



the national archives

Autumn 2007

RecordKeeping

For all those
interested
in archives
and records

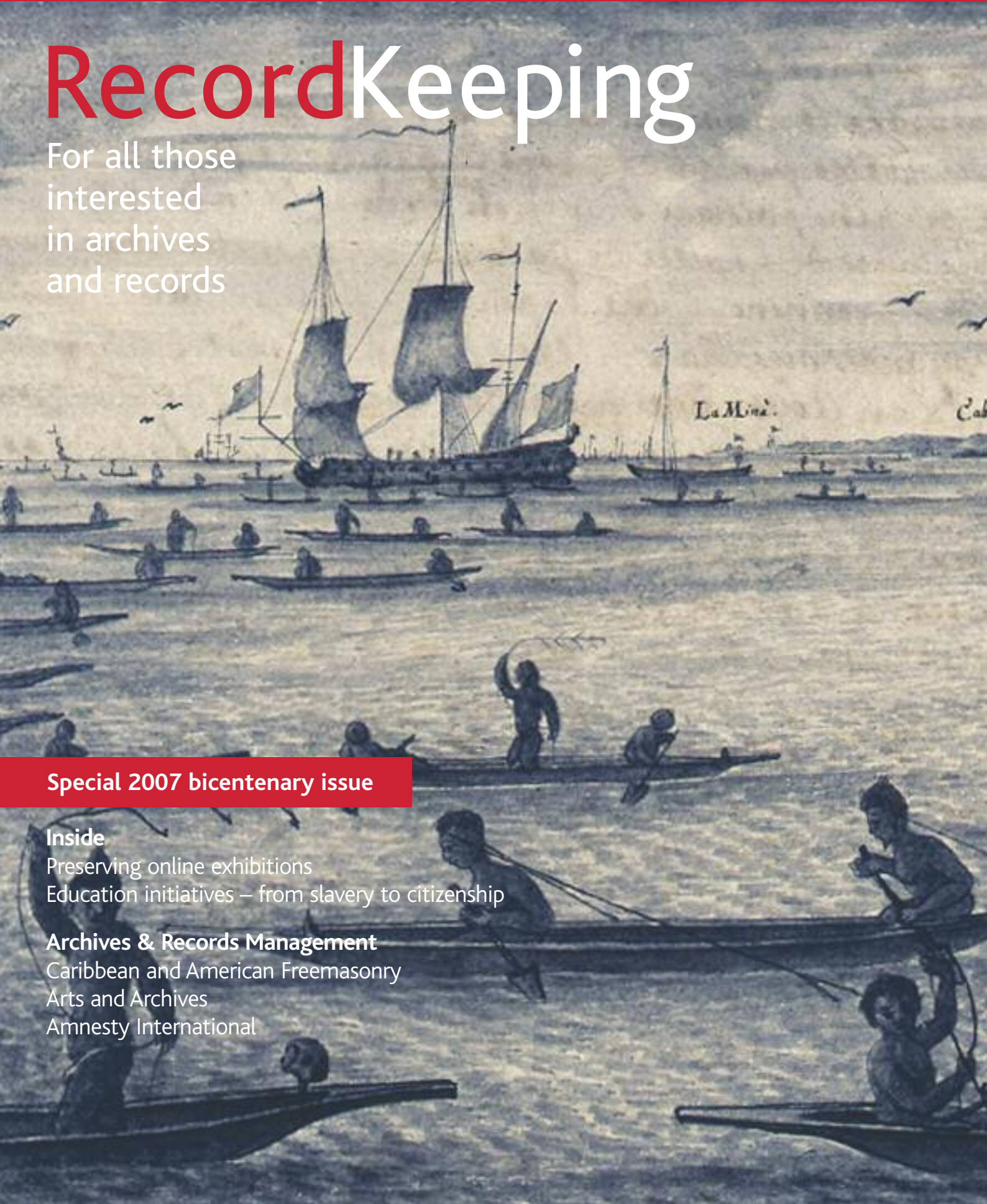
Special 2007 bicentenary issue

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Preserving online exhibitions
Education initiatives – from slavery to citizenship

Archives & Records Management

Caribbean and American Freemasonry
Arts and Archives
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Cover photo:
Illustration from the Jean Barbot diaries (TNA ADM 7/830A&B)

Note from the Editor

Welcome to the Autumn edition of *RecordKeeping*.

This important special edition focuses on activities surrounding the bicentenary of the 1807 Act to abolish the Transatlantic Slave Trade. Susan Snell describes some significant new finds in the archive collections of the Library and Museum of Freemasonry as a result of a new cataloguing project relating to Caribbean history in the periods of Slavery and post-emancipation. Stuart Bligh examines Kent Archive and Local History Service's contribution to the bicentenary; and we hear of Cumbria Archives Services' project exploring artistic responses and activities relating to remembering Slavery.

In *RecordKeeping news* we highlight projects in this year's 'Freedom and Liberty', Archives Awareness campaign; Rose Roberto shows how online exhibitions can be saved for the future; and Rosie Logiudice highlights recent Archives 4 All projects including 'Trading Faces: Recollecting Slavery', a collaborative endeavor between Talawa Theatre Company, Future Histories and the Victoria and Albert Museum. In

addition, Asif Khan discusses how the Museums, Libraries and Archives Council will be exploring lessons learnt from the bicentenary.

In terms of records management practice and theory, we feature Paul Dodgson's article on the Local Government Classification Scheme and Fiona Bolt describes both archive and records management practices at Amnesty International.

You may have noticed this issue is slightly leaner than before – to be a little kinder to the environment we're using thinner paper.

As always, thank you for reading and please get in touch with any comments or ideas.

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Co-editor for the special edition
The National Archives

RecordKeeping is published quarterly by The National Archives (TNA) to provide news and informative articles for all involved and interested in archives and records. *The National Archives Update* provides news on activities and developments at TNA; *RecordKeeping news* contains information from the wider archives and records management communities; *Case studies* are practical examples of archives/ records related projects; and *Standards and guidance* gives up-to-date information on the latest standards and best practice.

RecordKeeping is distributed free of charge to custodians and stakeholders in the archives and records management sector. It is also available to download for free from our website:
www.nationalarchives.gov.uk/services/recordkeeping.htm

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The National Archives update

The Learning Curve and the Triangular Trade

If the Slave Trade was abolished in 1807 why were enslaved Africans fighting for freedom in Barbados a decade later, and why were slave ships still being intercepted more than half a century afterwards?

This is the kind of question that students using The National Archives Learning Curve website are able to investigate as part of a study of the bicentenary of the Parliamentary abolition of the transatlantic slave trade. The Education Department at TNA have been challenging students to think more critically about what it takes to achieve real and lasting justice over an issue such as slavery. By presenting students with original documents from the archives, Learning Curve allows them to challenge the text-book view of history which frequently recycles the same old extracts, and occasionally unsubstantiated facts, which underpin the traditional interpretations of the past, where the actions of one great man build neatly upon the achievements of another.

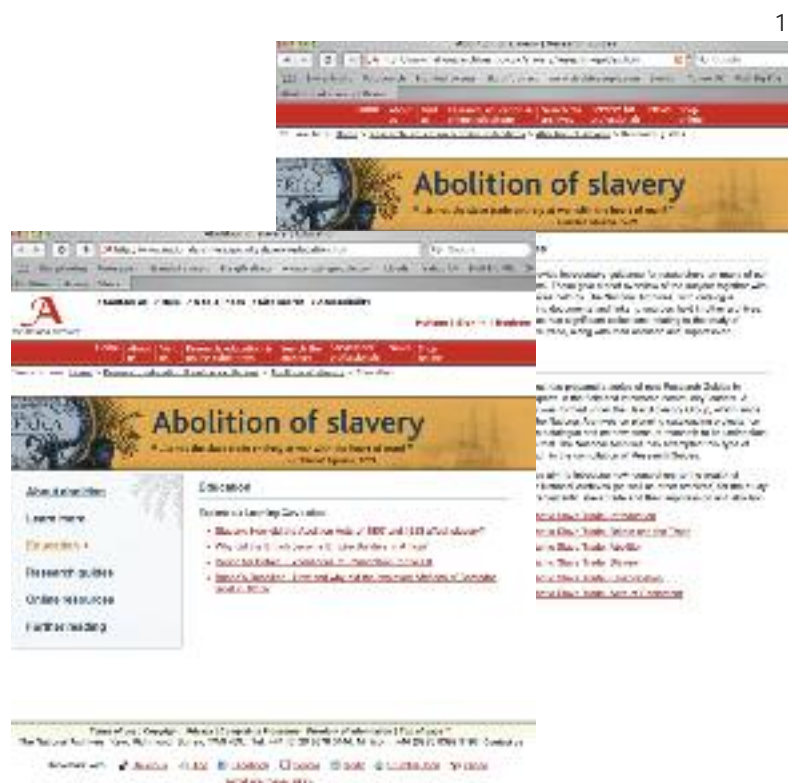
All of the resources on Learning Curve adopt an enquiry-led approach to history that requires students to go back to original sources and find evidence on which to build their interpretation of the past. In effect, it requires students to work in the way that real historians work – by interrogating original sources, extracting and evaluating evidence and interpreting it as an historical

account. Learning Curve has been running for nearly a decade and both teachers and students from around the world regard it as one of the most valuable resources for studying History in the classroom.

The diversity of TNA's collection means that Learning Curve is able to support many areas of the History curriculum as well as the growing demand for resources by

teachers of Citizenship. In this respect the materials related to the Transatlantic Slave Trade and its abolition are of particular importance because they encourage students to study an aspect of citizenship within a real historical context. Many teenagers will struggle with a conceptual analysis of philosophical ideas such as justice, human rights, and representative government.

1
Portal linking to the Learning Curve website



1

However, when provided with a real historical enquiry that explores a world where these concepts are absent, students begin to understand, and appreciate, just how important they are.

Three resources available via the Slavery portal on the main TNA website raise key questions about the impact of the Slave Trade and Acts of Parliament of 1807 and 1833. www.nationalarchives.gov.uk/slavery/education.htm

1 Why did Britain become empire builders in Africa? includes key documents about the extent of the trade in enslaved Africans by British traders. Just one page of the annual register of shipment for 1758 list 2,203 enslaved people being shipped from the Gold Coast to the Caribbean with over 50,000 Africans shipped for the whole year. When each person was sold for £15 to plantation owners, the financial importance of the trade to the British economy becomes clear.

2 Slavery: How did the Acts of 1807 and 1833 affect the slave trade? raises the question of how much difference the Acts

of Parliament really made. The evidence can appear contradictory in that one source shows that enslaved people continued to be severely punished and sentenced to death by British slave owners whilst another shows how the Royal Navy patrolled the oceans later in the century in an effort to intercept illegal slave ships. However, given the financial rewards available to traders indicated in the first resource it is little wonder that the trade in enslaved Africans continued long after its abolition.

3 Bussa's Rebellion: Why did the enslaved Africans of Barbados rebel in 1816? reveals the reality of what the 1807 Act actually did for enslaved Africans in Barbados. By raising their expectations and hopes for emancipation and then dashing these, the Act led many more to fight for freedom in a direct fashion. The result was a harsh and violent response by the authorities, which many students would be able to predict. However what is less predictable is the fact that the rebellion was put down by

troops of the West India Regiment who were themselves descendants of enslaved Africans, 'free', but tied to the military for life. This type of material shows the complexity of issues involved in the history of slavery and should encourage students to think much more deeply about them.

The history of the Slave Trade as revealed through original documents helps students to appreciate the reasons why the Transatlantic Slave Trade flourished for so long and proves so difficult to stamp out, even in our own time. More importantly the documents frequently reveal the impact of slavery upon both individuals and whole communities. Sadly these are impacts, such as racism and economic inequality, which could not be eradicated by a simple Act of Parliament, but remain rooted-deep in our society two centuries later.

Andrew Payne
Head of Education,
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The National Archives launches online exhibition on Human Rights

The National Archives has launched a new online exhibition tracing the evolution of our human, social and civil rights from Magna Carta to the establishment of the Welfare State.

Although the concept of human rights as we understand it today was unknown until modern times, people in Britain have fought since the medieval period to gain the rights, freedoms and liberties we all enjoy today.

Travelling through time via documents and images, this exhibition looks at the struggles and milestone achievements which led to the rights and

liberties often taken for granted in our everyday lives.

Starting with the limits placed on the Crown by Magna Carta in 1215, further rights and liberties were achieved through the abolition of the Transatlantic Slave Trade and the abolition of Slavery, the right to relief for the poor, various extensions of the vote and the creation of the Welfare State. The most recent development came in 1998, with the implementation of the Human Rights Act.

To view the exhibition, please go to www.nationalarchives.gov.uk/humanrights.



This online exhibition is part of Freedom and Liberty, the 2007 Archive Awareness Campaign (see www.archiveawareness.com).

S  verine Gould
Senior Press Officer
The National Archives

Equiano visits pupils at The National Archives

Early this year the Education team at The National Archives ran a series of workshops on the Transatlantic Slave Trade for school groups at Key Stages 2 and 3 using original documents at TNA.

The workshops were made lively and interactive by the use of a costumed Olaudah Equiano

interpreter who tells the pupils his life story and enlists them to help him in his struggle to end the Transatlantic Slave Trade. A video of a costumed slave trader interpreter is then shown, who argues the economic benefits of slavery.

This is followed by a feedback and discussion session between the

teacher and pupils who subsequently examine original documents and facsimiles to help Equiano find the evidence he requires.

Some of the fascinating sources used in the workshops include the Jean Barbot books (TNA ADM 7/830A&B). Jean Barbot, a French trader, documented much of the African coast during the 17th century. The books show the systems of government in African societies as well as skilled labour and hunting and not the stereotypical societies that were often perceived in Europe.

Pupils also use facsimiles of treasury records showing the wealth that slavery generated. The values of enslaved people shown in the documents are then converted to today's values using the Measuring Worth website. Pupils and adults alike often show great surprise when discovering the amounts of money involved.

