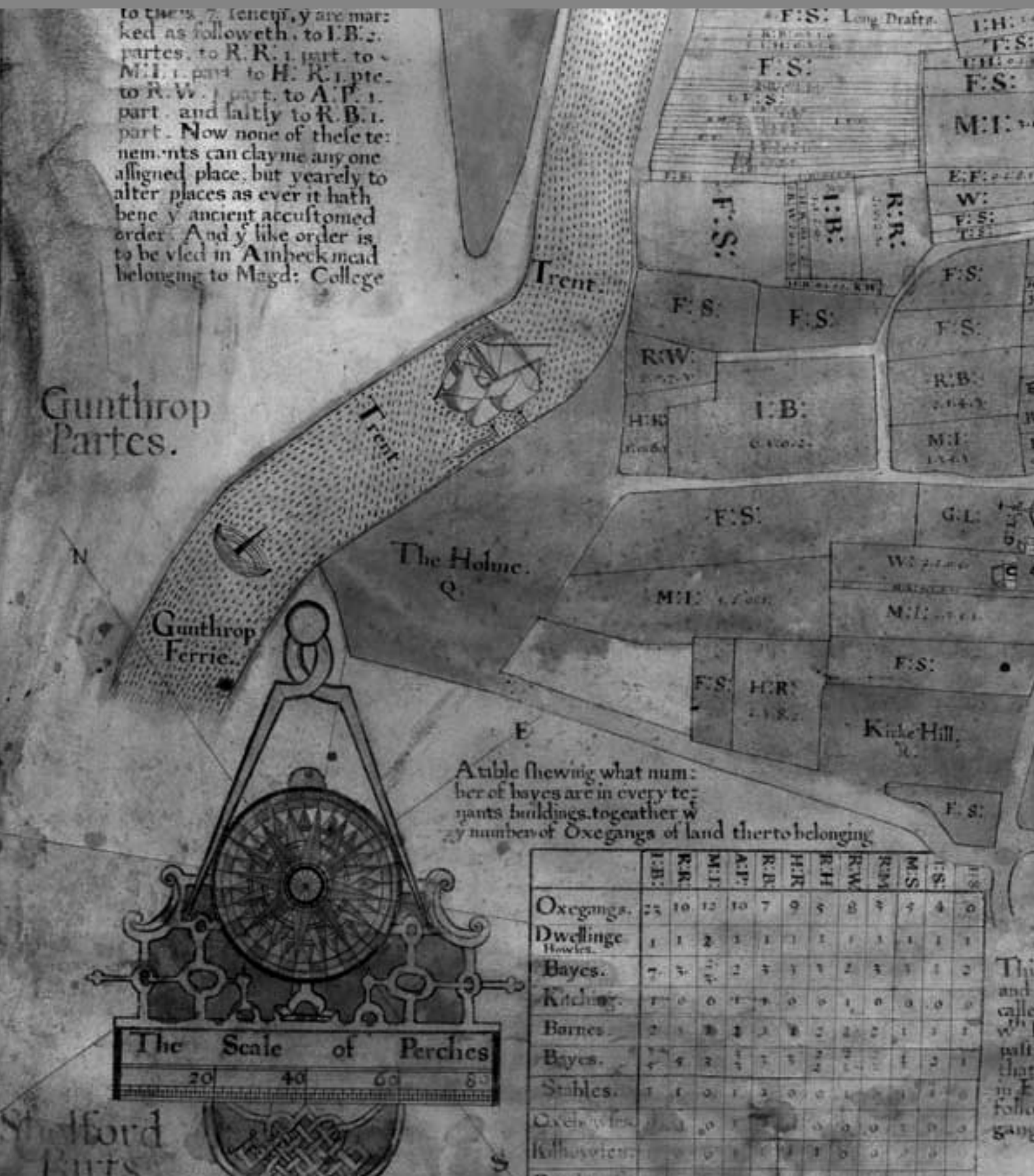




Development Plan

Nottinghamshire Archives and Records Management Service for the 21st Century



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Nottinghamshire Archives.

