



RecordKeeping

For all those interested
in archives and records



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Self-assessment 2007
– results published
The National Register of
Archives goes digital

Records Management
Bedfordshire County
Council case study

Archives

The Mingana Collection
The Beale and Inman
archives
Swaziland National
Archives

سپهبد کلا و گنایر سواد
بر له در می داشت پست
که اندیشه بفرم اندر خورد
بشای تو دای گنج مویان
به پیک سپید بید و اند کوش
که نشن بر اند از آبا دوم
خرو مشد و باد اشع را کج
بفرمان گزای و که ان نشی
همه درم چویان و پنه و در آن
کنام چنگان و شیران کم
بید آن در و بار کا و نبرک
بسیر بر نهاد آن ولا را کج

برین نیرس که گذشت چنگ
بر اندیش کین گفتن اندر
نهر اسب کویم که هم از جهان
و نپت ما وین فیرو با زخو اسپتن از زیر اسپان
بکلی مورد بود خاکو پس نام
بکوشش که کز بر ایران وی
و که نه چارم سپاهی کران
همه پوشان پاک ویران کم
چو آمد بد برادش و زرک
چو شد نیشش رخت علاج

پوشندش و آن بر سپید
که تا ز شد و نین جهان سپید
جهان و دیده پاکت و آند
ز نامه بزنگه پایست
کنایه بر و نه و شربا
جهان را بشی و پر کج
فوج زان پیش اندر کشتن
سرخس پنه بود و اول پزود
خرامان ساد ز شسر

همه روم به یار و یار
بگشت تاب گفتن کرمان
بیران و شرم و ستاد
در باز هر سنی از در کوش
وز نپان سواری و تو نژاد
چنین گفتند که کین کین
بگو اند اشع و مند انداد
بیران با تمام تو نچ و نخت
که کین که بر خیر و از دست
و نپت ما و آند بگو و ار کرد
سیر آنگا می آید است لادار

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Cover photo:

Illustration of 'The Epic of Kings' from the Mingana Collection, The University of Birmingham

Note from the Editor

Welcome to the Winter edition of *RecordKeeping*.

Our front cover comes from the Mingana Collection at the University of Birmingham. You can read about the Mingana collection, alongside some fantastic images, in Sarah Kilroy's article featured in our *Case studies* section. Also in *Case studies* we hear the challenges, as well as recent positive developments, facing the Swaziland National Archives.

Elsewhere, Alan Akeroyd explains the benefits of barcoding during a big archive move and Charles Tattersall describes highlights from recently catalogued Colonial Office material held at The National Archives. Continuing our series highlighting experience of and expertise in records management in local government, we feature Bedfordshire & Luton Archives and Records Services.

Our recent acquisitions feature showcases the tailoring business archives of Beale and Inman, recently purchased by the City of Westminster Archives Centre. Alison Kenney describes some highlights

in the company's records, including some of its more famous clients Winston Churchill and Neville Chamberlain.

In *The National Archives update* Nick Kingsley highlights trends in the results from the 2007 self-assessment survey alongside the full table of results. Elsewhere, we hear how The National Archives is using the *Your Archives* wiki to share information about records and Caroline Williams explains the role of the newly formed Research and Collections Development department. And last but by no means least, Simon Dixon brings us new developments on the National Register of Archives and describes an exciting new digitisation project.

With thanks to all our contributors to this edition. If you would like to contribute to future editions please get in contact.

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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

New developments for the National Register of Archives

The indexes and lists of the National Register of Archives (NRA) will be familiar to many readers of *RecordKeeping*. The collection of catalogues and lists was established in 1945, developing out of the Reports and Calendars produced by the Royal Commission on Historical Manuscripts since its formation in 1869.

The indexes of the NRA were first made available online in 1995, and they are now maintained and developed by staff of the National Advisory Services at The National Archives. A number of new initiatives are currently ongoing to make the information contained in the NRA more accessible.

Linking

For the last few years users searching the NRA will have found their search results enhanced by the existence of links between NRA entries and online networks such as Access to Archives. In September 2006 a new project was launched to develop links from the NRA to repositories' own online catalogues, particularly those generated using the CALM database system.

This work is still ongoing, but at the time of writing nearly one third of all NRA sub-records now link to a collection level description page, which can often be browsed through to series and item level descriptions. An increasing number of these are provided by the relevant repositories' own online

catalogue. Among the catalogues that are now linked to are those of the National Archives of Scotland, Hampshire Record Office, Tyne and Wear Archives Service and Norfolk Record Office.

Links are also in place to a number of special subject collections, including the Women's Library at London Metropolitan University. Contact was made with Archive

and Museum Manager, Teresa Doherty, who provided a list of all collection references for the library's archival holdings as an Excel spreadsheet. This information was then used to automatically create links from the NRA to collection level descriptions in the online catalogue. The NRA currently contains 329 index entries for the Women's Library and 34 catalogues. As a result of

1
Screenshot of
the NRA showing
links to online
catalogues

1

Archival Information	
Location of Related Collections	
99 record(s) found. Displaying record(s) 1 - 10	
Scope	1926-37 correspondence to Indian women's affairs
Repository	London Metropolitan University, The Women's Library
Record Reference	7EUR link to online catalogue
NRA catalogue reference	NRA 2005: Fawcett I. Col.

Online catalogues and networks currently linked to from the NRA include:

- Access to Archives
- AIM25
- Archives Hub
- Archives Network Wales
- Cheshire and Chester Archives and Local Studies
- Cornwall Record Office
- Hampshire Record Office
- Hull University Archives
- Janus
- Lancashire Record Office
- Leicestershire Record Office
- London School of Economics Library Archives
- National Archives of Scotland
- Norfolk Record Office
- Parliamentary Archives
- Scottish Archival Network
- Tate Archive
- Tyne and Wear Archives Service
- Wellcome Library
- West Sussex Record Office
- The Women's Library, London Metropolitan University
- Wolverhampton Archives and Local Studies

the automatic linking project nearly all of these now contain a link to the catalogue entry for the relevant collection.

This development is of substantial benefit to users of the NRA. For example, a researcher seeking to locate papers relating to the social reformer Eleanor Rathbone can conduct a personal name search that returns details of ten archival collections. The online NRA provides brief details on the nature of the material held in each case, with links to the online catalogues of the London School of Economics, The Women's Library and the National Archives of Scotland. By providing direct links to online catalogue entries the NRA can claim to be the most comprehensive point of access to archive catalogues currently available on the web.

Submitting lists to the NRA

With a growing number of archives making their catalogues available online, the way in which information is provided for inclusion in the NRA is changing. Traditionally, paper lists were sent to the Historical Manuscript Commission and now the National Advisory Services at Kew for indexing and inclusion in the NRA. Each list was allocated an NRA number and then filed. The total number of unpublished lists and catalogues had reached 44,000 by 2007.

The National Archives is now asking repositories to send information to NAS electronically wherever possible. Where catalogues are available online, collection references, descriptions and persistent URLs can be sent as an emailed Excel attachment. This information will then be added to the NRA with links to the appropriate catalogue entry. If an online catalogue does not exist, then new lists can be sent by email as a Word document, pdf, HTML file or other common format. Where repositories are unlikely to have the capacity to mount their own catalogues online it is possible that these lists could be adapted in future for inclusion in an exciting new digitisation initiative beginning in April 2008.

Digitisation

In December 2007, The National Archives funding was agreed for a project to digitise 10% of the existing paper NRA. This initiative is in line with the Vision of The National Archives to "bring history to life for everyone"; it will provide free online access to a significant number of archives catalogues that are not currently available on the web. 250,000 pages of lists will be scanned and linked to from the NRA, and the content will be searchable through the global search facility on The National Archives website.

The selection of lists for inclusion in the project will be based on a

number of criteria, foremost of which will be the likely capacity of repositories to acquire the technology for the online presentation of catalogues in the foreseeable future. Priority will be given to digitising the lists of repositories that are unlikely to develop this capacity, due to lack of resources to carry out retro-conversion projects and the absence of a web-enabled cataloguing system. These are likely to be small record offices and archives services, businesses and private organisations that hold their own records. One particular focus of the project will be the digitisation of the catalogues of religious archives since the religious archives sector is currently underrepresented online.

Under these criteria repositories with an existing online catalogue will not necessarily be excluded from the project. For example, where an archives service has a web-mounted catalogue but lacks the resources to carry out further retro-conversion in the foreseeable future then large lists of collections of historical significance could also be incorporated.

Lists included in the project will be scanned and run through optical character recognition (OCR) software to enable searching on The National Archives website. They will also be integrated into the NRA with links from appropriate sub-records to pdf versions of the lists. The project will run initially for 12 months from April 2008, with funding secured for future years.

For further information about linking to an existing web catalogue or submitting lists electronically to the NRA email simon.dixon@nationalarchives.gov.uk. Enquiries about the digitisation project should be sent to Amy Warner at amy.warner@nationalarchives.gov.uk.

Simon Dixon
Information Resources Officer
National Advisory Services
The National Archives

Developments in research and collections development at The National Archives

In 2007 The National Archives established a new department for the purpose of developing its research, collections and academic liaison activities at a strategic level. Given that these are activities that The National Archives has been engaged in for some time, the establishment of a department to focus specifically on these deserves some explanation.

This article will describe how the Research and Collections Development Department aims to act as a corporate voice for research, collections and academic strategies at The National Archives, promoting and supporting staff activities across The National Archives in these areas and ensuring that the interest and involvement of external stakeholders are sought and collaboration encouraged.

Research

The National Archives has a strong reputation for research, and this was confirmed by the award, in 2005, of what was then called 'Academic Analogue' status – since renamed Independent Research Organisation (IRO) status – by the Arts and Humanities Research Council and the Research Councils of the UK. IRO status not only provides explicit recognition of the corporate nature of research at The National Archives but also allows access to research council funding to support the wide range of

research activities taking place within the organisation. It also assumes that the existence of a strong research environment is – and will remain – in place.

Research at The National Archives falls into two broad types:

1 Interpretative research

Most people when considering the term 'research' in relation to The National Archives will think first in terms of research into the records that are held here. Our website has a section headed 'Research, education and online exhibitions' that provides guidance on how to do military, house, family as well as 'academic' research. Research is something that is undertaken by a wide range of users from school children to post doctoral academics and beyond – as part of their quest to 'add to knowledge' about the past. And one of our major roles is to support such research through the Advice and Records Knowledge Department. Underpinning this support into archives held at The

National Archives is of course the expert knowledge – the product of research – that resides in its staff – particularly its records specialists.

Specialists acquire the unparalleled records knowledge of The National Archives holdings which they share with members of the public. They also contribute to the academic landscape through the publication of books, journal articles and conference papers. Expertise ranges from medieval to modern, from political and military to administrative, and from industry to social science. Any future research strategy will continue to depend on this expertise in the interpretation of archives.

2 Professional or applied research

The second kind of research centres on developing new knowledge in order to improve services – applied research. Busy organisations like The National Archives do not as a rule engage in 'blue skies' or theoretical research. However

issues and challenges arise frequently as part of operational practice that need a tangible and measurable solution within a given time-scale. In fact these are often not perceived as 'research' at all. However the answers to problems such as 'How do you prevent publications from falling off websites?' Or 'How do you measure the rate of deterioration in parchment?' can only be solved by thinking as well as doing – getting an idea and trying it out, finding out what other people have done, learning what works and what doesn't and coming up with conceptual or theoretical as well as practical solutions.

Professional or applied research has had a less prominent profile than interpretative research in The National Archives. However we have experts in conservation science, information, records and archives management, digital preservation, public sector information and so on, many of whom are doing serious, cutting edge applied research. We need to articulate more clearly the research that is going on in these areas and publish it more widely.

Developing the Research Policy and Strategy

The National Archives Research Policy and Strategy was published in November 2007. It supports and promotes both kinds of research, interpretative and professional. It aims to

'...support decision-making in The National Archives through developing and testing new ideas, and through the interpretation of information and research findings for the benefit of government, the information community, The National Archives staff and a wider constituency.'

And in doing so plans to:

- Position The National Archives as the leading pioneer practitioner in the UK
- Underpin the vision of The National Archives and other business objectives through the application of research findings to business critical questions
- Fulfill the status of The National



- Archives as a Research Council recognised Independent Research Organisation
- Ensure that current research activities at The National Archives are explicitly articulated, developed and promoted.

In order to support the business of The National Archives we needed to be able to identify what are the current issues. Since work is currently structured around the Vision we decided to use this as a framework for the research strategy. The three strands of the Vision are:

- Lead and transform information management
- Guarantee the survival of today's information for tomorrow
- Bring history to life for everyone

Research theme 1. Leading and transforming information management

Research under this theme is largely focused on how to manage the digital records of government, given that web capabilities and rapidly evolving technologies are continuing to alter radically our ability to create, capture and store records both for business and

historical purposes. Here projects include

- 1) Defining a record and what records and information should be kept, and how, in the digital age.
- 2) Enabling digital continuity in business. Providing a storage and retrieval facility for non-archival digital records that departments need to keep in the short or medium term.
- 3) A project for re-using public sector information that shows the benefits and services that can then be created. (For example satellite navigation for cars is made possible through mashing data derived from different sources such as geographic information systems (GIS) and Ordnance Survey)

Research theme 2. Guaranteeing the survival of today's information for tomorrow

This theme focuses on our responsibility to preserve both analogue and digital materials of enduring value, and current projects reflect this scope.

- 1) Research into collagen hierarchies in parchment

artifacts in order to understand how these interact with water. This will enable us to better protect the quantities of ancient and modern parchments at various stages of degradation.

- 2) The Technical Examination of Domesday Book. The result of this project will help us to calibrate current preservation standards for this national icon.
- 3) In digital preservation the EU-funded PLANETS project brings together our digital preservation expertise with 15 European libraries, archives, universities and commercial partners to develop a new single digital preservation tool and related services.

Research theme 3. Bringing history to life for everyone

We are committed to the interpretation and dissemination of information from records, through online and on-site services to a diverse community of users in a range of sectors and disciplines. Much of this has been enabled through resource enhancement funding streams which has dramatically improved access to cultural resources.

1) As a result of £800k JISC funding the British Governance in the twentieth century project aims to provide researchers, teachers and students with an online resource discovery package with access to the full-text of Cabinet Papers, 1915-1975.

2) The cataloguing and in some cases the digitisation of Ancient Petitions, Patent Rolls, Lay Taxation records, Inquisitions Post Mortem, Fine Rolls and Medieval Parliament Rolls. This Arts and Humanities Research Council funded project provides increased access to the Fine Rolls of Henry III. The first phase covering the years 1216 to 1248 of his reign was a joint project between The National Archives and King's College London. It comprises an English calendar of the documents on the King's College website; four printed volumes of calendar, published by Boydell and Brewer; and digital images of the documents also on



the King's College website. A further funding bid to complete the Rolls for the whole reign (1272) has just been announced as successful. The funding body is again the Arts and Humanities Research Council, and the partners again The National Archives and King's College London.

3) In partnership with the National Trust and a group of dedicated local historians, acting as volunteer editors, in the Southwell area in Nottinghamshire, we have catalogued the Southwell Poor Law Union correspondence for 1834-1871 and made scans of the various papers freely available online. As well as being a significant local and family history resource these records also illustrate changes in mid-Victorian public health, pauper education and more broader welfare issues. It has also effectively become a pilot for a major Heritage Lottery bid to extend coverage of similar material to other areas in England and Wales.

You can find the full research strategy and policy on our website at: www.nationalarchives.gov.uk/about/research/research-strategy.htm

Many of the projects described above are carried out in partnership with universities and a range of other bodies. We are always keen

to attract partners, and anyone interested in this area should look at: www.nationalarchives.gov.uk/about/research/default.htm

Academic strategies

Closely aligned with the research strategy is a new initiative in developing the use of our resources by academic community – not just for the historians that comprise our largest academic constituency, but for those in other disciplines too. We are aware that we have underexploited resources that would be of value and interest to social scientists, geographers, medical historians and so on. We can never have records specialists at The National Archives with expertise in everything so we need to figure out a way to assist academics from different backgrounds.

Our current initiative is centred on the social science community. We have a strong relationship with the Economic and Social Research Council (ESRC). This body has commissioned a scoping study that recommends ways in which we might offer a better service to social scientists. This highlights the range of sources at The National Archives that are relevant to their discipline and suggests ways in which these can be made more accessible. We are planning a programme that involves us in

advocating these collections at events outside The National Archives, attending their research methods festivals, and are planning a series of events, some alongside the British Library. One prime tool for social scientists is the content of The National Digital Archive of Datasets (NDAD). NDAD is currently refining the finding aids to datasets that it holds for The National Archives – we are looking for users to provide feedback or to test the revised site for us when work is completed.