After all the pupils have had a chance to see all the documents, Equiano then returns and is delighted to see the evidence the pupils have found. The session ends with a look at how slavery continued after the 1807 Parliamentary Act, and how slavery still exists today.

Rachel Hillman, Education Officer, said, "These workshops provide a wonderful opportunity for pupils to work with original documents, to gain understanding of the Transatlantic Slave Trade. The use of an interpreter playing the role of Olaudah Equiano, helps bring the subject 'to life' and provides an excellent foundation for future work in the classroom."

2
Illustrations from the Jean Barbot diaries (TNA ADM 7/830A&B)



A new departure in collaborative writing: research guides on the Abolition of the Transatlantic Slave Trade

The research guides are titled 'British Transatlantic Slave Trade' and are divided into the six following categories: Introduction, Britain and Trade, Emancipation, Abolition, Slavery, and Acts of Parliament.

In 2007, to join in the commemorations which accompanied the 200th anniversary of the parliamentary abolition of the Transatlantic Slave Trade, The National Archives produced six related research guides on differing aspects of the slave trade and its abolition. Each of the guides opened with a map or picture, went on to introduce the topic and gave the historical background; then the significant sources held by TNA and the major sources elsewhere were identified; a summary of published primary sources followed, and finally, acknowledgements. The research guides have proved extremely successful and have been widely consulted both inhouse and online.

These research guides followed broadly the pattern of many similar guides available at TNA, though the proportion of information about sources held elsewhere was higher than usual and the inclusion of illustrations is fairly new. What was unique about them however was the process of their compilation. Research guides are usually written by subject experts on the staff of TNA: these on the other hand were written by a number of subject specialists in TNA in collaboration with external academics with relevant expertise. All were members of the TNA User Advisory Group.

Collaborative writing

The process of collaborative writing is both stimulating and exciting, but it can be daunting and may be fraught with delay. When successful, the collective knowledge it enables is greatly satisfying to both writers and readers as it presents, in concise and agreed form, the views of a number of experts in the field.

The collaborative venture behind the research guides on the transatlantic slave trade was nothing if not ambitious involving over 16 authors: I think it safe to say that it was a new experience for us all!

Academic experts included: Dr Caroline Bresssey, Dr Madge Dresser, Dr Peter Fraser, Dr John Oldfield, Angelina Osborne, Professor David Richardson and Professor James Walvin. TNA specialists included: Dr Louise Craven, Guy Grannum, Sara Griffiths, Georgina Kiani, Rachel Hasted, Dr Gemma Romain, and Kristy Warren. Archivists of relevant organisations and managers of projects in related fields included Steve Martin, Sam Walker and Carol Dixon.

Our success in creating six research guides was born out of our early decision to treat our work like a project with 'activities' and time scales for writing and circulation, milestones (the completion of drafts) and deliverables (the guides themselves). Goodwill and commitment on all sides gave the process identity and cohesion. The final time limit was set by the anniversary in 2007 though in fact we gave ourselves December 2006 as the finishing date just to be on the safe side!

The process of writing itself proceeded by the production and circulation of a first draft by one expert, followed shortly by a meeting and discussion, at which comments were put forward for addition. The original author of the draft then integrated comments as agreed, circulated the revised draft for approval and so on. Drafts usually went through two or three revisions. Contentious areas were discussed openly; terminology guaranteed lively debate. Early on

we agreed that collective acknowledgement would appear at the foot of every guide.

As the guides were completed, sources were checked for publication, illustrations were selected and the editor of research guides – then Ruth Selman – and her team prepared the guides for online presentation.

The guides were published in the early months of 2007 and were formally launched at the River Room, House of Lords on 15 March 2007.

Altogether the guides proved to be both a great contribution to the national commemorations for 2007 and a very successful new departure in collaborative writing between users and staff of archives collections which may serve as an exemplar for future TNA ventures and as a model which staff at other record offices may find useful.

If you would like more information about the research guides on the Transatlantic Slave Trade, or their compilation, contact Louise Craven at louise.craven@nationalarchives.gov.uk.

The guides themselves can be seen at <http://readerinternal.tna.local/catalogue/researchguidesindex.asp#s>

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Chair, User Advisory Group
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RecordKeeping news

Cotton Threads and Trading Faces: recent projects from Archives 4 All

Archives 4 All, the 4th phase of the Access to Archives (A2A) programme, began in September 2005 and is set to run until March 2008. Archives 4 All is attempting to make archives more appealing and more accessible through the projects activities. It has encouraged archivists to develop partnership projects between archive holders, users and community groups.

The Archives 4 All projects have enabled archives to expand into new and exciting areas, making use of technology such as digitised images, sound and video clips. Adding a community archives dimension has increased the sources and subjects open to users, and has helped to provide information that reflects the diverse nature of society.

This year there are two projects marking the bicentenary of the British Parliamentary Act to abolish the Transatlantic Slave Trade. The project 'Trading Faces: Recollecting Slavery' aims to explore the heritage of the transatlantic slave trade in British performing arts and society and 'Cotton Threads: Bury's Industrial Links to Slavery' is focusing on themes such as Transatlantic Slavery and the connections to Bury's cotton industry.

The project 'Trading Faces: Recollecting Slavery' is being managed by a consortium

including the Talawa Theatre Company, Future Histories and the Victoria and Albert Museum's Theatre Department. Talawa is Britain's leading Black theatre company and was set up in 1986 by the internationally acclaimed theatre director Yvonne Brewster OBE. Future Histories is the first national repository of African, Asian and Caribbean Performing Arts in the UK co-founded by theatre artist and academic Dr Alda Terracciano. The V&A Theatre Department is the largest archive repository of Performing Arts in the world. The project seeks to explore how the slave trade impacted on London's wealth and cultural life, and in particular on the history and practice of performance, and what that reveals about the histories of London's diverse population.

The project will preserve, and enable public access to the Talawa archive while developing a creative outreach programme. Talawa's archive comprises unique records

of 41 artistic productions, including 20 archival boxes of original photos, a collection of unproduced scripts, records of 'Young People' projects, press cuttings, publicity and administrative material, props, musical instruments and costumes. To commemorate the bicentenary of the Parliamentary abolition of the Transatlantic Slave Trade the project is developing an online exhibition and a Theatre in Education (TIE) production.

The online exhibition, led by 'Future Histories', will make use of documents, video and audio material from Talawa, Future Histories and V&A archives to explore the legacy of the Slave Trade through the aesthetics, politics and narratives of performance. As well as a historical voyage in performing arts based on African traditions, the online exhibition promises to be a rich source for research and analysis of material documenting

Cotton Threads exhibition on 28 July, nearly 100 people attended for afternoon tea. Two local college students volunteered to dress up as John and Mary Joanna Hutchinson, reading extracts from the Hutchinson journals and the letters from his sisters in 1848



contemporary forms of slavery. A series of TIE productions led by Talawa is encouraging young people in 44 schools in the Greater London area to learn about aspects of their history and performance heritage. The educational material produced through the project will reflect their responses while offering background information on the subject that can be used to support further exploration in the classroom. Material will then be circulated to schools and colleges on a national basis.

'Cotton Threads: Bury's Industrial Links to Slavery' is aimed at broadening the audience to Bury Museum and Archives. The Hutchinson Family of Bury paper archive and objects in the museum collection will supply the content of the project. The paper archives hold a wealth of family material dating from 1721-1954. The project will spotlight the documents and photographs from around 1848, showing that even after the 1834-38 abolition of Slavery in the British West Indies, links still existed between the Lancashire cotton industry and Slavery in the USA. The Hutchinson connection is explored through

John Hutchinson's journey to the USA in a bid to source raw cotton.

Bury Museum and Archive Service is creating two formal learning resources one aimed at Key Stage 2 and one at Key Stage 3. Both these workshops will provide learning opportunities additional to classroom coverage of the topic. In the development of the workshops teachers have volunteered time at the archive to research the collection and to plan workshop content. This initiative is helping teachers plan exciting and innovative school activities. The project is opening up local heritage to school groups in a way never achieved before at Bury Archives.

An exhibition using the archives, museum and art gallery collections brings the story of slavery to new audiences. A display of material is also being created from the museum and archive to tour local libraries. The travelling exhibition will help the archive become accessible to people who would not normally have the opportunity to see the type of material held, and will hopefully raise awareness amongst people who do not normally use local archive services.

The information included in the display will comprise a range of material, some detailing the work that has been done with school groups. Surrogates of deeds, autograph books, personal letters, recipe books, pedigree, and photographs will be displayed alongside objects from the museum. A 'Cotton Threads' interactive website will showcase the story of the Hutchinson family in 1848 and will include an online catalogue of the collections.

To find out more about these and other Archives 4 All projects go to www.nationalarchives.gov.uk/partnerprojects/a4a/

Rosie Logiudice
Regional Liaison Co-ordinator
for A2A
The National Archives

The A2A database can be found at: www.a2a.org.uk

School Britannia: the role of archives in supporting education initiatives from slavery to citizenship

A hand-written letter dated 1878 attached to an 1846 edition of the *Narrative of the Life of Frederick Douglass* heralded my entry into the magical world of archives.

I was researching material for Black History Month in October 2005 when I came across the book in the Bristol reference library. The letter was written by Richard Webb to his sister Wilhelmina recounting his visit to Washington DC in search of Frederick Douglass. I had great pleasure in transcribing the letter which led me to research the Webb family history. Richard Webb's uncle ran a Dublin-based publishing company that published the first European edition of Frederick Douglass's *Narrative*.

Webb recounted when meeting Frederick Douglass, "I suppose he knew me as a Britisher as he shook me warmly by the hand to begin with before he knew my name."

This simple act of greeting revealed much about what being "a Britisher" meant to the retired, African American abolitionist.

Webb continued, "He held my hand for some time and seemed as if he could hardly speak & then he burst out. All about the old times, when he was a refugee from slavery on our side & how for the first time he then felt himself treated like a man and human being."

This document literally changed my life as I explored further the archival material in Bristol relating to the

abolition campaigns and became professionally engaged in local and national planning for the bicentenary year.

By the middle of the 19th century the British Isles became a refuge for African Americans escaping enslavement. With regards to the slave trade the nation had turned from chief poacher to game keeper. For over a century and a half abolitionists like William Wilberforce have become mythologised as representing the best of British.

And yet, as Marika Sherwood writes in *After Abolition*, Britain continued to profit from the transatlantic slave trade well after it had legislated for its abolition. Victorian cities and entrepreneurs engaged with the slavery-related industries of cotton, tobacco, chocolate, guns, ships and palm oil continued to flourish post-emancipation, after 1838.

Today there is talk of having a 'British Day' where schools and communities can celebrate British values and achievements. No doubt archives would play a leading role in supporting such activities. Curriculum reformers recommend that education resources relating to the slave trade and its abolition should be used to support History and Citizenship for pupils at Key Stage 3.

There is a view that commemorative events tend to reveal more about the people engaged in remembering than the event being commemorated.

The teacher Hector in the film 'The History Boys' says that sometimes the best way of forgetting something was through public performances of remembering. He added that Britain chooses to trumpet victorious national struggles such as The Great War or the abolition of the Slave Trade, rather than to acknowledge its complicity in the arms race with Germany or state-sponsored support for the Slave Trade.

We annually commemorate The Great War and other conflicts through Remembrance Sunday. The Government plans to consult communities on a date for a national Slavery Remembrance Day.

Professor Verene Shepherd of the University of the West Indies has labelled the bicentenary as a 'Commemoration Commotion', particularly with regards to responses in the Caribbean Islands. At a lecture at London Metropolitan University in April 2007, Professor Shepherd related her experience of being questioned at Heathrow Airport by an immigration official. When asked why she was visiting

Britain, Shepherd replied, "to look at slavery archives." The immigration official probed why she couldn't do this in Jamaica. Professor Shepherd's response was, "Because you stole them from us. If you give them back I could stay in Jamaica."

Debates around reparations and apologies are integral to the reconciliation process that is taking place under the guise of the bicentenary between British institutions and African and African Caribbean communities and countries. At a Museums International Collaborations conference in July, sponsored by Museums, Libraries and Archives Council (MLA) and UNESCO, there was a call for the 'restitution of knowledge' through widening access to global African heritage collections through digitised online resources and the sharing of learning materials.

The bicentenary programme has resulted in progressive, intercultural activities that have provided opportunities to engage in equitable partnerships with African Diaspora communities through revisiting, reinterpreting and representing collections. Often this has resulted in the creation of new records such as the 'Bristol Black Archive Partnership' and Hertfordshire's 'Hidden Histories' project. Birmingham's 'Connecting Communities' project provides a good example of how diverse community histories can be interwoven into the fabric of a broader civic archive.

MLA will be exploring the lessons learnt from the bicentenary and how these can help to shape a sustainable legacy programme. Our Strategic Commissioning initiative will be looking at how education resources and teacher training resulting from projects such as Bolton Archive's research on abolition and the cotton industry will support citizenship in the curriculum. We hope that the research will lever further financial support for the ongoing development of African Diaspora heritage resources.

In addition MLA will be disseminating the Revisiting Archive Collections toolkit that was piloted in London with projects engaging Black and Minority Ethnic (BME) communities.

The pilot projects included the Archives and Corporate Records Centre at King's College London (KCL), looking at photographic and manuscript material relating to Somalia and Nigeria with both West African KCL staff and a group of academic, non military specialist historians.

Revisiting Collections also worked in partnership with the Royal Geographical Society, looking at geographically relevant iconographic and manuscript material with members of the Tanzanian Women's Association.

As well as the proposal for a Slavery Remembrance Day there will be an annual schools' 'Who Do We Think We Are?' week. From June 2008 teachers and pupils will utilise archives to reflect on identity, diversity and citizenship exploring the themes of roots and routes. Online resources such as The National Archives programmes of 'Moving Here' and 'Caribbean Histories Revealed' are good examples of archival material that can support understanding of identity.

