

**REPORT OF THE GROUP MANAGER, LIBRARIES, ARCHIVES AND
INFORMATION SERVICES****NOTTINGHAMSHIRE ARCHIVES AND RECORDS MANAGEMENT
DEVELOPMENT PLAN****Purpose of the Report**

1. To seek approval for the adoption of a new Development Plan for the Archives and Records Management Service for Nottinghamshire County Council (see **Appendix**).

Information and Advice

2. The County Council has statutory responsibilities under the Local Government (Records) Act 1962 and the Local Government Act 1972 to make proper provision for records. It is also recognised as a place of deposit for public records under the Public Records Acts 1958 and 1967 and as the Diocesan Record Office for the Diocese of Southwell and Nottingham under the Parochial Registers and Records Measure 1978, as amended 1992.
3. A new Development Plan is required to:
 - a. Re-state the County Council's continuing commitment to maintaining and developing a strong Archives Service
 - b. Align the future development of the Archives and Records Management Service to the strategic priorities of the County Council and the Children, Families and Cultural Services Department
 - c. Ensure the Council fulfils its statutory duties
 - d. Detail the contribution of the Archives Service to the delivery of the County Council's new Cultural Strategy
 - e. Act as a strategic framework for the delivery of an excellent and modernised Archives and Records Management Service.
 - f. Highlight how capital funding in the service will be maximised
4. The Development Plan places archives provision within the context of the County Council's strategic plan 2010 – 2014 and the new Cultural Strategy for Nottinghamshire.
5. The Development Plan provides a Statement of Purpose for the service:

'We will acquire, preserve and provide public access to the archives of Nottinghamshire and Nottingham and protect and optimise the data value of Nottinghamshire County Council records, and so secure the corporate memory.'

Nottinghamshire Archives will provide high quality archive services for Nottinghamshire and Nottingham

- We will acquire written, digital and visual archives relating to Nottinghamshire and Nottingham covering the past ten centuries
- We will provide secure and environmentally-controlled storage facilities, meeting international standards, for the preservation of historical archives
- We will provide facilities for the physical conservation of archives
- We will catalogue and index archives to international standards to facilitate public access
- We will provide a search room for the public to undertake research into archives for a variety of administrative, learning and recreational purposes
- We will provide an online and telephone enquiry service
- We will deliver learning and outreach services to promote the use of archives through exhibitions, talks, publications and similar activities
- We will provide a publicly available online catalogue and digitised resources.

The Records Management Service will provide a quality assured corporate records management service for Nottinghamshire County Council

- We will provide secure storage facilities for semi-current records
- We will maintain a remotely accessible database
- We will supply a retrieval and delivery service to all County Council departments
- We will undertake review and retention processes
- We will provide facilities for destroying records or transferring them to Archives
- We will deliver records management training and provide advice.'

6. The Plan also shows how the Archives and Records Management Service is responding to the new strategic direction of The National Archives.
7. The Development Plan outlines the priorities for the service over the next ten years and the outcomes it aims to deliver for the people of Nottinghamshire and archive users who come from around the world:

Nottinghamshire Archives

- i. To future proof the service through a capital project to extend the Nottinghamshire Archives building to provide specialist storage to continue the acquisition and preservation of the archives of the County and City.
 - Provision of archive storage meeting international standards including storage of digital archives and photographs to provide for acquisitions for at least another 20 years.
- ii. To upgrade facilities to improve public access to archives as part of the capital project.
 - Public searchroom and learning facilities refreshed
 - IT infrastructure upgraded to provide access to digital archives.