Developing collections strategies

Guaranteeing the on-going survival of 'collections' – bodies of archives being generated across the UK is something that our National Advisory Services are heavily engaged with along with a range of distributed UK archives. One aspect of support for this is being developed through the Collections Strategies Programme in which National Advisory Services and Records Management and Cataloguing Department are partnering Research and Collections Development Department.

There are two issues that we are exploring. The first, unsurprisingly, relates to the digital nature of today's records. We know that we can never secure a comprehensive picture of society, whether through its records or indeed in any other way, and I don't suppose we particularly want to. But what is apparent now is firstly that all records are now created digitally – so unless we do something there will simply not be an archive dating later than say 1990. When the Women's Institute replaces its deposits of volumes of meeting minutes in a local archive with a set of disks there is absolutely no guarantee that anyone will be able to read them now let alone in five years time.

And, within the world of government and business – what will happen to all those digital records that are not safely held in electronic records and documents systems (EDRMS) or reasonably safe on websites, but float about on blackberries, laptops – or even worse, blogs, wikis and other manifestations of Web 2.0 software?



The second issue – whether relating to digital information or not, is that there are large subject areas and themes the evidence for which is not necessarily being secured – or it might be, but we don't know, for example where would you go for the archives of climate change, or of the nuclear industry? These are just a few instances of where there are multiple creators in disparate sectors and environments. As we, or others, identify themes so we shall be contacting individuals or organisations who have an interest or expertise in the area concerned and work towards securing the safe and sustainable deposit of records in an appropriate repository. We are taking what might be called a 'connect and collect' (borrowed from the British Library) approach to this: we 'connect' with others who have an interest in material and try to ensure it is 'collected' by the most appropriate institution. In order to do this we need to engender strong external partnerships. This is all still in the planning stage, but we shall shortly be inviting comments on our plans and expressions of interest in collaboration on our website.

Conclusion

Bringing together research, collections and academic strategies in as single department makes sense. It enables us to identify and work alongside all the projects that are being undertaken at The National Archives in these areas and to present them in a coherent and corporate way. Having an overview of what is already going on enables us to identify where we should be going in the future, and to plan for this in a proactive way.

Caroline Williams
Head of Research and Collections Development
The National Archives

Self-assessment of local authority archives 2007: the results revealed

By the time this article appears, the results of the 2007 self-assessment exercise for local authority archive services will have been reported in the press, and we publish overleaf the full table of the results for each repository.

Once again, The National Archives is enormously grateful to the archives community for the thoroughness with which they have approached the self-assessment exercise. Over 90% of services responded, and the returns were generally full and informative. A key purpose of self-assessment is to provide a broadly-based measure of overall service quality that can be used comparatively, and the richness of detail offered in returns greatly increases the accuracy of this judgement.

The results published overleaf give the scores achieved by each repository on the five sections of the questionnaire, and the performance banding for that score. The top 10% of scores are placed in the three star category, the bottom 10% in the no star category, and the remainder divided equally between two star and one star bands. The performance bands for overall scores are a little more complex, since they reflect not only the overall score achieved but also minimum threshold scores which

the service must achieve on every section of the questionnaire. The thresholds were set at 35%, 45% and 55% respectively for one star, two star and three star performance. To be a three star service, therefore, an institution had not only to have an overall score in the top 10%, but also to have a score on all five sections of the questionnaire of over 55%.

In publishing the results, we have deliberately not provided comparisons with the scores from the pilot exercise in 2006. This is because some parts of the questionnaire were extensively altered this year, and we did not think trend data would be meaningful. We do expect, however, to be able to offer trend data in future years, and this should make the data even more helpful to local authorities. Inevitably even the sectional scores (for governance, documentation, access and so on) conceal the detailed strengths and weaknesses of individual services, and so each repository has received its detailed scores on every question for internal use. We intend to

publish some more detailed analysis of the findings later in the spring, which should reveal the patterns across repositories on more narrowly-focused issues.

We hope that archivists will be able to use their detailed scores, and the information provided here about comparisons with other authorities, to demonstrate to senior managers and elected members the areas where they are doing well, and the areas where improvements are most needed. A number of authorities have told us they are using the results as the basis for an improvement plan. Most services will find they have a few quick wins – things they can do within existing resources that will drive up scores – but at least two authorities have already committed new resources to implementing improvement plans in the 2008/9 financial year, and we hope more will follow.

Some archivists in lower scoring repositories have told me they find their results depressing, and it is worth making the point that the

results should not be read as a judgement on the chief archivist or their staff. Even with a low score, the staff may be doing an excellent job with the limited resources at their disposal. Because self-assessment measures the service against all aspects of the public task of an archive repository, it is a judgement on how the local authority (or authorities, if it is a joint service) are doing in meeting that task. The calibre of the staff, and of professional leadership, are just two of the factors that will contribute to that overall performance; the resources available, the location and facilities of the premises, the richness and diversity of the collections, and the strength of governance are also key parts of the equation. How these factors interplay for particular services will need to be teased out locally and reflected in improvement plans in the years to come.

Some key messages do emerge from the headline data published here, however, and from the high level analysis of the returns which staff at The National Archives have performed so far. It is clear that a significant number of local authorities are providing archive services that are strong in every area of service provision, and I would single out the Norfolk Record Office and London Metropolitan Archives as the two highest scoring repositories this year. The three stars awarded to the East Riding of Yorkshire Archives also demonstrates

clearly the impact that a splendid new building can have on all aspects of a service.e

It is apparent, too, how many services have responded to the relatively poor scores for governance in last year's pilot survey by developing the policy framework within which they operate and engaging more fully with their internal forward planning process. The standard of facilities for access is generally good, and many services have responded with enthusiasm and imagination to the challenge of engaging with wider and more diverse audiences. At the same time, some stiff challenges remain:

- Most archive services are unable to actively develop their collections, because of a lack of staff and storage capacity. Although most records come as gifts or loans, services also struggle to raise the money to buy collections that are offered for sale
- Local archive services are only just beginning to develop arrangements for the permanent preservation of digital records, and to think about the implications of electronic record-keeping for future collecting
- Whilst in general the quality of access provision by archive services is a notable strength, many services have large backlogs of collections that are

inaccessible for research because they cannot afford to catalogue them

- The buildings in which archive services are housed are often a real constraint on the development and quality of service provision. Storage areas for records are often full, and do not offer the cool, fairly dry environment that is best for storing most records. Space for staff and users is also often under pressure, so the capacity for developing innovative new services can be constrained

Perhaps the clearest message of all from the headline data published here, however, is that there are wide variations in service quality across England and Wales, with the result that not all of our heritage is being adequately cared for. Furthermore, there is a strong link between performance and the size of archive services: larger institutions are better able to address the varied public task of an archive service and commonly offer higher quality services. In some places, there may be benefits from the 'vertical integration' of archives with other cultural services, but the greatest gains could come from a number of small authorities agreeing to pool their resources and operate a single archive service from a single site.

Nicholas Kingsley
Head of National Advisory Services
The National Archives

See pages 12 – 15 for a full listing of the self-assessment 2007 results.

Self-assessment 2007 results

Institution	Authorities	Governance and Resources		Documentation of Collections		Access		Preservation & Conservation		Buildings, Security & Environment		Overall performance	
		Score	Star	Score	Star	Score	Star	Score	Star	Score	Star	Score	Star
Anglesey	Isle of Anglesey U	50.50%	*	62.50%	**	49.00%	*	61.00%	*	48.50%	*	52.50%	*
Barking & Dagenham	Barking & Dagenham LB	81.50%	***	54.50%	*	60.50%	**	65.00%	**	52.00%	*	61.00%	**
Barnet	Barnet LB	38.00%		36.00%		39.00%	*	40.50%		40.50%		39.00%	
Barnsley	Barnsley MB	53.00%	*	48.00%	*	49.50%	*	46.00%	*	54.00%	*	50.50%	*
Bath & North-East Somerset	Bath & NE Somerset U	39.50%		30.50%		36.00%		26.50%		45.00%	*	37.00%	*
Bedfordshire & Luton	Bedfordshire CC; Luton U	72.50%	**	80.00%	***	61.00%	**	78.50%	**	53.00%	*	66.00%	**
Berkshire	Bracknell Forest U; Reading U; Slough U; West Berks U; Royal B of Windsor and Maidenhead U; Wokingham U	80.00%	***	62.00%	**	54.00%	**	77.00%	**	80.50%	***	68.50%	**
Bexley	Bexley LB	84.00%	***	73.50%	**	57.00%	**	66.00%	**	71.00%	**	68.00%	**
Birmingham	Birmingham MB	58.50%	*	62.00%	**	69.50%	***	61.00%	*	59.00%	**	63.00%	**
Bolton	Bolton MB	35.50%		60.00%	**	36.00%	*	63.50%	*	60.50%	**	49.00%	*
Brent	Brent LB	60.00%	*	61.00%	**	53.00%	**	43.00%	*	53.50%	*	54.00%	*
Bristol	Bristol U	78.50%	**	71.50%	**	65.50%	**	71.00%	**	80.00%	***	72.50%	***
Bromley	Bromley LB	56.00%	*	54.00%	*	51.50%	*	62.00%	*	53.50%	*	54.00%	*
Buckinghamshire	Buckinghamshire CC; Milton Keynes U	65.00%	**	47.00%	*	47.00%	*	64.50%	**	63.00%	**	56.00%	*
Bury	Bury MB	63.50%	*	37.00%	*	46.50%	*	54.00%	*	66.50%	**	53.50%	*
Cambridgeshire	Cambridgeshire CC	53.50%	*	57.50%	**	40.00%	*	57.50%	*	45.50%	*	48.50%	*
Camden	Camden LB	73.00%	**	61.00%	**	70.50%	**	58.00%	*	43.50%	*	61.00%	**
Cardiff	Cardiff U	52.50%	*	53.00%	*	39.00%	*	50.00%	*	55.00%	*	48.50%	*
Cardiff & Chester	Cardiff CC; Halton U; Warrington U	60.00%	*	56.00%	*	37.00%	*	44.50%	*	42.50%	*	46.00%	*
Cheshire	Cheshire CC; Halton U; Warrington U	65.00%	**	72.00%	**	57.50%	**	76.00%	**	61.50%	**	64.00%	**
Conwy	Conwy U	63.00%	*	50.00%	*	38.00%	*	58.00%	*	47.50%	*	48.50%	*
Cornwall	Cornwall CC	71.50%	**	62.00%	**	52.50%	**	59.50%	*	58.00%	*	59.00%	**
Coventry	Coventry MB	55.00%	*	47.00%	*	51.00%	*	54.00%	*	55.00%	*	52.50%	*
Croydon	Croydon LB	53.50%	*	56.00%	*	57.50%	**	59.50%	*	66.00%	**	60.50%	**
Cumbria	Cumbria CC	76.00%	**	56.50%	*	51.00%	*	78.50%	**	57.00%	*	60.50%	**
Derbyshire	Derbyshire U	62.00%	*	55.00%	*	40.50%	*	59.50%	*	68.00%	**	55.50%	*
Derbyshire	Derbyshire CC; Derby U	75.50%	**	78.50%	***	59.50%	**	85.50%	**	67.50%	**	70.00%	**
Devon	Devon CC and Torbay U	68.50%	**	55.00%	**	49.00%	*	78.50%	**	53.00%	*	63.00%	**
Doncaster	Doncaster MB	55.50%	*	58.00%	**	39.50%	*	61.00%	*	53.00%	*	51.00%	*
Dorset	Dorset CC; Bournemouth U; Poole U	77.00%	***	71.50%	**	63.50%	**	85.50%	***	88.50%	***	76.00%	***
Dudley	Dudley MB	66.00%	**	48.00%	*	39.00%	*	40.50%	*	42.00%	*	45.50%	*
Durham	Durham CC; Darlington U	40.00%		46.50%	*	51.50%	*	70.50%	**	56.50%	*	52.50%	*
Ealing	Ealing LB	46.50%	*	43.00%	*	46.00%	*	21.50%	*	49.00%	*	43.50%	*
East Riding of Yorkshire	East Riding of Yorkshire U	84.00%	***	73.50%	**	67.00%	**	58.00%	*	85.00%	***	74.00%	***
East Sussex	East Sussex CC; Brighton and Hove U	75.50%	**	70.50%	**	51.00%	*	67.00%	**	52.00%	*	60.00%	**
Enfield	Enfield LB	35.00%		15.00%		19.50%		11.50%		26.50%		22.00%	
Essex	Essex CC; Southend U; Thurrock U	68.00%	**	58.00%	**	63.50%	**	78.50%	**	79.50%	**	69.50%	**
Flintshire	Flintshire U	50.00%	*	55.00%	*	32.00%	*	73.50%	**	63.50%	**	51.50%	*
Glamorgan	Cardiff U; Bridgend U; Caerphilly U; Merthyr Tydfil U; Rhondda Cynon Taf U and Vale of Glamorgan U	75.00%	**	46.00%	*	50.00%	*	67.00%	**	44.00%	*	55.50%	*
Gloucestershire	Gloucestershire CC; South Gloucestershire U	87.00%	***	77.00%	***	63.00%	**	84.00%	***	86.00%	***	77.50%	***

Institution	Authorities	Governance and Resources		Documentation of Collections		Access		Preservation & Conservation		Buildings, Security & Environment		Overall performance	
		Score	Star	Score	Star	Score	Star	Score	Star	Score	Star	Score	Star
Greater Manchester	Bolton MB Bury MB Manchester MB Oldham MB Rochdale MB Salford MB Tameside MB Trafford MB Wigan MB	67.50%	**	72.00%	**	50.00%	*	81.00%	***	57.50%	*	62.00%	**
Greenwich	Greenwich LB	76.00%	**	46.50%	*	63.50%	**	65.00%	**	68.00%	**	64.00%	**
Guildhall Library	City of London	74.50%	**	89.50%	***	69.00%	***	78.50%	**	75.50%	**	76.00%	***
Gwent	Blaenau Gwent U, Caerphilly U, Monmouthshire U, Newport Borough U, and Torfaen U	68.00%	**	58.00%	**	47.00%	*	45.50%	*	41.00%	*	50.50%	*
Gwynedd	Gwynedd U	58.00%	*	74.00%	**	61.00%	**	75.50%	**	77.50%	**	68.50%	**
Hackney	Hackney LB	77.50%	**	71.50%	**	58.50%	**	68.50%	**	56.00%	*	64.00%	**
Hammersmith & Fulham	Hammersmith & Fulham LB	56.00%	*	41.00%	*	39.50%	*	38.00%	*	45.50%	*	43.50%	*
Hampshire	Hampshire CC	86.00%	***	85.50%	***	81.50%	***	86.00%	***	81.50%	***	83.50%	***
Haringey	Haringey LB	No return		No return		No return		No return		No return		No return	
Harrow	Harrow LB	No return		No return		No return		No return		No return		No return	
Havering	Havering LB	No return		No return		No return		No return		No return		No return	
Herefordshire	Herefordshire U	71.50%	**	54.00%	*	49.50%	*	63.50%	*	57.50%	*	57.50%	*
Hertfordshire	Hertfordshire CC	67.50%	**	68.00%	**	53.50%	**	61.50%	*	65.00%	**	61.50%	**
Hillingdon	Hillingdon LB	77.00%	**	69.00%	**	46.00%	*	59.50%	*	63.00%	**	60.00%	**
Hounslow	Hounslow LB	No return		No return		No return		No return		No return		No return	
Hull City	Hull City U	58.00%	*	49.00%	*	50.50%	*	52.50%	*	36.00%	*	48.00%	*
Isle of Wight	Isle of Wight U	61.50%	*	50.00%	*	44.50%	*	54.50%	*	43.50%	*	49.00%	*
Islington	Islington LB	63.50%	*	38.00%	*	63.50%	**	61.00%	*	61.00%	**	58.50%	*
Kensington	Kensington & Chelsea LB	59.50%	**	26.50%	*	42.00%	*	21.50%	*	55.00%	*	43.00%	*
Kent	Kent CC	67.00%	**	58.00%	**	51.00%	**	72.00%	**	53.00%	*	57.50%	*
Kingston	Kingston-on-Thames LB	59.50%	*	50.00%	*	54.00%	**	48.50%	*	53.50%	*	53.50%	*
Knowsley	Knowsley MB	39.00%		10.00%		28.50%		23.00%		44.50%	*	30.50%	
Lambeth	Lambeth LB	75.50%	**	58.00%	**	66.00%	**	50.00%	*	51.50%	*	60.50%	**
Lancashire	Lancashire CC Blackburn with Darwen U Blackpool U	73.50%	**	65.50%	**	52.50%	**	80.50%	***	73.50%	**	66.50%	**
Leicestershire, Leicester & Rutland	Leicestershire CC Leicester City U Rutland U	71.50%	**	68.00%	**	57.00%	**	71.00%	**	74.50%	**	67.00%	**
Lewisham	Lewisham LB	69.00%	**	71.50%	**	71.50%	***	71.50%	**	71.50%	**	71.00%	**
Lincolnshire	Lincolnshire CC	78.00%	**	58.00%	**	57.00%	**	71.00%	**	73.50%	**	66.00%	**
Liverpool	Liverpool MB	58.50%	*	52.00%	*	63.00%	**	71.50%	**	58.50%	*	60.50%	**
London Metropolitan Archives	City of London	84.00%	***	90.00%	***	76.50%	***	92.50%	***	85.50%	***	84.00%	***
Manchester	Manchester MB	80.00%	***	74.50%	***	66.00%	**	67.50%	**	66.50%	**	70.00%	**
Medway	Medway U	76.50%	**	75.50%	***	55.00%	**	70.50%	**	64.00%	**	65.50%	**
Merton	Merton LB	No return		No return		No return		No return		No return		No return	
Newham	Newham LB	43.50%	*	41.00%	*	55.00%	**	47.50%	*	64.50%	**	52.50%	*
Norfolk	Norfolk CC	92.50%	***	79.50%	***	75.50%	***	81.50%	***	93.00%	***	84.00%	***

