

Security at The National Archives

Security at The National Archives is divided into the following areas:

1. Protection of Assets, which include:

- People - staff and visitors to our premises
- Buildings - all National Archive buildings
- Equipment - computers, furniture
- Information - corporate records, public records, data stored in IT systems

2. Premises security, which includes:

- Security patrols
- Access controls
- Security systems
- Pass systems
- Physical security measures
- Implementing and enforcing security policies and procedures

3. Control room operations, which includes:

- Monitoring security and fire systems
- Monitoring the building management system
- Implementing correct responses to incidents, emergencies and alarm conditions
- Operating security and communications systems
- Issuing and controlling keys
- Managing security operations

4. Invigilation within the reading rooms, which includes:

- Protection of the records
- Controlling access to research areas, to authorised registered readers
- Ensuring only authorised items are taken into research areas
- Overseeing and advising readers on correct document handling techniques
- Enforcement of rules for readers
- Crime prevention and investigation
- Entry and exit checks of authorised personal belongings carried into and out of research areas

5. Public safety, which includes:

- Ensuring sufficient security personnel are in place to afford safe public access to the building
- Identifying and reporting health and safety hazards
- Initiating correct responses to incidents and emergencies
- Managing public evacuation during incidents and emergencies

An in-house security team is established, which provides security cover on a 24 a day, 7 days a week.

The team is supported by technical security systems that include:

- Access control
- Internal and external closed circuit television systems
- Intruder alarms

Comprehensive security instructions, policies and procedures are in place and The National Archives also participates in the Government Alert State system to counter terrorist threats.

Security measures are constantly kept under review and are also subjected to an annual audit by our internal audit department.

External liaison is maintained with relevant police and security authorities and consultation and advice obtained as necessary.

Computer and Network security is the responsibility of the information technology and communications department.