artists.

Individual records may be at either item or collection level. Records have been created according to the standards laid down in ISAD(G), ISAAR(CPF) and the National

Council on Archives *Rules for the Construction of Personal, Place and Corporate Names*. Indexing terms have been based upon the Getty Vocabulary Program's *Union List of Artist Names* and *Art and Architecture Thesaurus*.

Subsequent progress was slow, and data collection only began in early 1996, when Leeds University Library and the Henry Moore Foundation funded a project officer to conduct a survey of Scotland and the north of England, based in the Henry Moore Institute in Leeds. In April 1997, a generous grant from the Getty Grant Program and support from Birmingham University Library and the Barber Institute of Fine Arts allowed work to begin on a second phase, covering Wales and the south of England (excluding London). Both phases took two years to complete, and culminated in the launch of the Register's online database in December 1999. Negotiations over the hosting of the final phase, covering Greater London and Northern Ireland, continued until work began in October 2002, based at the Victoria & Albert Museum and financed by a further generous grant from the Getty Foundation, the Pilgrim Trust, and the British Library's Full Disclosure programme.

Throughout its existence, the Register has benefited from the support and advice of an advisory committee comprising representatives of various stakeholders, and most importantly from the ongoing help and support of the former Historical Manuscripts Commission, now part of the National Advisory Services at The National Archives, who continue to host the Register's website.

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The Register's homepage immediately presents users with five ways to search for papers: by artist's name, by repository name and location, by type of artist, by keyword within the record description (useful for finding particular kinds of documents, or individuals who corresponded with artists), and by keyword within the biographical information (which might be used to find artists associated with a particular place). Selecting an artist's name from the results of a search will produce a set of biographical details, and a list of all the papers relating to that name held in the Register. Each entry in the list gives the kind of material, its chronological range, the repository in which it is held (with a link to contact details for each repository on ARCHON), and the document's shelf-mark (if applicable).

Whilst it is impossible to give a comprehensive view of the Register, individual examples can give a flavour of its extent and some of the unexpected items it contains. Readers wishing to discover some of its holdings might care to search for the artists John

Ruskin (462 records), Matisse or Picasso. The kinds of activities represented range from the general (e.g. painters, 2,042) to the specific (palaeographers, 1). Keyword searches for 'bluebird', 'nationality', or 'art referee' will all produce interesting results.

Repositories represented extend beyond the libraries and record offices which one might initially expect: Howard de Walden Estates Ltd hold papers relating to properties occupied by many artists; banks such as ING Bank NV (Barings) and Lloyds TSB hold papers listed in the Register; and the archives of several art dealers are included (e.g. Barclay Lennie Fine Art in Glasgow). The BBC Written Archives Centre holds a host of intriguing transcripts and notes, and even the Marylebone Cricket Club Library is represented, with papers related to Nicholas Wanostrocht (a.k.a. Nicholas Felix), headmaster, watercolourist, and a notable cricketer, as well as a teacher and early patron of G.F. Watts.

Clearly, such a major undertaking can never be completely finished: new papers will always be acquired or come to light amongst existing holdings. The Register will continue to be updated annually, and users are invited to bring new details to its attention via the contact details on its website. Twenty years on, the Artists' Papers Register has triumphantly fulfilled the visions of its founders.

Rupert Shepherd
Chair
Artists' Papers Register

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The National Manuscripts Conservation Trust

The National Manuscripts Conservation Trust (NMCT) was set up in 1990 by the British Library and the Historical Manuscripts Commission, with funding from the Office of Arts and Libraries (now the Department for Culture, Media and Sport) and from private benefactors, to provide financial assistance to owners and custodians in the UK in preserving the nation's written heritage.

Since April 2004 the awards have been administered by The National Archives (TNA). We can advise applicants to NMCT on matters relating to potential applications, including specific preservation policies and strategies and to best practice in preservation.

Who can apply?

a. Record offices, libraries and other similar publicly funded institutions including local authority, university and specialist record repositories

b. Owners of manuscript material which is conditionally exempt from capital taxation or owned by a charitable trust provided that:

■ reasonable access is allowed to members of the public
■ suitable storage conditions are available
■ there is a firm commitment to continuing good preservation practice
■ assurances are given for the reimbursement of the grant in the event of subsequent disposal of the material for which it has been made.

Applications cannot be accepted from institutions directly funded by the government. The custodian of a deposited collection may apply for funding jointly with the owner.

What material is eligible for grant aid?

Manuscripts, documents or archives which are:

■ the property of the applicant or required by law to be deposited on loan with the applicant (e.g. parish records under the Parochial Records and Records Measure 1978) and
■ of national importance or significance which deserves special conservation treatment beyond the applicant's normal resources.

The following types of material are not eligible:

■ public records within the meaning of the Public Records Acts
■ the official archives of the institution or authority applying for a grant (older records, particularly if they are unusual or unique survivals, may however qualify for consideration)
■ loan collections falling outside the terms of sub-paragraph (b) above
■ photographic material
■ audio-visual material
■ printed material.

How to apply

Closing dates for applications each year are 1 April and 1 October, and trustees' meetings will normally take place two or three months later.

The trustees are prepared to be flexible and each application is considered on its own merits. Any custodian or owner who is unsure whether a collection falls within the remit of the trust's terms and conditions is encouraged to contact the NMCT secretary at The National Archives, Kew, Richmond, Surrey, TW9 4DU or email nmct@nationalarchives.gov.uk, for further advice and an informal discussion.

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Example of NMCT funded work from Emmanuel College, Cambridge University

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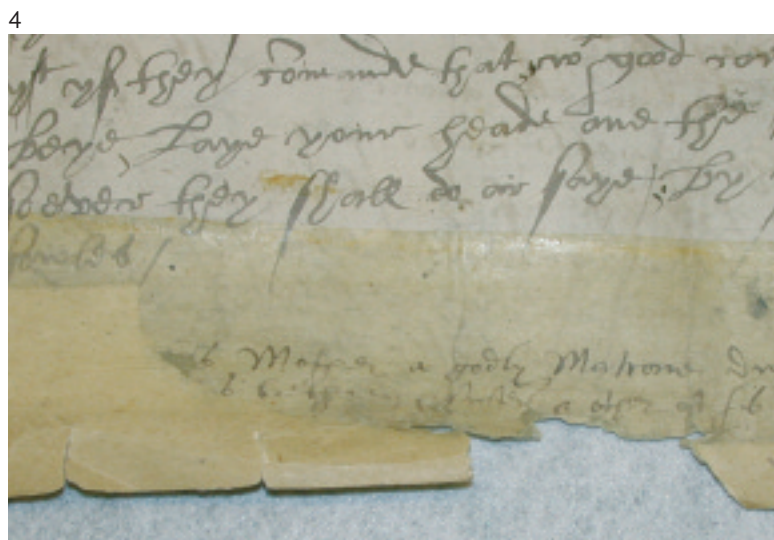
Unlocking the Archives: finding the sources for Caribbean, Black and Asian British history

"For every image of the past that is not recognised by the present as one of its own concerns threatens to disappear irretrievably."

Walter Benjamin (quoted in "Making Connections: Birmingham Black International History"[1])

The Archives Task Force report called for:

"An archival heritage unlocked and made open to all citizens in a way that engages them and empowers them to use archives for personal, community, social and economic benefit."[2]

Finding helpful tools to support work of this kind is an essential first step in making archives accessible to new users and for new research purposes. The CASBAH project and website (www.casbah.ac.uk) offer one way into collections which may be useful in extending access.

Background to The Caribbean Studies, Black and Asian History (CASBAH) Project

The CASBAH Project was initiated in 1999 by David Ward, then Information Resources Manager and Archivist, at the Institute of Commonwealth Studies (ICS), University of London. It built on previous work by the Black & Asian Studies Association (BASA). Working with the Society of Archivists, BASA conducted surveys on sources for Caribbean and Black & Asian history in Britain. These identified that:

■ many significant collections were "hidden" from researchers, and

■ many archivists did not have the skills to identify useful material in this field.

David Ward and his deputy Julie Evans, the ICS Librarian, made a successful application to the British Library Research Support Libraries Programme grants scheme aimed at implementing the Anderson Report recommendation to make university collections more accessible to the public.

Activities of the project

The aim of the CASBAH project was: "Identifying and mapping national research resources relating to Caribbean Studies and the history of Black and Asian people in the UK". The project took place between January 2001 and June 2002.

The project objectives were to:
■ develop library resources and finding aids for researchers
■ facilitate and encourage research, both in academia and in wider national educational fields
■ highlight national collection strengths and weaknesses
■ demonstrate the need for more detailed investigation into relevant research resources in CASBAH's subject areas
■ draw out and define some of the problems associated with

"hidden" histories and develop useful research methodologies and data collection tools
■ provide the basis for collaborative collection strategies, further surveying and mapping work
■ raise the profile of Caribbean Studies and combat legacies of exclusion, neglect and ignorance of the long history of Black and Asian people in the UK.

The starting point for the project was the work of Kenneth Ingram, Librarian of the University of the West Indies, identifying sources for Caribbean history in British and North American archives.[3] The project also looked at specialist collections, Latin American collections and the ICS collections. The scope included working with a number of community-based archives such as the George Padmore Institute, the Black Cultural Archives and Yaa Asantewa Arts Centre, which provided important expertise to the project.

The archives researcher for CASBAH was Dr Roiyah Saltus-Blackwood, a sociologist with experience in conducting research in these two areas. As well as surveys of CASBAH partner institutions holding the most significant national collections in this area,[4] repositories in five selected regions[5] were chosen for

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From Glasgow City Archives. Letter from William Colhoun to his sisters, 3 Oct 1770. Colhoun was mate on a slave ship. He explains that "we have got all our Negroes dispos'd off and we have got 90 Hoggsheads of Tobacco on Board"

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From Glasgow City Archives. 'List of negro slaves' including their jobs and in some cases, ages. These slaves worked on the Hampden plantation in Jamaica and were owned by the Stirling of Keir family. This page is from a volume of valuations of the estate

inclusion in a demonstrator records survey. Regions were chosen where little or no research in CASBAH's subject areas had been carried out, to provide demographically and geographically diverse examples, and to establish links with regions that had no direct or well-documented link to British colonial and imperial rule. It was felt that either no research, or very little, had been carried out in these areas previously and that CASBAH could, through this process, establish links to "hidden histories" of British colonial and imperial rule in geographically and demographically diverse areas of Britain. Within these regions, selected collections were surveyed in depth for relevant material. A survey tool for use by archivists with no special knowledge of Black and Asian history was designed and tested through this work.[6]

A survey of printed sources was undertaken by a questionnaire compiled by CASBAH Project Officer Carol Dixon.[7] This was sent to 509 Higher Education libraries based on initial research to identify potential collections. It was also sent to 210 public library authorities in areas with substantial Black and Asian settled populations across the UK, and to 37 selected specialist libraries and audio visual libraries.

400 records were then put up on a pilot database on the CASBAH website to test out the requirements to produce a useful cataloguing methodology for the subject area.[8] The UNESCO Thesaurus was selected as the source of subject terms as it was found to contain the best selection of specific terms relating to the experience of Caribbean, Black and Asian peoples. However, CASBAH found areas where the thesaurus did not enable relevant records to be easily accessed. Lists of commonly occurring keywords, topics and themes useful to researchers were compiled during the archives research work.