Institution	Governance and Resources		Documentation of Collections		Access		Preservation & Conservation		Buildings, Security & Environment		Overall performance	
	Score	Star	Score	Star	Score	Star	Score	Star	Score	Star	Score	Star
North Yorkshire	68.50%	**	51.50%	*	67.00%	**	77.00%	**	62.50%	**	65.00%	**
Northamptonshire	58.50%	*	42.50%	*	64.00%	**	77.00%	**	65.50%	**	62.00%	*
North-East Lincolnshire	51.00%	*	51.00%	*	44.50%	*	66.00%	**	48.00%	*	50.00%	*
Northumberland and Berwick	68.50%	**	58.50%	**	60.00%	**	74.50%	**	81.50%	***	68.50%	**
Oldham	63.00%	*	37.00%	*	59.00%	**	52.50%	*	50.50%	*	53.50%	*
Oxfordshire	67.00%	**	57.00%	*	58.50%	**	74.50%	**	79.00%	**	67.00%	**
Pembrokeshire	58.50%	*	51.00%	*	42.00%	*	44.50%	*	41.00%	*	46.00%	*
Peterborough	61.50%	*	64.00%	**	44.50%	*	66.00%	**	73.50%	**	60.00%	*
Plymouth & West Devon	49.00%	*	58.50%	**	43.50%	*	50.50%	*	37.50%	*	46.00%	*
Portsmouth	49.00%	*	59.00%	**	39.00%	*	47.50%	*	50.50%	*	47.50%	*
Powys	47.50%	*	57.00%	*	45.50%	*	50.50%	*	36.00%	*	45.50%	*
Redbridge	57.00%	*	12.50%	*	36.00%	*	50.00%	*	63.00%	**	44.00%	*
Richmond	30.00%	*	27.50%	*	35.00%	*	27.00%	*	52.50%	*	36.50%	*
Rochdale	74.00%	**	67.50%	**	59.00%	**	69.00%	**	73.50%	**	67.50%	**
Rotherham	74.50%	**	57.00%	*	60.00%	**	63.50%	*	60.50%	**	62.50%	**
Salford	No return	*	No return	*	No return	*	No return	*	No return	*	No return	*
Sandwell	58.00%	*	44.00%	*	41.00%	*	41.00%	*	49.50%	*	46.00%	*
Sefton	No return	**	No return	**	47.50%	*	No return	**	No return	**	No return	**
Sheffield	74.00%	**	66.50%	**	60.00%	**	69.50%	**	63.00%	**	61.00%	**
Shropshire	74.50%	**	54.00%	*	60.00%	**	66.50%	**	64.50%	**	63.50%	**
Solihull	No return	*	No return	*	No return	*	No return	*	No return	*	No return	*
Somerset	75.50%	**	73.50%	**	62.00%	**	82.50%	**	59.50%	**	68.00%	**
Southampton	54.50%	*	63.50%	**	44.50%	*	71.00%	**	61.50%	**	56.50%	*
Southwark	No return	*	No return	*	No return	*	No return	*	No return	*	No return	*
St Helens	66.00%	**	59.00%	**	57.50%	**	61.00%	*	68.50%	**	62.00%	**
Staffordshire	88.50%	***	82.50%	***	71.00%	***	86.50%	***	75.00%	**	78.50%	***
Stockport	48.00%	*	29.50%	*	46.00%	*	39.00%	*	55.00%	*	45.00%	*
Suffolk	78.50%	**	55.00%	*	65.00%	**	67.00%	**	74.00%	**	68.00%	**
Surrey	63.00%	*	66.50%	**	71.50%	***	87.50%	***	73.00%	**	72.00%	**
Sutton	57.50%	*	53.00%	*	55.50%	**	48.50%	*	68.50%	**	58.00%	*
Tameside	74.50%	**	67.50%	**	65.00%	**	75.50%	**	75.00%	**	70.50%	**
Teesside	70.50%	**	64.50%	**	65.50%	**	73.50%	**	61.00%	**	66.00%	**
Tower Hamlets	49.00%	*	56.00%	*	42.00%	*	44.50%	*	52.00%	*	48.00%	*
Trafford	60.00%	*	35.00%	**	53.50%	**	63.50%	*	55.00%	*	53.00%	*
Tyne & Wear	53.50%	*	60.50%	**	63.00%	**	69.00%	**	58.00%	*	61.00%	**
Walsall	62.00%	*	54.00%	*	47.00%	*	76.00%	**	57.50%	*	56.50%	*
Waltham Forest	No return	*	No return	*	No return	*	No return	*	No return	*	No return	*
Wandsworth	55.50%	*	40.00%	*	34.00%	*	43.00%	*	52.50%	*	44.00%	*
Warrington	65.50%	**	66.00%	**	59.00%	**	72.00%	**	49.00%	*	60.50%	**
Warwickshire	73.50%	**	58.00%	**	65.50%	**	73.50%	**	84.00%	**	71.00%	**
West Glamorgan	59.50%	*	60.00%	**	43.50%	*	61.00%	*	67.50%	**	56.50%	*
West Sussex	78.50%	**	74.50%	***	75.50%	***	86.00%	***	85.50%	***	79.50%	***

Institution	Authorities	Governance and Resources		Documentation of Collections		Access		Preservation & Conservation		Buildings, Security & Environment		Overall performance	
		Score	Star	Score	Star	Score	Star	Score	Star	Score	Star	Score	Star
West Sussex	West Sussex CC	78.50%	**	74.50%	***	75.50%	***	86.00%	***	85.50%	***	79.50%	***
West Yorkshire	Bradford MB, Calderdale MB, Kirklees MB, Leeds MB, Wakefield MB	64.00%	*	55.00%	*	49.50%	*	67.00%	**	58.50%	*	57.00%	*
Westminster	Westminster LB	83.00%	***	92.00%	***	76.00%	***	78.50%	**	83.50%	***	81.50%	***
Wigan	Wigan MB	34.50%		35.00%		25.00%		42.00%	*	42.50%		34.50%	
Wiltshire & Swindon	Wiltshire CC Swindon U	66.00%	**	72.50%	**	48.00%	*	71.50%	**	42.00%		56.00%	*
Wirral	Wirral MB	57.50%	*	32.00%		24.00%		29.00%		45.50%	*	36.00%	
Wolverhampton	Wolverhampton MB	74.00%	**	56.00%	*	54.00%	**	61.00%	*	60.00%	**	59.50%	**
Worcestershire	Worcestershire CC	81.50%	***	61.00%	**	55.00%	**	53.50%	*	61.50%	**	61.50%	**
Wrexham	Wrexham U	62.00%	*	47.00%	*	33.50%		59.00%	*	54.00%	*	48.00%	*
York City	York City U	42.00%		58.00%	**	41.50%	*	48.00%	*	44.50%	*	46.00%	*

Your Archives – an online community of record users

Your Archives is a ground breaking new public resource launched by The National Archives in April 2007. It is a wiki – a website designed to allow users to contribute their knowledge of archival sources held by The National Archives and by other UK archives.

This is an updated article first published in *ALISS Quarterly*, vol 3 no 2, January 2008, pp38-42

Your Archives does not aim to become an encyclopaedia of British history, as this would duplicate other resources, instead, contributors are encouraged to describe archival sources relating to particular subjects to help other researchers.

Your Archives can be found using the following link <http://yourarchives.nationalarchives.gov.uk>

Why a wiki?

We regularly receive comments from researchers asking to add information, or offering their own research notes for inclusion in our Catalogue and other online resources. Although this would be extremely useful we do not have the resources to verify the accuracy or completeness of the information, or to edit it to current editorial standards prior to uploading it into the Catalogue. There are also issues over copyright and authorship. In addition, staff have created or inherited information about our records which is stored in a vast array of media such as notebooks, index cards, folders, training packs, computer discs, and on our internal electronic records management system, etc – all of which are only available onsite. One resource

regularly used by staff to help researchers is the reading room memoranda – these are held in folders behind the advice desks and their only means of access is a card index. These memoranda, which are scrapbooks of archival and historical information dating back to the 1940s, include copies of staff letters, lists of document references, training notes, information on private papers, and information on public records held in other archives, etc.

We considered various options of how to make this extremely useful information available to the public: exploring web-based information

management systems, and user generated and collaborative websites such as Wikipedia, Ebay and Amazon. A wiki seemed to best meet our needs and the needs of researchers – it is searchable and browsable, but more importantly it is extremely easy to create content which others can then correct and improve upon.

What have we done?

We built *Your Archives* using MediaWiki, which is free open source software, but we have tailored it to meet our needs. One of the guiding principles of *Your Archives* is for people to add

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Screenshot of *Your Archives* for TNA: WO 163/129



further information to our existing resources such as the Catalogue, the National Register of Archives (NRA), and Documents Online. To facilitate this we created buttons in the Catalogue and the NRA which link to *Your Archives* – either to an existing page or to generate a new page; we are developing similar links for our other online resources.

We have given the Catalogue prominence and have developed functionality and templates so that references to documents at The National Archives in articles are recognised and link to an auto-generated 'Catalogue-link' page. This 'Catalogue-link' page has a reciprocal link back to the Catalogue so that researchers can see the Catalogue details to order the document to see onsite or to request copies. On these pages we also made visible the MediaWiki toolbox 'What links here' function showing other articles which also refer to that document reference.

Before we went live we seeded *Your Archives* with over 500 articles to indicate the type of information that would be suitable. Most of this information came from the reading room memoranda, but others included several Research Guides, transcriptions of documents, and enhanced catalogue descriptions. We also created a series of categories to help users browse articles. These were initially based on the categories used in The National Archives Global Search function but because this is a user-generated site it was not long before contributors created their own.

What can you do on *Your Archives*?

There is a simple search box where you can search the content of articles, or browse articles by category, for example for Probate transcripts or the First World War (both of these have been created by users). If there isn't an article you can create one after first registering; you can also amend existing articles to correct historical or typographical errors, or to expand the descriptions. This aspect challenges traditional forms of authorship in that anyone can create or alter content. Some

people find this uncomfortable in that their 'work' can be changed, but there is an audit function under the 'History' tab where you can see all edits. Unlike encyclopaedias or printed articles a wiki article does not need to be complete and some staff and researchers have been using *Your Archives* as a workbook to add brief information as they work through documents or while compiling information on people or events.

There are now over 2,500 articles, of which about 700 were uploaded from existing staff resources such as the memoranda. These articles include transcriptions of wills, translations of Latin inquisitions post mortem, short biographies of people and ships, expanded document descriptions, information on organisations, and information on archive projects. The emphasis is to build upon archival databases of The National Archives but as long as the article has a bearing on British history and contains, or is likely to contain, archival sources we accept it. It is not a discussion forum although there are articles (under 'Notes' pages) where contributors discuss the article or ask for further information about documents, people and events. Unless it is obvious that only The National Archives can answer the question, for example questions on policy, we leave it up to the users to help each other.

Challenges

We were particularly concerned about spam and how people may use *Your Archives* for advertising or other inappropriate use. To manage spam all contributors have to register and part of the registration process involves filling in a 'captcha' box – a randomly generated image which can't be read by computers or software.

We decided against pre-moderating as we felt this would deter people from contributing and make an assumption that we had validated the content. Instead, we post-moderate articles to ensure that they do not breach the terms and conditions, for example containing personal information or material in copyright, and that they are relevant; we also check links to

websites to ensure that it is appropriate. In the case of language used the content must be in English, unless it is a transcription of a document. We recognise that many historical terms are now considered offensive and derogatory but we will keep those if they are in context, and we have created a template to bring this to the attention of users. We will delete inappropriate material. We occasionally correct titles, for example to standardise the names of Royal Navy ships or to create links to the National Register of Archives. We do not correct formatting unless it has gone completely awry for example improving tables, and we do not correct content, as we may not have the expertise to do this.

So far we have got the balance right, but if necessary there is the facility to delete users, block IP addresses, and protect articles from further edits. The user-base is still quite small – there are over 5,000 registered people but only a couple of dozen regularly contribute. Researchers are gradually becoming aware of *Your Archives* but we need to improve our communications, we also need to increase the number of articles and are currently planning projects we can work with communities to develop further. Lastly we need to do housekeeping, because the articles have come from a wide variety of sources there is quite a lot of duplication, some articles are extremely long and many do not contain any referencing and we are developing templates which are used to highlight articles to be merged, split, or referenced, etc.

Your Archives is still new but already there is a nucleus of material which shows the value of this exciting resource that enables anyone to share their knowledge of Britain's rich archival heritage and reuse historical information in a way that has not previously been possible.

Guy Grannum
***Your Archives* Manager**
Advice and Records Knowledge
The National Archives

See page 18 for a case study.

Inside Kingston Lunatic Asylum: the case of Ann Pratt

In this article Georgina Kiani describes the case of Ann Pratt, an abbreviated version can be seen on the *Your Archives* website.

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In Jamaica in 1860, a pamphlet entitled *Seven Months in the Kingston Lunatic Asylum and What I Saw There* (TNA:CO 137/350/52 Folios 429-441), written by a former patient, Ann Pratt, was produced and circulated with the help of sympathisers including Ann's minister, the Bishop of Kingston and Dr. Bowerbank.

plunged face down into the water. Lloyd Bugle and Mulgrave [asylum staff] now got into the tank to hold me down. I struggled hard; I fought for my life. Mulgrave sat upon my chest, and when I threw her off she sat upon my shoulders. Antoinette stood outside the tank with her hand twisted in my hair, and she struck my head violently against the sides of the tank."

(TNA:CO 137/350/52 Folio 436)

The Matron and her staff hid such abuse from the doctors and other senior staff, patients were threatened and punished if they tried to complain. Through Ann's revelations and that of other cases, the level of abuse was finally enquired into, the Matron was discharged after 16 years of service. Not all the staff were perpetrators of violence and bullying; Ann commended the humanity of some, who were often discharged due to their unwillingness to take part in the abuse of patients.

In response to the exposé published by Ann Pratt, and her sympathisers, the Jamaican government issued their response. It was entitled *Official Documents on the Case of Ann Pratt, the Reputed Authoress of a Certain Pamphlet....*, (TNA:CO 137/350/52) and contained, also in pamphlet form, the report into the allegations, and the associated official papers.

The publication seeks to diminish Ann's credibility as a witness by portraying her as an irreligious, foul-mouthed prostitute, guilty of cohabiting with "a Jew" and being mother to illegitimate children. She was portrayed as being of a questionable state of mind, and clearly 'insane' when committed to the asylum and when she was a patient there; these facts apparently proven by her previous bouts of 'madness'. The government's pamphlet also discredits her 'sympathisers',



7



6
Seven Months in the Kingston Lunatic Asylum and What I Saw There (TNA: CO 137/350/52 Folios 429-441)

7
Official Documents on the Case of Ann Pratt, the Reputed Authoress of a Certain Pamphlet (TNA: CO 137/350/52)

The pamphlet contains allegations of abuses, witnessed and suffered by the former patient during the time she spent in Kingston asylum. Ann believed herself to be a 'sane' person, but admits having been "driven to distraction" in the asylum.