'Bombay Africans', the latest exhibition in the Royal Geographical Society's 'Crossing Continents' series, looks at the legacy of the East African slave trade and its abolition on the African presence in the Indian sub continent. Britain's role in the abolition of the slave trade in eastern and southern Africa and contemporary anti-slavery campaigns, spearhead by Anti-Slavery International, are areas for further archival research.

The bicentenary of the Parliamentary abolition of the Transatlantic Slave Trade is the latest in a line of commemorative programmes, including 'Sea Britain' and 'Their Past Your Future' in 2005 and Isambard Kingdom Brunel's bicentenary in 2006.

Looking ahead, 2008 will be the EU Year of Intercultural Dialogue and the 60th Anniversary of the Declaration of Human Rights; 2009 will be the Charles Darwin bicentenary and the 60th anniversary of the founding of the Anti-Apartheid movement; 2010 will witness 17 African countries celebrating post-colonial independence and in 2012

the sector will be engaging in the Cultural Olympiad through the People's Record and the International Exhibition.

Whether the commemoration of Enlightenment movements such as the abolition campaigns will lead to the enlightened transformation of cultural institutions, particularly in the way that they engage with African Diaspora communities and heritage, remains to be seen. However, there can be no doubt that, through the excellent work of motivated archivists across the country, histories relating to the slave trade are no longer hidden.

Dr Richard Benjamin, Director of the International Slavery Museum in Liverpool, recently spoke of slavery-related collections as being "provocative". Richard shared his belief, at a National Institute of Adult Continuing Education (NIACE) conference focusing on BME adult learners, that museums and archives should no longer be neutral spaces. If displays and exhibitions resulted in staff and institutions being challenged by people who held intolerant views then "bring it on" he said.

To take this further, if archives are going to be challenging spaces, as well as welcoming spaces, there are professional development implications in areas such as staff confidence, skills and support networks. Relationships that have been strengthened and fostered with African and African Caribbean community groups and individuals as a result of the bicentenary ought to be nurtured and sustained as the role of archives increasingly supports political agendas of community cohesion and British identity.

For further reading I would recommend 'From Slavery to Citizenship' by Richard Ennals published by John Wiley & Sons (2007).

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Museums, Libraries and Archives
Council (MLA)

For further information, please contact: Sahar Vagan, MLA.

Archives Awareness 2007 'Freedom and Liberty'

The Archive Awareness Campaign takes place this autumn with hundreds of archives across the country planning special events to celebrate the history of human rights in the UK.

The theme for the 2007 campaign is 'Freedom and Liberty' due to the bicentenary of the 1807 Parliamentary Act to abolish the Transatlantic Slave Trade. In this campaign we have looked at the struggle for rights by Chartists, Suffragettes and Abolitionists against the Slave Trade and slavery.

This year archives are reaching out to audiences of all ages and ethnic backgrounds and have teamed up with artists, theatre and community groups to help make their material more fun and accessible.

Jonathan Pepler, Chairman of the National Council on Archives, said: "The Archive Awareness Campaign offers something for everyone and gives people a unique chance to play detective and reinterpret the past themselves.

"This year archives are exploring the more hidden history of the UK and are highlighting documents which haven't been as visible in the past. Almost every region has a connection to the slave trade, for example, and local record offices are demonstrating that the archive is the place to find it."

Different archives are getting involved in the campaign in a variety of ways – please see below for a snapshot of Freedom and Liberty projects taking place.

1967 and all that

Marking the 40th anniversary of the partial decriminalisation of male homosexuality by the Sexual

Offences Act 1967, the project forms part of the Archives 4 All (A4A) programme, run by The National Archives.

'1967 and all that' will improve access to and raise awareness of important archival collections recording the hidden history of lesbian, gay, bisexual and transgender (LGBT) communities in Britain.

The scheme is led by the Lesbian and Gay Newsmedia Archive (LAGNA) housed at Middlesex University and the London School of Economics Archive.

Events, listed on www.archiveawareness.com/ events, include a travelling exhibition created to promote LGBT history. Using archives from the Hall-Carpenter Archives of lesbian and gay activism and press cuttings from the collection of LAGNA, it puts the campaign for law reform in its historical context, charts the progress of reform proposals through parliament and illustrates the impact the law change had on the gay rights movement.

Additional talks to community groups and non-heritage organisations and a mapping project will identify previously untapped sources relating to LGBT history held in private or public collections.

Long-term access to the collection will be available via the A4A website.

For information visit www.1967andallthat.org.uk

Anti-Slavery International's Recovered Histories Project

Containing over 40,000 digitised pages of literature on the slave trade, 'Recovered Histories: Reawakening the narratives of enslavement, resistance and the fight for freedom', makes Anti-Slavery International's collection of literature on the transatlantic slave trade widely available on the internet for the first time.

2
Olaudah Equiano – c1745-1797. Equiano was a former slave who bought his own freedom. He wrote one of the best selling books of his time and became one of the most influential abolitionists in Britain

2



Depiction of an enslaved person escaping from slavery which was often used in notices offering a reward for their return. Escaping slavery was a difficult and dangerous endeavour, which on recapture would be severely punished, and could be fatal, but the desire to find freedom was powerful and consuming



Recovered Histories provides insight into the transatlantic slave trade and the struggle between those seeking to maintain the trade and those fighting for its abolition. It covers over 100 years of campaigning in Europe and the Americas, capturing the voices of the enslaved, enslavers, slave ship surgeons, abolitionists, parliamentarians, clergy and rebels.

The website chronicles enslavement as an institution and

an enforced way of life; the Middle Passage; and triangular trade. Included are arguments condemning and supporting the slave trade, evidence gathered to present to Parliament in the 18th and 19th centuries, illustrations of life on the plantations, and details of slave uprisings in the Caribbean and the attempts by many enslaved Africans to liberate themselves and determine their own futures. Discover more at www.recoveredhistories.org.

Dare to be Free! The Women's Freedom League 1907-1961

The Women's Library are this year celebrating the 2007 Archive Awareness 'Freedom and Liberty' Campaign, and the centenary of the founding of the Women's Freedom League.

A hundred years ago, the Women's Freedom League was founded by a breakaway group of WSPU suffragettes in protest against the 'autocracy' of the Pankhursts. Their campaigning methods included pickets, plays and processions, caravan tours, tax resistance, and a boycott of the census. Once the vote was won, they continued to campaign on women's issues for over 40 years. Discover the League's campaigns, reflect on its

legacy, and explore its fascinating archives through original historical material including badges, leaflets and personal diaries. For more information visit www.thewomenslibrary.ac.uk

Cotton Threads: Bury's Industrial Links to Slavery

The project Cotton Threads is aimed at broadening the audience to Bury Museum and Archive Service. Using key material from their collection two formal learning resources will be created which will be aimed at Key Stage 2 and 3. The project will focus on key themes from the 1850s such as the transatlantic trade with slavery still in existence in the USA, local cotton production and working conditions and domestic consumption. Material will also be digitised and made available on a website with a linked online catalogue. The website will be an interactive resource with the content also available on the museum touch screens. There will also be a display of the material from the museum and archive to tour local libraries. More information about the project is featured on page 8.

Elise Oliver
Archives Awareness Officer

Archive Awareness is spearheaded by the National Council on Archives (www.ncaonline.org.uk) and funded by The National Archives (www.nationalarchives.gov.uk) and the Museums, Libraries and Archives Council (www.mla.gov.uk)

The campaign was originally designed to address the issues of under representation of UK archives, especially in comparison with the museum, gallery and library sectors. The campaign began with 'Archive Awareness Month' in September 2003 and since then has taken place over a longer

period in the autumn. Visit www.archiveawareness.com for more details.

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Images are courtesy of Anti-Slavery International – "Recovered Histories: Reawakening the narratives of slavery, resistance, and the fight for freedom." www.recoveredhistories.org

Preserving Online Exhibitions on the Internet Archive

Websites and online exhibitions commemorating the 200th anniversary of the Parliamentary abolition of the Transatlantic Slave Trade will provide the world not only with a record of the event itself, but also give a snapshot of technology in the first decade of the new millennium intersecting with cultural institutions in Britain.

At first glance it seems that this event was an unprecedented and uniformly coordinated effort by the nation to remember this event with a series of talks, programmes, and exhibitions. However, most of us know that in fact, it was a grassroots, organic idea that spread from institution to institution, council to council, region to region. Sometimes with the help of heritage funding, sometimes by sheer effort of individual or group initiative, imaginative online exhibitions featuring slavery-related archival material have emerged.

But what will happen to unique, rich, and valuable websites after 2007? Some of them will persist for a few years more and then either be captured on an individual institution's archive, accessible if migrated on to new software; though most will only be available locally. Some of them will go off-line and lost forever. Some of them will be saved in detail on one of the Internet Archive's (IA) servers.

IA is a non-profit organisation based in California, founded in 1996 with the aim of building collections of

internet sites and other cultural artefacts in digital form. As a founding member of the International Internet Preservation Consortium, IA's mission is to archive the entire web.

Most people are familiar with the 'Wayback Machine' feature on the IA website which allows you to search for an old website by its URL. Like a paper repository, IA provides free access to researchers, historians, scholars and the general public. Its collections include texts, audio, moving images and software, in addition to archived web pages. Capturing online exhibitions such as this abolition bicentennial will give future generations an insight into actual collections held and the audiences various institutions are serving.

The Internet Archive uses an open source web crawler called Heritrix (which it has developed and is used internationally) to perform large scale, archival-quality web harvesting. IA is currently crawling two billion URLs and taking snapshots of every page it finds which does not prohibit it and other search tools via 'robots.txt exclusions'. However, since this processing is entirely automated to provide very wide coverage, it is likely that although an online exhibition is at a high level on the institutional website hierarchy, it will not be captured, or will be captured incompletely.

Because the online resources created this year for the abolition

bicentennial are so valuable on many levels, IA has established a project to ensure as many websites and exhibitions dealing with the abolition of the Slave Trade are found, collected, and catalogued so that they can be viewed collectively after 2007 by looking in the web collections <http://www.archive.org/web/web.php> or individually by searching for a specific website by its URL.

So far, we have received scores of URLs featuring online exhibitions, online teaching resources, and topical collection guides. However, there must be more online material produced that we don't know of yet. So, if you have created an online exhibition in 2007 commemorating the 200th anniversary of the Parliamentary abolition of the Transatlantic Slave Trade, you are invited to preserve them with IA. Any UK online exhibition by libraries, archives, museums, local studies centres, city or county councils, universities (HE/FE) are welcome. You can ensure that your site is completely archived by contacting the IA Project Representative at R.V.Roberto@leeds.ac.uk, if you haven't done so already. For more information, please go to http://www.archive.org/details/uk_slavery_abolition

Rose Roberto
Internet Archive Project
Representative



Coming Soon to the ...

ARCHIVE

Web Collections

2007 Bicentenary of Slave Trade Abolition
This web archive is a collection of UK online exhibitions and web resources by libraries, archives, museums, local studies centres, city or county councils, and universities relating to slavery, created especially to mark this national event.

[View the collection](#)

<http://www.archive.org/web/web.php>

Case studies

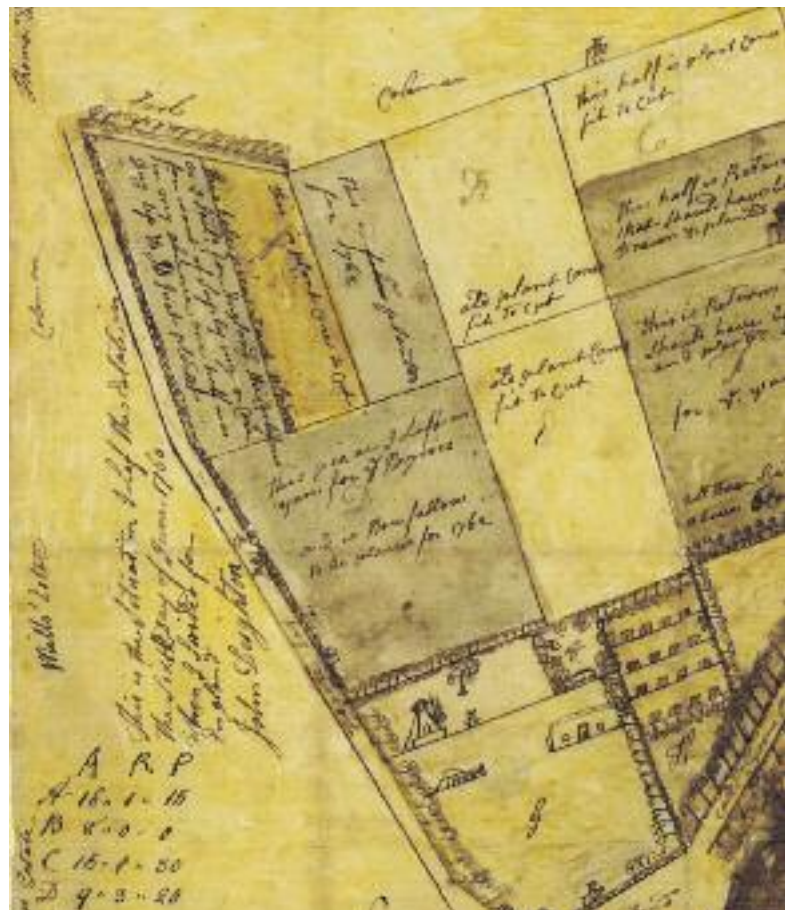
Ties and Lives: Kent's contribution to the history of the Slave Trade

Ties and Lives is an innovative and exciting project being run by the Kent Archive and Local History Service to investigate Kent's links with the historic Slave Trade and the abolition movement through the exploration of the county's historic records.

1
Estate in St. Kitts (1761). Atlantic slavery, developed fully by the British, connected Black Africans with sugar production in the Caribbean under a brutal system of enslavement

The project's findings will be used to foster an understanding of the impact that slavery and the abolitionist movement have had on the lives of Kentish people.