For example, a search of the archival collections relating to Butetown, Cardiff identified the need for terms relating to the nationalities, ethnic groupings and settlement experiences of Black and Asian seamen in the Cardiff docks area. CASBAH staff looked at "in-house" subject heading lists that had been developed. The team then compiled a list of additional terms including Indians, Lascars, Malaysians, Mixed Race Peoples, Nationalities and Ethnic Groups, Nepalese, Pakistanis, West Indians, West Africans, and keywords such as race riots, boarding houses and seamen.

The resulting subject terms have now been added to the UK Archival Thesaurus (UKAT) a thesaurus for archivists and archive users in the

UK, available online at www.ukat.org.uk/. UKAT enables archivists to add new subject terms, which have been selected and defined during the cataloguing of specific collections. UKAT is based on the UNESCO Thesaurus and provides archivists with a source of subject terms relevant to archive collections in the UK. These can be drawn on to enhance archival description or can be used to provide users with access points directly into the relevant archive collection. Where such access points are created, and a specific thesaurus or word list is used as an authorised reference work, the access points so created are called authority controlled access points.[9] Terms from CASBAH and UKAT may therefore be selected to create such authority controlled access points.

A further piece of research was undertaken for CASBAH at the British Library Newspaper Library, Colindale by Stella Britzolakis.[10] This work identified terms used in newspapers at different periods to describe Black and Asian people. CASBAH staff then sought to address the handling of dated, externally imposed, and often derogatory terms within its database. These terms were excluded from the subject authority file, but any records relating to their usage can be retrieved via freetext searching of the CASBAH database. The CASBAH website points out that

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From the
Modern Records
Centre. The
Cardiff
seamen's strike
c. 1911

terminology in this area is far from static and there will be a continuing need for archives to review their use of terms as community identities and experiences change over time.

Outcomes of project

In essence, the CASBAH project produced three different outcomes, all now available on the website:

- *information* – survey results and pilot database of 400 selected records
- *methodology* – *Archive Survey Tool* and *Indexing collection descriptions* papers
- *supporting commentary* – reports on visits and collections examined that highlight the variety and richness of material to be found in archives and libraries throughout the UK.

The ICS and The National Archives are working together to build on the success of the CASBAH pilot project, with ongoing support from the Black and Asian Studies Association and members of the original CASBAH staff team. We are

committed to promoting the best practice methodology in conducting archive surveys and in subject indexing developed by the CASBAH project. The National Archives plan to include the website within the framework for a national archival network, subject to external funding. In the meantime, University of London Computer Centre (ULCC) will continue to host the website. The CASBAH site will be maintained as a demonstrator of good practice for archives addressing social exclusion and skill sharing.

Using CASBAH in archives – case studies

A number of archives were involved with the original CASBAH project; it was through their contribution that CASBAH was able to run a pilot survey of a selection of collections held in each archive to identify material relating to Black and Asian history. The amount and variety of material that was found highlighted the validity of this work for researchers. Two of the archives involved were the Modern Records Centre at

Warwick University and Glasgow City Archives.

The Modern Records Centre holds material relating to British political, social and economic history, with specific reference to labour history, industrial relations and industrial politics. The CASBAH survey, which was conducted at the Modern Records Centre during August 2000, focused on the Trade Union Congress papers 1920-90, the records of the Transport and General Workers Union, the National Union of Seamen and the International Transport Workers Federation.

The way in which the survey was conducted depended on the level of description that was available for each collection. In the case of the later Trade Union Congress material, the nature of the box lists meant that sampling was done on site using techniques developed in previous surveys. For the International Transport Workers' Federation where collection descriptions were available on the Archives Hub, the lists held in the National Register

of Archives (NRA) were consulted to flag up areas for further research.

This survey produced a significant amount of information relating to Black and Asian history. The records of the National Union of Seamen note a criminal prosecution against a 'Somali gentleman', Ali Said, and other 'foreign seamen' in 1930 (MSS.175/7/LE/103-106). The case was noted in a catalogue of miscellaneous records produced in 1981, held in the National Register of Archives. The survey was able to highlight these documents and provide more detail on them to assist researchers.

This specific case related to a riot that took place in South Shields that centred around a new rota system, which meant Arabs and 'coloured' men alike were issued with a number according to the time they registered. This usurped the practice of Black and Asian seamen's lodging house proprietors securing work for tenants for free. Ali Said, who had lived in the United Kingdom for 26 years, and who owned a lodging house, was jailed for 16 years with a recommendation of deportation. These records, whilst interesting in their own right, also provide a fascinating insight into the history

of the the Black and Asian population in County Durham and the impact that unequal trade union policies had on their lives.

The CASBAH survey was conducted at Glasgow City Archives, Mitchell Library during September 2001. Glasgow's history has strong connections with the Caribbean, and Black and Asian histories in Britain. The city had formed trading links with British colonies as early as the 18th century and most traders specialised in trade with American colonies. For the CASBAH survey, family and estate collections of a number of 18th century traders were surveyed as well as the records of some 19th century merchants.

These merchants include the Cunninghams of Craigend who held Jamaican estates, the Colquhoun (Colhoun) family of Glasgow who were involved in the slave trade between 1768 and 1776, and the William Smeal Collection, which contains much material relating to anti-slavery and race, including the speeches of the Emancipation Society and correspondence from the Glasgow Female Antislavery Society. With reference to the Colhoun Collection the survey flagged up letters written between

a brother and sister recounting experiences on travelling aboard a slave trader in 1770 and detailing a journey to Virginia, America, where the slaves were sold and the ship reloaded with tobacco to be transported to Glasgow (see page 13).

These examples demonstrate the variety of material relating to Black and Asian history that exists in archives throughout the United Kingdom. Recently The National Archives have been in contact with North Kensington Community Archive, which has been interested in the CASBAH project because of the collection they hold relating to British Black and Asian history, namely records relating to the Notting Hill Carnival and a series of oral histories.

The CASBAH survey and indexing tools are useful in that they provide a means of identifying material relating to Caribbean, Black and Asian British history, as demonstrated above, and because they ensure material can be retrieved by searching under a wide range of search terms. The surveying tool and indexing methodology do not have to be used together; the surveying tool could be used to identify thematic connections within a collection,

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From the North Kensington Community Archive. The Notting Hill Carnival

especially amongst collections catalogued at a time when the history of Black and Asian groups and individuals were not identified as possible research interests.

The survey may also be useful in providing an overview of a collection in preparation for a larger cataloguing project and/or to support a funding bid. The CASBAH Subject terms can, of course, be used independently to enhance archival description, or more specifically to assist in the creation of access points.

As we have already seen, the subject terms are now part of UKAT and increase access to material which may otherwise only be found by researchers who have knowledge of a collection, a

specific period in history or who understand the structure of archival collections.

The words used to search for references to hidden Black and Asian histories need to be helpful to contemporary researchers while remaining an accurate reflection of the historic use of terms in the records. Many of the historic terms used, such as "half-caste" or "coolie" were then, and are now, derogatory. Some terms, such as "moor" have now become obsolete. The Your Caribbean Heritage project at The National Archives, supported by the Heritage Lottery Fund, is currently cataloguing to item level Colonial Office records relating to Bermuda, Grenada and Jamaica. They are cataloguing items by using the

terms from the documents, and placing derogatory or obsolete terms in inverted commas. This convention calls attention to the dated or value-laden term rather than re-enforcing it as a term in normal use today. (See *Recordkeeping* Winter 2005 for further details of the project.)

At the moment the project is not creating authority controlled access points using UKAT because a free text search of the online Catalogue at TNA enables the entry of broad terms and the retrieval of related information. It is thought, however, that at some point greater access to the information will be provided by authority controlled terms for names and subjects. Although the 'titles' at the series level provide some access to the documents as the name of the country is always included, it is also recognised that additional access routes to this material may be provided through the addition of index terms at series level.

Discussions have begun with respect to the indexing terminology and how it can be made more responsive to the needs of cataloguers. More material is being discovered, highlighting the need for additional search terms to be included. Language on race and ethnicity also changes over time, and some terms continue in use with changed meanings, which increases the need for an indexing tool that can be modified. Currently ULCC are able to review and add terms. The National Archives is also looking into ways in which it can assist in the modification of indexing terms so that cataloguers have access to relevant terms and researchers are provided with different ways to access the fascinating archival material relating to Black and Asian history, such as that in the material identified amongst the collections of the Modern Records Centre and Glasgow City Archives.

Rachel Hasted
Social Inclusion Project Manager

Rachel Bell
National Advisory Services
The National Archives

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Health Archives Group: current issues and possible ways forward

The Health Archives Group (HAG) was founded as an informal forum by archivists working in the National Health Service, but now has a much broader scope of membership and range of activities. Its primary function, however, remains to provide a means by which archivists and records managers working in the health sector can meet and exchange information. Members currently number around 85 and are drawn from throughout the UK. Meetings are held three times per year and are open to all members, and information is also distributed by email. The accompanying article by Caroline Brown outlines the kind of records for which members have responsibility, and demonstrates how they can be of value in a wide variety of research contexts, and for teaching research skills.

HAG has recently undertaken a review of its role, structure and activities. The recommendations produced as a result of the review provide for a more formal structure, including an elected committee, which will draw up and work to agreed aims and objectives, a number of which have already been identified through the review.

I have been Acting Chair of HAG since May 2004, and this role has brought me into contact with a number of other organisations, and brought into sharper focus a number of issues to be tackled, some of which may be of wider interest. Views expressed are my own, not the official position of the Group.

Perhaps the central concern is that of capacity. HAG is relatively speaking, a small body. Members all have demanding day jobs. But if the Group is to aspire to more than remaining as a small body,

and to more of a role than talking mostly to itself (which is not to dismiss the value of sharing experience and exchanging information) then it must look at how it can proactively and most effectively engage with wider and related constituencies.

There are a wide variety of issues. For example, for those of us working in the NHS, records management in general and the development of centrally-driven electronic record-keeping systems of huge scale and complexity present a particular challenge, whilst the existence of a body (the Institute of Health Record and Information Management (IHRIM)), concerned with the management of patient records but which has developed outside of the mainstream of the archives and records management profession, gives a different context to our work. The research value of health archives is a wider area of concern, and here it has become apparent that HAG needs to build upon those existing links with researchers and research bodies that already exist, and to look more systematically at the collective research value of health archives, in order to help promote us all.

In practice, HAG has for some time acted to advise, influence, promote itself and collaborate in a wider sphere than its own membership. For example, it has produced advisory documents and made them freely available on the web, and it has for some years been affiliated to the Specialist Repositories Group of the Society of Archivists. More recently, HAG has been asked to provide specialist input to projects including the revision by the Department of Health of the NHS Circular which covers records management and the Health Advisory Group

convened by the Museums, Libraries and Archives Council (MLA) as part of its 'New Directions in Social Policy' work, which covers fields including health and mental health. Links have been established with the regional agency for London, ALM London. However, there is scope for much more collaboration of this kind, including the expanding of contact with other domains, through such organisations as the London Museums of Health and Medicine Group and the Health Libraries Group. In addition, the nascent Medical and Healthcare Subject Specialist Network would appear to offer intriguing possibilities for partnership work and profile raising.