Ann, a poor 'mulatto' woman with two children, was taken to a police station by her family after dramatically breaking down the night before the trial for her rape was due to take place. The resident doctor at the jail deemed her psychologically unfit and she was committed by the court to be sent to the Kingston asylum.

In the pamphlet, Ann describes how, under the instruction of the Matron, beatings and physical abuse by staff nearly killed her; she made several attempts to tell doctors, pleading with them to release her. Whilst incarcerated, Ann decided to keep a secret record of events by scratching details on a wall, so that on her release, she could tell the outside world of the atrocities she had experienced and witnessed.

One notorious form of punishment, favoured by perpetrators, was called 'tanking', incorporated into the bathing routine it took place in a tank. Ann had frequently witnessed and experienced 'tanking'; this is how she describes one such experience:

"I was then stripped and seized, my arms being held back of me, my legs extended and separated. I was thus

alleging that Ann was being used to their own gain by those who were known to criticise the government – particularly Dr. Bowerbank.

The inquiry was ordered by the Governor of Jamaica and compiled by his secretary, who gathered reports, statements, and correspondence from an array of medical men and government

officials, most of whom render Ann Pratt as insane and ignorant and portray her sympathisers as cranks who had their own dangerous agenda at her expense. The Director of the Asylum refers to Anne as "this poor ignorant woman" who is "made to assume the authorship" of the pamphlet, similarly, she is described as illiterate by one doctor. A Justice of the Peace, writes of Ann: "*the poor creature is quite unable to write or dictate such a production, and that the 'kind friend' ...has for some sinister purpose of his own, exaggerated the complaints she has been induced to make.*"

The evidence given against Ann is used to 'prove' her insanity, seeking to discredit her status as a witness to the alleged events in the asylum. The doctor at the jail describes "undoubted signs of mental derangement", and reporting that Ann was swinging between 'mania' and 'melancholia' while in the prison. A judicial figure, similarly reported that "Ann Pratt was mad, and dangerously mad too", stating that she "attempted to eat her own ordure".

Other methods employed to discredit Ann include 'exposing' her as being morally corrupt; one effective tool to be used in this way was that of the rape case. Insinuations were made about Ann's relationship with the accused men. Further descriptions of Ann's character portray her as lacking morals, the Director of the Asylum, for example, describes Ann as having "bourn the character of a prostitute", who "has had connection with black men, and had children the result of promiscuous intercourse".

By showing Ann to be 'insane', providing 'evidence' of her questionable character, and undermining the validity of the rape case, the picture which emerges in the government's pamphlet is of an untrustworthy, morally corrupt, woman, prone to madness. This treatment of the facts co-joined with the status of those telling them, and in the form of 'official documents', provokes an

unsympathetic opinion of Ann in the mind of the reader, employed to draw attention away from the gruesome facts of her pamphlet.

It is with this in mind, that the Director of the Asylum, is able to conclude that Ann's depiction of events is "from first to last a disgusting over-drawn picture of falsehoods and exaggerations", and "full of contradictions and inconsistencies". Even though he interviewed his own members of staff, many of whom corroborate Ann's allegations, the Director manages to find merely that "greater roughness and severity is at times exercised by the Servants and Nurses of the Asylum than is desirable or proper in the management of violent Lunatics".

In following years, there were many fresh claims of abuse by former patients, and in 1861 a Public Hospital and Lunatic Asylum Commission found that there was an unacceptably high disease and mortality rate at the asylum resulting in the dismissal of two of the most eminent medical men. Eventually an entirely new asylum was planned. Ann's experiences and the scenes she witnessed were used as evidence in the enquiry.

Ann Pratt is a prime example of the triple disability of being female, black and poor in the post-emancipation Caribbean. Her story fits into the portrayal of colonised women as provided by author Ann McClintock, who states "as the slaves, agricultural workers, house servants, mothers, prostitutes and concubines of the far flung corners of the colonies of Europe, colonized women had to negotiate not only the imbalances of their relations with their own men but also the...violent array of hierarchical rules and regulations that structured their relations with imperial men and women".¹

Ann's story shows that these societal prejudices were being played out in the space of the asylum; the long list of white men that were involved in her case, not only defined the boundaries of her sanity, but even managed to 'prove'

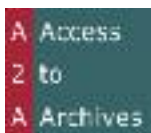
or 'dis-prove' her status as a victim. The words written by these figures of authority show us how the attitudes of a white colonial society where women and black people are subordinated, coupled with the attitudes developed during the long period of slavery, continued to permeate the mind-set of this era, seeping even into the provision of mental health care.

Georgina Kiani
Knowledge Transfer Officer
The National Archives

¹ Anne McClintock: *Imperial Leather: Sexuality in the Colonial Context* (London and New York: Routledge, 1995), p. 6

RecordKeeping news

The future of Access to Archives



The A2A programme began in 2000 and since then has provided repositories across England and Wales the opportunity to present material on a single database via the internet.

The A2A programme, initially financed by an award from the Treasury's Invest to Save Budget in 2000, has since been largely funded by the Heritage Lottery Fund and supported by The National Archives and the British Library. Exactly 414 record offices have contributed data to A2A, making it the best single website to search for access to multiple archival catalogues. The records in the database are as diverse as the contributing archives. Researchers can find entries for archives of national bodies or collections created by local groups, maps and deeds, and a wide range of personal papers.

The fourth phase of A2A, Archives 4 All, is proving tremendously successful. Archives 4 All, which began in September 2005, is building on A2A's previous achievements by expanding the current user base. There are 19 Archives 4 All projects covering a diverse range of topics from Lesbian, Gay, Bisexual and Transgender history to a project about the launch of the Mauretania in 1906.

Archivists have been encouraged to work with people in their communities who are unfamiliar with archives and to utilise current

internet technology in order to highlight learning and outreach opportunities. Archives 4 All will complete by the end of March 2008, following that date there will be no further programme for the addition of new material to the A2A site.

The website itself will continue as a resource to be used by everyone with access to the internet, to be searched and referred to, and current projects will have the facility to update existing content. Currently the website is being moved to a robust platform to facilitate the continued updating of material already in A2A.

The National Archives remains committed to promoting the online accessibility of archival finding aids, and will continue to seek ways in which it can support future retroconversion, searchability and authority file development.

In March 2008, to celebrate the completion of the 4th phase of A2A, to mark the involvement of the wider archival community of the UK in all phases of A2A, and to launch the new sustainable website, The National Archives will be holding a large event for partners, stakeholders past and

present and members of the public. Further details about this event will be distributed in due course.

For more information about projects involved in Archives 4 All please go to the Archives 4 All website at www.nationalarchives.gov.uk/partnerprojects/a4a/

The A2A database can be found at www.nationalarchives.gov.uk/a2a

Rosie Logiudice
Regional Liaison Co-ordinator
for A2A



The Archival Impulse: Artists and Archives Conference

16 November 2007
Tate Britain

The conference began with an introduction from Nicholas Serota, director of Tate, on the importance of preserving artists' archives, and the potential of Tate's collection becoming more accessible to a global audience in the future.

The conference included a mixture of talks on preserving artists' archives as well as projects artists have undertaken within archives. Sue Breaknell, archivist at Tate, gave an overview of Tate's holdings and hoped the day would bring together different perspectives from archivists, historians and artists. Clive Phillpot, writer and curator, chaired the day.

The morning's talks included a number of interesting projects artists have undertaken within a number of archives. Uriel Orlow, artist, began by showing a very sensitively produced video piece made at the Wiener Library. The video shows a hand-held camera panning over books on the storage shelves whilst interviews with staff, some of whom are survivors of the Holocaust, include their experiences working at the library played as commentary.

A similar project, created by Ruth Maclennan, artist, was commissioned by the London School of Economics. The video piece includes interviews with archivists, revealing their thoughts and feelings about their work. The videos were then played around LSE, helping to raise awareness of the archive and making the archivists local celebrities! Sue Donnelly spoke of how the project has helped to raise the profile of the archive service and how it has given a fresh look at the collections for both staff and researchers.

A theme that ran through many of the projects was archive staff becoming part of the work (so be warned if commissioning an art project!) These were mostly interviews with staff on their experiences, thoughts and feelings on working in archives.

After the morning break, Bruce MacLean, artist, spoke about a project at the CHELSEA Space, involving his own archive, built up over many years working as a practising artist. This was followed by a talk by Angela Weight, Keeper of Art at the Imperial War Museum since 1979, on her role commissioning contemporary art at the museum. The collection now

includes pieces by Gilbert and George and more recently pieces by Steve McQueen, who has used images of soldiers, killed in Iraq, from family collections displayed as sheets of postal stamps. The morning talks were followed by a panel discussion with questions from the audience.

The afternoon session began with a theoretical paper from Julie Bacon, artist, curator and writer, followed by two more examples of artists working in archives; the first, Neal White, working in the Henry Moore Archive, followed by Harold Offeh's 'Being Mammy' project, using archival material on the actress Hattie MacDaniel, undertaken with the Bill Douglas Centre at the University of Exeter.

After the afternoon break, Lucy Gunning, artist, described a local community project commissioned by the Wordsworth Trust. This was followed by Jo Melvin, curator, who spoke of her experiences working with the Studio International Archive, created by Peter Townsend, editor of *Studio International* magazine, which is now held at Tate.

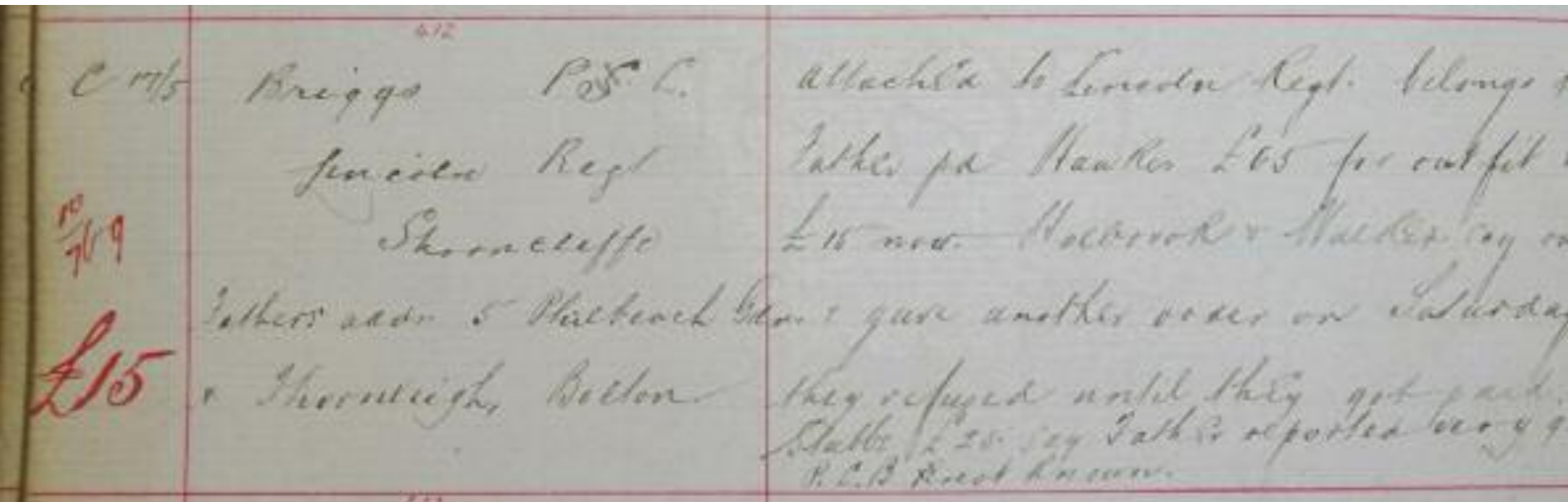
The conference was rounded up with discussion and questions from the audience. Some of the concerns raised included the lack of understanding among artists that the records they generate will eventually have historical value; that artists need to maintain freedom of expression when commissioned by archives; the need to preserve digital pieces, such as video art; and a concern that some artists are selling important archival material to overseas collectors as a means of income. There was a general feeling that the day had proved very positive and an agreement that future conferences on this subject would prove beneficial.

1
Tate Britain,
the venue for
The Archival
Impulse: Artists
and Archives
Conference



Purchase of the Beale and Inman archives

2



2
An entry from 1890 for P L Briggs from the Lincoln Regiment whose father was considered good for credit by one source, even though Holbrook & Walker, hosiers and glovers of Burlington Gardens, had refused to take another order until they were paid for the first, and Hawkes & Co, military accoutrement makers and tailors of Piccadilly, were still owed some money by him. (Acc 2553-37 p530)

The City of Westminster Archives Centre is delighted to have been given a grant from the Museum, Archives and Libraries Council/ V&A Purchase Grant Fund to acquire the archives of Beale and Inman, shirt makers, hosiers and outfitters, of New Bond Street, which have been up for sale at Bonhams recently. Their existence was originally highlighted by The National Archives Sales Notification Service.

As Westminster is the centre of the high class tailoring business based around Savile Row, the Archives Centre has always been keen to acquire outstanding examples of records emanating from this trade and the Beale and Inman archives are the most impressive series ever acquired.

The importance of Beale and Inman's clientele is reflected in the presence of two English prime ministers, for example, Winston Churchill and Neville Chamberlain. Not only are clients' payments recorded in the sales ledgers, but

details of the dates and specifications of their orders are recorded in a large series of order books from 1940 to 1980, many of which contain fabric samples.

Further samples of ties, ribbons and military regalia in the pattern books from 1896 to the 1970s illustrate the company's business with institutional clients such as public schools, colleges and regiments.

However, the most unusual series of records in this archive is the set of 18 'new name' books dating from 1880 to 1979, which contain revealingly frank references for customers from other companies including high class tailors and bootmakers. These are a fascinating record of the trading network of companies as well as a snapshot of British upper class society towards the end of the Empire.

A catalogue is already available on the Archives Centre's online catalogue at www.westminster.gov.uk/libraries/archives/indexes/search/

index.cfm and some conservation work is planned on the pattern books. It is expected that the Beale and Inman archives will be of great interest to biographers and social historians as well as fashion and business historians. The Archives Centre intends to use them in its work with students from the London College of Fashion and in reminiscence sessions with the Westminster Community Reminiscence and Archive Group.

Alison Kenney
Archivist
City of Westminster Archives
Centre

If you have an interesting recent acquisition, which you would like to feature in *RecordKeeping*, please email us at: recordkeeping@nationalarchives.gov.uk

Knowledge, Information and Change

This year's annual gathering of records managers and departmental record officers from central government departments took place at the Hilton Deansgate Hotel, Manchester, from 29 to 31 October 2007.

The Information and Records Management in Government (IRMG) Conference 2007

As usual the event was very well attended, with nearly 150 delegates from a wide variety of government organisations – from the Ministry of Defence to the Veterinary Laboratories Agency, the Foreign and Commonwealth Office to the British Geological Survey.

This year's theme – Knowledge, Information and Change – struck an important chord with everyone. We all recognise that we are operating in a rapidly changing world and know that we need to re-examine some of our basic principles and procedures. The key elements running through the conference were the two strands of the Vision of The National Archives:

- Lead and transform information management
- Guarantee the survival of today's information for tomorrow

An impressive line-up of speakers at both plenary sessions and seminars explored vital issues such as information sharing, digital preservation, Information Management Assessments and the power of information.

Tom Steinberg, founder and director of *mySociety*, set the scene with his presentation on how information is treated in the media and particularly by government. William Perrin, from the Cabinet Office, took this further into the government context and examined how information is shared between

government departments. A huge amount of work is being done in this area under the banner of *transformational government*. There is no doubt that lessons have been learnt from the past and there was much more interaction between departments in this area.

Natalie Ceeney summed up the many achievements of the past year at The National Archives including – Knowledge Council, Web Assets Project, New Guidance and Advocacy Tools and Digital Continuity, to name but a few – and showed how it was possible for the records and information management community to shape policy at the heart of government. Only by working together can we sustain the position.

Meg Sweet, from The National Archives, provided a close examination of Information Management Assessments – how they fit in with other standards and practices, the way forward for 2008 and the needs of the information management community.