A Researcher, Dan Easley, has been appointed to the Project and he has started work on researching the collections held by the Kent Archives Service and Canterbury Cathedral Library for relevant material. Dan will also be working with our project partners Music for Change and Creative Partnerships to use this new research to bring the issues around slavery directly into the classroom through performance workshops in schools and exhibitions across the county. We hope that by interpreting the stories found in the archive and local history collections through music and dance children will be able to think and talk about this difficult subject from both a local and international perspective. They will also be able to see the impact slavery and the abolitionist movement has had on the lives of Kentish people.



Towards the end of the project when he has finished researching Dan will be producing teachers' packs to support educational work with Key Stages 2 and 3. These will be available in electronic form and hard copy.

Another outcome from the project will be an annotated list to all the materials on slavery, the Triangular Slave Trade and abolition that Dan has found in Kent's collections during the project.

A key aim of the project is to show how the County's fantastic historic collections can be used by young people in Kent to support their education and also to help with their understanding of subjects which address issues which are still very relevant today. On a wider scale the project will widen access to and encourage the use of the archive and local history collections, for educational and recreational purposes, both in Kent and elsewhere.

Dan has almost completed investigating one large collection at the Centre for Kentish Studies, and is about to start on his second

collection, this time at the East Kent Archives Centre, later he will be working at Canterbury Cathedral Archives, before returning to the Centre for Kentish Studies to investigate some of the other collections there.

He has begun with the Romney Collection, papers of a Kentish family who had links with the Caribbean. Within it Dan has found some fascinating sources including a number of ships journals which show that vessels sailing from Kent's ports regularly took Africans as spoils of war in conflicts with European rivals, as well a large amount of correspondence relating to a sugar plantation owned by the family in St. Kitts. These documents not only add depth to our understanding of everyday life on the plantations but also demand a consideration of the situation of former enslaved people post 'emancipation'.

Taking the research findings into schools to facilitate the performance workshops and arts work has needed careful consideration of a few issues, including the need for it to be

understood that slavery and the slave trade are not the only or the most significant topics in terms of 'Black history'. The schools involved will already have done some work on slavery and the poem 'Civil Lies' by Benjamin Zephaniah is effective in making this point. It needs to be made clear to students that the Slave Trade is a part of all of our history. As Trevor Phillips, Chair of the Commission for Racial Equality says "Slavery may not be an attractive episode in our history but it belongs to all of us, and reveals that, whatever we think we are, we still have a shared past."

It is clear from research, including Dan's, that the documents show that despite being seen historically as passive victims enslaved people used a variety of strategies, some more effective than others, to improve their situation and gain some degree of control over their lives.

Another significant issue we have addressed concerns the relationship between the documents and the performances. How can a meaningful connection between the two be created? This tension

2

Baldavia, Chile (1670). European rivalry and the quest for gold and wealth in the 'new world' formed the context for early Atlantic slavery



2

between the objective and the subjective provides a useful starting point for examining the concept of interpretation, and by discussing this issue students can appreciate the links between the records on slavery and the performances inspired by them.

By approaching the material in this way we hope to engage young people with a range of learning styles, to make the documents more accessible and develop students' understanding of their local history. We will be producing resources and education packs to supplement our work in this area. We have also arranged for a number of other schools to visit us in order to discuss our research findings and to demonstrate our collections to them.

There have been a number of talks and exhibitions throughout the year to audiences in Kent, including a presentation in Maidstone for Black History Month, which took place at the end of October. This event provided an opportunity to examine the achievements of Black people throughout Africa, Britain and the Americas, particularly in terms of the struggle to end the Slave Trade and Slavery.

We will also be contributing material to the 'Here's History' website www.hereshistorykent.org.uk and by the end of the year a comprehensive guide to slavery and abolition related documents held in Kent will be available online.

The project's research into Kent's links with the Transatlantic Slave Trade and abolition is revealing material which adds depth and

Betto Douglas: a case study

Apparently, a slave called Betto Douglas had contacted the Secretary of State for the colonies to pursue a claim for manumission sometime in the 1820s. She was successful but this information was not communicated to her. She started a campaign of civil disobedience and was punished with three months in the stocks.

Our records show that by 1831, Betto had run away. Constables were afraid to apprehend her and the estate manager, Cardin posted 'confidential people' to spy on her. Cardin decided that given her age and "being so bad a character – she would endeavour to create much mischief on the estate", it would be better to leave her.

Curiously, a Mr Clegham, "a merchant... and a coloured man", had made an offer in June 1831 to buy Betto for one hundred pounds. Betto had already fled. Cardin suggested that "Mr Clegham and his coloured associates ... have some secret motive for offering to purchase Betto Douglas at so much beyond her real value."

The Estate owner, Lord Romney, rejected the apprenticeship scheme which would have prolonged slavery after emancipation in 1834. Cardin was rebuked by Romney for not releasing Betto from the scheme. But had Betto already escaped from St. Kitts?

texture to our understanding of slavery and also demonstrates the challenges facing former enslaved people post 'emancipation'. Our work with schools and local artists looks set to produce some exciting results; and presentations and online records of our research will enable us to reach both the local and worldwide community.

Dan Easley
Researcher
Kent Archive and Local
History Service

Anne Atkinson
Archive Project Manager

The Project has been made possible through a grant of £48,300 from the Heritage Lottery Fund and £6,000 from Creative Partnerships

'Arts & Archives': exploring connections to the history and legacy of slavery

In May 2005 Creative Partnerships Cumbria initiated a programme of educational work to mark the bicentenary of the abolition of the Transatlantic Slave Trade and explore Cumbria's connection to that history and its legacy.

3

The Director of Children's Services for Cumbria, Moira Swann and Anne Rowe, Cumbria County Archivist, are presented with the 2007 teacher's pack by a pupil from St Patrick's Catholic Community School Whitehaven, at the 'abominable traffic' launch event in Whitehaven, Cumbria on 26 March 2007 (Picture: George Carrick)

At the heart of the programme was the partnership with Cumbria County Council's Archive Service and the development of creative learning approaches to help young people understand and interpret archival material.

A local historian with many years teaching experience, Dr Rob David, was commissioned and worked closely with the Archive Service and advisory teachers to produce a teacher's pack of relevant materials and ideas for their use. This was sent to all 358 primary, secondary and special schools in Cumbria in October 2006.

The pack was called *The Abominable Traffic* and it drew heavily on archives from Cumbria's four public record offices as well as The National Archives and local museums. One benefit of the project is that through the inclusion of the digitised sources, material from all four Cumbria Record Offices, amongst which evidence of the county's slave trade links is spread, can be accessed via one point for the first time.

Another advantage of the project has been that the published pack is one of the highest quality educational resources Cumbria



3

supported by a CD Rom. Strong links are made with the History and Citizenship curriculum at key stage 3. It has also been used to teach the subject of the slave trade in support of local history study units at key stage 2, and link in with Citizenship at key stage 4.

The pack was designed to enable teachers to use archives and other sources in classrooms themselves, but a spin-off has been increased direct contact between schools and Cumbria Archive Service. Some teachers have booked class visits to the Record Offices, whilst in other cases archivists have held sessions in schools, allowing them to not only introduce the original material in question but to generally promote the value and excitement of using archives.

The use of the pack was also supported in ten schools through

Archive Service has been involved in. It is a nicely produced, visually attractive pack with fully illustrated teachers' notes, pointers for different curriculum areas and age groups, suggested activities, descriptions of archive content, related reading/websites, and

Creative Partnerships

Creative Partnerships is the flagship creativity programme for schools and young people, managed by Arts Council England and funded by Department for Education and Skills and Department for Culture Media and Sport. It works to give school children throughout England the opportunity to develop their potential, ambition, creativity and imagination through sustainable partnerships with creative and cultural organisations, businesses and individuals.

'Signs and symbols': visual artist, Tony Phillips, helping a pupil develop pages of his archival 'scrapbook' at St Matthews CE Primary School, Westnewton, nr Aspatria, Cumbria (Picture: Russell Colman Photography)

a project called 'Arts & Archives' to test an even wider and creative application. The outcome of this research is the focus of this case study.

Arts and Archives

The records and artefacts, the dialect, family and place names of Cumbria reveal that this part of the British Isles has hosted waves of immigrants – some invaders, some enticed, some enslaved – for thousands of years.

Therefore, when teachers approached the Creative Partnerships team suggesting that they would welcome ideas to help address issues of multi-cultural and anti-racist education, it seemed appropriate to look for materials that were first-hand and readily accessible to Cumbrian schools. The bicentenary year offered the perfect opportunity to create a programme of work that would utilise the County's archives, explore Cumbria's involvement in the Transatlantic Slave Trade and address teachers' needs.

However, Creative Partnerships, Cumbria and Cumbria County Archive Service were keen not to simply look backwards, but to place the work and archives into a cross-curricular and contemporary context.

The project further recognised how important the 'immediacy' of evidence is for young people. Just as our ears prick up when we hear the name of our town mentioned in a national news item, so the somewhat overused image of slaves shackled on the deck of a slave ship, is more likely to be brought alive for Cumbrian children

when they discover that the captain of the ship possibly came from a town or village near them and they can see the actual documents that prove it.

It was decided that one creative way of helping young people interpret and understand the archives was to work with artists who themselves might use or have an interest in these Cumbrian starting points. Creative Partnerships Cumbria put out a call for artists who would be interested in taking part in the project and there was a wide range of responses from across the country. A selection panel of year 8 students from two Whitehaven secondary schools was set up and they chose eight artists whom they felt would address the wider issues and whose ideas and work they liked – they included a dancer and musician, two storytellers, a poet, a writer, two visual artists. Schools were then invited to apply for a placement during the actual bicentennial week in March 2007. However, more schools expressed interest than there were artists and two further placements took place in July, making the total of ten 'Arts & Archives' projects in all.

An artist who took part in two projects was Tony Phillips, a visual artist from Liverpool. One of the schools he worked with was St Matthews CE Primary School at Westnewton near Aspatria where he focused on year 5 and 6 pupils. Part of the evaluation of that project included this account of his working process and the outcomes of his placement.

"The requirement was that the archive was brought to the notice of the children and that they



formed some kind of relationship with it which involved looking at it and researching into it. That was one side. The other was [to bring] what I already knew about slavery, the predicament, the moral aspect and the whole economic historical thing. I wanted also to try to bring to children that it was part of a procedure that was still going on ... an idea of economic movement of trade and commerce."

Tony started work by exploring aspects of African culture (his father was from Nigeria) getting the children to develop a series of their own images based on the colours, patterns, shapes and symbols which they saw on the objects and artefacts that he had brought into the classroom. These images became a sequence, a 'scrapbook' of memories, which they were then invited to disrupt or damage in some way. This was a difficult and unusual process for the children to undertake and Tony handled it carefully and sensitively in order to retain the integrity of their art work. However, as he said, "I wanted to take them through a real life experience of the kind ... that took place when the slave trade invaded."

At this point, the artist began to explore the archival materials to build onto the young people's images.

"The archive material, which is essentially lists, in many cases lists

Cumbria's involvement in the Transatlantic Slave Trade might also be seen in the context of today's ongoing use of slaves locally (Chinese cockle pickers in Morecambe Bay), nationally (East European girls in the sex trade in UK cities) and abroad (child labour in the clothing industries of several countries). These are issues that impact on the young people of Cumbria today and inform their understandings and attitudes. This is not simply a 'history' resource.

From the introduction to 'the abominable traffic', teacher's resource pack, Creative Partnerships Cumbria, October 2006. www.creative-partnerships.com/Cumbria

5
 'Storytelling':
 storyteller, Peter
 Kalu, with pupils
 from Moresby
 Primary School,
 Whitehaven,
 reading their
 stories of
 experiences of
 enslaved people
 inspired by
 archival sources.
 (Picture:
 Russell Colman
 Photography)

of names of slaves, ships, cargo, very formal collections of items related to trade and commerce, represented [the] continuum of economic life ... I wanted them to find a way to get into the archives so that they could understand that the boring nature had another side to it, because these names were the names of slaves, of real people. The names of ship owners were the names of people who lived in Cumbria, many of the names were the same as the children's ...

They then overlaid these lists. They could add to the list pictures of ships, arrows, anything that was like a flow chart of that trade. They overlaid page by page ... in a new pattern on see-through paper ... When you put the tissue on the black and white patterns it obscures them, the tissue itself automatically dulls the work underneath. So the image immediately becomes a memory ... We held it up to the class and asked, 'What does that look like now?' They were describing that you could see something in the background but couldn't quite work out what that was. All of a sudden they realised that there was an interruption, a spoiling, of what had gone before."

Tony then asked the children to further overlay their visual stories. "The final layer on top of that is bringing in photos of Cumbria today, including themselves, coloured photos ... you see three distinct layers and what they end up with is Cumbria today."

The artist then summed up the project:

"It's one of the hardest concepts [for children] to grasp. Although you are not talking directly about

who's to blame, somehow the riches that came in from the slave trade were invested in houses, business etc and generally create the wealth of Britain. The wealth that we enjoy today is in part due to the suffering that went on then. Somehow there is a connection and that connection is only visible if you look back through time and try to remember the beautiful thing you did on the first day and what it was like – but it becomes a distant memory. It worked very well."

Artists in other primary and secondary schools focused on different aspects of the legacy of slavery through their own art forms. Starting from the archives, they produced stories, theatre, dance and music. The children revealed their understanding of history, developed arts skills and an awareness of moral, cultural and social values.

However, in the work of Tony Phillips, there was a real emphasis on the creative process. What children were experiencing was the selecting, rejecting, coding, decoding, editing, risk taking and making that both artists and archivists share.

Through this creative learning they began to understand the layers of truth that make up our knowledge of the past.

Andy Mortimer
 Director
 Creative Partnerships Cumbria

Catherine Clark
 Area Archivist
 Cumbria Archive Service
 (Whitehaven)



Teacher's pack

In March 2008 a revised teacher's pack will be published and sent to all Cumbrian schools with the case studies from these 'Arts & Archives' projects. It is hoped that this will inspire ongoing learning and creative ways to engage young people with archive sources in the future.