In order to address successfully such issues and participate appropriately in wider agendas, HAG will need to move forward within the context of a more clearly defined identity and purpose. Its structure will inevitably need to evolve. In addition, working in active partnership with bodies including IHRIM and The National Archives will be vital, and here there are existing links on which to build. There are many challenges ahead, but also exciting opportunities for HAG to raise awareness of its existence and of what it can offer, and of the archives and records cared for by its members.

Rob Baker
Acting Chair
Health Archives Group

Unlocking the medicine chest: medical records at the University of Dundee Archive Services

Dundee University's archives amount to approximately 1,500 linear metres covering subjects such as education, social and local history, business and religion and include one of the largest collections of records relating to the textile industry in Europe. However, at present by far the most frequently accessed collections are those relating to medicine and medical history.

Archive staff spend more time answering enquiries concerning these collections than any others and over 50% of our onsite researchers consult the medical records. There are several reasons for this. Firstly there is the wide-ranging nature of the records themselves. They include the records of the Tayside Health Board, which cover boards of management, hospitals and asylums in Dundee, Perth and Angus. The collections are fairly typical of health board records, but typical does not mean mundane.

As well as providing evidence of the management of the health care system in Tayside, these administrative records reveal much about the social and economic conditions in the area. Case books and other clinical information give details of individual patients, can provide statistics about the prevalence of illnesses and reveal changing attitudes to, and treatment of, mental health and disease. Photographs, maps and plans and other records such as patients' magazines add social and local context. There are even some watercolours – a stunning collection of pathology drawings from the mid-19th century.

Other collections include archives relating to teaching and research in medicine that was carried out in the University, such as records of the medical school and various professors, some of whom made a significant contribution to medical research. These include the papers of Robert Cook, an international expert on cholesterol who conducted much research on himself, eating omelettes made with 12 eggs then testing the effect on the composition of his blood. Local organisations and individuals are also represented and we have archives relating to medical missionaries who practised overseas. These include the Torrance family who were based in Tiberius in Palestine; the collection includes around 4,000 photographic images.

It is the fact that the records provide information and evidence about such a variety of topics that makes them so frequently used. We have social, economic and medical historians using the records, people interested in local history look at plans of buildings and photographs and the Torrance collection is frequently consulted by those interested in Tiberius in the 19th and 20th centuries. There is even scope for climatologists to use the collections: a late 19th century volume from one of the asylums

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Annual Report of the Baldovan Asylum for Imbecile Children, 1872. University of Dundee Archive Services

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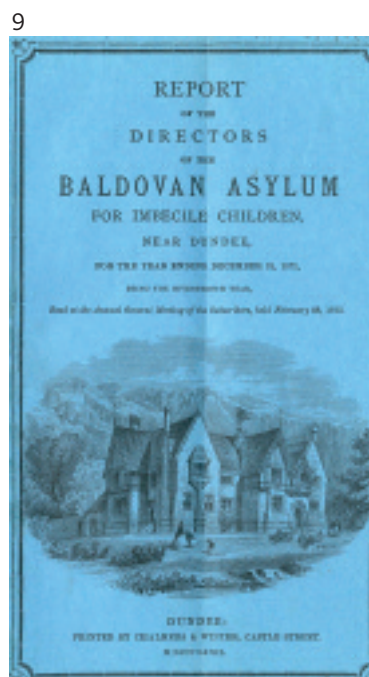
10
Group of nurses,
Baldovan Asylum,
c 1930.
University of
Dundee Archive
Services

10

11
Nurses
practising fire
drills, Royal
Asylum of
Montrose,
c 1920.
University of
Dundee Archive
Services

contains daily reports describing the effects of weather conditions and temperatures on patients' symptoms and the incidence of epileptic seizures.

However, probably the greatest use of the collections at present is by people looking for information about individuals. The archives, particularly the asylum case books, may provide the only surviving detailed record of an individual. We have many people researching their family history who have found the records invaluable in filling gaps in their research.

Archive Services is an associate department of the Department of History at the University and teaches research skills on several of their courses. The medical records lend themselves well to this: admission registers allow students to conduct statistical analyses of the number of women mill workers admitted to a hospital, for example. It is not only the history department that makes use of the records. Medical students receive sessions on the history of medicine and the philosophy department uses the asylum case books for discussions on views of the self and the theories of Foucault.

This focus of attention on the collections has raised a number of issues. Staff need to be well trained in dealing with the implications of Data Protection, Freedom of

Information and regulations concerning access to clinical information. Catalogues and other access points have been improved and preservation issues have been tackled.

Archive Services was fortunate to receive a grant from the Wellcome Research Resources in Medical

History scheme which allowed the creation of item level descriptions, for the majority of the medical collections. These are now on CALM and are fully searchable through the Archives' website. Since the launch of the descriptions online enquiries concerning the collections have risen by 400%. The grant also enabled the completion of some vital preservation work, in addition to the scanning of 2,500 items from the collections which have been attached to the catalogue descriptions and are also available to remote users. By improving access while at the same time safeguarding the records themselves we hope to encourage further use of this valuable resource.

Information about the Wellcome project, the online catalogue and images from the collections can be accessed by clicking on the Unlocking the Medicine Chest link at www.dundee.ac.uk/archives.

Caroline Brown
Deputy Archivist
University of Dundee Archive
Services

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Case studies

Interview with Gordon Chancellor

What does your job involve?

As the Regional Development Officer for archives within the East of England, my job requires me to know who is doing what in the region's archives, and – more importantly – working with archivists to drive forward, wherever a regional approach can add value. Sometimes this is by helping archivists keep up to speed on national agendas, for example on community archives, and sometimes it involves feeding the archivists' views 'upwards' to the national bodies.

An important strand is investigating the potential for 'regional archive services', such as digital archiving. Another strand is working with museums and libraries, again where this can add value for archives and at least one of the other domains.

I work for EEMLAC, the East of England Museums, Libraries and Archives Council. We have about 14 staff, including a HLF-funded Heritage Development Officer who reports to me, whose job is to develop community heritage projects in the Thames Gateway South Essex growth area. I have other responsibilities which cover, but go beyond, my archive remit, such as collections, so I work closely with colleagues who specialise in libraries, museums, and learning and access.

The biggest single piece of work I have completed so far was a mapping exercise which gave us a great deal of basic information about the archive holding organisations in the region. Some of the data confirmed what we already knew for some types of

archive, but much was new, such as budgets, staffing, spare capacity, range of media held and so on. Since then I have been commissioning detailed surveys of archives in museums, and – most recently – have worked with G & T Consulting on EEMLAC'S cross-domain collections strategy *Collections and Communities*. This has a great deal to say about how archives can work together with museums and libraries to ensure that the 'heritage' side of archives is developed in line with users' needs.

The Regional Archive Council in 'my' region (EERAC) is my main source of archival advice and feedback on what I am doing. The Council has the real strength of representation from all sections of the archive community, including users, and its strategy, *Eastern Promise*, has been my guide for the last two years. Anthony Smith of The National Archives (TNA) usually attends EERAC meetings and provides liaison; I particularly enjoy working with him and he is my guru on family and estate papers.

What particular problems or issues arise in your area of the sector?

The biggest issue as I see it is the need to increase capacity. Archives are a small voice compared to libraries and museums, but I think we are punching above our weight and I feel optimistic about this.

The key I think is to convince the funding organisations that we are ready to put our users first! In order to get the investment we need, we must be prepared to demonstrate that what we want to

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Gordon
Chancellor

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do is actually going to benefit someone. My job brings me into contact with people who have the power to release funding, but time and again they tell me they will only do this when we have really thought through *who* we need to digitise those documents for, or *why* we want to rebox those photographs.

Vic Gray's keynote speech to the 2002 Society of Archivists' Jersey Conference, entitled 'Relating into Relevance', is the best statement I know of this need to demonstrate the benefits of what we are trying to do. The speech can have left no one in any doubt about the fantastic job archivists have done to create the record we now care for, but it then made crystal clear that this investment can only yield a decent return by a refocus onto the rest of the 'supply chain' – the point of delivery. I regret not hearing the speech, but having already visited the superb Jersey Archive, with the conference only a week after I started my job, I didn't quite have the brass neck to ask my new boss for a week in the Channel Islands!

How did you get into the archive profession?

My first degree was in geology, and I followed this with a PhD which involved extensive museum research in Europe and the USA. This lead me into a fascination with the life and work of Charles Darwin, and this has stayed with me for the last 25 years (I have a reader's ticket for Cambridge University Library – where the largest Darwin archive is held – and am currently helping Christ's College with some of their Darwin material).

After four years as a post-doc at Oxford, I went to Peterborough Museum, and one of the projects I enjoyed most there was getting all their John Clare manuscripts properly conserved and boxed up. I was responsible for preparing Peterborough City Council's heritage services for unitary status, which involved negotiations with the county archivists in Cambridgeshire and Northamptonshire. My assistance in the appointment in 2004 of Anna Sexton as Peterborough's first City Archivist was very satisfying.

From Peterborough I went to the Wiltshire Archaeological and Natural History Society. This was cross-domain working with a vengeance! The Society has a Designated collection including magnificent Bronze Age artefacts from the World Heritage Sites of Stonehenge and Avebury, and a great library, but suffers from cramped accommodation. While I was there I spent many a happy hour with officers from the Wiltshire and Swindon Record Office, trying to see if the Society could be involved in their plans for a new facility.

From there it was a homecoming to the East of England!

What do you enjoy most – and least – about working in the archive profession?

I get an enormous buzz from seeing and handling the archives themselves. Almost every week I see something fantastic, and I really am privileged to be in a position to work with these things. Sometimes it's the humble record of an ordinary person's life, or it may be something of the highest importance. I doubt I will ever handle any piece of paper which will shake me quite as much as did Churchill's notes for his 'finest hour' speech, but as I think about it now I see countless other wonderful things in my mind's eye.

I also get a genuine thrill – and this might sound a bit unlikely - from meetings I go to where I meet some of the great people working out there who really love what they are doing. We have a network in the region for looking at learning and access issues in archives; some of their meetings have been inspiring, and I mean that. Community archives (whatever they are!) are a brilliant opportunity for archive services to plug straight into the 'grass roots' heritage needs of all sorts of communities, provided we can build mutual trust, and this aspect of my work is especially rewarding.

I also enjoy my broader cross-domain remit, since this allows me to use my experience and sometimes I even come up with an idea which might be useful, and that's great fun. Museums, libraries and archives are a bit like fish, birds and mammals all dependent on the same lake; they are different creatures that share a lot of territory and one of the best bits of my job is when my colleagues and I figure out new ways to make more of this sharing than the sum of the three parts.

There is not much I don't enjoy, but occasionally a project does not work out too well, and to be honest I had hoped that, after all the effort put in by everyone concerned, the Archives Task Force report would have released at least some new investment by now.

How has The National Archives made a difference in your area of work, and what could it do better?

Since the day Steven Jones showed me around Kew, over two years ago, I have been immensely impressed with what is now TNA. I have already mentioned my regular work with Anthony Smith, but I would like especially to acknowledge his efforts in helping Anna Sexton to set up the Peterborough Archive Service.