The final session of the conference was largely taken up by challenges facing records and information managers over the next few years. Key among these is 'digital continuity' – the need to retain electronic information for business purposes, information which government may not need on a daily basis and which may not be of historical value but which it cannot afford to lose. For example,

in years to come will government be able to access information about where nuclear waste is stored? Will it be able to read trial transcripts in the event of appeals or re-trials? This is a hugely important piece of work and everyone in government needs to work closely together to ensure the success of the project.

As ever, a highlight of the conference was the presentation of awards to government records managers from the joint study programme run by The National Archives and Liverpool University – the 'Diploma and Certificate in Professional Studies, Records and Information Management', to give it its full title. A further 22 students were successful this year bringing the total from the programme to well over the century mark. In making the presentations Natalie Ceeney paid tribute to the work of the students and tutors in making the programme such a success.

This was the 22nd conference of its kind and there was general accord that it was the best since the first conference in 1985. This was largely due to the superb organising abilities of Julie Skipp (Records Management and Cataloguing Department, The National Archives) and her team. Planning has already begun for 2008...

Kelvin Smith
Head of Accessions
Management Unit
The National Archives

Pilgrim Trust/Esmée Fairbairn Foundation Cataloguing Grants Scheme: awards for 2007 round

The Cataloguing Grant Scheme, funded by the Pilgrim Trust/Esmée Fairbairn Foundation and administered by The National Archives, aims to award up to £200,000 each year to archives to tackle cataloguing backlogs.

The 2007 round invited applications from archives in the North East, South West and East Midlands regions of England, and from Northern Ireland. Applications for over £500,000 were received, the majority from the South West region, which is reflected in the outcomes of the 2007 round.

On 12 December 2007 the independent Cataloguing Grants Panel met to make final decisions on the award. Although many worthwhile projects could not be funded, we are delighted to announce that the following projects have been successful:

- *Cornwall Record Office* (£24,500): Fortescue family of Boconnoc papers
- *Dorset History Centre* (£24,800): Poole Pottery archive
- *Exeter University Library Special Collections* (£21,403): Writing Lives - archives of literary craft and kinship
- *Gloucestershire Archives* (£12,880): John Wilton Haines, "the friend of poets"

- *Media Archive of Central England* (£26,000): The Changing Midlands: 30 years of regional news

- *Somerset Record Office* (£22,500): Society and Justice in Somerset: cataloguing Quarter Sessions 1660-1800

- *Tyne and Wear Archives Service* (£38,404): COAST project (Cataloguing of archives of shipbuilding on the Tyne)

- *Waterways Trust* (£21,000): Visual Waterways – a photographic history of Britain's canals

so far eligible for the scheme (Wales, Yorkshire and the Humber, West Midlands, South East and East of England) will be able to apply for funding. If the available funds are over £200,000, that sum will be ringfenced for applicants from those areas but the remainder will be open to applicants nationally.

Further information on the scheme is available from The National Archives website: www.nationalarchives.gov.uk/archives/cataloguing_grants_scheme.htm

Melinda Haunton
Programme Secretary
The National Archives

Future plans

The Cataloguing Grants Scheme was initially funded for two years. We are in the process of finalising a funding package for future rounds and expect to be able to announce the outcome in late spring. We hope that the annual sum available in future will exceed £200,000 and from 2009 the scheme will operate on a national basis.

In 2008 we anticipate that the five areas of the United Kingdom not

Case studies

The Mingana Collection

An important and diverse collection of rare manuscripts from the Middle East has recently undergone a comprehensive boxing project to improve storage and protection of the collection. The subsequent re-shelving of the collection led to the creation of a new finding aid which has become a helpful tool in the identification and retrieval of the manuscripts.

1

The painted and lacquered front cover of a Persian manuscript in the Mingana Collection

The Mingana Collection, held at the University of Birmingham's Special Collections, is made up of over 3,000 manuscripts in over 20 languages, including among others, Arabic, Syriac, Ethiopic, Georgian, Hebrew, Samaritan and Armenian. The earliest manuscripts in the collection date from the 8th century A.D and include a section of a 9th century Kufic Qur'an. The collection also contains some unusual ancient artefacts such as early clay writing tablets believed to be from about 2000 B.C.

This unique and rich collection was brought together during the 1920s by an Iraqi priest called Alphonse Mingana, who had settled in England. Originally from the city of Mosul, Mingana had emigrated in 1913, initially staying at the Woodbrooke Quaker Settlement in Selly Oak on the outskirts of Birmingham. Here he formed a friendship with James Rendel Harris, Woodbrooke's Director of Studies who subsequently introduced him to Dr Edward Cadbury, the philanthropist and then owner of the famous chocolate company.

Mingana had a wide knowledge of languages including ancient Syriac and established himself in England as a scholar of early manuscripts from the Near and Middle East; with the help of Rendel Harris he secured an appointment with the John Rylands Library in Manchester.

Edward Cadbury gifted the manuscripts to the Woodbrooke Settlement and generously named the collection after Mingana who was appointed curator with the task of cataloguing the works. Mingana published catalogues on the Syriac and Arabic Christian manuscripts but died suddenly at the age of 58 in 1937 before he could complete his work on the collection. A catalogue of the Arabic Islamic manuscripts was published in the 1980s.

The current custodians are The University of Birmingham, who in 2005 applied for the collection to be 'Designated' as being of international importance by the Museums Libraries and Archives Council (MLA). In preparation for this a Preservation Assessment



1

Survey (PAS) was commissioned to give an overview of the condition of the collection and its preservation needs. The results of this survey, carried out by David Jacobs and Barbara Rodgers of The British Library, revealed an alarmingly high percentage of the collection was a matter for concern with 71% urgently requiring boxing. Even without the survey results it was apparent that many of the manuscripts in this unique collection were in urgent need of protection.

As is so often the case with projects what you set out to do expands and develops along the way. The initial aim was to box just the manuscripts most in need of protection, perhaps because the

prospect of measuring all 3,000 items seemed too daunting a task to take on at the start. Measuring the priority manuscripts started in April 2005 using a simple book measuring device which works on a similar principle to that used to measure children's feet for shoes. The widest point of width, depth and height were recorded. The measurements were sent to the Birmingham Central Library Conservation Unit where the team led by Tony Barrett, Senior Conservator, constructed the made-to-measure boxes on their recently purchased and impressive Kasemake Box Making Machine. Boxes were made from archival folding boxboard in blue-grey and white using two different

thicknesses, 1,300 micron for manuscripts with a width of 25mm or greater and 650 micron for slimmer manuscripts. It was this facility to have tailor-made boxes produced locally and at a highly competitive rate that made the project possible.

By the summer of 2005 two trusted volunteers, Sara Rose and Jude Stringer, were contributing about three hours a week helping when the deliveries arrived by carefully matching up the manuscripts to the correct boxes. In October of that year the University had employed a full time Conservation Assistant, Marie Sviergula, who also helped on the project.

In early 2006 a mechanical malfunction of the air conditioning unit in the strong room, where the manuscripts were stored, caused the relative humidity to rise temporarily. What became apparent from this incident was that the 400 or so manuscripts that had already received archival boxes were unaffected, the boxes buffering the rise in humidity.

This event prompted us to extend the project to all the manuscripts regardless of their physical condition. The benefits of made-to-measure archival boxes go further than just holding a fragile manuscript together, they protect from changes in the environment, dust, pollutants, smoke and water damage in the unlikely event of an emergency and from handling damage during transportation. We were in the fortunate position of having some money available from The Mingana Fund to carry out this further boxing without having to apply for grants from external bodies. Returning to the starting point the manuscripts that had previously been left unboxed we now measured for boxes too. Work continued systematically through the catalogued Arabic Islamic, Arabic Christian and Syriac material, which make up the major part of the Mingana Collection, before tackling the un-catalogued material and artefacts.

In the case of the un-catalogued material it was important to work slowly and methodically checking each item against the basic

2

Some of the manuscripts in the collection have brightly coloured illustrations such as this detail from *Shāhnāma* by Firdawsi



Opposite: Intricate illumination to the opening text of a poem on Islamic spirituality, *Masnavī* by Rumi

شاه باش عشق خوش بود اما
 جسم خاکی از عشق بر لاله شد
 سر نهانست نازد بر روی
 هر که از او بماند شد جدا
 چون که کل بر وقت کشت است
 چون نباشد عشق دل پر لای
 من چگونه هوشم از بس بیدار
 عشق خواهد یکان سخن برون
 ای که کزینک لایب جلد است
 بر صفتش سوز گوش و دین
 بسوی یاد دوست است انداختن
 قدم مال خویش را کف برین
 بود شاهی در دنیا پیش ازین
 هر صید میشد بر کوه و در
 مرغ خاکیش در نفس چون مطبوع
 ان کی بر دستان لاله شد
 شاه طبعی جمع کرد از چوین
 هر که در خاکد مزاجان مرا
 هر کی از ما بسج عالی است
 ترک شستن مردم قسوت
 هر چه کردند از علاج از دوا
 از قصاص کبیر صف اول
 سنج ل شد مرفین خوابی
 شاه چو عجز از طبعیان را بدید
 رفت در سجده سوی محراب

ای طیب جمله علتهای ما
 کوه در در فصل آمد جلا ک شد
 فاش اگر گویم همان بر هم
 بیوشد اگر چه دار دصدا
 بوی گل از کجیم از گل
 او جو مرغی مالد بر روی
 چون نباشد نوران بر پیش
 استان بخار نبود چون تو
 بر شعاع نور خورشید شد
 ناز و ناله بکلی زاب و کل

ای دای محو ک ناموس ما
 عشق جان طوز آمد عاشقا
 باله مشک خود کج صفتی
 چون که کل رفت کشتاد
 سله معشوقست عاشق بر
 بر ویال ما کند عشق او است
 نور و در زمین بر روی
 استان در حرا غار نیست
 روی زنگار از رخ او پاک کن
 فهم کرد از بد جان زن دهید

ای وفا لایق جانوس ما
 طور شک خر موسی صعبا
 هفتوی من کشتنها کشتی
 نشوی هرگز ز بیل سر کشت
 زید معشوقست عاشق
 مو کشتار من کشتد تا کوی
 بر سر و کردیم ما ناید طوی
 زانکه زنگار از رخ من است
 بعد از آن نور را در آن
 بعد از آن از سون در کعبه
 خود حقیقت نقد جان است
 هم زد با هم ز عیبی بر خود
 با حوص جویش از هر همیکا
 شد غلامان کبیرک حار شا
 ان کبیرک از قصاص ما شد
 از بیون ناف خود کوه
 در دمنده حسنه در مام
 فهم کردیم و نایز کیم
 پس خدا بود شان عمر زین
 جان و با حواسنا است
 جسم شاه از اشک خون چو جوی
 ان اشک را مرد شد همچو
 از طبعیان بخت یکسر بر
 با برهنه جانت مسجد
 سجد کاز اشک سر برد

حکایت از شاه
و خردن و از کشتن او با شاه
بستان کبیرک

ملک دنیا بود من هم ملک
 تا کمان در غم عشق و کشت
 داد مال و ان کبیرک را خرید
 باق بالان کبیرک خرد
 گفت شاه مرد و در دست
 برد کج در دو مر جان مرا
 هر از در کف ما بر می
 فی همی کفن که عارض است
 کشت رخ آفرین و ساجد
 روغن ماد حشک می بود
 سوزش خیم دل پر درد غم
 شاه چو عجز از طبعیان را بدید
 رفت در سجده سوی محراب

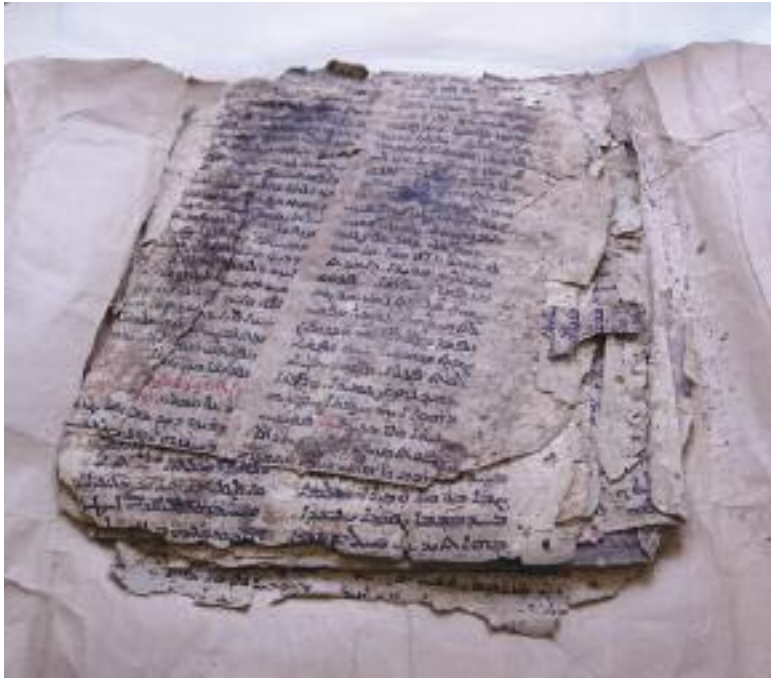
اشقا فاش از روی شد سوا
 ان کبیرک دیدند در شاه
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 کون بودش ان بنامد
 جان من سهل است حجامت او
 جلد کشتندش که جان از کیم
 کرد خدا خواهد کشتند
 ای بسا نوزده استند کشت
 ان کبیرک از مرض خویشی شد
 ز هیلله قبض شد از کشت
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 شربت دونه و اسبابک

حکایت از شاه
و خردن و از کشتن او با شاه
بستان کبیرک

3
These loose
Syriac
manuscript
pages were
inadequately
protected in a
brown paper
wrapper.
(uncatalogued)



inventory. There were also a number of box files of unidentified loose manuscript pages. In the 1920s many of the manuscripts had been sent to various Birmingham bookbinders to have their old covers removed and replaced with western style bindings. Sadly this practice completely altered the characteristics of many of the manuscripts. However, the bookbinders did return some of the old covers that had been soaked off before rebinding. These covers were made up of random manuscript pages pasted together to form the boards. All these loose pages have been carefully preserved in their original groupings but transferred into acid-free folders and boxes.

Not all the material was straightforward to box. Fragile, loose material was sleeved in archival polyester pockets before being boxed, and scrolls were supported with inserts cut from Plastazote®, a firm and chemically inert foam, to prevent them moving inside their boxes.

Working on a lengthy boxing project like this is repetitive but also requires attention to detail. There is scope for error in noting down the measurements of each manuscript which in turn can lead to ordering an incorrect sized box, so it was important to work in short stints. Additionally, the strong room where the manuscripts are kept is maintained at a chilly 16°C

so volunteers and staff were always advised to bring an extra jumper and sessions were limited to no more than half a day with breaks to warm up.

Once the boxing was completed the shelving of the manuscripts could be arranged according to format while maintaining their sequence within these groupings. Each shelf was filled to its capacity with enough space left to get a hand in for retrieval. Larger manuscripts, which did not fit upright on the shelves, were grouped together and stored flat. Outsize material was stored on a central freestanding unit with extra deep shelving. Each shelf was given a unique number and a record was kept of the shelf location of each manuscript. This information was transferred onto a spreadsheet at the end of the project which has since become a shared finding aid for all Special Collections staff to use for retrieval and return of manuscripts. As parts of the collection are un-catalogued and none of the catalogues are available yet electronically this spreadsheet has become a valuable document for listing all the material in the collection in one place and has replaced the basic inventory.

Although it took over two years this was in many ways a satisfying project to work on with a definite ending and the luxury of having something truly tangible and enduring to show for everyone's efforts. It could not have been

Ancient clay tablets were found stored inside various old tins. These were transferred to more appropriate storage in a Plastazote® tray and then kept flat inside an archival box.



A wall of shelving containing about half of the Arabic Islamic manuscripts is transformed by the addition of the boxes shown below



achieved without the help of volunteers and colleagues in Special Collections and Birmingham Central Library's Conservation Unit.

Currently the Mingana Collection is housed at the University's Selly Oak campus but will be transferred to a new Special Collections facility on the main Edgbaston campus in 2009. This new facility will unite all our collections from seven different sites and provide expanded reader services in one central location. The individual boxing will help to reduce the risk of damage during this move. Future funds for this collection can now be focused on targeting individual manuscripts for treatment by specialists in Eastern manuscript conservation. Other projects such as digitisation of star items are underway and it is hoped that in the longer term the cataloguing will be completed and made available online.

Further details on accessing the Mingana Collection can be found on our website www.special-coll.bham.ac.uk

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The challenges faced by the Swaziland National Archives

The Swaziland National Archives was established by the Archives Act No. 5 of 1971. It was officially opened in September 1978 by the late King Sobhuza II.