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Front cover: map of East Bridgford, 1614.
Back cover: Hutchinson and Botiler pedigree, 1712.

Did you know we hold the will of George Africanus (1834), a freed slave from Sierra Leone who became a successful businessman in Nottingham?

1. Foreword

Nottinghamshire County Council already provides an award winning archive service but we want it to be even better.

This plan outlines the priorities for the service over the next ten years and the outcomes we aim to deliver for the people of Nottinghamshire and archive users who come from around the world. The plan also shows how we are responding to the strategic direction of The National Archives.

Nottinghamshire Archives provides a highly valued and well respected service for the County Council. It preserves and makes accessible the documentary heritage of the County and the corporate memory of the County Council. Through this it provides educational resources for young people; records and information to solve modern practical problems; volunteer opportunities for all ages; an extensive programme of events, and encourages visitors to come to Nottinghamshire from across the UK and overseas.

Substantial capital funding from the County Council to extend the Archives building will provide archive storage meeting international standards to future proof the service for the next two decades. It will also transform the visitor experience and enable us to preserve and provide access to digital records. This plan will build on this by ensuring that archives are acquired, catalogued, conserved and made accessible to the public world wide. We will endeavour to widen our user base and extend the services we can provide to remote users through digital delivery. The Records Management Service is an integral part of the Archive service and will deliver a corporate service across the authority.

This plan demonstrates our commitment to provide an innovative, forward thinking and customer focused archive service for Nottinghamshire and I commend it to you.



Councillor John Cottee

Councillor John Cottee

Chairman of the Culture Committee

Did you know that we preserve over 13,000 records in digital format?

2. Background

Nottinghamshire Archives contributes to the overall aims and ambitions of the County Council as outlined in its Strategic Plan 2010 - 2014

A Cultural Strategy for Nottinghamshire County Council 2011-2021

The Cultural Strategy has identified four key themes with associated outcomes for the delivery of the Council's vision.

Theme 1: Creating opportunities for everyone to learn new skills, enjoy and participate in culture and have fun

Theme 2: Improving the social fabric and participation in community life

Theme 3: Conserving and providing access to our history and heritage and supporting environmental sustainability

Theme 4: Supporting the economic prosperity of the county

Nottinghamshire Archives contributes significantly to these themes and has identified five top actions to deliver the outcomes which are given in Appendix 1 and also form part of the Service Priorities and Outcomes.



John Speed's map of Nottinghamshire, 1610.

Nottinghamshire Libraries, Archives and Information Vision

Nottinghamshire's Libraries, Archives and Information Service aims to be at the heart of Nottinghamshire communities and community life.

To achieve this, we will

1. **Inspire** the enjoyment of books, reading and archives
2. **Create** knowledge through access to learning, information, local heritage and archives
3. **Stimulate** and encourage cultural activities and research
4. **Offer** excellent and inclusive customer service for all every time.

Did you know that the Mundella School, Nottingham sent a subscription to Captain Scott towards the purchase of a dog to take on his expedition to the South Pole in 1910?

Case Study: My Life!
Young People's Diary
Competition 2010

This competition aimed to engage children with the Archives and Library service, to encourage them to value their own lives and place in their local communities and provide an outlet for their creative energies.

The competition asked children, aged 7-16 years to write, blog or record a film based on a day in their lives over a 2 month period. Some children recorded special events, like their birthdays, about days out to places like Rufford Abbey while others made films about the loss of their green fields and a rap competition. All the competition entries were deposited in Nottinghamshire Archives where they now form a unique collection about the lives of young people and make an invaluable contribution to the heritage of the County and City.

The project won the Nottinghamshire Heritage Award, 2010 for Work with Children and Young People.

RALEIGH



"THE BRITISH MASTERPIECE."