I have also been involved in many meetings at Kew on the subject of digital preservation, where TNA is an obvious leader. The Community Access to Archives Project has also fed directly into what I am trying to do in Thames Gateway, and I am pleased that this brings me into regular contact with people like Frieda Midgley who are doing excellent work in that area. Tom O'Leary has also been very encouraging on the learning front, as has Tim Padfield on the arcane world of copyright!

I have used the ARCON directory a huge amount and it is surely one of the (relatively) unsung treasures of our community. The National Register of Archives (NRA) is also too easy to take for granted; it is a fantastic resource and has provided me with many happy hours following up obscure connections.

I haven't been in the business long enough to suggest improvements, except you could increase the point size in *RecordKeeping*, then I would read more of it (*editor* – done!).

The MCC Archive: a private club with a public function

With the Ashes series commencing at Lord's Cricket Ground recently, Glenys Williams offers an introduction to the archives of Marylebone Cricket Club.

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A packed house at Lord's. The MCC Library is situated behind the pavilion

The Marylebone Cricket Club (MCC) was founded in 1787 and almost immediately took over from Hambledon the role of leading cricket club. Founders of MCC included George Finch, the third Earl of Winchilsea and the Dukes of Dorset and Richmond and they, together with their high status colleagues, helped transform cricket from a country pastime to a game of fashion and prestige.

The MCC archive is not quite as old as the club. Sadly, a fire in the pavilion at Lord's in 1825 destroyed all of the club's early records. However, the MCC minute books do go back to that year and provide a unique insight into the running of a gentleman's club which was, gradually over the next 75 years, to become the leading institution in the whole of the cricketing world. MCC not only formulated the Laws of the game but also was looked to by cricketers around the British Empire for pronouncements on the spirit in which the game should be played.

As a result MCC holds an extensive collection of archives relating, not only to the Club itself, but also to

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the history of cricket worldwide. Until 1969, when the newly formed Test and County Cricket Board assumed control over the first-class game in England, it was MCC which effectively ran cricket, both at home and abroad, overseeing as it did the organisation of overseas tours and administering the game worldwide under the aegis of the International Cricket Council (now also a separate body). This influence is reflected in the wealth of archive material housed at Lord's in the form of books, photographs, film and other paper archives.

The MCC Library is the most comprehensive cricket library in the world, the collection ranging from rare 17th century pamphlets on the game to the most up to date publications. The Library collection currently increases at a rate of around 250 items a year and MCC also endeavours to fill gaps in the

collection with the purchase of rare and unusual items. Most recently MCC has purchased a collection of 80 real tennis books including a very rare treatise on the game written in Italy in 1550. (Real tennis is the 'other' game played at Lord's, MCC owning one of only 20 or so real tennis courts in the UK.)

The Library is fully catalogued and uses a unique book numbering system that was devised by Diana Rait Kerr, MCC's first full-time Curator (1945-1948). With one or two minor amendments to take into account the changes in cricket in the one-day era, this system is as useful today as it was 50 years ago. The catalogue is also computerised which allows researchers to search the collection across a wide range of parameters. The Library is open on a daily basis to MCC members and other readers by appointment. The type of reader varies from

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From the MCC Museum – the sparrow killed by a ball by Jehangir Khan bowled in 1936

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browsers, to family historians to serious researchers into the history of the game.

The central core of MCC's photographic archive consists of a large collection of photographs of cricket at Lord's taken by the Sport and General Press Agency from the 1940s to 1970s. It has a number of scrap books and photograph albums compiled by cricketers at home and overseas – most notably, the scrapbook collection of Sir George Allen covering his career from Harrow schoolboy to Middlesex and England captain – as well as a fine collection of early and original photographic portraits of MCC presidents, touring teams and views of Lord's. MCC is in the process of conserving and cataloguing this extensive archive with a view to making it available online.

The MCC film archive contains a selection of cine films made in the 1950s and 60s about cricket, newsreel footage of matches at Lord's and Test cricket overseas and

a small, but growing, collection of modern videos. Conservation of film material is a priority and, as a result of this work, MCC is now able to offer to its members regular screenings of material that has not been viewed for many years.

One major current MCC project is the compilation of an audio archive that records the thoughts and reminiscences of those involved in cricket at all levels. The emphasis at the moment is on collecting on tape the voices of those players and administrators whose experiences over the last 50 years have helped shape the modern game. It is hoped eventually to have systems in place that will also be able to capture people's reactions to great moments in the game as they occur.

The MCC paper archive is as various as it is extensive. The Club's minute books illuminate the history of cricket through deliberations made by MCC and its committee. Correspondence files further illustrate issues in the game

and bring to life the voices of players and administrators from the past. And the club's collection of scorebooks (matches at Lord's and MCC overseas) provides a vital resource for cricket historians and statisticians. Both the scorebooks and minute books have been photographed to microfiche and can now be viewed by researchers in the MCC Library.

Requests for information are many and varied. This is one of the delights of working at Lord's as one never knows from one day to the next exactly what will be asked. As expected requests for match scores and biographical information top the list. Many of these are routine and easy to deal with; others involve family members tracing descendants who are thought to have played at Lord's – perhaps once – in the 19th century. MCC takes pride in the claim that it can trace anyone who has played in a first-class match, no matter how obscure, in England. The downside of this is that one is also called

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Lord's in 1837. One of the many original prints and drawings housed in the MCC collection

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upon to report that Great Uncle George, who is supposed to have performed great feats for England, not only did not play international cricket but in fact never appeared in a first-class fixture.

It is often the non-cricketing questions that are of most interest. Lord's role as a reception centre for Australian Aircrew during the Second World War continues to be a source of fascinating information about Lord's 'behind the scenes', as are visits from families whose ancestors worked on the ground. Recently enquiries have been received from the biographer of the taxidermist who mounted one of the Museum's most popular items – a sparrow killed by a ball bowled in 1936. And from someone researching the life of Mrs Lucy Baldwin, wife of the British Prime Minister, who was a leading light in the White Heather Ladies Cricket Club, the minute book of which resides at Lord's.

All of which goes to show that Lord's is not just a cricket ground. It has provided a home for and been a part of the history of many people over the past 200 years. One is also reminded that MCC members are not just a group of cricket fans but rather a group of men, and more recently women, whose roles in the outside world are as various as they are fascinating and include leaders in all walks of life including politics, the church and the arts.

It will be clear that over the past 15 years MCC has made enormous progress in all areas with regard to the cataloguing, computerisation and conservation of its huge collection. There is still, however, much to be done and the challenge that lies ahead is as great as any that the Curator and his staff have so far undertaken.

As might be expected in an organisation whose primary focus is playing cricket, the status of the MCC archive has not always been top priority and has for many years survived rather more by luck than judgement in damp basements and badly ventilated cupboards around the ground. Work to rescue these buried archives and documenting their contents has only just begun

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Many items from the MCC archives are on display in the Museum at Lord's

and already a number of priceless (to MCC) items have been discovered. These include a lease transferring the ownership of Lord's from Thomas Lord to William Ward in 1825, a letter from the architect Thomas Verity detailing his bid for the building of the MCC pavilion and files of correspondence concerning MCC's role in the Basil D'Oliveira affair and 'Stop the 70 Tour' campaign. Who knows what other treasures will emerge as the project continues?

MCC recognises the immense value of its collections to cricketers and non-cricketers alike. In its role as guardian of the history of one of Britain's national sports, and in recognition of the part the club played in taking this game around the world, MCC is committed to

providing a modern archive space that will allow for the continued safe storage and conservation of this unique resource and that will open up that resource much more widely to researchers into many aspects of Britain's sporting past.

Glenys Williams
Archivist, Historian and Deputy Curator
Marylebone Cricket Club

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The Ashes

Preparation for Freedom of Information: closed records at The National Archives

The Freedom of Information Act (FOI), which came into force in January 2005, gave the public new rights and public authorities new responsibilities. Now anyone can make a request for information and, unless an exemption is applied, the authority has to confirm that they hold the information and make it available to the requestor within twenty working days.

At The National Archives (TNA) the new legislation presented a particular set of challenges. The old 30-year rule ceased to exist and in its place was a 20-day deadline to review and respond to requests to closed documents. Documents transferred after 2005 would now only be closed on receipt if one of the exemptions to the rights of access under FOI could be applied; however, the position of closed records already in the archives was more complex. These records cover a wide spectrum of information and are closed for varying lengths of time and for many different reasons.

With the help of the departments who originally transferred the records to us, we undertook a review of some of the records which were closed simply because they were under thirty years old. This still left us with in excess of 200,000 closed records all of which would have to be reviewed upon request.

This task was to be the responsibility of the Records Management Department (RMD). Part of RMD's remit has always been to deal with Access Issues and closure periods but FOI now meant the department would be performing this job in an entirely new context.

As well as coping with changes to the way it transferred records, RMD had to take on the new responsibility of answering FOI applications relating to information held in closed records in the archives. RMD shared the same problems as all other public authorities: we did not know whether we would be met with a flood of requests or a trickle, nor did we know what type of information would be sought. We also faced the challenge of applying a brand new piece of legislation; no one was quite sure exactly how it would be interpreted in practice, especially with regard to the interpretation of exemptions.

As well as these general application issues, FOI makes special provision for historical records and records in archives. Many of the exemptions are altered or cease to exist when the information concerned reaches a certain age or is transferred into the archive. We needed to raise awareness of this issue especially as the Act set us another major challenge that made our FOI programme different from most: this was the requirement under Section 66 of the Act to consult the 'responsible authority', i.e. the government department that originally transferred the record to us, when deciding if it could be released under FOI. Where the exemption to be applied was 'qualified' (subject to a public interest test) the responsible authority had to decide if, on balance, the public interest lay in release or retention.
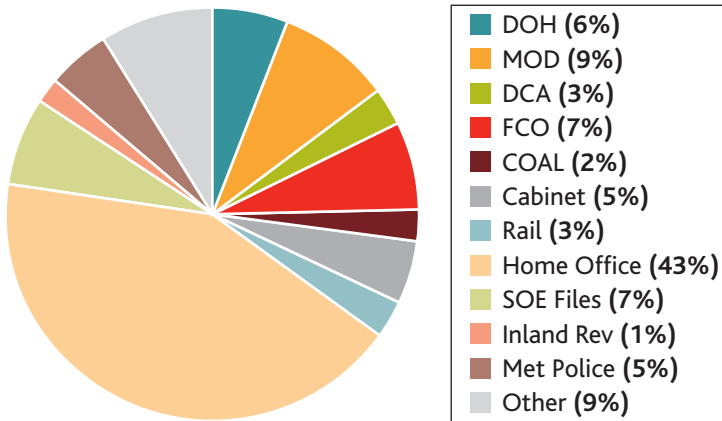
Another factor that made our FOI experience slightly different from other public authorities was the

way in which people could find out about the information we held. They did not have to make speculative applications; they could search for the information they wanted over the web and request it with a couple of clicks with our on-line 'request a review' service.

There were many aspects of FOI that we could not predict and that were not in our control. Another big unknown for RMD was how to provide large-scale interaction with the general public. We had little experience in this field but we were keen to live up to the high standards set by the rest of the organisation and provide co-ordinated, helpful responses. We had to develop procedures that would comply with the law and work in very tight timescales, yet fit in with TNA's ethos of openness and access to information.