The first task of the Swaziland National Archives was to relocate the archives from the old Secretariat building (which was built during the colonial period) and the Deputy Prime Minister's Office to the repository at Lobamba. It was in the traditional capital Lobamba that the building was located.

This move entailed the sorting, listing and boxing of the archives that date as far back as the 1800s. Quite a lot of records remained in the now established government ministries and departments. A lot of time was spent educating the Ministries and departments on why they had to deposit their semi-current and non-active records.

The archives building serves as a record centre and an Archive to date. Even the sorting, listing, boxing and shelving took a lot of time because the archives were not adequately staffed at the time, not to mention the fact that this was a new field with no pool of readily qualified personnel.

With time the building needed to be extended as it was serving two purposes: record centre and archives. From the mid to late 1980s project proposals were

submitted to the Ministry of Finance for the extension of the archives building but they were always deferred. The economists never understood the importance of this institution, worse still that it generated no revenue but only provided a service. This clearly meant that the archive was not a priority as far as they were concerned.

By the late 1980s to early 1990s, the roof was leaking and the safety of the country's national treasures were at stake. Every year, the same project would be submitted only to be deferred yet again. It was only after the then Prime Minister, Sibusiso B. Dlamini, toured the archive and saw the appalling state they were in that extension to the archive building became a reality in 2001.

Due to the damage caused by the rains in the repository, extensive damage was caused to a lot of the records. To make matters worse, the post of Conservator was non-existent and the air conditioners in the repository had become non-functional a long time ago.

In 2007 we moved to the new building to make way for the refurbishment of the old building. The new building is one storey high and is a very beautiful.

Challenges

- 1 A Conservator was recruited in 2006 but the conservation unit has no equipment. The materials used in this unit mostly have to be imported from outside Swaziland, which is expensive. The archive's budget is very small and acquiring the materials becomes quite a challenge.
- 2 A lot of our archives migrated to South Africa and London. The archives date from the 1700s to the 1800s. They include newspapers e.g The Times of Swaziland, paintings of our Kings and Queen Mothers, documents, photos, maps etc. We would like to see these records repatriated back home.
- 3 During the 1800s Swaziland came under South African rule. During this time, a lot of records accumulated were written in Dutch. The records need serious conservation work and cannot be accessed because of the language barrier.
- 4 The Oral history wing has been established as well as the audio visual section. The only disadvantage is that there is no equipment. We don't even have microfilm equipment.



Conclusion

Although the picture looks pretty grim for the Swaziland National Archives, we have made progress in some areas. The extension to the archive building and the rehabilitation of the old building is something we are very proud of. We thank the Swaziland Government for financing this big project.

Secondly, the creation of new posts is something we are grateful for. The staffing problem is becoming a thing of the past. The process is moving rather slowly but we are optimistic that the process will be complete in a year or two.

Mrs Kholekile F Mthethwa
Director
Swaziland National Archives

Implementing Electronic Content Management at Bedfordshire County Council

– some reflections and thoughts on the experience

Bedfordshire County Council has been preparing for Electronic Document and Records Management (EDRM) for several years. With over 20 years of experience in running a Records Management Service across all Services, looking after our paper records is not a problem.

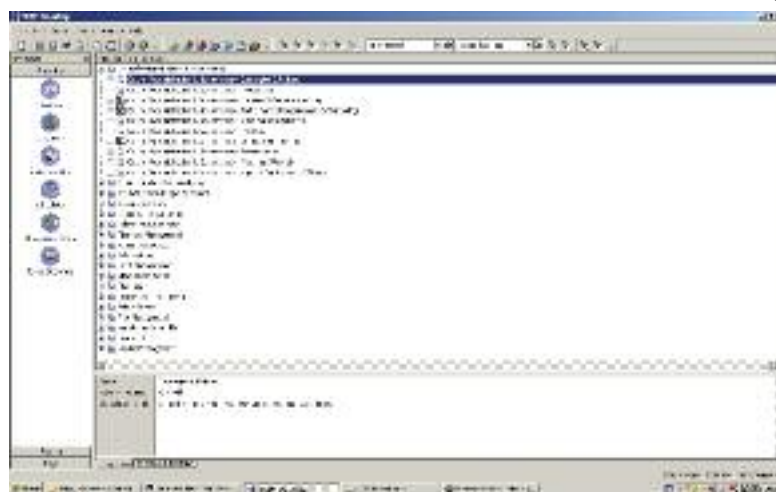
6
TRIM Context –
in use at
Bedfordshire
County Council

Electronic information, however, is another matter. In effect, its management has been devolved, in most cases into the hands of the individual user. There are some electronic folder structures for sharing information but even these have evolved over the last 10 years or so on an organic 'local' basis.

Relentless organisational restructuring and changes in the most senior staff have all contributed to the current state of affairs – hundreds of top level folders with thousands of sub folders and document files beneath, little security apart from that offered by the server operating system, and no clear metadata or retention/destruction rules attached. In short an electronic 'skip'. A key document can be held in a number of places and in a number of versions making it difficult to decide and then properly look after the 'master' version.

That's the bad news – and it probably isn't so very different from many other organisations.

The better news is that about six years ago our well-established Records Management and ICT teams started to work together on



formulating policy on Information Management issues. Together we have been preparing the Council for a corporate EDRM solution. We started by discussing and clarifying the Council's wider information requirements and taking into account all media – paper and microform records and electronic information, structured databases and unstructured files, and their

overlaps and inter-relationships.

Local authorities, in common with many other organisations, create, receive and maintain masses of information. Some is ephemeral (e.g. some electronic mail), some needs to be kept for short periods (e.g. general correspondence) of perhaps a few weeks to a year or so, and some is so important to the

organisation its clients, stakeholders and future researchers that it must be kept in perpetuity. In between the two extremes is the information that must be kept, for sometimes significant periods, for legal and regulatory purposes.

One of the main drivers for EDRM is the opportunity it provides to manage and monitor all electronic and paper based unstructured information in one place. Other drivers for us were the need to expand usable accommodation by reducing the space required on and off site for paper storage, and the growing need to share information with other organisations (e.g. the Health Service) and to do this in an appropriate and secure way.

To prepare for the huge cultural and practical changes EDRM would bring about, we first sought and got sponsorship at a senior level (Director and Assistant Director) in the organisation. We stressed the many benefits that EDRM can provide in helping to fulfil the Council's strategic objectives and fulfilling its community leadership role. We made it clear that corporately we should not under-estimate the cultural change needed to realise those benefits in full.

Much of our emphasis was on securing understanding that information is the fourth corporate resource alongside HR, finance and ICT. Although the lifeblood of the functioning organisation, information has traditionally been overlooked in terms of strategic and corporate planning and operational focus. This is not uncommon in large organisations and there are many obvious reasons for this situation.

We initially set up a small joint team to hone our requirements. We started with TNA and TNA2 functional requirements and MOREQ as our baseline. Our view is that MOREQ is a strong point from which to start but does need to be tailored and extended to meet local and specific needs. For us, this was the case with Document Management in particular.

We also carried out a detailed Business Intelligence exercise over

several months using a variety of business and financial research services. We wanted to be sure that the various vendors had the right mix of expertise that we needed – document management, records management or content management. We would strongly recommend engaging some independent support in both business intelligence and risk assessment in such a dynamic area of product development.

We also carried out a series of reference visits and lengthy telephone conversations with other organisations. All of these exercises again helped us to refine our requirements and to reduce the list of possible vendors to a reasonable few. We are very grateful to those services that discussed their own experience and thinking in detail with us. The National Archives Records Management Advisory Service too was extremely helpful. It provided sound supportive advice throughout the process and helped broker useful meetings and discussions.

Procurement

The procurement exercise was lengthy – partly due to reorganisations within the County Council and changes in senior staffing. Here are some summary points of guidance from our experience.

There are some very good products in the market place. Each have their own particular strengths. Vendors tend to be particularly experienced in one or two specific specialised areas (e.g. document management, records management etc.). The trick is to match as closely as possible vendor, product and your individual requirements. We were determined too to make sure that the chosen product was tried and tested. Our organisation is typical, i.e. quite risk averse, and we did not want to be an unofficial beta test site.

Here are some things to look for in evaluating the products:

- Be persistent about pricing – be absolutely certain about what is being provided and at what cost.

- Be particularly careful about interfacing. It's generally expensive and can be problematic. It is often relatively underdeveloped. Examine Company track records carefully.

- Ensure that reference sites are appropriate and bear in mind that there are very few genuine corporate roll-outs; most reference sites are very limited applications – try to find like for like comparators and genuinely useful experiences.

Note that there will often have been limited genuine RM knowledge applied to applications. The software provider companies often have to deal with clients for whom client Records Management expertise is not available and this does not help them or their product either in terms of effective implementation and/or subsequent development to realise full potential.

Many District applications, for instance, are essentially just Document Management using a limited amount of the available product set. Do ensure you are acutely aware of what the available functionality will actually deliver. Be aware that there is limited 'cross the board' functionality. There is still much to do too in box management and tying up this critical part of hybrid management (of hard copy and digital).

Early on in the process, even before a product/vendor was chosen, we carried out some detailed preparation work. We ran some workshops with selected users to prepare the business classification/corporate file plan, identifying document types and other metadata elements.

We had some lively discussions on the pros and cons of virtual case files! In the end, we decided against and stuck with the method currently used in paper format of compiling actual case files. To us this has the advantages of, for example, being familiar to the users, easily understood and not reliant on links which might break.

Our classification scheme is based on the premise that it should

change as little as possible, despite the fact that the structure of the organisation is forever mutating. The scheme thus relies on identifying functions which do not change, such as creation of policy, preparing, signing and monitoring contracts and dealing with individual clients, be they in receipt of social services, educational services or others.

It then aims to describe these as straightforwardly as possible eschewing jargon and fashionable terminology. The words used are intended to be simple and common sense descriptions of corporate activities. Consequently, they should stand the test of time. This is the same logic the Archives Service applied to the major revision of its hierarchical subject indexing structure.

For us the key advice is to be practical and pragmatic. Don't apply any of the published methodologies slavishly. Use them for the top two levels perhaps but then adapt to meet your local circumstances. Recognise the limitations of the LGCS too which focuses on the customer facing side of the Council's business and therefore has particular importance for website development but falls significantly short of corporate classification needs. Above all, don't follow the structure of the organisation! Create something which is enduring and sustainable.

We decided to carry out a small implementation for the first phase involving about 50 users across three different departments each with differing requirements. This enabled us to review and refine in detail all our processes for business analysis, information audit, change management, implementation and training. We now have in place a set of processes that we can roll out in a standardised way to the rest of the organisation (2000+) users. For us having a model office as a learning and 'proving' ground is an essential element in the implementation process.

What we have learned from the project so far is that time taken in preparation and planning, defining requirements as carefully as



possible, and ensuring the procurement of the right product with the right vendor is essential to lessen the pain of implementation. Allowing significant extra time for the change management and cultural change issues is crucial. Even with willing and knowledgeable users who are ready for change, this is a complex area.

One should be under no illusions that effective implementation requires significant change for individuals, teams and services. The right approach to change management and cultural change can help to ensure that the investment in the product and its implementation is fully realised and defined benefits are realised.

Choosing the right project team is also crucial. We used a mix of internal staff and external contractors. The project manager and trainer were experienced in both their professional areas and in using and implementing the product we had chosen. This made the task of implementing much

easier and allowed us to resolve many issues very quickly.

Moving forward, for us the Council's strategic accommodation needs are now inextricably bound in with ECM (Electronic Content Management as our project is now called). This is likely to be the most critical driver and influence on corporate 'buy in'. It provides the opportunity for wide sponsorship and realisation of the efficiency gains and business process re-engineering opportunities.

It also offers the chance to 'piggy back' on an already fraught change management process – moving from a quart to a pint pot – but to offer a real means of helping to do so with scanning functionality as a fundamental element in the mix.

The National Archives has been very helpful to us through Richard Blake and his staff. They've produced a huge amount of 'paper' guidance available free on line. It is probably fair to say that there is still only limited progress in

implementing eRM in Local Government even at County tier level. Moving forward there will need to be more targeted guidance for local government in particular.

Moreover, there is still very limited recognition of the importance of Information Management to good governance and efficiency in the corporate mindsets in local government. The limited scrutiny that external assessment regimes apply is a key issue here too despite mounting evidence about the need and the colossal opportunities offered by effective use of electronic information.

Electronic Records Management is likely to be the stepping stone to effective digital preservation and so Archives and Records Management Services both have a large amount at stake on achievement in this area. It is so much easier when the Services are integrated and Archives not treated simply as a Cultural Service but one that combines supporting citizens' rights to access information for both functional and cultural purposes.

The National Archives has set out strong leadership aspirations in its Vision. Achieving these across the various tiers of local government will require the forging of strong partnership alliance that can influence the 'movers and shakers' within Local Government, and its assessment masters.

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County Archivist
Bedfordshire & Luton Archives
& Records Service

Big moves and barcodes in Cambridgeshire

By the end of 2008 the County Record Office in Huntingdon will become the first local authority archive repository to be wholly barcoded. In this article Alan Akeroyd and Christine May of Cambridgeshire Archives and Local Studies set out the project methodology and rationale.

Background to the project

From 2009 onwards the record offices at Cambridge and Huntingdon will move to new buildings. Moving two entire repositories within a short space of time is a daunting prospect for anyone, but in Cambridgeshire we face particular challenges. Firstly, the offices have never had comprehensive location lists, often making it difficult and time consuming for staff to find documents. Secondly, a large proportion of the collections is not boxed, making any move much more difficult, and dangerous for the collections. It became clear that we needed a huge packaging programme and that a warehouse-style barcoding system would greatly ease our control of the moves, and would bring additional benefits alongside. Barcoding is widely used in Records Management solutions – why not use it for archives too?

Cambridgeshire Archives and Local Studies therefore decided to use CALM, purchased in 2006, not solely as a cataloguing tool, but rather as a means to combine catalogue data with barcode-generated location data. We had to work out how best to link all this data together, which in turn made us think about what exactly a location record is.

The location – is it the shelf, or the box?

The traditional understanding of a location is the shelf, but this can cause workload problems when many documents are moved, as it means all the location information has to be changed too. For a move of an entire repository, all the location information for every single catalogued record (which could run into millions) would have to be updated.

Through the use of barcoding, the metadata about the location data can be changed. This enables us to change the location information of thousands of boxes in one go rather than changing the entry for individual catalogued records, which makes the process of a large move far quicker and more efficient.

How it looks on screen

A CALM catalogue record is shown in Figure 1.

The location of this particular record is given as box A0006637, which will remain its location after the move as well. The related record in the locations module is shown in Figure 2. This tells us that A0006637 is stored at HRO, room 1, bay 23, shelf B. (This information also appears in grey at the bottom of this catalogue record because

CALM helpfully pulls some information across from linked modules.) The record also tells us that A0006637 is a box of type S1, which is our standard size box, and is 38 by 32 by 13 cm in size. CALM also tells us that 52 items are recorded as being in that same box; we could ask CALM to create a list of these for us, if we wish.

When we come to move this box, the information about the physical shelf location will change from HRO, room 4, bay 13, shelf A, to whatever is the new location.

Barcodes

By using barcodes we can automate the change of metadata for the boxes, which then enables us to change massive numbers of location addresses in one go.

We set up two sorts of barcodes, an L number sequence for shelves e.g L01626 and an A number sequence for boxes e.g A0006637. Hand held scanners recognise these types of number sequences rather than descriptions such as 'bay 9 shelf A'.

The barcode scanner we are using is a Symbol MC1000, which we chose because it was portable yet robust, and carries keys for manual data input in case an individual barcode is unreadable. Barcode Warehouse

Figure 1
A CALM
catalogue record

installed a simple bespoke application on the scanner for us, which expects a single location L number to be scanned first, followed by any number of box A numbers. The member of staff using the MC1000 scans the L number on the shelf followed by all the items on that shelf, then scans the next shelf, and so on. At the end of the scanning session all the data from the MC1000 (which at this stage is just a long sequence of L and A numbers) is uploaded into a Microsoft Excel lookup table. Excel automatically inserts the correct shelf address for that particular location. The whole location description, combining both the barcode number and the shelf address, is then imported into CALM's location database, so that staff can see where all the items are.



Figure 1

Figure 2
The related
record in the
locations
module

The process sounds long-winded (and would be for just one box) but on a large-scale move it becomes a very efficient way of working. We scan all the boxes going to the same location, feed the data into Excel, which is then imported into CALM in one go. The length of time it takes to update our locations database then becomes limited only by the amount of time it takes to scan all the barcodes.