Quotes from Tony Phillips are taken from an interview with Emma Aylett from Zone Two, who monitored and evaluated the project.

Creative Partnerships Cumbria's 'Arts & Archives' project is part of the 2007 'abominable traffic' programme involving a range of partners and over 50 schools. It is part of the national 'Freedom & Culture' project. The 'abominable traffic' teacher's resource pack is available by following the link at www.creative-partnerships.com/Cumbria

Society of Merchant Venturers of Bristol

6
The Merchant Venturers' Technical College at the end of the 19th century

The Merchant Venturers of Bristol, began in 1552 as an elite body of Bristol merchants involved in overseas trade. The organisation, which still exists today, played an important part in the history of Bristol. The records of this organisation are now available to all.



6

The term 'Merchant Venturer' or 'Merchant Adventurer' was first used in a general way to describe individuals trading beyond the seas but was gradually applied to organised groups of merchants. The history of the Bristol Merchant Venturers dates back to a charter granted in 1552 to a number of merchants incorporating them as the 'Master, Wardens and Commonalty of Merchant Venturers of the City of Bristol' with the Master sworn in each year by the Mayor. Many of the Society were also members of Bristol Corporation. Subsequent monarchs granted new charters, most recently in 1989 by Elizabeth II.

The vast collection of archives spanning 450 years of the history

of this unique organisation has now been placed on deposit in Bristol Record Office. The records tell of the Society's involvement in many aspects of trade and commerce, and clearly reflect the huge influence it has had on the history of the city and beyond. That the archives have survived at all is remarkable. The original Merchants' Hall was in King Street in the centre of Bristol, where two wings of the Merchants Almshouses are all that remain of a far larger complex. The hall suffered two serious hits during the Second World War but, thankfully, the records - along with the almshouse residents - were safe in cellars deep below. The documents then accompanied the Society when it moved to its present hall in Clifton

before finally being transferred to the Record Office.

As one would expect, records relating to trade and the port of Bristol form a major part of the collection. The Society funded various voyages of exploration in the 16th and 17th centuries. The expeditions to Newfoundland were particularly important and John Guy, a Master of the Society, was the first Governor of the colony.

Later, another Merchant Venturer, Thomas James, led a voyage of exploration of the North West Passage. From the early 17th century until 1848 the Society completely controlled the city docks through a succession of wharfage leases with the City

7
Arms of the
Society of
Merchant
Venturers,
clearly
demonstrating
the Society's
connection with
the sea



Corporation. The Society was, in effect, the port authority responsible for keeping the River Avon navigable, extending the quays as trade increased and controlling the pilots. The series of wharfage books show clearly the growth of Bristol as a trading port, second only to London for much of the period.

During the 18th century Bristol was at the heart of the Transatlantic Slave Trade. With the ending in 1698 of the Royal African

Company's trade monopoly, Bristol merchants with their long-standing international trade contacts were well placed to enter this shocking trade.

Between 1698 and 1807 a known 2,108 ships left Bristol for Africa to exchange goods for enslaved Africans and take them to the Caribbean where they were sold to work on plantations. Merchants returned to Bristol with commodities such as sugar, molasses and rum produced by

slave labour. It is estimated that some 500,000 enslaved Africans were transported in Bristol ships. The long unbroken run of ships' muster rolls in the collection paint a vivid picture of the slaving voyages out of Bristol and the involvement of the Society in this trade. Such records contain many heart-rending stories.

Bristol and the Merchant Venturers received enormous wealth as a result of the Transatlantic Slave Trade. Profits from the trade played

The Master of the Merchant Venturers hands over the archives to the Lord Mayor of Bristol

a large part in the growth and development of the city. Earlier this year the Society joined with the Lord Mayor of Bristol and other civic leaders in signing a statement regretting the city's role in this shameful episode in our history.

Although the promotion of trade was the Society's major concern it was also closely involved with other ventures. In the 1830s it played a prominent role in the setting up of the Great Western Railway – the company's inaugural meeting was held in Merchants' Hall in 1832. It was also in part responsible for two major Bristol landmarks, the Downs and the Clifton Suspension Bridge. It also played a key part in the construction of the city's Floating Harbour.

The Society has a history of financing local education. Records show that in 1595 a school for mariners' children was founded. In 1708 Colston's Boys' School was



established (it was named after its benefactor Edward Colston, a Bristol slave trading merchant). In 1737 a Mathematical and Nautical School was started and the late 19th century saw the creation of a

technical college and the opening of Colston's Girls' School. In 1909 the technical college's engineering department became the Faculty of Engineering for the new University of Bristol. Excellent records survive of many of the Society's educational foundations including a complete list of the pupils of Colston's Boys' School dating back to 1710.

Ship's muster roll, 1762



The provision of care for the local elderly was also – and continues to be – financed by the Society. Records relating to foundations such as Colston's Almshouses are to be found in the collection. Surviving financial records also give an insight into the provision of financial support to merchants who had fallen on hard times.

Today the Society has some 60 members and its objectives are to contribute to the Greater Bristol area through supporting enterprise and commercial and community activity, to support education and to be effective stewards of its trusts, heritage, properties and open spaces.

John Williams
Deputy Head of Bristol's Museums, Galleries and Archives with particular responsibility for Archives and Records Management

Amnesty International – the history of a human rights movement



Fiona Bolt, Records Management Coordinator at the International Secretariat of Amnesty International, explains how the Amnesty archives and the practice of records management contribute to the ongoing campaign for the universal recognition of human rights.

Amnesty International (AI) is a worldwide movement of people who campaign for internationally recognised human rights to be respected and protected. It was formed in 1961 when British lawyer, Peter Benenson, launched an Appeal for Amnesty '61 with the publication of an article, *The Forgotten Prisoners* in *The Observer*, London, United Kingdom (UK), on 28 May. The imprisonment of two Portuguese students who had raised their wine glasses in a toast to freedom moved Benenson to write this article which proved to be the genesis of AI. The appeal was reprinted in other papers across the world. Today AI has 2.2 million members and supporters in more than 150 countries and territories.

AI's Mission is to conduct research and take action to prevent and end grave abuses of all human rights – civil, political, social, cultural and economic. Research has always formed a major part of AI's work and there was early recognition of the value of the records generated during this process. The decision to establish archives for AI was taken by the 1978 International Council Meeting. The archives were to be maintained by the International Secretariat and an early distinction was made between the records centre, where the departmental

records were deposited for central reference, and the archive where those records evaluated, selected and catalogued because of their long-term value were kept.

Records Management at the International Secretariat

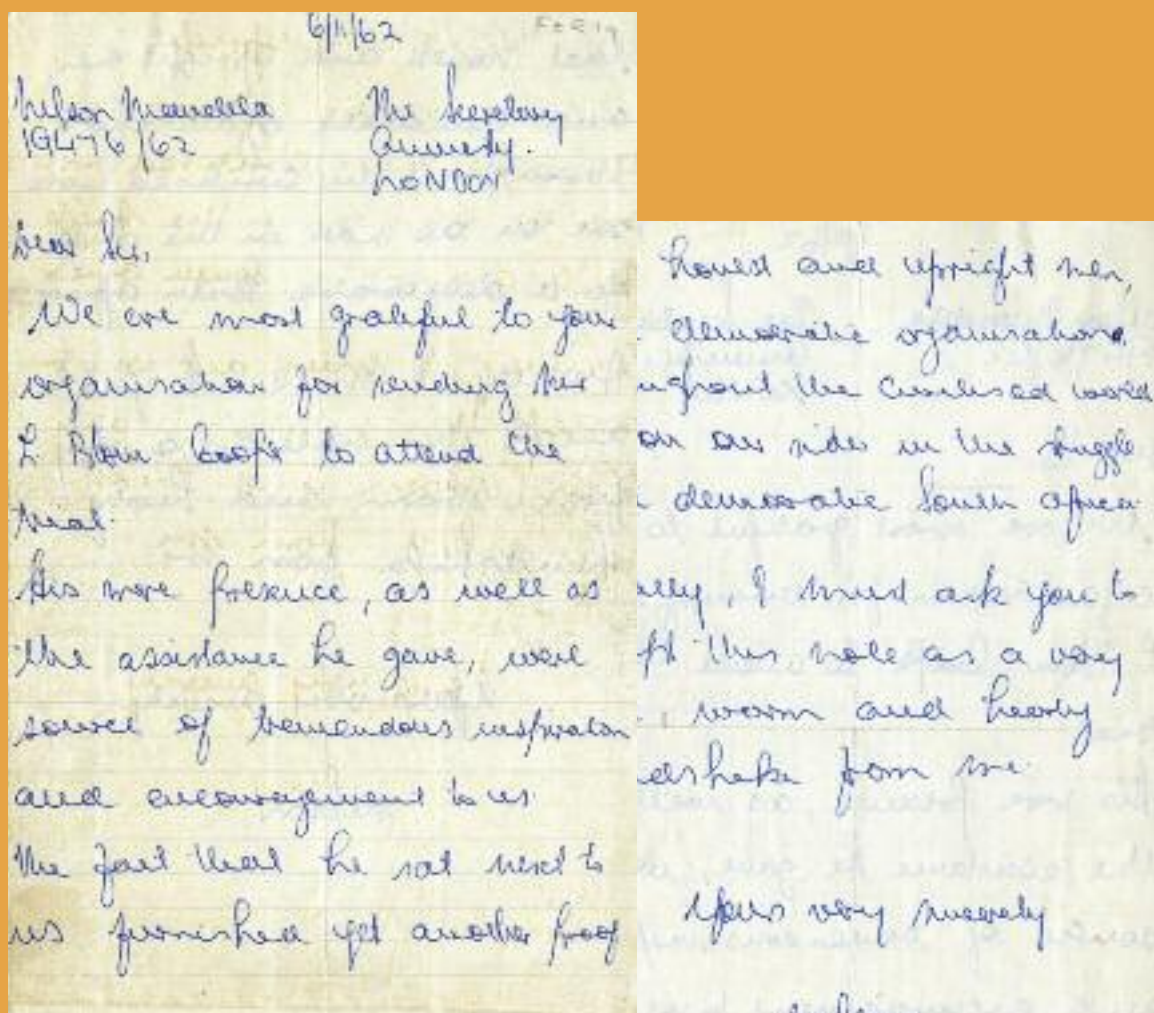
The management of records and of the archive is the responsibility of the Records Management team. Situated in the Information Resources programme at the International Secretariat this team consists of seven people, including a Records Manager and an Archivist. With the help of retention schedules semi-current paper records are managed centrally and stored off-site. A recent office refurbishment which has dramatically reduced storage space across the building has led to an influx of records into the records store. We expect to spend much of the next few years working through these papers, transferring appropriate content to the archives and gradually disposing of the rest in accordance with the schedules. As storage costs rise and accurate retrieval remains difficult due to minimal indexing, we are beginning to explore the possibilities offered by scanning. As a pilot project we are currently transferring over a thousand documents on South Africa during

the Apartheid period onto a fully-indexed CD Rom, which we hope to distribute to libraries in South Africa.

Electronic records still present a challenge. A new document management system is being created in AI Fresco software which will allow us to manage our core output – reports, press releases, actions, circulars – in a much more controlled environment, as well as publishing appropriate content straight to our website. Other born-digital records are largely uncontrolled and the inability to capture email particularly will have serious consequences for the archive in years to come.

The Archive

Today the archive contains a rich history of AI's work of the past 46 years. Among the 98,000 files are documents relating to individuals on whose behalf AI has campaigned; agenda papers and other documents concerning the International Council Meetings (ICM), and the International Executive Committee (IEC); transcripts of interviews with key AI figures from the 1960s; correspondence and other documents of the Campaign department, Research departments and other departments of the



Letter reads:

Dear Sir,

We are most grateful to your organization for sending Mr L. Blom Cooper to attend the trial.

His mere presence, as well as the assistance he gave, were source of tremendous inspiration and encouragement to us. The fact that he sat next to us furnished yet another proof that honest and upright men and democratic organisations throughout the civilised world are on our side in the struggle for a democratic South Africa.

Finally, I must ask you to accept this note as a very firm, warm and hearty handshake from me. Yours very sincerely, Nelson

This letter sent by Nelson Mandela, relates to Amnesty International sending a representative to the 1962 trial in South Africa, which Mandela faced due to his struggle against the apartheid regime.

Nelson Mandela was adopted as a Prisoner of Conscience by AI in 1962 when he faced charges arising from his non-violent campaign against apartheid. However, in 1964 Mandela's turn to violent opposition meant that he could no longer retain his status of Prisoner of Conscience due to AI's rule that the organisation should not adopt those who used or advocated violence.

International Secretariat. The archive also holds the papers of Eric Baker (Secretary General, 1967-68 and significant contributor to the development of AI). Some of the more interesting items in the collection include the AI Membership card of ex-Prisoner of Conscience and President of the Czech Republic, Vaclav Havel, a

letter dated 1962 from Nelson Mandela and a large collection of material gathered during the arrest of General Augusto Pinochet in London in 1998, an event in which AI played a significant role. In addition to the paper collections (many of which have now been transferred to microfilm) the archive also maintains a collection

of posters and other artefacts. A separate audio-visual archive is maintained by the Audio-Visual Resources team, situated within the Information Resources Programme. The Audiovisual Archive contains an array of material, including photographs, videos, audio, animation, film and multimedia. It includes a range of original formats

from negatives, prints, cassettes and discs to the born digital. The content is campaigning and promotional material for the organisation's work, documentaries, webclips and footage shot on Amnesty missions.