One of the ways government in general was keen to apply the act was on the basis that information should be 'open to one, open to all', therefore any information which was opened as a result of a FOI request would have to be made publicly available in the reading rooms in Kew. Each request would have to be processed, the information requested examined and views on the exemptions taken; and all this within five days to allow the responsible authority ten days to consider our report and views! This would theoretically leave us five days at the end of the process to make any necessary redactions and make the information available on our catalogue. It was quickly realised that this process would be far too complex to be achieved by people in other jobs working on an ad hoc

FOI requests by department

- DOH **(6%)**
- MOD **(9%)**
- DCA **(3%)**
- FCO **(7%)**
- COAL **(2%)**
- Cabinet **(5%)**
- Rail **(3%)**
- Home Office **(43%)**
- SOE Files **(7%)**
- Inland Rev **(1%)**
- Met Police **(5%)**
- Other **(9%)**

Breakdown of exemptions used

- S 23 **(3%)**
- S 24 **(1%)**
- S 27 **(3%)**
- S 31 **(6%)**
- S 32 **(1%)**
- S 35 **(3%)**
- S 37 **(4%)**
- S 38 **(14%)**
- S 40 **(57%)**
- S 41 **(5%)**
- S 42 **(1%)**
- S 43 **(1%)**
- S 44 **(1%)**
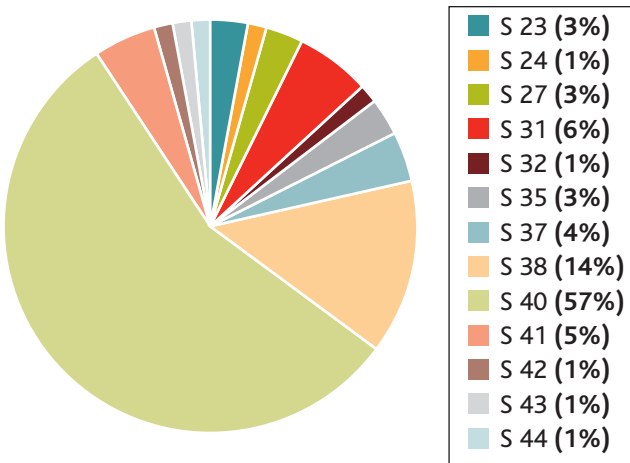
Key to pie charts:

DOH - Department of Health
MOD - Ministry of Defence
DCA - Department of Constitutional Affairs
FCO - Foreign and Commonwealth Office
COAL - Coal Board (Department for Trade and Industry)
Cabinet - The Cabinet Office
Rail - Strategic Rail Authority
HO - Home Office
SOE files - Files of the Special Operations Executive
Inland Rev - Inland Revenue
Met Police - Metropolitan Police

S 23 Information from or About Security Bodies
S 24 National Security
S 27 International Relations
S 31 Law Enforcement
S 32 Court Records
S 35 Formulation of Government Policy
S 37 Communications with Her Majesty and Honours
S 38 Health and Safety
S 40 Personal Information
S 41 Information provided in confidence
S 42 Legal Professional Privilege
S 43 Commercial Interests
S 44 Prohibitions on Disclosure

basis. We took the decision to set up a temporary unit to process requests.

The RMD FOI Unit was formed from existing members of RMD, to process and oversee requests. This process was still heavily dependent on the support of others both inside and outside The National Archives. These procedures were only part of the FOI process throughout the organisation. We had to ensure that our procedures meshed with the initial request-filtering processes so relevant requests could be passed to us quickly from any part of the organisation. We also had to make sure that we could get hold of the documents requested and examine them. TNA-wide procedures were agreed and departments made sure that their individual 'micro-procedures' were compatible with the overall procedures and the micro-procedures in other departments. We also had to make arrangements for when things went wrong and for the requirement under the Act that the Lord Chancellor is consulted when a public interest test is applied. For historical records we were able to make arrangements to use the Advisory Council on National Records and Archives to act in an advisory capacity in these situations.

Outside of TNA, Section 66 required us to be able to consult with the departments effectively and receive prompt responses. This would require networks of people who could take on these new roles, so we circulated letters to the Departmental Records Officers asking for a list of contacts in each department who could undertake the ordinary consultation process, and a senior person who could handle any appeals or disputes. It was vital that these people received appropriate training. There was a need in our own staff as well to develop expertise in applying exemptions. We set up training days dealing with the new law and the application of exemptions for our own staff and the others involved in the Section 66 consultations. This was also used as an opportunity to explain how historical records were treated differently under FOI. As we would, in most cases, be providing reports,

not the information itself, on the requested information it was really important that departments understood how the exemptions were applied to information from archives and that RMD could begin to build up expertise in applying the exemptions and thus departments' confidence in our decision-making processes.

If anyone entertained any belief that January would be damp squib they were very soon disappointed! We were soon competing with the Ministry of Defence for the honour of being 'The Department With the Highest Number of Requests'. At the time of writing, TNA has received in excess of 3,000 requests.

Of course, we had some idea of what was likely to be popular before January. As predicted we got a great number of requests for naturalisation files, transferred to us by the Home Office. We knew that family history records would be popular as well as records from certain subject areas, notably files from the Ministry of Defence. All in all, Home Office files represent about 43% of the files requested, with the FCO at 7% and MOD at 9% proving, perhaps unsurprisingly, popular. Some requests were much more difficult to anticipate: for example, we got a number of requests for railway and coal board files, as the pie chart shows.

How did we deal with these requests? In terms of staying within the time limits, we did pretty well; our statistics show that TNA responded to 99.3% of cases within twenty days. As for the substance of our responses, in the first three months we were able to respond by opening the information and making it publicly available on our catalogue in response to 74% of requests.

We are extremely pleased to have made a wholly positive response in about three quarters of cases. Of the remaining 26%, the files requested were either closed in their entirety or partially made available with redactions (redactions counted for about 5%). For this quarter of requests where we did apply exemptions to requested information, the second pie chart breaks down the

exemptions used and gives an indication of why we closed files. So far, as shown, the reason for closing a file in over half of all cases is that it contains personal information. Other exemptions like Section 38 Health and Safety are used as well, indicating that in most cases we are closing files to protect individuals. Exemptions dealing with things like Section 27, international relations, and Section 23, information from or about security bodies, are not used in great numbers but do represent a significant part of our work. Some exemptions such as ones dealing with development of public policy, Section 36, we have not had occasion to use at all.

We consider our handling of FOI a success so far. The FOI Unit has been made permanent and we are able to revise our procedures with fewer unknowns and with staff who are increasing in confidence by the day. We now need to work towards embedding the procedures we have developed. One of our main aims is to make sure that our processes are transparent and that requestors have the fullest information possible about the decisions we take.

Rose Ashley
Freedom of Information
Implementation Manager
The National Archives

Public Sector Reform and Records Management in Sierra Leone

Several decades of poor governance in Sierra Leone and the more recent civil conflict have left Sierra Leone's public sector and economic situation in a precarious position. Against this backdrop there is a desperate need to build capacity for public sector management at both central and local levels. Kelvin Smith, of The National Archives (TNA) Records Management Department, has made three recent visits to Sierra Leone as part of a programme to establish a Human Resource Management Office (HRMO) and to implement a Records Management Improvement Programme. TNA has for many years worked closely with the International Records Management Trust on projects such as this.

The records management improvement component of the overall programme addresses long-standing concerns about the state of records in the Government of Sierra Leone. An evaluation of the requirements for strengthening records management was undertaken in 1994 but the work was discontinued as a result of the military conflict. Poor record keeping has been a recurrent theme identified in functional reviews that have been carried out since the late 1990s.

Records management improvements have to take place in a post-conflict situation where the Government is attempting to rebuild a sound infrastructure, to enhance economic management capacity and to deal firmly with corruption as a basis for providing efficient and effective service delivery and alleviating poverty.

The context is not an easy one. Sierra Leone is ranked at the bottom of the United Nations Development Programme (UNDP) Development Index as the poorest country in the world for which data is available. A high proportion of the population lives in absolute poverty, with possibly up to 70 to 80% unemployed. The country is in dire need of revenue generated by foreign business investment, but foreign investors have little confidence in the economy. The morale of the Civil Service has deteriorated severely, and remuneration is the poorest in Africa. There is little transparency. Establishment and financial regulations are not enforced. The breakdown of records systems has been compounded by the fact that many vital records were lost during the conflict. In addition, records have been altered and papers deliberately removed from files. In particular, civil servants' fears that they will have no means

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Governance
Reform
Secretariat
office in
Freetown

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Establishments
Office
personnel
registry

of supporting themselves after
retirement has led to the
widespread practice of removing
evidence of the date of
appointment to the Civil Service.
The lack of procedures for
managing records means that
internal controls for managing
records need to be almost entirely
rebuilt.

In the past there was a good
standard of records management,
and government officials readily
recognise the consequences of the
loss of control of documentary
evidence. There is substantial
support for a programme to tackle
records management issues. The
Government wants an integrated
strategy linked to a sound legal and
organisational structure and a
capacity-building programme.

One of the early tasks for the
programme has been to draft new
legislation. The current legislation in
Sierra Leone is the Public Archives
Act 1965. Like most of the
legislation at the time (based very
much on the UK's Public Records
Act 1958), it aimed generally to:

- prohibit destruction of records
  without prior approval
- establish an archival authority to
  give or deny such approval
- empower the authority to
  receive records not authorised
  for destruction
- mandate transfer of records
- confer right of public access.

Often in the past the assumption
has been that the primary

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Kelvin Smith
in the Sierra
Leone
National
Archives,
where storage
areas sit
adjacent to
the research
area

responsibility of an archives was to
ensure that historical records
survived for research purposes.
What most archival legislation did
not do was to empower the
archives to regulate records
management. How records were
first created and managed was
given very little attention.

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A draft bill was compiled prior to
the visit. The objective of the draft
was to produce legislation that
would provide the essential
framework that enables a national
records and archives service to
operate with authority in its
dealings with other agencies of the
state. Its aims are to:

- reflect the needs of the country
  with respect to its records
- safeguard the interests of the
  public with respect to records
- reflect best practice
- authorise the role of the
  National Archives and its
  services.

In framing the legislation it was
decided to steer a middle course
between detailed prescriptive
legislation and a general framework
of primary legislation to which
detail is added by secondary
legislation and other documents
(often referred to as enabling
legislation).

Future work of the programme is
likely to cover the following areas:

- decongesting and restructuring
  registries in ministries and
  developing model registries
- producing retention schedules
  and procedure manuals/good
  practice guides
- drafting the regulatory and
  organisational framework for a
  new National Archives and
  Records Department
- developing an implementation
  plan for a new records centre
- strengthening human resource
  and payroll records
- training for a Local Records
  Management Improvement
  Team and for registry staff.

Work is already under way to
restructure registries in the Ministry
of Agriculture and the
Establishments Office (which
handles matters relating to staffing
in the Civil Service). A team of
experienced and qualified records
managers are being trained and
empowered to take the project
forward, working under the
Governance Reform Secretariat
that has been set up as part of the
programme.