Figure 2

Additional advantages

The use of barcodes gives us three additional work advantages:

- 1 Firstly, if a box is delivered to the wrong shelf the barcode scanner will read its correct location.
- 2 Secondly, it enables us to be more efficient with storage space. At present holdings are stored largely by collection, irrespective of format or size. By using barcodes it is possible to store the same size boxes together irrespective of which collection they are from.

In the past storing collections by size to such an extent would have been a recipe for losing things, but the use of barcodes can hold it all together.

By the end of the project we will be able to produce lists of the

exact quantities of each type and size of box and volume, allowing us to plan our new repositories in great detail and maximise their storage potential.

- 3 Thirdly, because we have been able to update the CALM catalogue quickly and efficiently using barcodes, it has meant less disruption to our production service, allowing staff to find documents easily.

Since the project requires us to handle every document in our collections, the result will be a full audit of our holdings. We have also taken this opportunity to record additional information about documents, in particular simple triage information about their state of repair (fit, unfit, may be produced but needs attention).

Battle of Britain project management

The end result is simple, but the process to get there is complex, and involves many different members of

staff. Currently we are employing two part-time data inputters who rekey our old paper catalogues and lists into Excel, and a repacker who takes the documents out of old boxing and places them in our new standard-sized, barcoded boxing.

Archivists and archive assistants then correlate the Excel sheets with the original documents, amending the sheets as necessary, and adding the barcode numbers.

Following quality assessment on the finished result, the collection is then scanned, the storage unit data is imported into CALM's locations module, and the document description data is imported into the catalogue module. We have identified 39 separate steps in this process, from identifying a collection as the next one to be done, to seeing it finished and inside CALM.

At any one moment different members of staff could be working at different stages on a variety of different collections, so we realised

that we needed a project control methodology which could cope with tracking all this work, and which could flag bottlenecks quickly. Customary project management is a line management process, in which one person reports to another or to a board, but this process would not act fast enough to keep up with how the project was progressing.

If you would like to know more about the project please contact Alan Akeroyd at alan.akeroyd@cambridgeshire.gov.uk

We therefore adopted a Battle of Britain map approach. Instead of information being passed up a chain of command, it was reported to a map room, whereupon a plotter moved a wooden block. Everyone present in the room could see all the information with no time delay. This methodology cut out unnecessary layers of military hierarchy, and allowed the RAF to respond quickly and effectively.

Instead of a map, we have an Excel spreadsheet, but the principle is the same, in that the information on the spreadsheet is guiding the project (see Figure 3).

The spreadsheet contains a column for each major stage in the process (currently 28 columns) and a row for each collection or group of collections. Every member of staff has access to the spreadsheet and updates it daily enabling others to see immediately which collections have already been barcoded, which ones are currently being done, what specific stages they are at, what packaging has been used, where any problems lie, and where potential bottlenecks may occur.

Progress so far

We began in December 2006 with a pilot project, barcoding a small room at County Record Office Cambridge in preparation for moving items to temporary storage at Norfolk Record Office. The pilot involved the successful barcoding of 1,065 separate storage units, containing 4,467 catalogued items. Currently we are working our way through County Record Office Huntingdon. In total, at the time of writing, we have linked over 44,000 catalogued items to barcodes. This comprises a small part of Huntingdon's total holdings, but it includes all of our most popular collections. In practice, over 96% of all document productions in the

Huntingdon searchroom are of barcoded items, and productions staff have already begun to comment on the great value of the barcodes in swiftly finding items. Progress will continue at Huntingdon, and barcoding work at Cambridge will begin in earnest at the beginning of 2008.

Thoughts for the future

Barcodes have already proved of great benefit in locating documents and in managing speedy and effective moves. We are now reflecting on what might be the next stage in our use of this technology to manage archives. Clearly the next step may be to barcode individual documents within boxes (using sound conservation methods, of course) to enable more efficient auditing of documents and day-to-day retrieval. This could also help us track use to determine the most popular documents. We are already working on linking box barcodes to the salvage priority field in CALM, to enable us to identify and mark up priority boxes and volumes for disaster planning purposes.

The use of barcode technology has revolutionised our use of CALM as a complete collections management tool. It is helping us to make strategic decisions about collections in determining priorities for future work. Who knows, perhaps in future, barcoding may be a standard feature of archive management systems?

Acknowledgements

The project has primarily been driven by the efforts of Richard Anderson, Laura Ibbett, Ruth Hammond, Victoria Bell, Sue Thomas, Sue Kemsley, and Michelle Irons. It has been project managed by Alan Akeroyd under the management of Christine May, Head of Cambridgeshire Archives and Local Studies. Many other staff have been involved along the way, especially Lesley Akeroyd and Alexa Cox, archivists at Huntingdon.

Alan Akeroyd
Technical Services and Modernisation Manager
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Christine May
Head of Cambridgeshire Archives and Local Studies

Figure 3
An Excel spreadsheet showing the various stages of the project

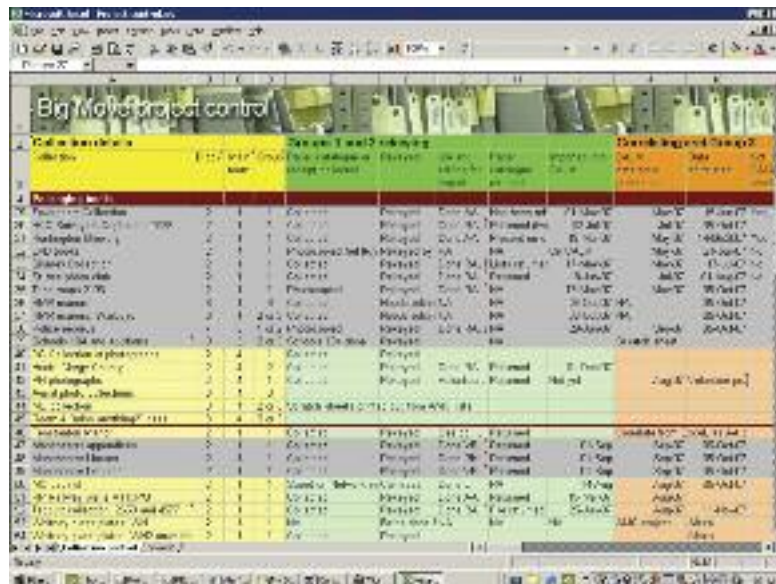


Figure 3

Holding together: Britain and her colonies during and after the First World War

A major re-cataloguing project has recently been completed at The National Archives, led by the Catalogue Team. The project commenced in May 2005, to provide full descriptions for 335 volumes from the record series CO 323, covering the period 1914 to 1926. On completion, in November 2007, detailed descriptions had been provided for 23,528 individual items.

CO 323 is the main series of Colonial Office correspondence for matters concerning the empire as a whole, or common to a number of dependencies. It covers all the former British colonies (in Africa, Asia, South Pacific, North and South America, the Caribbean, and Europe), for the period 1689 to 1952. The series contains correspondence received in the Colonial Office from three sources:

- 1 Despatches from Governors and Administrators of individual colonies.
- 2 Internal correspondence from other government departments and other organisations in the UK.
- 3 Correspondence from individuals in the UK.

Each volume contains a number of individual files with their own unique reference numbers. The project has provided descriptions for each file, together with dates, details of the sender, the former reference number and the folio range. Descriptions have been based on the original file titles, but have frequently been expanded or modernised, bearing in mind the

requirements of today's researchers for the effective retrieval of online information. The completed descriptions were released onto the

online catalogue on a rolling programme, in order to make the material searchable on the internet as soon as possible.

8
'Before'
screenshot: This screenshot from TNA's online Catalogue shows the descriptions for the volumes CO 323/800 - 810 before relisting

9
'After'
screenshot: This screenshot from TNA's online Catalogue shows the first eight items (files) for the relisted volume CO 323/801

8

<input type="checkbox"/>	CO 323/800	Office Memoranda	1914
<input type="checkbox"/>	CO 323/801	Office Memoranda	1914
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<input type="checkbox"/>	CO 323/805	Office Memoranda	1914
<input type="checkbox"/>	CO 323/806	Office Memoranda	1914
<input type="checkbox"/>	CO 323/807	Office Memoranda	1914
<input type="checkbox"/>	CO 323/808	Office Memoranda	1914
<input type="checkbox"/>	CO 323/809	Office Memoranda	1914
<input type="checkbox"/>	CO 323/810	Office Memoranda	1914

9

<input type="checkbox"/>	CO 323/801/1	Self-appointments in Africa, despatches from the High Commissioners and Administrators of the Colonies	1914-1916
<input type="checkbox"/>	CO 323/801/2	Transference to British subjects of Dutch assets of value in the Dutch colonies, despatches from the Colonies	1914-1916
<input type="checkbox"/>	CO 323/801/3	Conditions of peace and the interests of persons concerned in the Dutch colonies, despatches from the Colonies	1914-1916
<input type="checkbox"/>	CO 323/801/4	First annual proceedings in Cameroon, despatches from the High Commissioners and Administrators of the Colonies	1914-1916
<input type="checkbox"/>	CO 323/801/5	Orders, instructions and other documents and memoranda to the High Commissioners and Administrators of the Colonies	1914-1916
<input type="checkbox"/>	CO 323/801/6	Memoranda of the High Commissioners and Administrators of the Colonies	1914-1916
<input type="checkbox"/>	CO 323/801/7	Wishes of the High Commissioners and Administrators of the Colonies	1914-1916
<input type="checkbox"/>	CO 323/801/8	Despatches from the High Commissioners and Administrators of the Colonies	1914-1916

Content of the records

The broad subjects covered by the re-catalogued part of the record series include:

- Race/inter-ethnic relations
- Nationality and naturalisation issues
- Gender issues
- Colonial Office staffing and recruitment and appointments to posts in the colonies
- Wartime issues, including

- the recruitment of colonial subjects, propaganda, prisoners of war, progress reports and details of alleged war crimes
- Indentured labour (often described in the records as 'coolie' labour)
- Trade and industry, including import/export details for individual colonies and the trade war against Germany and the Austro-Hungarian Empire
- Prize ships, contraband cargo and related legal proceedings
- Legislation issues

- Financial administration and work of the Crown Agents for the Colonies
- Communications, particularly relating to postal arrangements, wireless telegraphy and the use of cypher
- Social change and social unrest
- Censorship and propaganda
- Conservation
- Health and welfare
- Political events

Some significant themes are described in more detail below.

Indentured labour

After the abolition of slavery in the British Empire (following the Slavery Abolition Act of 1833, effective from 1834) the policy of indentured labour provided a cheap workforce and continued a form of unfree labour in the colonies. CO 323 contains records on the recruitment of indentured labourers by government agents in India, the conditions of workers, their civic and personal rights following the completion of their indenture, statistics on the number of immigrant Indians in various colonies and sample printed forms of agreement, with details of terms and conditions of service. There is also information on the suspension of recruitment of emigrant labour from India during the First World War, due to the obvious dangers to Allied shipping.

Other material relates to protests against the system and attempts to disrupt it. This includes details from 1914 of an association formed to prevent the recruitment of indentured labourers in India, a newspaper article reporting on a speech by Mohandas Karamchand (later known as Mahatma) Gandhi in 1915, which is a powerful attack on the principle and practice of indentured labour, and representations from Pandit Motilal Nehru and Lady Bose in 1917 on the proposed abolition of the system. There is also considerable correspondence on how to

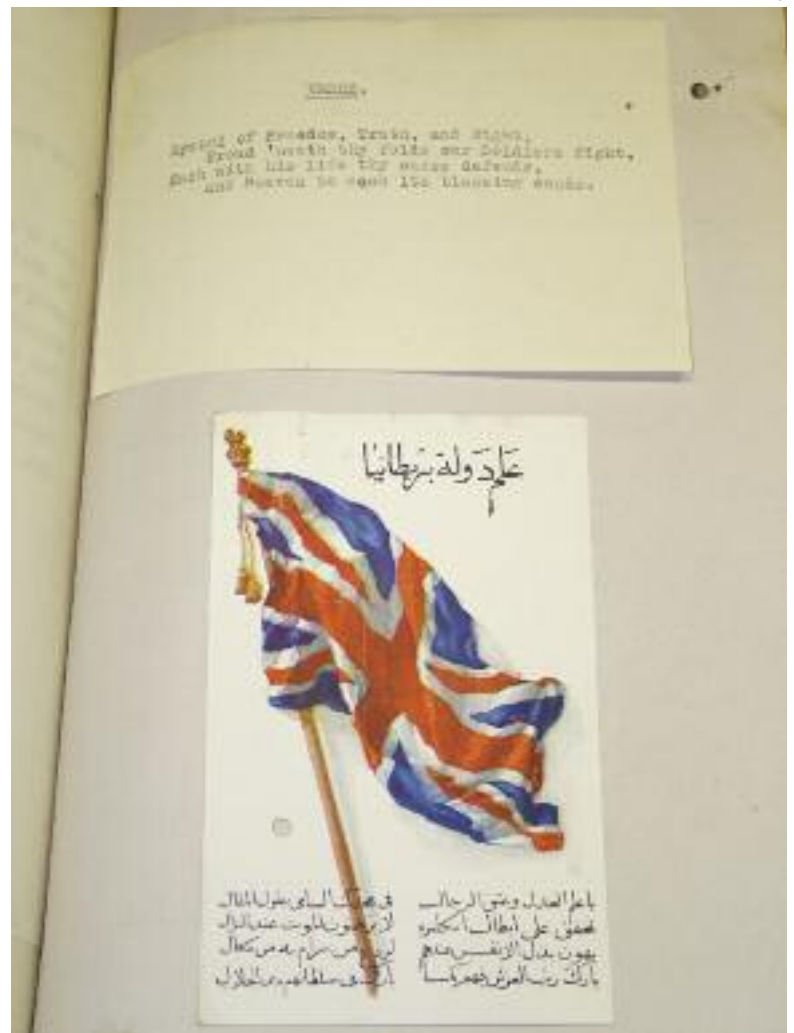
continue to recruit workers for the colonies following the ending of indentured labour, which occurred in stages from 1917 to 1920.

The First World War

The volumes catalogued in this project are dominated by the events of the First World War,

the impact of which was felt from the most distant colonies to the Colonial Office itself, many of whose staff volunteered to enlist in the armed forces. Records from the early stages of the war relate to the establishment of reciprocal agreements for the exchange of prisoners of war and diplomatic

10
Flag and verse:
Union Jack
postcards of this
design were sent
out to the
colonies in various
languages during
the First World
War for
propaganda
purposes
(TNA ref: CO
323/732/8)



10

This signature is from a letter to the Colonial Office from Viscount (later Lord) Kitchener, then British Agent and Consul-General in Egypt and the Sudan, was writing from the Sudan on 3 June 1914 on a routine matter regarding funding for medical research reports from the Gordon Hospital, Khartoum. Kitchener was aged 64 and must have been anticipating his approaching retirement. In fact he was recalled to England later the same month to receive his earldom, and the pressure of events and public opinion would lead to his appointment as Secretary of State for War on 6 August 1914, following the outbreak of war with Germany. CO 323 also contains official reports of his death following the sinking of HMS Hampshire in 1916. (TNA ref: CO 323/648/93)

and consular staff in the colonies, the seizure of enemy property and the internment by both sides of foreign nationals from hostile countries.

A significant development was the instigation of the trade war with Germany and its allies – the records show the involvement of the Colonial Office in issues such as the seizure of contraband cargo at colonial ports, and there are detailed lists of prohibited exports and 'black' lists of firms known or suspected of trading with the enemy.

Only three months after the outbreak of war the War Office was asking for colonial service officers to fill vacancies caused by casualties in the British Expeditionary Force. By early 1915 a number of Colonial Office staff, including new recruits, were requesting permission to volunteer. In the early stages Press Bureau briefings on the progress of the war were issued to the colonies and protectorates. Copies of these reflect initial optimism about the

Allies' progress, while the later printed reports from *The London Gazette* are noticeably more balanced. Reports on military campaigns in the Middle East and Africa are also included. Official concerns about the position of Muslim subjects in the British Empire following the entry of Turkey into the war proved unfounded, and there are a number of expressions of Muslim loyalty, including a message from the Aga Khan. Examples of British propaganda used in the colonies are also included.