The paper archive is truly multilingual. For many years AI has communicated its message in four core languages – English, French, Arabic and Spanish – and AI's recent language review will mean that the diversity of language used in our documents will expand even further. We have been extremely fortunate over the years to employ several Spanish speaking archivists. However, Arabic documents in the archive can still present a challenge, as can many of the other languages such as Kinyarwanda, Creole and Oromo. At present

very little of the collection is catalogued beyond file title, date and depositor. Within the next year we hope to purchase a database which will allow us to catalogue accessions in greater detail. Lack of space and suitable facilities for public viewing at the International Secretariat offices in London lead us to deposit the archive at the International Institute for Social History in Amsterdam and papers can be viewed there by the public. The Institute is one of the world's largest documentary and research institutions in the field of social history and makes a very suitable home for AI's papers. Due to the extremely sensitive nature of parts of our collection some files will remain closed for many years. However, much of the collection is available to view and has provided

researchers with an invaluable insight into the early history of the human rights movement. Documents from the archive have been used to prepare the prosecution of a former Bosnian Serb leader at the International Criminal Tribunal for the Former Yugoslavia and have been used by former victims of human rights abuses in their fight for recognition and compensation. We are proud of the fact that the archive represents not only an institutional memory of AI's work but is a living resource in the ongoing campaign for the universal recognition of human rights.

Fiona Bolt
Records Management Coordinator
International Secretariat
Amnesty International

Urgent action

AMNESTY INTERNATIONAL
ANNISTIE INTERNASIONAL
ANNISTIE INTERNACIONAL
AMNESTIE INTERNACIONAL

URGENT ACTION

PUBLIC AI Index: ASA 19/08/2007
24 September 2007

THE ISSUE Forced closure of 200 media outlets across

MYANMAR Myint Myint San (N), National League for Democracy (NLD) member
Paik Htet (M), NLD Member of Parliament, Paikoku
Parlour (M), coeditor
Zangana (M), also known as Ko Thun, coeditor
The Jung (M), NLD Member of Parliament
Tar Ko (M), NLD youth member in Mandalay
11 other leading press and human
rights activists, including Buddhist monks

Around 300 people were reportedly arrested in a crackdown on anti-government protests launched by the ruling Union Solidarity and Development Party (USDP) in the evening of 24 September in the former capital Yangon, the second largest city, Mandalay, and also Moulmein, Patheingyi and Magon. An early letter received was said that a number of people had gone into hiding.

Some were reportedly arrested in the evening of 24 September, but most were seized during the following 24 hours, as the crackdown by security forces continued. Among those arrested were between 50 and 100 monks in Yangon. Politicians Paik Htet and Paikoku are at least one other member of parliament from the main opposition party, the National League for Democracy (NLD), which is led by Daw Aung San Suu Kyi, several other NLD members and other public figures, including the national coordinator and former prisoner of conscience Zangana are also reported to have been arrested. Some say that national television (and other channels) are at present risk of closure or other treatment.

Officials confirmed to journalists that at least three monks were killed in Yangon, one was shot in the head while trying to evade security forces and Amnesty International said up to 30 monks had been injured.

Despite the high tension, thousands of people continue to take to the streets in continued anti-government protests, led by monks, who have repeatedly asked ordinary citizens to stay away, in an apparent effort to protect them.

The security forces have reportedly beaten and used force with batons, used teargas to disperse crowds defying a recent ban on gatherings of more than five people, and fired warning shots into the air.

HEADLINED INFORMATION
Peaceful demonstrations began in August in response to harsh increases in fuel prices. They have grown rapidly in size and number. Hundreds of monks, who took the lead in the protests after reports that monks had been injured by security forces in the town of Patheingyi, have called for a nationwide strike, the release of political prisoners and a process of national reconciliation to resolve deep political divisions.

In the evening of 22 September, the authorities began a crackdown on the protests, introducing a 60-day three month curfew and issuing public warnings of legal action against protesters.

Human rights violations in Myanmar are widespread and systematic. They include the use of child soldiers and forced labour. There are laws that criminalise peaceful involvement in political dissent. At the end of 2006, most senior opposition figures were imprisoned or administratively detained, among more than 1,950 political

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An Urgent Action from September 2007 calling for appeals on behalf of 300 people arrested during a recent crackdown on anti-government protests in Myanmar.

Urgent Actions are a very effective campaign technique which mobilize tens of thousands of Amnesty supporters worldwide to send urgent letters, faxes and e-mails on behalf of those in immediate danger of torture, execution, 'disappearance' and other human rights violations. The first appeal for Urgent Action was issued in 1973 on behalf of Brazilian prisoner, Professor Luiz Rossi. All new Urgent Actions are sent to the Records Management team where they are indexed and entered onto the document management system and published to AI's website. Eventually they will form part of the archives collection in Amsterdam.

Free Men and Brothers: unlocking the potential of a hidden archive

The announcement in 2005 of The Pilgrim Trust/Esmée Fairbairn Foundation Cataloguing Grants Programme was welcome news for many archives – funding opportunities for cataloguing projects are rare.

At the Library and Museum of Freemasonry less than 15% of our archive collections are catalogued to item level, so this offered a chance to make more material accessible. Given our limited staffing resources and a large collection only provided with dedicated professional staff within the last decade, external funding for such projects offers the only solution. This new funding resource provided a perfect match that would enable us to catalogue a small collection of historical correspondence from colonial America and the West Indies between 1769 and the 1880s.

It was already known that this particular group of correspondence, comprising approximately 700 letters, was of great interest among Masonic historians. It covered the development of Masonic Lodges and Chapters in the West Indies and the origins of Prince Hall Masonry in the United States in letters to the United Grand Lodge and its predecessors as the governing body.

However, preliminary inspections indicated that the letters contained information of wider interest to genealogists as well as social and economic historians. In addition, we believed that detailed cataloguing would uncover information that would enable our

institution to contribute a small exhibition to commemorate the 200th anniversary of the Parliamentary abolition of the Transatlantic Slave Trade.

We submitted our bid for an archivist to catalogue these papers over six months. Much to our surprise and amid stiff competition from applicants from other London and North West Region repositories, we learnt that our bid was successful. We recruited our Project Archivist, Amanda Ingram, and research began on unravelling the complex Masonic administration in the West Indies and the American colonies during this period.

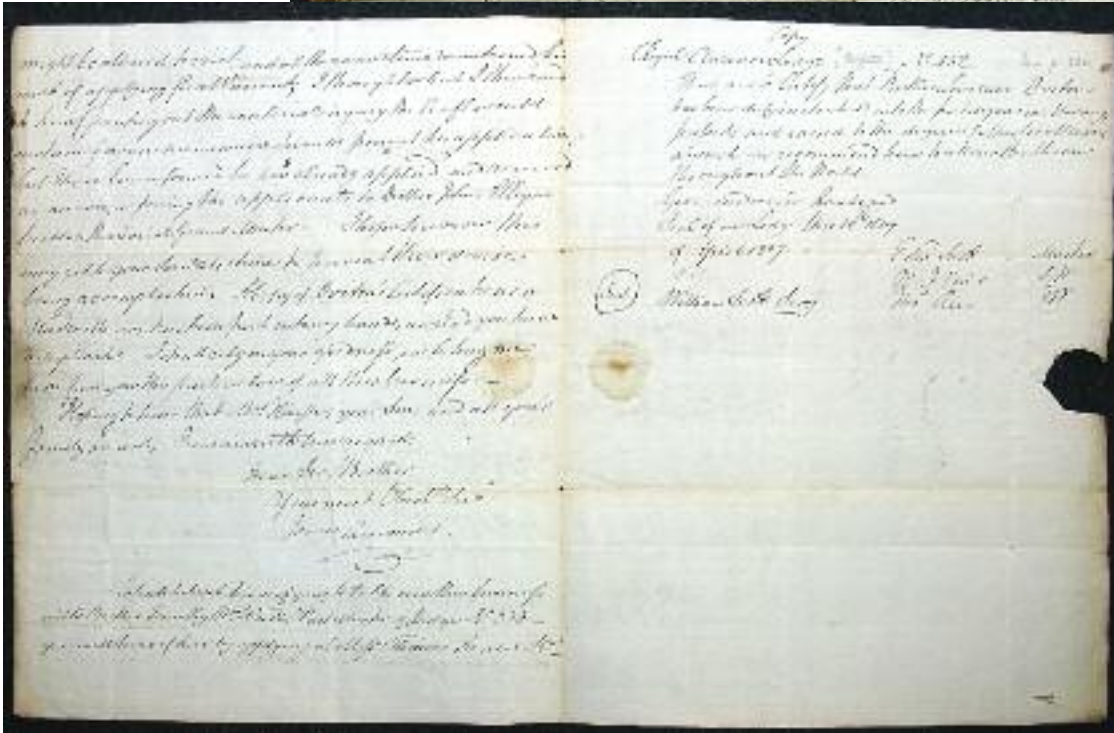
The first Grand Lodge was formed in London on 24 June 1717. In 1751 a group of masons formed the rival 'Antients' Grand Lodge and the original Grand Lodge became known as the 'Moderns' or 'Premier'. In 1813, the two combined to form the United Grand Lodge of England with H.R.H. The Duke of Sussex, the younger son of King George III, as Grand Master.

Freemasonry was established in the Caribbean and America in the early 18th century by colonial settlers and also by naval and military personnel. The first recognised Caribbean lodge was Parham Lodge in Antigua, warranted by the 'Moderns' Grand Lodge in 1738. The

first recognised Lodge in America was St. John's Lodge in Boston, warranted by the 'Moderns' in July 1733. Caribbean Lodges continued to operate under the jurisdiction of the Grand Lodges in England, Scotland and Ireland. American independence in 1776, however, resulted in individual states forming their own governing Masonic Grand Lodges. The by laws of these emerging Grand Lodges often included selective admission criteria, in direct contrast to the Masonic values of inclusion and brotherhood adhered to by the United Grand Lodge under the Duke of Sussex.

As a direct result the first Masonic lodge for Black Americans, known as African Lodge and initially governed from London, was constituted in 1784 under the dynamic leadership of Prince Hall.

As cataloguing commenced, interesting stories about individuals caught up in contemporary events began to emerge. The Secretary of Albion Lodge, No. 196, Bridgetown, Barbados wrote to Thomas Harper, Deputy Grand Master, on 8 January 1823 mentioning that a black man named Lovelace Overton [also known as Loveless Oviton], who held a Masonic membership certificate, had requested to visit the lodge. This led to Overton's membership details – it emerged



Letter from James Cummins to Thomas Harper, Deputy Grand Master, Barbados concerning the unsuccessful application by Lovelace Overton [als. Oviton] (who had joined Royal Clarence Lodge, No. 452, Brighton in 1807) to visit Albion Lodge, No. 196, Bridgetown, Barbados, in January 1823. [Library and Museum of Freemasonry ref: HC 23/B/23, front and back]

that he was made a Mason in the Royal Clarence Lodge, No. 452 aged 25 in 1805 and that he was a trumpeter in the King's Dragoon Guards. The subscription register for this lodge, at East Sussex Record Office [ref: MAS 9/3/5], stated that Lovelace paid his fees until Midsummer 1808, when his regiment left Brighton. Clive Morris, curator of the regimental museum in Cardiff, informed me that he knew about Lovelace but did not know that he was a mason! This new information may be incorporated in their displays when the museum reopens next year.

Clive also provided a link to Lovelace's discharge certificate at The National Archives [Ref: WO

97/103/54]. Following a burst blood vessel while serving in Ireland, Lovelace was discharged from the army in 1818 suffering from 'shortness of breath'. He seems to have returned to his home parish of St Thomas', Bridgetown, Barbados by 1822 but his attempt to join Albion Lodge was unsuccessful. As he originally joined a Moderns' Lodge, Lovelace may have fallen victim to the intense rivalry between the two Grand Lodges in the Caribbean and possibly regarded as 'unsuitable' by a former Antients lodge. Unable to join Albion, his suggestions of forming a new lodge were spurned by the District Masonic hierarchy. Lovelace next appears in a painting of the King's Dragoon Guards'

baggage train at Newcastle upon Tyne, (now at the regimental museum), proving that he had returned to England by 1825. He became the personal servant of Lt Col George Teesdale, the regiment's Commanding Officer. Despite extensive research, further information about this enigmatic man, one of many Caribbean men who chose to join the British army or navy during this period, has yet to emerge. The Library and Museum would be delighted to know of any further information about Lovelace from other archive collections.

Other letters provided context for later events in the Caribbean such as the political and economic

situation in Jamaica and other islands following emancipation and the effects of the American Civil War in the 1860's. Members of the Black community, including Paul Bogle, sought help from the Governor, Edward John Eyre, to address their grievances but were ignored. The arrest of Bogle and others for sedition led to the Morant Bay Rebellion.

One letter dated 1863 mentions Dr Alexander Fiddes, FRCS, who went to Jamaica in 1841 and later wrote about the treatment and cure of leprosy. Fiddes was a close friend of George William Gordon, a respected Black Baptist minister and magistrate, who was also implicated in the Rebellion and hanged. Eyre's severe suppression of the uprising led to considerable criticism and his private prosecution in England.

Another letter dated 1866 refers to the difficulties of communication between Grand Lodge and the island at this time due to the rebellion. The correspondence also reveals significant information about the Jewish community in the Caribbean, especially in Jamaica, many of whom were freemasons. When visiting London, it is now known that members of this community attended lodge meetings in the Hoxton area. The collection has been catalogued to item level with care taken to include details about individuals mentioned to assist those researching family history.

Meanwhile in America, the Moderns Grand Lodge had granted African Lodge a warrant on 29 September 1784. The driving force behind its formation was a freed enslaved person, Prince Hall, who became a successful tradesman in Boston after serving as a British soldier in the War of Independence. He was one of 14 black men initiated into freemasonry by an Irish lodge based in the 38th Regiment.