This dedicated team, under the
tutelage of Albert Moore, the
National Archivist, epitomise the
desire and determination to make
a success of the records
management project. They are
undaunted by the huge task ahead.

Kelvin Smith
Records Management
Department
The National Archives

Opening the crew lists from Grimsby and Hull

John Wilson, Archivist at North East Lincolnshire Archives, and Martin Taylor, Archivist at Hull City Archives, recount experiences of their recent project, supported by the Heritage Lottery Fund, to unlock crew lists from the historic ports of Grimsby and Hull.

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Page from crew list of the Grimsby trawler, "Lavinia", July 1902, showing the name, capacity, age, birthplace, wages and shore address of crew members. Few are natives of Grimsby. The excruciating handwriting was the biggest challenge facing the Fish and Ships data inputting team. North East Lincolnshire Archives

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If the names Grimsby and Hull are synonymous with anything, that anything is probably "fish". Almost facing each other across the Humber estuary – Hull on the north bank and Grimsby on the south – they were already major ports of medieval origin. However, from the 1840s, the discovery of the "Silver Pits" (a legendarily rich North Sea fishing ground), the contemporary development of the railways, and the later introduction of steam trawlers, all led to the astonishing growth of a deep sea fishing industry in the Humber ports. By the First World War, Grimsby and Hull were far and away the biggest fishing ports in Britain.

The holdings of North East Lincolnshire Archives at Grimsby, and Hull City Archives, include many collections relating to the Humber ports' fishing industry. Among them are more than 37,000 Board of Trade fishing vessel crew agreements from the Port of Grimsby, and another 25,000 for the Port of Hull. They were among the crew agreements dispersed by The National Archives (TNA) to local repositories in 1975.

Following a parliamentary enquiry into conditions on board fishing vessels, particularly the ill treatment of apprentices, the 1883 Sea Fisheries Act implemented a system by which returns were made to the Board of Trade twice a year. The agreements which resulted detail the crew employed and any incidents occurring. Hull City Archives holds fishing vessel crew agreements for the port of Hull from 1884 to 1914. North East Lincolnshire's cover the period from 1864 to 1914. Some other agreements have been dispersed by The National Archives: some are now held by the National Maritime Museum, and others by the Memorial University Newfoundland in Canada.

Much of the distinctive history and character of the two ports comes from the fishing industry of the 19th and 20th centuries. The crew agreements are crucial to the understanding of the deep sea fishing industry in the Humber estuary, and in tracing the family history of the local population. For years there has been widespread interest in the ships, crew names and places recorded in them. However, the indexes remained quite limited.

At North East Lincolnshire Archives, progress on paper-based indexes, such as those funded by the Manpower Services Commission and continued by unpaid volunteers, had been painfully slow, and in any case they were only available to searchers who could travel to Grimsby. Moreover, some of the transcriptions were uncertain and some gaps in coverage remained. Even so, by

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The "Alice Gertrude" under tow in the Grimsby Docks, c 1900. The ketch rigged liner was 66 ft long, and 80 tons, with a crew of four men and six boys. In the background is the Grimsby Dock Tower, which remains to this day the symbol of Grimsby. Photograph by permission of North East Lincolnshire Council

2000 more than 150,000 index slips had been written, accounting for perhaps 20% of the crew lists. Enquiries continued to pour in from all over Britain, and from other parts of the world, including principally America, Australia, Canada, and New Zealand. Many were satisfied, but many others were not. Something had to be done, and computers offered the solution.

At Hull City Archives, there had been no attempt to index the names in 25,000 crew lists, although some effort had been made to provide an index of port numbers for each vessel. (This is the distinctive number painted on the bow of each vessel). It was recognised that this was not satisfactory, particularly as the growing number of family historians using the records and seeking crew members found this index of little assistance.

The priority was to capture electronically basic details of all 62,000 crew lists. DS-CALM was the chosen system. The Your Heritage fund of the Heritage Lottery Fund granted funds up to £50,000. It was decided to go to this limit, and employ two project workers for twelve months, one in Grimsby and one in Hull, with both employed by North East Lincolnshire Council. A grant of £44,300 was obtained and the 10% match-funding was provided by the two local authorities. This timetable meant that only basic details would be captured for each crew list: document reference, names of vessel, owner and skipper. But it also meant that the excruciating writing of many of the crew members would not slow progress and at the end, and for the first time, every crew list would be on the inventory. Adding the rest of the crew members, it was anticipated, might form the objective of another project.

The project secured two able workers, Richard Blow and Marie Holbrook, who each served the full twelve months. Inputting was completed on time, despite the fact that, as it turned out, the number of Grimsby crew lists had been slightly underestimated. The resulting database will be available on PCs in each repository, as well as distantly by means of Dserve and a website link. Accessibility to the information will be vastly improved, while only marginally increasing staff involvement, and sparing the original documents from unnecessary handling.

John Wilson, who managed the project from Grimsby, remarked, "With a small amount of match-funding and in a short period of time, this Heritage Lottery Fund project has transformed public access to this class of document, where previously work had dragged on for years. A clear and defined target is essential. So is an accurate estimate of processing times, including an allowance for contingencies – especially unforeseeable ones!"

John Wilson
Archivist at North East
Lincolnshire Archives

Martin Taylor
Archivist at Hull City Archives

5% to the Archives: selecting records for permanent preservation

We are often asked how it is that records find their way into The National Archives (TNA). Once people realise that only an average of 5% of all records produced by central government are actually selected for permanent preservation there is even more wonderment as to what makes any given record, or series of records, qualify for selection. How departments and agencies, guided by expert TNA staff, select, and what is selected are critically important to the archival health of the United Kingdom.

In practice (certainly in recent years) the process of distinguishing records of genuine archival value is very methodical. Overarching all individual selection decisions are TNA's Acquisition and Disposition Policies (February 2000). The Acquisition Policy (see www.nationalarchives.gov.uk/ recordsmanagement/selection/ acquisition.htm) articulates the overall objectives of acquisition policy and represents the starting point for all work on selecting public records for permanent preservation. It does not claim to constitute a complete list of all records to be acquired but rather to provide a framework definition of what will be acquired. The strategic objectives and collection themes are described in the Policy:

"Our objectives are to record the principal policies and actions of the UK central government and to document the state's interactions with its citizens and with the physical environment. In doing so, we will seek to provide a research resource for our generation and for future generations. Our collection themes are grouped under two headings: (1) the state's own administrative and policy processes and (2) the state's interaction with individuals, communities and organisations outside the state's formal boundaries and its impact on the physical environment" (page 5 of the policy).

The Disposition Policy (see www.nationalarchives.gov.uk/ recordsmanagement/selection/ dispositon/policy.htm) follows on logically from the Acquisition Policy. Not all public records selected for permanent preservation are held at TNA. The Disposition Policy lays out the grounds on which some records are preserved at approved places of deposit (local, regional, national specialist, specialist media, records of research value required for continuing business purposes) and the grounds for 'presenting' (effectively donating with conditions attached) certain records not selected for permanent preservation at TNA but which meet the collection policy of a *bona fide* institution.

Five years on both policies are scheduled for review, and possible revision. At its meeting of March 2005 the Records Review Panel (see below) highlighted areas for particular consideration:

- incorporating the new (2004) Appraisal Policy findings and its implementation decisions
- investigating future paper storage needs of TNA
- electronic records' storage needs
- the adequacy of existing selection criteria under the Acquisition Policy.

Practically speaking the Acquisition Policy is carried forward through Operational Selection Policies (OSPs) which act as guides to departments on the selection of records generated by particular functional areas, or falling within defined categories. Recently published OSPs include, for example, ones on 'the regulation of civil aviation, 1972-2002', 'records

of the Royal Mint, 1975-2002' and 'government and people: the interaction of the state with the citizen'.

All OSPs are written by the co-operative effort of experienced advisors (or Client Managers) from TNA's Records Management Department and the records managers in the departments. They go out to public consultation before publication in their final form and full implementation. Consultation is at the very least conducted internally, by correspondence with a list of acknowledged experts and concerned individuals, and publicly, through posting on our website for a period of up to three months. On occasion it is also conducted by bringing groups together to discuss issues. To view both published OSPs and those presently out to public consultation, go to www.nationalarchives.gov.uk/recordsmanagement/selection/ospintro.htm.

All of this activity is governed by the Records Management Department's Records Review Panel. Chaired by the head of department, the Panel meets monthly to oversee the practical implementation of the Acquisition and Disposition Policies, to commission the writing of new OSPs, to approve drafts before consultation, and before final publication, and to make decisions about major acquisitions that fall, to date, outside the scope of existing OSPs.

The Records Review Panel derives its authority from the Management Board sub-group on appraisal and selection of records. This body meets three times a year, is chaired by the Keeper of Public Records and includes in its membership five external representatives (from another government department, a local authority archivist, historians and a social scientist). Complex, maybe contentious, decisions can be referred up to the sub-group for advice and/or ratification.

Summaries of the proceedings of all Records Review Panel meetings are published on TNA's website under its Publication Scheme (www.nationalarchives.gov.uk/foi/pubscheme). The following snippets are intended to give a flavour of the selection questions addressed in recent months.

In March the panel considered priority areas to be covered in the forthcoming review of the Acquisition and Disposition Policies. It discussed the logs of issues raised by consultation respondents to the draft OSPs on 'government and people' and 'records relating to court actions for individual bankruptcy, 1973-2003'. The panel approved the final publication of the 'post 16 education, 1974-1988' OSP.

In April the panel approved the acquisition of 3-4 million naturalisation index cards. Unless, and until, the naturalisation registers already held at TNA are digitised and made available and searchable online, the index cards are an invaluable tool in accessing details of any particular person named in the registers. Whilst Customs and Excise service registers were not to be selected for permanent preservation at TNA, they were to be offered to an appropriate institution whose collecting policy encompassed such records. The panel ratified the decision to acquire the Colonial Office photographic collection.

In May it approved the draft OSP 'restrictive trade practices, 1956-2000' (now out to public consultation) and reviewed the first draft of an OSP on records inherited by the Food Standards Agency. Preliminary consideration was given to the acquisition of land charge records.

Meg Sweet
Head of Records Management Department
The National Archives

Standards and guidance

Introduction to the Information Commissioner's Office

The Information Commissioner (an independent supervisory authority reporting directly to the UK Parliament) enforces and oversees the Data Protection Act 1998 (DPA), the Freedom of Information Act 2000 (FOI) and the Environmental Information Regulations 2004 (EIR). Gerrard Tracey of the Information Commissioner's Office (ICO) has kindly agreed to be interviewed for *RecordKeeping*.

What department do you work in, and what does this department do?

I work in the Freedom of Information Department and am the Assistant Commissioner with responsibility for the Promotion and Development Team.

The ICO is responsible for promoting public access to official information and protecting personal information. The ICO approach is to be a responsible, independent and robust regulator. My team is responsible for promoting the Information Commissioner's Office, the Freedom of Information Act 2000, Good Practice and the Environmental Information Regulations through meetings and speaking engagements. The team is

also responsible for reviewing and revising existing awareness guidance and policies, and drafting material for organisations, businesses and the public. It is intended that this will include sector specific guidance. Part of the team's role is to consult with appropriate authorities when formulating such guidance and policy.

What do you find so interesting about information?