Other wartime records relate to the supply of munitions by the dominions and colonies and the recruitment of 'coloured' troops and seamen from the colonies. There are a number of references to concerns about the treatment of servicemen from the colonies, and race riots in Cardiff are recorded following the end of the war, when large numbers of colonial seamen gathered at various British ports, seeking repatriation or competing for work with the local inhabitants.

Prize ships and related proceedings

Following the outbreak of war the records show that an immediate priority was the establishment of prize courts in the principal British overseas maritime territories. These courts functioned in tandem with the main prize court in the UK, their purpose being to adjudicate on enemy ships and cargo legally seized in time of war. Some colonies experienced considerable procedural and legislative difficulties in establishing these courts, which had not been used in the UK since the Crimean War. The prize court records in CO 323 are a particularly rich resource. Included are a large number of printed proceedings, judgments and newspaper articles

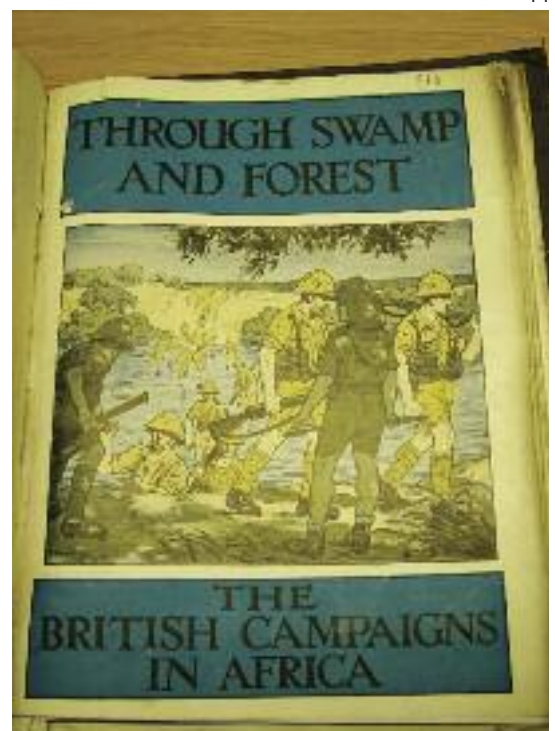
relating to the cases of individual ships.

There are also inventories and valuations of prize ships and their cargoes, details of expenses incurred, payments of fees to court officials, and arrangements for the insurance of cargoes, their detention and release. Prize proceedings could be extremely complex and protracted, involving senior figures in the British legal establishment. One significant case was overseen by Sir Edward Carson, the Attorney General, and Mr F E Smith (later Lord Birkenhead), the Solicitor General. Some prize cases extended well beyond the end of the war. Sir John Paget Mellor, HM Procurator General, produced a detailed affidavit in connection with a test prize case from 1920 in which he summarised British shipping losses during the war, together with a comprehensive list of alleged German war crimes against the Allies, including the use of poison gas and liquid fire on the Western Front, the bombing of UK civilians and the naval bombardment of coastal towns.

Notable individuals

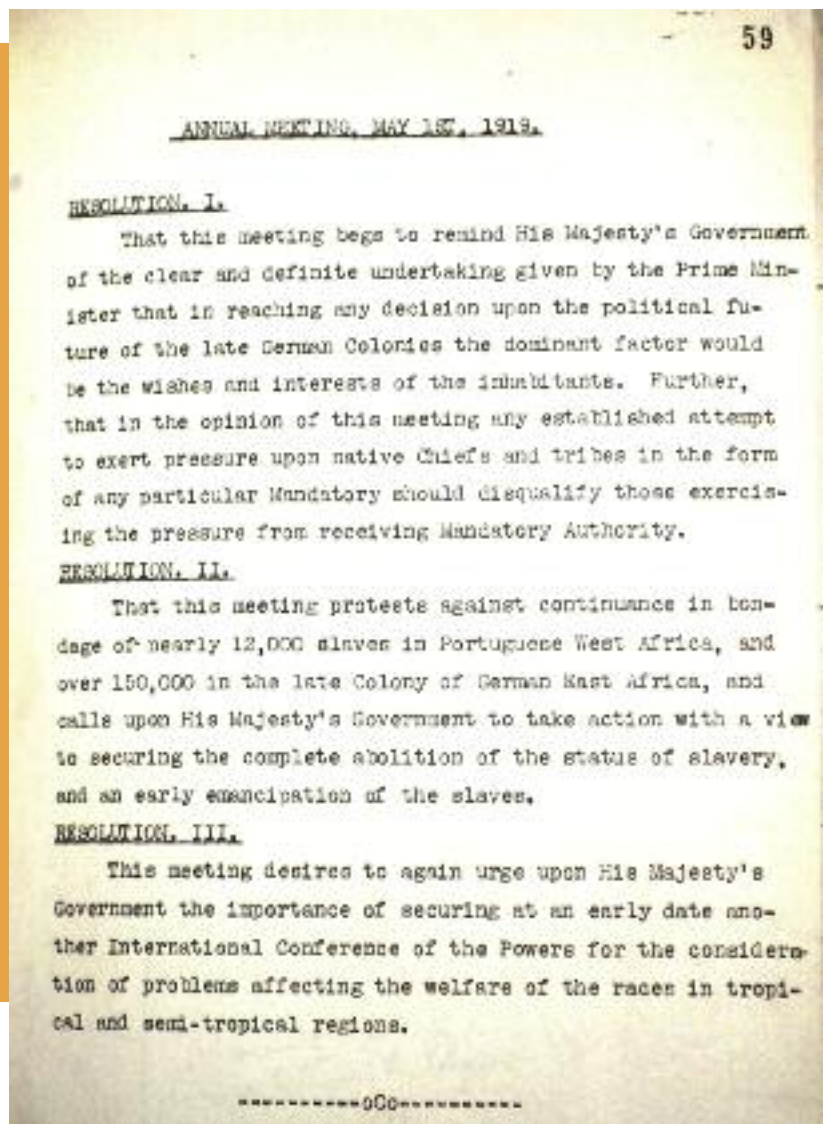
The project has revealed a number of documents relating to

11
Magazine cover:
This archetypal
image of British
soldiers crossing
a river in Africa
was used as the
cover of a booklet
printed for
distribution to
the colonies on
British campaigns
in German
Cameroon, South
West Africa and
German East
Africa (later
Tanganyika)
(TNA ref: CO
323/764/75)



11

This document consists of three resolutions by the Anti-Slavery and Aborigines Protection Society (now known as Anti-Slavery International), who are believed to be the oldest international human rights organisation in the world, founded in 1787. The first resolution relates to the future of former German colonies at the end of the First World War, specifically the need for the wishes and interests of the indigenous population to be respected. The second is a request for the British Government to secure the complete abolition of slavery in the African colonies – in 1919 there were still 12,000 slaves in Portuguese East Africa (now Mozambique) and 150,000 in the former German East Africa (now Tanzania). The third resolution recommends an international conference to be held on the welfare of the races in tropical and semi-tropical regions.
(TNA ref: CO 323/801/7)



prominent individuals of the times. These include signed letters from the authors Hall Caine and John Buchan (the latter in his capacity as Director of the Department of Information) and from politicians including Austen Chamberlain, Sir Edward Grey and W H Beveridge. There are also signed letters from the anthropologist and author Professor James Frazer, the biologist Professor G H F Nuttall, and from national figures, such as Lord Kitchener.

The records include a printed account of the work of the Imperial War Graves Commission by Rudyard Kipling and copies of letters from the South African soldier and politician J C Smuts and the explorer Sir Ernest Shackleton. There are a number of memoranda

initialled by King George V approving official colonial appointments and copies of messages issued by the King to British subjects in the colonies in connection with the war.

Individual names and nominal lists

A large number of names have been revealed of individuals of all ranks or grades who were employed by or associated with the Colonial Office and the colonies. In some cases application forms for jobs or claims for superannuation payment are included. Details of individuals have been entered as fully as possible to enhance searchability. There are also a number of lists of names: these include ships' crew members

(from the prize court material), Colonial Office staff (including those who had enrolled for military service), British consular officers, military officers employed by colonial governments, colonial troops, 'distressed' colonial seamen (often stranded without funds at British ports) and similar material.

The post-war period

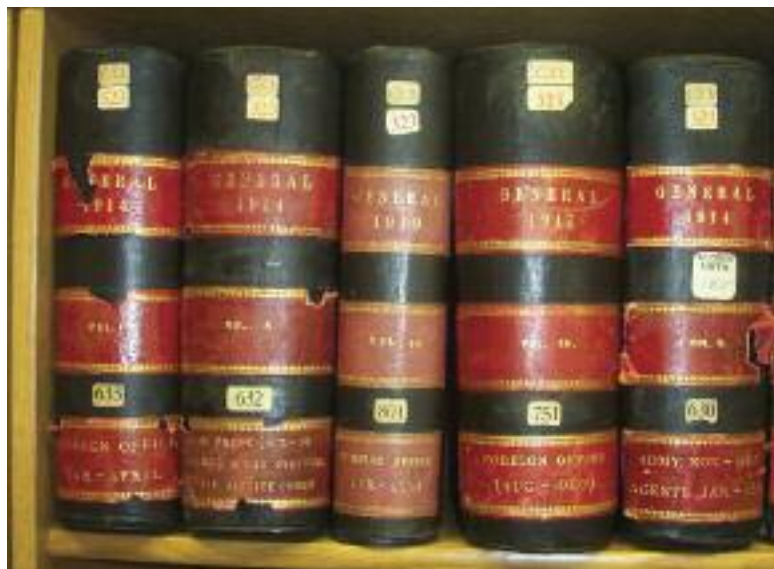
The records show the involvement of the Colonial Office in various issues relating to the Treaty of Versailles of 1919, including claims from British nationals in the colonies for reparations following damage to property, the liquidation of enemy firms, the status of German missionaries and the disposal of detained enemy ships. The newly-formed League of

CO 323 volumes: A typical selection of the volumes catalogued. The categorisation 'General' can be seen on the red bindings, with the name of the government department(s) sending the correspondence lower down

Nations gathered information from the Colonial Office on subjects including traffic in opium and other dangerous drugs and the 'white slave trade' in its attempts to implement international controls. There are a number of references to the award by the League of Nations of mandates to Britain in the former German colonies of German East Africa (subsequently Tanganyika Territory), Kamerun (British Cameroon) and Togo (British Togoland) in 1920, and in Palestine, Iraq and Trans-Jordan, formerly part of the Ottoman Empire, in 1923. Subjects covered include internal arrangements within the Colonial Office for these new administrative responsibilities, questions of passport controls and the property rights and interests of former enemy nationals in the mandated territories. The possibility of self-determination for at least one of the former German colonies in Africa was also raised.

Other significant documents

The intervention of the war led to the interruption of important ongoing work in the colonies, such as health campaigns, particularly those relating to mosquito-borne diseases and ankylostomiasis (hookworm disease). It also led indirectly to an increase in the number of women employed by the Civil Service, initially in clerical posts. The records show an early concern for conservation issues, particularly regarding the protection of plumage birds and seals and sea otters. Historic events, such as the opening of the Panama Canal in 1914, are covered, together with



technological developments such as the use of wireless telegraphy on ships. The use of cypher telegrams, of which there are many examples, enabled the Colonial Office to correspond swiftly and confidentially with governors in the most remote locations. Various subjects arise at intervals throughout the records, one example being the Imperial Institute, often in financial and administrative difficulties and troubled by conflicts between its directors and the Colonial Office. The possibility of its closure after the war was forestalled by Winston Churchill, who believed firmly in its value as a symbol of empire. During his brief tenure as Colonial Secretary (1921-1922) a financial plan was put together to ensure

its survival, involving requests for increased contributions from the sometimes reluctant colonies.

Overall the records offer a detailed overview of the workings of the Colonial Office at a time of great pressure, both for the department itself and for the British territories which it was overseeing. Despite these problems Britain and her colonies would continue to hold together, at least for the moment.

Charles Tattersall
Assistant Archivist
Catalogue Team
Records Management and
Cataloguing Department,
The National Archives

These records are now searchable at www.nationalarchives.gov.uk/catalogue

Standards and guidance

Revising an XML schema for records managers

Following on from the development of the Machinery of Government Change publication in April 2007, The National Archives has been developing a revised export / import XML schema and supporting documentation in order to provide a framework that will facilitate the standardised exchange and use of metadata between active electronic records management systems.

To date, the Records Management Advisory Services team from the National Advisory Services department have held a number of meetings with software vendors and central government departments in order to effectively communicate key issues and drivers behind the project.

The latest consultation versions of the XML schema files, Manual, and the initial test materials will be

published online at the end of February 2008. These documents provide background and guidance for the use of the revised XML schema, along with a set of Test Scripts that will begin the process of demonstrating a proof of concept with regards to exporting and importing metadata in a standard format. In addition to running the Test Scripts internally, The National Archives will also liaise closely with selected software vendors (and government departments), who will undertake their own test activities.

Full status updates and document links will be made available on the 'Revised XML schema' webpage: www.nationalarchives.gov.uk/electronicrecords/xml-schema.htm

Comments and feedback on these publications are welcome from all

interested parties. Emails may be sent to Ramona Black or Richard Blake at the following address: rmadvisory@nationalarchives.gov.uk

Ramona Black
Senior Manager for E-Standards
The National Archives

Recently released useful publications

Publications from The National Archives

Research policy and strategy

The National Archives has recently published a research policy and strategy available online and in hardcopy on request. This document outlines the business critical questions for The National Archives in relation to information management, guaranteeing the survival of the record, and using archives to bringing history to life. The National Archives is keen to collaborate in research partnerships in all of these areas. The policy and strategy, along with guidance on partnership projects is available at: www.nationalarchives.gov.uk/about/research/default.htm

Operational Selection Policies

Two new Operation Selection Policies are due for consultation. The first for Competition Case Files; the second for records of OFWAT (The Water Services Regulation Authority).

Policies out for consultation are available on The National Archives website at www.nationalarchives.gov.uk/recordsmanagement/selection/ospintro.htm

Publications from other organisations

Profile of the Archives Workforce in England, Scotland and Northern Ireland final reports

In July 2007, Lifelong Learning UK (LLUK) initiated a primary data collection project, funded by the MLA, in order to collect crucial

information on the archives and records management workforce. An internet survey was used to collect relevant data at an organisational level, and direct emails and other methods were used to communicate with potential respondents. The reports for England, Scotland and Northern Ireland can now be accessed online at: www.lluk.org/research/research_reports.html

Proposed changes to Copyright Exceptions

In December 2006, Andrew Gowers reported his findings on the UK's Intellectual Property regime. While he concluded that the system was broadly satisfactory he identified a number of areas where improvements could be made. These included modifying copyright rules to improve access to, and use of, copyright material for private individuals, students and libraries

The deadline for responses to this consultation is 8 April 2008. www.ipo.gov.uk/consult-copyrightexceptions.htm

New NSPCC publication: Guidance on child protection records retention and storage (England and Wales)

A new, free NSPCC publication on this subject, produced by the NSPCC Child Protection Consultancy Service. It is aimed mainly at non-regulated organisations in the voluntary, community or private sectors and is available online as an Adobe Acrobat document at: www.nspcc.org.uk/Inform/resourcesforprofessionals/InformationBriefings/recordsretentionPDF_wdf52858.pdf

DigitalPreservationEurope: Provocative Position Papers (PPP)

DigitalPreservationEurope has released the first in a series of thought provoking and controversial position papers on a range of issues surrounding digital preservation. The first paper is entitled Why Appraisal is Not Completely Useless, but is not the Way to Go Either.

It is the intention that these papers will promote vigorous debate within the digital preservation community and encourage people to think about digital preservation in new and innovative ways by exploring and challenging the received wisdom.

The paper can be found at www.digitalpreservationeurope.eu/publications/appraisal_final.pdf

You can participate in the growing debate at www.digitalpreservationeurope.eu/forum/phpBB2/viewtopic.php?t=9

Contacts

Contacts and staff news

Staff changes

National Advisory Services:

Nick Coney has become an Archives Advisor; **Leon Brown** has become an Information Resources Assistant.

Records Management and Cataloguing Department:

Beatrice Lindsay, John Staerck and **Adriana Leite** have become Information Management Advisors.

Karen Grannum and **Justine Rainbow** have moved to new posts; and **Kelvin Smith** has now retired.

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

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

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 Research x 5257

Conservation and preservation of traditional materials

Enquiries to collectioncare@nationalarchives.gov.uk

Nancy Bell, Head of Collection Care x 2506

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

Research and Collections Development

Caroline Williams, Head of Research and Collections Development x 5323

£2.00

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


the national archives