The Project uncovered 11 letters written to the Moderns Grand Lodge in London by Prince Hall between 1779 and 1798. Two of them mention another freemason, the well-known preacher and

January		April	
21 st	British Association	21 st	Provincial Society
22 nd	British Hall	22 nd	Amicable Society
23 rd	Windsor Hall	23 rd	St. Paul's Nation
24 th	St. Giles Parish	24 th	Artists Soc. New. Hall
25 th	New Law Inst.	25 th	Phys. Soc.
26 th	Edinburgh College	26 th	Geological Soc. London
February		27 th	Inst. of Miners
1 st	British Association	28 th	Irish Society
25 th	Edinburgh College	May	
March		1 st	Edinburgh Society
1 st	British Association	2 nd	Church of England
4 th	Information Society	3 rd	Table Society
5 th	St. Giles Parish	4 th	Prayer Soc. B.
10 th	Edinburgh School	5 th	London Society
12 th	Edinburgh School	6 th	British Soc. of Friends
14 th	Edinburgh Society	7 th	Royal Institution
17 th	High Society	8 th	Literary Society
26 th	Royal Soc. of Edinburgh	13 th	Geographical Society
31 st	Windsor Hall	14 th	British Reformation
April		15 th	Edinburgh
1 st	British Association	17 th	British Soc. of Friends
23 rd	British Hall	18 th	Provincial Association
24 th	Bloomsbury Hall	19 th	Masonic Institution
30 th	Edinburgh Institution	24 th	Coopers Company
		25 th	St. Paul's Nation
		26 th	Lodge Antiquary
		27 th	McJellys Board

From 1814 onwards various anti-slavery campaign groups met at the Freemasons' Hall and Tavern, one of London's largest secular venues for public meetings. On Saturday 15 May 1830, 2,000 people attended an anti-slavery meeting organised by the London Society for Mitigating and Gradually Abolishing Slavery throughout the British Dominions. At the meeting, included in this list of external events at the Hall that year, the Society voted to revise its aims, dispensing with 'gradual' in favour of the immediate abolition of slavery. Three years later William Wilberforce shared a platform with Thomas Clarkson at the Hall on the final occasion before his death. [Library and Museum of Freemasonry ref: HC 11/A/14]

missionary Rev John Marrant (1755-1791). Subsequent correspondence with African Lodge in the collection reveals that it lost contact with London after the merger between the Antients and the Moderns in 1813. Following its official removal from the

amalgamated register of lodges operating under the United Grand Lodge due to communication problems, African Lodge declared independence in 1827. It assumed the role of a Provincial Grand Lodge, authorising the creation of lodges for Black men in other



This fragile letter, one of eleven written by the black American, Prince Hall, to Grand Lodge comments on the good state of African Lodge, which met in Boston from c.1779. It reveals the problems experienced by the Lodge when sending donations to London and is one of two letters which mention John Marrant. Prince Hall had served in the British army and Marrant, a well-respected preacher who visited London on more than one occasion, had served in the navy. [Library and Museum of Freemasonry ref: HC 28/A/7]

American states. Other letters reveal attempts by members to regulate their relationship with the United Grand Lodge, while informing London of their progress. From 1944 Prince Hall Masonry was adopted as the organisation's official title and it has become the world's major black Masonic organisation.

Later correspondence mentions problems African Americans experienced after the abolition of slavery in 1865 while attempting to join lodges run by Grand Lodges in individual states. Robert James Harlan (1816-1897), later a member of the Ohio legislature and Republican National Convention delegate, wrote to the United Grand Lodge of England in 1868. Having learnt about Prince Hall after joining Globe Lodge while visiting London's Great Exhibition in 1851, he supported a request from W D Goff and J M Moon of Cincinnati to form a lodge for black men. Harlan made his fortune in the California Gold Rush

and gained his own freedom in 1848. He lived in London between 1859 and 1868, possibly to escape the punitive effects of the American Fugitive Slave Laws. Harlan was, reputedly, the mixed 'race' son of a Kentucky judge, whose possible half-brother was the Supreme Court Justice, John Marshall Harlan. Justice Harlan's was the only dissenting voice against the 1896 segregation case known as Plessy v. Ferguson, which introduced the 'separate but equal' racial policy that remained in US law until 1954.

In summary, details for 837 documents have now been added to our online catalogue as a result of this Project [refs: HC 22, HC 23 & HC 28], for details see <http://freemasonry.london.museum/catalogue.php>

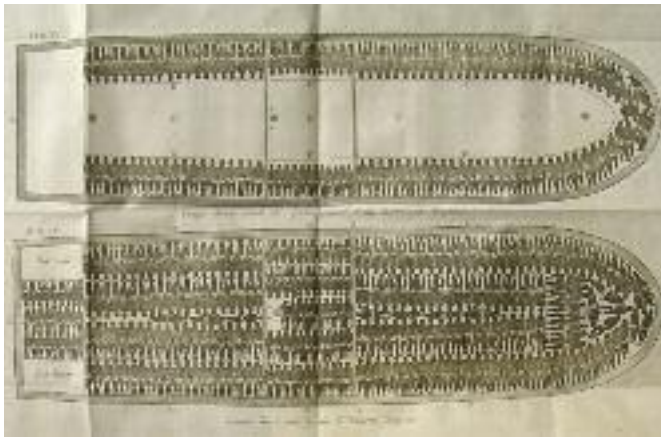
Making the collection available has encouraged new researchers, unaware of these hidden treasures, to contact the Library and Museum. These include US Army

Reserve Command member and Prince Hall enthusiast, Charles E. Johnson Jr. and Allison Walker, an academic from the University of the West Indies at Cave Hill, Barbados. Together with other resources from our museum, library and archive collections, items catalogued by this Project are included in our exhibition to commemorate the 200th anniversary of the Anti-Slave Trade legislation, Squaring the Triangle: Freemasonry and Anti-Slavery. Additional information discovered while researching details for the exhibition has been added to relevant catalogue entries and digital images with transcripts will be provided for the Prince Hall letters.

The exhibition, which ran until 7 November, has attracted the attention of many visitors, including an American academic, Patricia J Saunders, Assistant Professor at the University of Miami. Other academics, such as Dr D'Andra Orey, Associate Professor at the University of Nebraska, Lincoln, have requested copies of the text and research notes.

One London-based social worker has visited the exhibition to investigate using this unexploited resource in her work with clients. The Library and Museum is now investigating possibilities of compiling a web-based virtual exhibition. This will ensure a permanent record is retained about Masonic anti-slavery supporters, others who were involved in 'the trade' and how attitudes towards slavery among freemasons in Britain and abroad changed over time. It will also include the story of how Caribbean lodge members campaigned for a change to the Masonic rulebook wording, from 'free-born' to 'free man', enabling all men to join after 1847. Paradoxically, Albion Lodge, Barbados, who had rejected Lovelace Overton's membership some sixteen years before, were the first to petition United Grand Lodge for this rule change in 1839.

The outcomes outlined above demonstrate the valuable impact and unanticipated legacy of a grant of less than £15,000 to a single



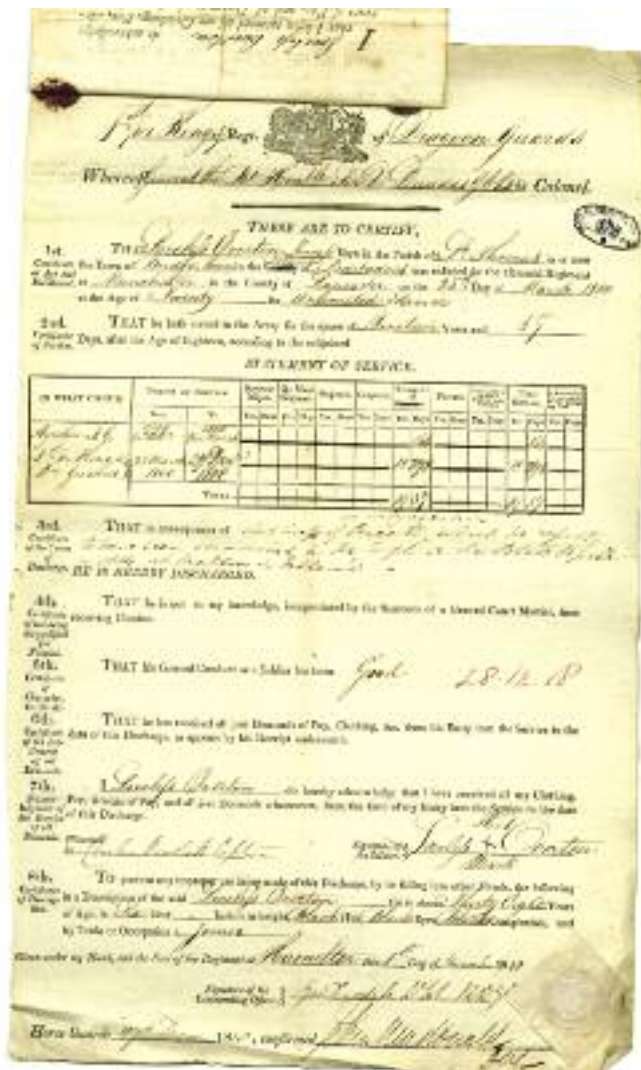
This iconic image for anti-slavery campaigners was a diagram of the Brookes by the abolitionist, Thomas Clarkson, and appeared in pamphlets, newspapers and tracts from c.1788. This ship was owned by a Liverpool family of the same name and carried as many as 740 human beings on one voyage from Africa's Gold Coast to Jamaica. This 1822 translation of Clarkson's work, issued by the French printer, L -T Cellot, is bound with other rare tracts in a volume once owned by the eminent freemason and antiquary, William Harry Rylands. It later found its way into the library of the Masonic research Lodge, Quatuor Coronati. [Library and Museum of Freemasonry ref: 1000 FRE]

repository. Without the Project it would have been impossible to mount our exhibition (much larger than originally envisaged) to commemorate the passing of the Anti-Slave Trade legislation. It also acted as a catalyst in unravelling unknown connections among items in our archive, library and museum collections, now included in our

display. The exhibition has brought our resources to the attention of many new visitors and researchers who did not know about the Museum. The Project has also proved that our collections contain information of interest beyond their Masonic focus, which would have remained hidden without this grant. Do apply for the new

cataloguing grant scheme – a relatively small amount of funding can achieve wonders!

Susan Snell
Archivist and Records Manager
The Library and Museum of
Freemasonry



Army discharge papers for Lovelace Overton
 ref: TNA WO 97/103/54

Standards and guidance

London Mayor's Commission on African and Asian Heritage: Heritage Diversity Task Force: Archives Diversification Sub-committee

The National Archives was among several representatives of the Task Force present at the 10 September 2007 meeting to hear the report of the Archives Diversification sub-committee, chaired by Steve Brace of the Royal Geographical Society, to which many London archivists and other interested parties have contributed over the previous months.

The Sub-committee presented a vision for Democratising the Archive, ensuring that Britain's Black and Minority Ethnic communities

are fully represented in archives, promoting mutual understanding between communities and showing that archives are for all, not just a select few. Among many specific recommendations perhaps the strongest was a call for the findings of the Task Force and Sub-committee to be advocated by the relevant professional and government bodies, to ensure that the archive profession accepts the need to develop in this area. Among the other primary recommendations were advocacy towards government to include this

vision in future policy developments; skills sharing programmes; a conference on 'The democratised archive' to explore the issues it raises; and recognising the potential of the Olympics to engage with the histories of Londoners of all communities.

The Task Force welcomed the report, and agreed its conclusions. They particularly welcomed the focus on the need to advocate the report's recommendations to bring about a sea-change in archive thinking and practice across the UK.

Developing the Local Government Classification Scheme

Why a classification scheme?

A classification scheme is at the heart of effective information management. There are at least five reasons for a classification scheme.

The first reason is to place records into context. A single record on its own provides little information. A group of related records provides substantially more information. A classification scheme provides the structure for grouping related information together.

The second reason is to provide the primary storage structure for record keeping. The classification scheme determines where the records are stored. This does not always have to be the case. For electronic records in particular, it is possible to create pointers to the records themselves and use an alternative approach to determine where the record is stored. A typical local authority will store records within many electronic systems and a single storage structure is probably inappropriate.

The third reason is to allow records to be browsed. Browsing is distinct from searching. Searching uses metadata, information about the record, or content to find a record. Browsing finds the record by starting with broad categories and then progressively selecting narrower categories until the record can be located. This is important in situations such as responding to Freedom of Information enquiries

where it may not be clear whether the authority holds any relevant records.

The fourth reason is to provide a framework for implementing access control policies, determining who is entitled to view and add new records.

The final reason is to provide a framework for implementing retention and disposal policies. This is a particularly challenging task for all organisations, not just local authorities. An ever increasing volume of information is being created and a business holding information that is no longer needed faces significant risks.

The Local Government Classification Scheme (LGCS) is designed to support all these reasons. It is intended to be a starting point for a records manager to create the classification scheme for the local authority. A local authority will need to determine which classes are appropriate to the responsibilities of that authority. Different local authorities have different responsibilities. Some areas have two tiers of authority, a county council and a borough or district council. Other areas have a unitary authority. In London, responsibilities are split between the Greater London Authority and the London Boroughs. It can never be a one-size-fits-all approach.

A degree of standardisation must be considered a good thing. It should not be necessary for each local authority records manager to reinvent the wheel when it comes to developing a classification scheme. It may also help to ensure a consistent approach to applying information policies between different local authorities.

What went wrong with your file plan?

In days gone by, and prior to August 1981 when the IBM pc was introduced, files were often managed by clerks. Their role was to associate correspondence with existing files, or create new ones as required. A rather simplistic view. In fact their role was vital, these clerks kept the corporate memory, embodied within the files. They ensured content was made available when needed, the 'brought forward' systems to those that remember it. They could at a glance find where content was filed, when it was received, who it was passed to for attention – the metadata guardians.

Once we moved into the electronic world, the controls described above were largely lost. Staff members had access to a network and had the ability to create folders. Soon the mess became clear to see. No co-ordination, subjective based file management, poor retention rules and largely non-existent version

control. It is against this background that we have created the LGCS. A start to improving our corporate memory.

A brief history of the Local Government Classification Scheme

In August 2003, the Records Management Society (RMS), Local Government Group established the Records Management Society Classification Scheme Working Party. The remit was quite clear, to establish a generic Classification scheme for Local Government. The scope was to develop a functional based scheme which could be used in any number of environments, including manual and electronic solutions.

A key element, although now lost in the vestiges of time and version control, was the need to support the Freedom of Information Act 2000. Dodgson recalls that the idea was to use the LGCS to support information access and control. Little did they know the impact the LGCS would have on core records management!