It has been said that information is power, I consider that this is frequently so, and that power corrupts but I think this is only true, generally, where information is withheld for personal or selfish reasons. In my opinion information often becomes powerful when it is shared for the wider public benefit

and interest. Disclosure of information under or because of Freedom of Information can hugely benefit society and government generally, subject to the specific exemptions and public interest test. It is because this legislation is so important that I am interested in being involved in its effective implementation and regulation.

Is it difficult for the Information Commissioner's Office to draw the line between advice and compliance?

Not at all. We have a dedicated Complaints Resolution Team, a Promotion and Development Team and a Strategic Support Team all of which could give advice in any given situation. We do attempt to keep the involvement of the Complaints Resolution Team to

a minimum. However, the advice that we give whether in written policy or guidance form or over the telephone is general advice. We cannot make public authorities' decisions for them or tell them what they should do. There are many other bodies that also undertake this dual role very successfully, including the Police and the Charity Commission.

What one piece of advice would you give archivists as keepers of information?

Preserve as much as you can because it is our culture and heritage. Generations to come will appreciate your efforts and no doubt be amazed at some of what they see and read about, but at the same time make sure it is easy to access.

What role does records management have within FOI?

Poor records management can lead to any number of potential problems, for example, breaches of Public Records and Local Government Acts or breach of the Freedom of Information Act. The latter could result in a complaint to the ICO with the public authority being identified in a Decision Notice, which could lead to a damaged reputation if the complaint is upheld. On the other hand, I consider good records management to be one of the cornerstones of FOI; in the majority of cases it enables FOI requests to be handled more quickly and more efficiently.

Why do we hear so much about FOI and not so much about EIR?

Freedom of Information is new in the UK whereas we have had Environmental Information Regulation Legislation since 1992, and the media certainly has focused on the new Freedom of Information Act. It could be that there are more Freedom of Information requests being made than Environmental Information Regulation, which again is perhaps grabbing the bulk of media attention. However, I am sure that

there will be significant Environmental Information Regulation disclosures in the future and this may assist in raising the profile.

Why are publication schemes so important?

Publication schemes are an opportunity for public authorities to demonstrate their openness and their willingness to sign up to the Freedom of Information concept not just in spirit but in fact. I would encourage all public authorities to continually review their publication schemes and to proactively increase the amount of information they routinely make available under them. This could prove a key factor in evidencing a continuing move from a culture of secrecy to one of openness.

How frequently do you modify your guidance and why?

Our guidance is constantly under review and if the need arises we will revise or replace guidance. We plan to review all of our existing guidance in the current financial year. Much of the current Freedom of Information guidance was drafted with the forthcoming implementation pending, and may therefore need reviewing and revising. Part of the Promotion and Development Team's role is to

liaise with different departments and sectors and if as a result of this dialogue a need for new or revised guidance is called for we will endeavour to produce that guidance as soon as we can based on current work priorities.

How would we be made aware of updates to your advice and guidance?

Updates to and new guidance will be marked as such on our website, www.ico.gov.uk/. We will also list it in the 'What's new' section of the website for three months.

Archives and the re-use of public sector information

For the last few years, archivists working in public authorities have given a lot of attention to new publication schemes and access arrangements under, notably, the Freedom of Information Act 2000 (or the Freedom of Information (Scotland) Act 2002) and the Environmental Information Regulations 2004 (EIRs) (and the equivalent Scottish regulations). The 'freedom' granted by the Acts and Regulations is limited though, since they give no new right to re-use information obtained, for instance by publishing it.

A significant step in that direction is taken by the Re-use of Public Sector Information Regulations, which came into force across the UK on 1 July 2005[1] and which provide a uniform regime for the re-use of much of the information made available by public sector bodies. Luckily, archivists will not need to pay anything like so much attention to these new provisions since archives are excluded, but there are consequences of which archivists should be aware.

Purpose

The Regulations are the means by which the UK is implementing the EU Directive on the Re-use of Public Sector Information of 2003. The intention of the directive was to harmonise across Europe the licensing regimes of public sector bodies, so that the information industry is able to expand by developing new commercial and non-commercial products using public sector information (PSI). A special emphasis is on the creation of new products and services drawing on information from across the EU. An example might be the preparation of an interactive DVD for use in cars giving the details of road traffic regulation across Europe, using material available in a wide range of sources from all EU countries.

The Regulations require public sector bodies to license the re-use of information, unless the information is excluded or one of a limited number of reasons to refuse applies. A new dispute resolution process has been developed through the new Office of Public Sector Information (which has absorbed HMSO, the body responsible for licensing Crown copyright material) and the Advisory Panel on Public Sector Information, which is intended as a low cost alternative to using the courts.

Public sector information and the public task

Public Sector Information is information held by public sector bodies. Although there are differences of detail, these bodies are broadly the same as FOI authorities. Not all the information held is defined as public sector information, though, but only such information as is held for the purposes of the body's 'public task' and which is made available to the public, for instance through the body's publication scheme or in response to a FOI request.

The Regulations exempt any information in which the copyright is not held by the public sector body concerned. The law cannot require a body to infringe copyright by authorising the use of material for which it does not own the rights. Thus a local authority could be asked to license the re-use of its planning policies and decisions but not the individual planning applications themselves nor public submissions for or against applications. The policies and decisions are copyright of the council but copyright in the applications will lie with architects, builders, developers and homeowners, while copyright in submissions will belong to the individuals and bodies which prepared them. Where possible, public bodies should provide information about rights owners or the source of such documents so that prospective re-users can obtain the permission they require.

The public task is the collection of functions or activities for which the body is publicly funded and for which it has appropriate legal authority. If it also carries out activities outside the scope of its public task, the information created by those activities falls outside the scope of the Regulations. Depending on the legal framework, a public sector body might for instance run a free public service (its public task) but also offer a commercial service which competes with similar private sector services, or it might hold raw data about a subject but also create a 'value-added' product using that data.

Re-use

A public sector body does not have to allow re-use, but if it allows re-use by anyone for anything it must allow re-use of all relevant information it holds by anyone who asks, unless an exemption or exclusion applies.

There are some things which do not constitute re-use. These include use by the body itself or another public sector body for the purposes of their public tasks, and also the simple supply of information in response to a FOI application. Things which do count as re-use

[1] The regulations are to be found at: http://www.opsi.gov.uk/si/si2005/20051515.htm and guidance on them is at: www.opsi.gov.uk/advice/psi-regulations/advice-and-guidance/guide-to-psi-regulations-and-best-practice.doc

include any use that a public sector body makes of information for a purpose outside its public task and any use that someone else has been licensed to make (even if it is for no charge).

If re-use is allowed, the public sector body must offer terms which are fair to all and which do not unnecessarily restrict competition or the way in which information is re-used. It must also re-use its own information on similar terms. Licence fees may be charged, and they may provide 'a reasonable return on investment', but they should be standardised and published. A response to a request for re-use must normally be made within 20 working days.

Exclusions

Thanks to agitation by members of the cultural sector in the UK, there are some significant exclusions from the directive and thus the Regulations, which mean the direct impact on archives is limited. There are exclusions for all documents (i.e. information) held by:

1. public service broadcasters and their subsidiaries;
2. educational and research establishments; and
3. cultural establishments.

The Regulations impose no timetable on these kinds of institutions for telling people that no licence is available, nor is there any requirement placed on them to give reasons for their refusal to grant a licence.

Educational and research establishments include schools, universities, archives, libraries and 'research facilities', while cultural establishments include museums, libraries, archives, orchestras, opera and ballet companies, and theatres. Archives and libraries are thus excluded on two counts; it will be clear that an archive in this context is an institution not a *fonds*. One reason for the exclusion of archives and libraries was that the European Commission recognised that they generally hold a high proportion of documents in which the copyright is owned by a wide variety of third parties.

Not all archives are excluded. An excluded archive must exist in whole or in part for educational, research or cultural purposes. Research probably means research by members of the public, but it is not limited to non-commercial research. Such an archive might or might not be a distinct public sector body and may therefore be an independent institution or a defined part of a larger public sector body, and it may share the educational, research or cultural purposes of the parent body or have its own separate purposes in those areas. However, if a parent body's primary purposes are not educational, research or cultural, a record store which exists solely to serve the operational needs of that parent body and for no clearly defined educational, research or cultural purpose of its own is not an 'archive' under the Regulations; any information which is kept in it is not excluded and so is subject to licensing for re-use if appropriate.

If an archive exists for educational, research or cultural purposes, all the information held by it is excluded, whether it is among the historical records or among the archive's own current files. The nature of the information held by the archive is not important; what matters in determining whether the information is excluded are the purposes for which the archive exists.

Impact on archives

Most archives in the UK are excluded from the Regulations, so archivists will not be obliged to license re-use of material they hold. All the same, there will be some impact on archivists from the licensing activities which parent bodies will be required to do.

It is normally accepted that documents preserved in archives are for the most part unpublished. This will not necessarily be true in the future. If the content of a manuscript or computer file, for instance, is published before it has been transferred to the archive, such as by a re-user licensed under the Public Sector Information Regulations, that manuscript or file becomes a published work. Since

the library and archive copying regulations permit the copying only of unpublished works or 'published editions' of copyright works, there is nothing in the copying regulations which would permit an archivist or librarian to make and supply a copy of the original manuscript or computer file. However, as with the question of commercial research, ignorance is bliss. So long as the archivist or librarian does not (and ought not to) know that the document has previously been published, he or she may still rely on a completed declaration form and supply a copy. It would be as well if all archivists and librarians kept as far away as possible from knowledge of a parent body's licensing and publishing activities lest their public service suffer as a result.

Since much of the information likely to be of interest to re-users will be held in electronic form, archivists should also be aware of the increased importance of version control. What is the original document that they wish to see transferred to the archive? Is it the one supplied to the private sector publisher, or is it the publisher's own version, bought in by the body to use in preference to the original? Aspects of electronic records management in parent bodies should gain still more importance to archivists.

Finally, archivists might even find that enthusiasm to transfer files early will grow. Once files are in the archive there will be no obligation on the parent authority to bother with licensing re-use of the information they contain.

Tim Padfield
Copyright Officer
The National Archives

Records Management Liaison Group (RMLG)

As the old British Telecom advertisement used to say: "Its good to talk". That, in essence, is what RMLG does for the operational records management community in central government. It provides a forum for records management staff to get together and discuss topical issues, how our systems are changing and, crucially, how we need to adapt to face the challenges of the future. There are a number of other groups in the records management arena that operate at different levels but RMLG is the newest one and is proving increasingly popular.

This forum of records management staff was set up some years ago as the Druid User Group to discuss the usage of DRUID software. As some of you may remember, DRUID (Departmental Record User Information Database) was created as review/listing software to help government departments manage the process of selecting records for permanent preservation and to provide a cataloguing aid. Eventually, DRUID usage declined but it was decided to continue the meetings - with much wider terms of reference – to augment other forums such as the Association of Departmental Records Officers and Records Management Advisory Group. The first meeting of the renamed Records Management Liaison Group was held in April 2002 with an agenda that concluded with an address by the eminent and always enthusiastic historian of modern government, Professor Peter Hennessy.