THE ALL-STEEL BICYCLE

Raleigh Cycle Company Dreadnought poster, 1902-1910.

Did you know that we hold the Raleigh Cycle archives including catalogues and posters of every type of bicycle from early 'safety cycles' to the BMX, Chopper and Mountain Bikes sold or manufactured by Raleigh right across the world?

3. Services

Statement of Purpose

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.



Search Room users.

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.

Did you know that on 26 Jan 1963 the Magdala Debating Society, Nottingham debated the motion "This Society does not like the look of the 1960s"?



Did you know that we receive an average of 200 new acquisitions of archives each year?

Case Study: External funding

Nottinghamshire Archives has a successful track record of obtaining external funding to enhance the services it provides.

These include purchase grants from the Museums Libraries and Archives Council/Victoria and Albert Museum Purchase Grant and the Friends of the National Libraries to purchase at auction the archives of the architect Thomas Cecil Howitt; eighteenth century

architectural drawings of Rufford Abbey and a 1371 Nottingham Guild Roll which also had to be saved from export to the USA.

Grants to improve public access to collections have included a grant from the National Cataloguing Grants programme for Archives to catalogue the archives of Southwell Minster; a grant from The National Archives to revise the Manorial

Documents Register for Nottinghamshire and most recently a grant from the Wellcome Trust to catalogue the Rampton Hospital archives.

Other recent grants have been received from the Museums Libraries and Archives Council, Renaissance East Midlands and Nottinghamshire Local History Association for innovative learning and digital projects.

4. What our users say



Archive volunteers.



Search Room user.



Manorial Study Day.

Archives users

"I'd just like to say how I thoroughly enjoyed my 3 day visit to the Archives this week which was largely due to your helpfulness and friendliness especially as some of the documents I asked to see aren't usually available to the general public. I'm very glad to see that the Archives is a bustling and well-frequented place, and I hope it continues to be..."

"We have travelled from Essex today after receiving helpful email suggestions to find what we are looking for. The staff have been extremely helpful and have a polite and friendly manner. We were also very impressed with the system and its efficiency. Being from out of the area and only able to visit Saturday we are limited on time and all the comments we have made have helped us greatly in our search."

"I have been very impressed with the quality and quantity of resources available here. The centre is very well equipped and very pleasant to study in – All this is in comparison to other county archives I have carried out research in."

Survey of Visitors to British Archives

"Excellent service. It is essential that we have access to our past, and the Nottinghamshire Archives do an excellent job of providing it. Having used the service as

a degree level student, and for family research, I have never found the service lacking."

"The quality and design of the building make it very 'user friendly' – the space available is utilised in a sensible and considered fashion to give easy access to the fiche readers and other equipment. The records available for public access are always kept neat, tidy and in order by the search room staff which is not always the case in other archives. The staff themselves are both knowledgeable and helpful and always maintain a relaxed and friendly atmosphere which makes every visit an enjoyable one."

"Fantastic facility and I enjoy using the archives."

"In the many years I have been using these archives I have found them to be in the top five of the most helpful and friendly I have visited. Parking is off the road and access is user friendly for the disabled. Nothing is too much trouble for the staff and their range and depth of knowledge is very much above average".

Did you know we provide visits for local history groups, schools, university students and other local organisations and an extensive programme of public events?

Family history group: first time visitors

"I didn't know such a wealth of knowledge was available."

"I have been pursuing this hobby for years and this visit has certainly given me fresh inspiration to look at areas I hadn't considered."

Archives Young Persons Diary competition

The winners' evaluations were all very positive, with the children feeling it was "something new and exciting", "it was fun" "it was good to be part of something" and "really interesting...I learned a lot."

Youth Heritage conference participant

"I loved the workshops! I thought they were brilliant, interesting and extremely fun to do! The conservation workshop was really fun and interesting and helped me experience something totally new. The archaeology workshop was really interesting too and I loved holding the artefacts. Everybody was friendly and gave me a lot of careers advice!"