- iii. To provide a balanced and continuing record of all aspects of the life of local communities, prioritising the acquisition of records at risk or in areas under-represented in the service's holdings.
 - Implementation of Acquisitions Strategy to raise awareness of Nottinghamshire Archives with owners of archives, meet our statutory responsibilities, rescue and preserve archives at risk and ensure that the contemporary community is documented.
- iv. To ensure that processes, procedures and infrastructure are in place to preserve and provide access to born digital and digitised archives.
 - Implementation of Digital Preservation and Access Plan to ensure that digital archives are preserved and as accessible as traditional archives.
- v. To reduce the backlog of uncatalogued archive collections and make all catalogues available on-line.
 - All collections publicly accessible.
- vi. To reduce the backlog of archives too fragile to be used by the public.
 - All archives available for use through the provision of preservation and conservation
 - Implementation of National Preservation Office survey action plan.
- vii. To provide digital access to selected classes of records and an innovative web presence.
 - Implementation of Digitisation Strategy to improve, extend and enhance access to archives
 - Establishment of commercial digitisation partnerships to digitise the major family history sources
 - Implementation of Website Improvement Plan to provide information on Nottinghamshire Archives and enhance the enjoyment of archives.
- viii. To provide a customer focussed and responsive service to both personal and remote users.
 - Engage with Nottinghamshire Archives User Group
 - Maintain ratings in the Survey of Visitors to British Archives and other surveys
 - Achieve the Customer Service Excellence award.
- ix. To develop new audiences for archives by widening the user base whilst not forgetting core users.
 - Implementation of the Audience Development Plan to remove barriers and extend access to groups under-represented amongst our users such as young people,

- Maintain visitor numbers
 - Provide an exciting and varied programme of events and learning activities
 - Develop supportive community partnerships
 - Work closely with the Library Service to promote and provide access to archives through the library network and local studies service
 - Lead the Nottinghamshire Ancestral Tourism Partnership to encourage more visitors to the County to discover their ancestral roots
 - Participate in the Nottinghamshire Heritage Forum of museums, archives and heritage attractions.
- x. To provide added value services by the use of volunteers.
- Implementation of the Volunteer Policy including recruiting remote volunteers, searchroom buddies and outreach volunteers
 - Establish a Friends of Nottinghamshire Archives.
- xi. To achieve the new Archive Service Accreditation Standard.
- xii. To continue to work in partnership, review agreements and operating models to provide the best archive service for Nottinghamshire.

Records Management Service (RMS)

- xiii. To embed RMS as sole provider of records management services across the County Council securing take up by all teams.
- Provide a professional and versatile service utilised by all teams
 - Review funding policy to make RMS free at the point of use.
- xiv. To reduce the County Council's exposure to cost and risk by ensuring compliance with information legislation.
- Agreement and implementation of corporate retention schedules to ensure the authority meets its statutory responsibilities.
- xv. To provide an efficient and adaptable storage and retrieval solution which optimises the data value of corporate records.
- Work with the Ways of Working project and other groups to ensure the cost effective use of office accommodation
 - Provide access to records when and where required
 - Extend existing next day and emergency retrieval services by implementing a 'scan as you go' solution for file retrieval.
- xvi. To work with the corporate Information Manager on effective information management across the authority.

- Establish information retrieval requests via the corporate Electronic Document Records Management System (EDRMS)
- Implement digital preservation processes within EDRMS to ensure the seamless transfer of digital records to Nottinghamshire Archives to preserve the corporate memory.

8. The appendices to the Development Plan outline:

- Archive actions which contribute to the delivery of the Cultural Strategy
- Standards followed by the Archives and Records Management Service
- Legislation which provides the statutory framework for the Service
- Principal partners of the Archives Service.

Other Options Considered

9. None.

Reason/s for Recommendation/s

10. The Development Plan will enable the County Council to fulfil its statutory duties and demonstrate its continuing strong commitment to the Archives and Records Management Service.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

12. The commitment within the Plan to continue to provide the same level of access to the service presents no negative implications for archive users and has followed consultation with the Nottinghamshire Archives User Group.

Financial Implications

13. The delivery of the Plan is based on current revenue budgets and allocated capital investment.

RECOMMENDATION/S

1) That the Nottinghamshire Archives and Records Management Development Plan be approved.

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Constitutional Comments (NAB 20/09/12)

14. Culture Committee has authority to approve the recommendation set out in this report.

Financial Comments (NDR 20/09/12)

15. The financial implications are considered in paragraph 13 of the report.

Background Papers

Strategic Plan 2010 – 2014 Nottinghamshire County Council, July 2011.

A Cultural Strategy for Nottinghamshire County Council, December 2011

Archives for the 21st Century in action: refreshed, The National Archives, 2012

<http://www.nationalarchives.gov.uk/documents/archives/archives21centuryrefreshed-final.pdf>

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

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