Since then, the meetings have continued on a twice-yearly basis, usually in May and November, with each meeting being held first in London and then the North West, to ensure that our many colleagues away from London have an opportunity to attend a venue somewhat closer to them. We have settled on Manchester as the venue in the North West, whilst the plan is for the spring London meeting to be held at The National Archives (TNA) in Kew with the late autumn London meeting to be in central London, probably HM Treasury in Whitehall.

The format of the meetings comprises invariably a mixture of news affecting central government records management, presentations on developments and issues that affect the work of delegates, workshops and a guest speaker for each venue. The guest speaker is usually someone who works with records, either in a professional capacity or as a user.

At the May 2005 meetings, the *Guardian* journalist David Hencke addressed the London meeting and the Manchester meeting featured Robert Ridley, deputy editor of the *Manchester Evening News*. As

Freedom of Information (FOI) work has taken up a lot our time in the last year or so, it was very interesting to get professional users' impressions of life under a FOI regime. In particular, Robert Ridley received a sympathetic hearing as he outlined the problems he has had achieving success with his FOI inquiries, his main difficulties being with public authorities outside central government. The delegates ended up suggesting ways to get a higher success rate, which probably was not at all what Robert expected! On the following page is the agenda for the May meetings so you can get an idea of the areas we cover.

Freedom of Information has been a frequently addressed topic for RMLG delegates during the last couple of years. We have looked at many areas of concern with regard to operation of the legislation and have had the opportunity to quiz representatives from government and the Information Commissioner's Office. We believe that the exchange of information

and ideas during this process has been valuable not only in helping records managers prepare for this major change in operations but also in demonstrating that we all faced similar problems.

Moving on, the next major area we will be addressing is that of electronic records. There are well-established targets for government to work electronically and these electronic records must be stored appropriately for their life cycle before being transferred, if required, to The National Archives. At this May's meetings, TNA introduced the concept of "Seamless Flow" which is a good way of describing the process that must evolve eventually to ensure that records, which will have been created and stored safely in electronic form by government departments, can be transferred to The National Archives using a process that is both robust and efficient. There is going to be a lot of work in this area and RMLG delegates will be able to make a valuable input to the development of systems and procedures.

Of course, the work of RMLG is not dictated wholly by TNA: we welcome suggestions and feedback from the delegates and are always happy to adopt subjects for discussion and evaluation. The main aim of RMLG is to encourage dialogue between records management practitioners in central government and to raise standards within this community. Delegates also develop informal links with colleagues in other departments so they can exchange ideas and techniques. As we enter the 21st century, these matters become increasingly important, working in an information age where most new information is changing to electronic format. Demands for the retrieval of information to inform business processes and to answer enquiries such as FOI are now crucial drivers in how the civil service records management functions in the future.

In short, there is a great deal of work to be done in records management and we hope that RMLG will play a part in this. If you work in government records management and have never attended an RMLG meeting, please get in touch with me at TNA (email: david.chinn @nationalarchives.gov.uk, tel: 020 8392 5205). We will be delighted to welcome you to either of our next meetings which will be held in Manchester on 10 November and in London on 17 November. We do recommend that delegates register early for these events, as capacity of the venues is restricted. We look forward to seeing you there together with the regular RMLG attendees, to whom we at TNA thank for their continuing support.

David Chinn
Resources Manager
Records Management
Department
The National Archives

Records Management Liaison Group
Thursday 12 May 2005 TNA, Kew
Thursday 19 May 2005 Manchester

AGENDA		
		Presented by:
09:30	*Tea and coffee*	
10:00	Welcome and introductions	David Thomas (TNA Director of Govt & Technology)
10:10	TNA News	Meg Sweet (TNA Head of Records Management Dept)
10:20	Preservation of records	Maria Troupkou (TNA Collections Care)
10:50	Digital Preservation	Adrian Brown (TNA Digital Preservation)
11:20	Seamless Flow: an introduction	Meg Sweet
12:15	*Lunch with tea and coffee*	
13:15	FOI: the TNA experience so far	TNA FOI team
13:45	Guest speaker: "Media Use of FOI"	London: David Hencke (The Guardian) Manchester: Robert Ridley (Manchester Evening News)
14:45	Thanks Final Words Dates of future meetings	David Thomas
15:00	Close	

Recently released useful publications

Publications from The National Archives

Custodial policy for digital records

The Public Records Act 1958 requires records of central government to reach The National Archives by the time they are 30 years old. In the digital environment, most will need to be transferred far earlier than this or there is a danger they may not survive. Following a full public consultation exercise, we have agreed a new Custodial policy for digital records that sets out how this will work in the future. www.nationalarchives.gov.uk/recordsmanagement/custody/

Freedom of Information Retention Schedule

Disposal scheduling is an important aspect of establishing and maintaining control of corporate information and record resources. This guidance is aimed at staff in Public Authorities who handle Freedom of Information requests, as well as anyone else involved in the management of records resulting from such requests. It forms part of the best practice guidelines issued by The National Archives. www.nationalarchives.gov.uk/recordsmanagement/advice/schedules.htm

Guidance on Freedom of Information, publication schemes and paid research services

The purpose of this guidance is to set out options for archives offices to provide a paid research service in response to a FOI request relating to archives, provide text agreed with the Information Commissioner's Office as suitable for use in publication schemes, and explain how to opt-in to the agreed text. www.nationalarchives.gov.uk/policy/foi/

Guidance on assessing whether deposited private archive collections are covered by the Freedom of Information Act

This guidance sets out the Government's view of the issue. www.nationalarchives.gov.uk/policy/foi/

Operational Selection Policies

Operational selection policies (OSPs) apply the criteria set out in the Acquisition Policy to the records of individual departments and agencies or to records relating to a cross-departmental theme. There is one OSP currently out to consultation:
OSP 34: Restrictive Trade Practices 1956-2000 www.nationalarchives.gov.uk/recordsmanagement/selection/ospintro.htm

Preparation of records for transfer to The National Archives and approved places of deposit

This standard – a best practice benchmark for all organisations transferring records to The National Archives or other approved places of deposit for public records - is now available electronically. www.nationalarchives.gov.uk/recordsmanagement/advice/standards.htm

Redaction toolkit: guidelines for the editing of exempt information

This toolkit has been produced to provide guidance on the editing of exempt material from information held by public bodies. Its purpose is to assist in the implementation of the Freedom of Information Act. www.nationalarchives.gov.uk/recordsmanagement/advice/standards.htm

Publications from other organisations

International Council on Archives (ICA) – ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons, and Families (2nd edition)

The ICA Standard has been translated into Welsh and is now available in the ICA Download Centre. www.ica.org/biblio.php?pdocid=144

Local Government Classification Scheme (LGCS)

This Local Government Classification Scheme is published on behalf of the Records Management Society of Great Britain, Local Government Group. The LGCS is issued to support local authorities in the areas of Data Protection, Freedom of Information and the Local Government Act, and to promote improved records management practices within local government. The revised draft can be viewed at: www.esd.org.uk/standards/lgcs/0.02/

Museums, Libraries and Archives Council (MLA) – New Directions in Social Policy

Four research reports outline the impact that museums, libraries and archives have on social policy, and explore their potential. www.mla.gov.uk/information/publications/00pubs.asp

National Preservation Office (NPO)

The NPO have published their 2004 conference papers: *Where shall we put it? Spotlight on collection storage issues* www.bl.uk/services/npo/publicationsconf.html

Contacts and staff news

Staff changes

Records Management Department:

Howard Davies has been confirmed as Head of Inspection and Client Management Unit. The FOI Implementation Unit has become a permanent unit within the department, with **Teresa Bastow** as its Head. **Rose Ashley** is FOI Implementation Manager and **Joanne Kirkham** Lead FOI Assessor. **Lale Ozdemir** and **Simon Briggs** are FOI Assessors and **Shona Love** an Administrator within the team. **Maria Langley** and **Victoria Davis** have been promoted to become Records Management Executives and **Linda Kumwenda** joins The National Archives as a Records Management Executive. **Anne Macadam** has left The National Archives for a post at HM Treasury.

Contacts

Tel: 020 8876 3444 (followed by staff extension)
Fax: 020 8392 5286

All staff email addresses are of the format firstname.lastname@nationalarchives.gov.uk

National Advisory Services
General enquiries to nas@nationalarchives.gov.uk

Katie Woolf, Communications and Advocacy Manager x 2380

Advice on places of deposit and public records
Including disposal, legislation, standards for storage and access:
Andrew Rowley, Head of Archive Inspection Services x 5318

Advice on non-public records
Including standards for storage of and access to private archives, advice to grant awarding bodies, sales monitoring and liaison with regional archive councils and regional agencies:
Norman James, Director of HMC Advisory services x 2615

Regional archival liaison
Scotland	–	Alex Ritchie
Wales	–	Michelle Kingston
Eastern Region	–	Anthony Smith
South East Region	–	Melinda Haunton
Yorkshire and the Humber Region	–	Amy Warner
North West and Northern Ireland	–	Mary Wills
East Midlands and West Midlands	–	Liz Hart and Rosie Logiudice
North East Region	–	Catherine Guggiari
South West Region	–	James Travers
London	–	Rachel Bell

Electronic Records Management
General enquiries to e-records@nationalarchives.gov.uk

Ian Macfarlane, Head of Electronic Records Management Development Unit x 5366

Records Management outside central government
General enquiries to rmadvisory@nationalarchives.gov.uk

Advice on developing effective information and records management systems for paper and electronic records:
Richard Blake, Head of Records Management Advisory Service x 5208

Records management in government departments

General enquiries to records.management@nationalarchives.gov.uk

Meg Sweet, Head of Records Management Department x 5315

Kelvin Smith, Head of Cataloguing and Accessions Unit x 2303

Howard Davies, Head of Inspection and Client Management Unit x 2357

Malcolm Todd, Project Manager: Sustainability of electronic records x 5340

Stuart Abraham, Access Manager x 5346

Key contacts in other National Archives departments

Information legislation
- Advice on Freedom of Information and its impact on records management and archives
- Information on proposed records and archives legislation
- Guidance on data protection and its impact on records management and archives

Susan Healy, Head of Information Policy and Legislation Unit x 2305
www.nationalarchives.gov.uk/policy

Digital Preservation issues
Enquiries to digital-archive@nationalarchives.gov.uk

Adrian Brown, Head of Archive Services and Digital Preservation x 5257
www.nationalarchives.gov.uk/preservation

Conservation and preservation of traditional materials
Enquiries to conservation-preservation@nationalarchives.gov.uk

Mario Aleppo, Head of Collections Care x 5263

Copyright and intellectual property issues
Tim Padfield, Copyright & Policy Manager x 5381
www.nationalarchives.gov.uk/legal/copyright.htm

Advisory Council on National Records and Archives
Tim Padfield, Secretary x 5381

Social inclusion and diversity issues
Including online and cataloguing initiatives and The National Archives' User Advisory group:
Rachel Hasted, Social Inclusion Project Manager x 2531

Archives awareness initiatives
Lucy Fulton, Archives awareness campaign officer x 5237

Education, learning and access, schools and universities
Tom O'Leary, Head of Education & Interpretation Department x 5298

Academic publications and development of material for the higher education and lifelong learning sectors
Vanessa Carr, Head of Department Research, Knowledge & Academic Services x 5224

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