Archive volunteers

"My volunteering experience is an important asset in a process of looking for a job."

"I feel I am contributing to a worthwhile project and improving my IT skills at the same time. It also gives a sense

of achievement and 'giving back' now I am retired."

Records Management customers

"Very helpful, go out of your way."

"Faster than a McDonald's drive-thru."

"I would like to thank you for your kind help and assistance in the past ...Last but by no means least would you please pass on my sincere thanks to ..., who is an absolute star, and has worked tirelessly to keep up with the endless demands for file requests from Legal..... he is always extremely helpful, even when trying to find a needle in a haystack. He is an asset to your team."

Did you know there are 109,796 entries on the Archives online catalogue, NAWCAT - and growing!



Conservation staff at work.

Case Study: Archives Conservation

In 2008 the Archives Conservation team carried out the National Preservation Office's Preservation Assessment Survey. A sample was made from the Archives and each document chosen assessed for its condition and storage, the information being added to a database. The latter was sent to the NPO who extrapolated from the sample a condition report on all the holdings. This revealed that 5% of the holdings were in need of

conservation, while 13% were in need of repackaging. Work is now underway to address this.

In 2006 work began on the conservation and preservation of the tithe awards; these are large scale maps with accompanying schedules detailing owners and occupiers of land, dating from the 1840s. A total of 156 maps and schedules have now been treated and made more easily available to the public.

5. Archives for the 21st Century in action: refreshed



Royal Charter of Henry II.

A strategic vision for the Archives sector was published in 2009 by The National Archives and the Museums, Libraries and Archives Council followed by an Action Plan in 2010. The National Archives took on national strategic responsibility for archives in 2012 and has now refreshed the action plan. Nottinghamshire Archives is responding to this as detailed below.

(i) Built to last

‘Develop bigger and better services in partnership-working towards increased sustainability within the sector’

- The current Archives building was opened in 1993 and is nearing capacity. A capital project to extend Nottinghamshire Archives will make the service sustainable for the future, meet national standards and statutory responsibilities, provide a better user experience and customer satisfaction and so “transform the reputation, profile outlook and delivery of the archives” (Archives for the 21st century in action, p4).
- Nottinghamshire County Council collaborates across boundaries through an agreement to provide archive services for Nottingham City Council.

- The Nottinghamshire Archives Acquisitions Policy includes agreements with museums, libraries and other archive repositories on respective collecting areas to avoid duplication.
- Nottinghamshire Archives is a member of the East Midlands Regional Archives Council and develops collaborative projects with other services across the region.
- Nottinghamshire Archives was rated as a 4 star service under The National Archives assessment of local authority archive services and will apply for the archives accreditation scheme when it becomes available.
- Nottinghamshire Archives User Group’s membership includes key stakeholders and regularly receives reports on the work of the service.

- A Friends organisation was inaugurated in 2012.

(ii) Effective, skilled workforce

‘Strengthened leadership and a responsible workforce’

- Nottinghamshire Archives has a Learning and Development Policy which encourages staff development.
- A member of staff has recently completed the Archives and Records Association Certificate in Archive Conservation to improve the skills shortage in this area.
- Nottinghamshire Archives is a partner in the Heritage Lottery Fund Skills for the Future programme being run by The National Archives ‘Opening Up Archives’. There will be three 12 month placements to develop

skills in Digital Preservation and Online engagement. Recruitment for these placements will be aimed particularly at individuals with IT skills who might not previously have considered employment in the Archives sector. This will help to broaden skills and create a more diverse workforce to run 21st century archives.

- Nottinghamshire Archives currently uses volunteers for cataloguing and preservation work and to assist with outreach events. The Archives also provides school and university work experience placements. A policy has been developed to further extend the use of volunteers to provide added value services.
- Archives staff have participated in Museums, Libraries and Archives Leadership programmes.