The Working Group met on a number of occasions, out of which was born the Local Government Classification Scheme.

The development of the scheme was a result of the efforts of many. However, some key contributors must be acknowledged, they are:

Paul Gibbons
Tony May
Neil Doling
Paul Dodgson
John Ward
Tracy Phillips
Fatima Zohra
Ken Allen

Amongst others, the Government Category List, Local Authority Website list, Electronic Service Delivery Toolkit, LGSL etc, were all investigated to assist in developing functions internal to a local authority.

By January 2004, a list of top level functions had been prepared. These were:-

Social Care Case Files
Social Care
Consumer Protection
Contracts and Commissioning
Housing
Council Land and Buildings
Customer Services
Democracy
Development Control and Building
Economic Development
Education and Learning
Emergency Services
Financial Management
Health and Safety
Information and Communication
Technology
Information Management
Legal Services
Leisure Facilities and Cultural Services
Management (Corporate)
Partnerships and Commercial Activities
Personnel
Plant, Equipment and Stores
Project Management
Project Management;
Project Details
Public Relations
Registration and Coroners
Risk Management and Insurance
Training and Development
Transport and Highways
Waste Management

Colleagues working on developing the second level functions were each allocated two or more of the above functions and then asked to find what activities related to those functions. Following this, a second level, or activity level was developed. This was a difficult part of the exercise, functional descriptions versus subjective descriptions were causing particular problems until it was accepted that a hybrid model (functional and subjective) should be progressed. Even with this acknowledgement, the separation of subjects/activities and de-duplication was a significant problem, often resulting

in subjects/activities moving from one function to another and back again, on several occasions.

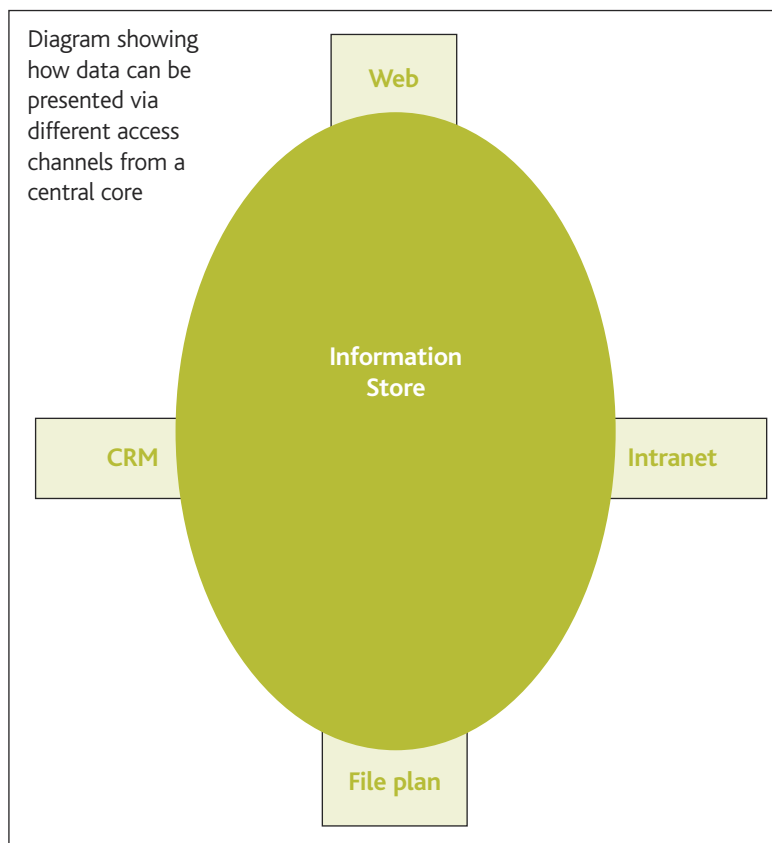
In May 2004, the working Group released Version 0.01, only four months behind schedule. The scheme included scope notes, retention rules, security, class definitions, FOI accessibility and a simple description of the purpose of the whole scheme. By this time the extended value of the LGCS was coming to the fore, particularly relating to the use by Electronic Document and Records Management Systems (EDRMS).

The LGCS was first publicly promoted by Paul Dodgson at the Cimtech/TNA conference at Hatfield in May 2004. From the PowerPoint slides Dodgson had prepared for this event, the purpose of the LGCS was described as:

"A Scheme that group's together information that is similar to aid in its retrieval and management".

During 2004, the LGCS was made freely available to all and any users. In using the LGCS, Dodgson recognised the need to relate the scheme to other classification schemas, mapping to other information stores with a longer term view that was intended to try and create some form of synchronisation between them. This was an acknowledgement that the disparate nature of information stores was also creating information sores, different storage areas for information trying to carry the same message, but without synchronisation the message was becoming distorted across the different access channels.

Indeed, some messages were totally different. Fear was that a visit to the website would elicit a completely different set of guidance should a customer contact the authority by telephone. Dodgson's thoughts moved toward a holistic circle, presenting data via different access channels but from a central core. Not unlike the following simple diagram:



Delivery (ESD) website, www.esd.org.uk. This was introduced as part of the e-government initiative to make public services available online.

Version 2 of the LGCS

In developing version 2, two important decisions were taken. The first was not to change any of the 23 top level functions in the classification scheme. The second was to change the way the scheme was structured compared to version 1.

Keeping the top level functions was a simple decision. Few problems had been reported with the top level functions and they reflected the main responsibilities of local authorities. Changing the way the scheme was structured was a more significant and difficult decision.

The first step was to distinguish between classification and case files. Version 1 mixed the classification and case file in either "Function, Activity, Transaction" or "Case File, Activity, Transaction". This became known in some circles as FAT CAT. In reality case files were usually introduced at the second or Activity level, but might sometimes appear at the third level. Version 2 removed the case files from the hierarchy but record which activities or transactions might appear in a case file. This has two advantages, the hierarchy is tidier and it provides flexibility for the user of LGCS to introduce the case series at whatever point is appropriate for their physical implementation of the scheme.

The second step was to introduce examples of records. This is necessary because some records may be an exception to the standard retention schedule applicable to the class. An EDRMS handles these exceptions through the concept of a Record Type. In addition, a Record Type can be used to vary the normal access control or to record specific metadata.

These two changes allowed retention schedules to be added to

Following his view that we needed to establish more functionality in a holistic way, Dodgson concluded that there could be value in mapping the LGCS to the IPSV (Integrated Public Sector Vocabulary) and also the LGSL (Local Government Services List) as well as updating the LGCS and adding in retention rules. The RMS approved a project to undertake this work.

In August 2006 the Records Management Society published version 2 of the LGCS. Version 2 contained a new structure which included retention guidance and incorporated a mapping to the IPSV. In December 2006 version

2.01 was published which added a mapping to the LGSL.

Local government is an obvious sector to introduce a standard approach to classification. The UK has over 400 local councils who provide essentially similar services and who are required to have good record keeping systems to operate efficiently and to comply with legislation including the Local Government Act, Data Protection Act and Freedom of Information Act.

There are a significant number of taxonomies for local government. Many of these standards are collected together on the e-Service

the Local Government Classification Scheme. These were taken from the *Records Management Society Retention Guidance* produced by the Local Government Group. This was one of the first examples of a published classification scheme incorporating retention guidance.

The LGCS was never designed as a controlled scheme. More, it provided the opportunity to ease the burden on the local government sector when developing records management solutions, and that's not just EDRMS.

What next?

The RMS is now developing two more classification schemas, a generic business based scheme, and a specific health service based scheme.

So far as the LGCS is concerned, we already have version 2.02 out for consultation. Future improvements are likely to be minor in version, accepting a degree of stability is now required to embed the LGCS across local government.

Where can we get the LGCS?

The LGCS v2.02 is freely available via the RMS Web site: www.rms-gb.org.uk

**Paul Dodgson and
Richard Jeffrey-Cook**

Paul Dodgson is currently Compliance and Records Manager at Leicestershire County Council and is Vice-Chairman of the Records Management Society as well as Secretary of two information management groups and Chair of the ESD-Lists Editorial Panel.

Richard Jeffrey-Cook is Managing Director of In-Form Consult Ltd, an independent information management consultancy.

Recently released useful publications

Revisiting collections: revealing significance – Discovering new meanings for a diverse audience

Revisiting Collections is a methodology developed by MLA London and MDA (formerly the Museum Documentation Association) to support museums, and now archives, to work with external experts and community groups to reveal, record and share new understanding of the meaning and significance of their collections. www.mlalondon.org.uk/lmal/index.cfm?ArticleID=1351&NavigationID=102

I&DeA Single Improvement Tool

Previous consultation with the sport and cultural sector has highlighted the strong desire to move towards a single improvement tool and rationalising the existing service-specific tools. Following extensive development and early consultation in January and February 2007, the new improvement tool is ready for piloting. It amalgamates the best of three previous tools: Arts at the Strategic Centre, Library Peer Review, and Towards an Excellent Service. www.idea.gov.uk/idk/core/page.do?pageId=6646633

MDA, MLA East of England and the East of England Regional Archives Council 'Making the Case' – a guide to making funding bids for documentation projects

The report is designed to provide museums, libraries and archives with a range of evidence to help them secure funding for vital documentation work, such as clearing backlogs. While these projects are a key priority for many collections holders, obtaining

funding to undertake such back-of-house work has often proved difficult.

'Making the Case' is available to download free from the Collections Link website at: www.collectionslink.org.uk/raise_funds

Supplier Selector Toolkit for Museums, Libraries and Archives

The MLA Partnership Supplier Selection Toolkit created in partnership with UKOLN is designed to provide museums, libraries and archives with a framework through which they can develop their knowledge, competence and confidence in commissioning commercial organisations to undertake work in the areas of digitisation. www.discs-uk.info/sst/index.php

HLF Our Heritage: Our Future

The Heritage Lottery Fund (HLF) sets out the key elements of its future strategy in a publication which outlines the organisation's strategic framework from April 2008 to 2013. www.hlf.org.uk/English/MediaCentre/Archive/New+Vision.htm

Government Response to the Culture, Media and Sport Select Committee Report on Caring for Our Collections Session 2006-07 Cm 7233

www.culture.gov.uk/Reference_library/Publications/archive_2007/cm7233_caringcollections.htm

National Council on Archives

NCA response to Strategy for UK Screen Heritage, September 2007 and observations on the conclusions and recommendations

of the House of Commons Culture, Media and Sport Committee Inquiry 'Caring for our Collections' Jul 2007.

www.ncaonline.org.uk/advocacy/consultations/

RM Toolkit for Schools Version 3 – Consultation

The Records Management Toolkit for Schools has been created to assist schools in their compliance with the Freedom of Information Act 2000. The toolkit has been comprehensively revised and some additions have been made and some changes have been made to the format of the document. The information below outlines what can be found in the toolkit with links to the relevant documents which can then be downloaded and amended electronically for use in the school. All the changes made in Version 3 are documented in the version control document.

www.rms-gb.org.uk/resources/835

Contacts

Contacts and staff news

Staff changes

National Advisory Services:

Simon Dixon has joined TNA to become an Information Resources Officer; **Tamara Milberg** has become FOI Research Manager in Advice and Records Knowledge Department; and **Nicholas Langston** is leaving to live in the USA.

Records Management and Cataloguing Department:

Molly Bootes and **Leigh Leggatt** have become Business Administrators; **Nick Pinto** and **Karen Grannum** have become Client Managers; and **Jone Garmendia** has become Senior Archivist – Catalogue Manager.

Jenny Bunn is now studying for a Phd. **Mark Jarvis** and **Joe Kelly** have now left.

We wish them well in their new jobs.

Contacts

Tel: 020 8876 3444
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

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, Principal, Archives Advisory Services x 2615

Regional archival liaison

Scotland	– Alex Ritchie
Wales	– Andrew Rowley/Norman James
Eastern Region	– Anthony Smith
South East Region	– Melinda Haunton
Yorkshire and the Humber Region	– Andrew Rowley
North West and Northern Ireland	– Catherine Guggiari/Kevin Mulley
East Midlands and West Midlands	– Andrew Rowley/Norman James
North East Region	– Catherine Guggiari/Kevin Mulley
South West Region	– James Travers
London	– Melinda Haunton

Information Resources Team

Manorial Documents Register enquiries to mdr@nationalarchives.gov.uk
National Register of Archives enquiries to nra@nationalarchives.gov.uk

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

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 and Cataloguing Department

Enquiries to records.management@nationalarchives.gov.uk

Meg Sweet, Head of Records Management and Cataloguing Department x 5315

Kelvin Smith, Head of Accessions Management Unit x 2303

Howard Davies, Head of Inspection and Client Management Unit x 5340

Rose Ashley, S46 Programme Manager x 2254

Stuart Abraham, Access Manager x 5346

Louise Craven, Head of Catalogue Unit x 5232

Teresa Bastow, Head of Freedom of Information Unit x 2407

Key contacts in other National Archives departments

Information legislation

- Advice on Freedom of Information and its impact on records management and archives, including the current review and revision of the *Code of Practice*
- Guidance on data protection and its impact on records management and archives
Susan Healy, Information Policy Consultant, Public Sector Information Division x 2305

Digital Preservation issues

Enquiries to digital-archive@nationalarchives.gov.uk

Adrian Brown, Head of Digital Preservation x 5257

Conservation and preservation of traditional materials

Enquiries to collectioncare@nationalarchives.gov.uk

Mario Aleppo, Head of Collection Care x 5283

Copyright and intellectual property issues

Tim Padfield, Information Policy Consultant, Public Sector Information Division x 5381

Advisory Council on national records and archives

Lale Ozdemir, Secretary x 2649

Education, learning and access, schools and universities

Andrew Payne, Head of Education, Interpretation and Outreach x 5319

Academic publications and development of material for the higher education and lifelong learning sectors

Vanessa Carr, Head of Academic Liaison x 5224

£2.00

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www.nationalarchives.gov.uk/services/recordkeeping.htm


the national archives