(iii) Digital by design

‘Co-ordinated response to the growing challenge of managing digital information so that it is accessible now and remains discoverable in the future’

- The Archives service manages the corporate Records Management Service so providing the necessary close connection between records management and archives. It ensures that the authority meets its statutory obligations

and manages its paper records appropriately and is working with the Information Manager to ensure that digital records are similarly managed.

- Plans for an extension to Nottinghamshire Archives include provision for specialist storage and access to digital media.
- Nottinghamshire Archives has developed a Digital Preservation and Access Policy and is currently implementing the action plan. This includes a survey of digital assets and staff training. Guidance will also be developed for owners of archives to ensure that digital records are collected and preserved. This work will be progressed through the Skills for the Future placements.

(iv) More accessible online

‘Comprehensive online access for archive discovery through catalogues and to digitised archive content by citizens at a time and place that suits them’

- Performance indicators are in place to record the increasing number of virtual as well as personal users of archives.
- Improvements to the IT infrastructure to provide access to digital archives are included in the plans for an Archives extension.



Records Centre.



User at Online Catalogue.

Did you know that since 2004, the Archive Conservation team have cleaned 380,301 items?



Mattersey School, 1858.



Southwell White Book, 14th century.



Dame Laura Knight's diary, 1946.

- Nottinghamshire Archives catalogues to international standards and has already launched an online catalogue: NAWCAT. Applications for the required funding to retro-convert 40 years of paper catalogues have so far been unsuccessful but progress will be made through the recruitment of remote volunteers.
- The Skills for the Future programme will enhance the skill levels of staff.
- Nottinghamshire Archives has developed a Digitisation Strategy to digitise selected classes and themes of archives and mount virtual exhibitions on the Archives web pages. Discussions have also been initiated with some of the national commercial suppliers to digitise major family history sources.
- Nottinghamshire Archives is participating in The National Archives led digitisation consortium to digitise school admission registers and log books.
- Nottinghamshire Archives has received grants from the National Cataloguing Grants Scheme to catalogue the archives of Southwell Minster; from The National Archives to revise and digitise the Manorial Documents Register for Nottinghamshire and from the Wellcome Trust to catalogue the Rampton Hospital archives and will

continue to apply for grants to reduce the cataloguing backlog.

(v) Real outcomes through partnership

'Active participation in cultural and learning partnerships promoting a sense of identity and place within the community'.

- Nottinghamshire Archives has developed a Learning and Outreach Policy and an Audience Development Plan which targets groups which are under-represented amongst archive users. In 2010 it won the Renaissance East Midlands Nottinghamshire Heritage award for work with Children and Young People. A grant was also received to establish a Youth Panel to endeavour to remove some of the barriers to young people using archives.
- Other strategic commissioning grants and regional partnership projects have developed archive learning resources.
- Nottinghamshire Archives organised a Youth Heritage Conference in 2012.

Did you know that we hold an account of the Nuremberg War trials written by Dame Laura Knight, the official war artist at the trials?



Rufford Abbey, 18th century.

- Nottinghamshire Archives leads the Nottinghamshire Ancestral Tourism Partnership to encourage and enhance the visitor experience for individuals tracing their roots in the county.
- Nottinghamshire Archives has participated in the re-establishment of the Victoria County History in the county which encourages active community participation in research.
- Nottinghamshire Archives received a grant from Renaissance East Midlands for a MUBU project to develop the use of social networking media for the interpretation of archives and a grant through the Digital Ambassadors network to pilot and promote a Nottinghamshire Places website on Facebook. The Gertrude Savile Twitter Diary won the Nottinghamshire Heritage Inspiration Award in 2012 for Best Special Project.
- Nottinghamshire Archives provides advice and assistance to many community heritage projects and is a partner in the Our Nottinghamshire community history website.
- Nottinghamshire Archives is involved in the County and City wide First World War centenary commemoration 'From Trent to Trenches'.
- Nottinghamshire Archives is part of a service grouping including public libraries and informal adult learning. This allows improved promotion, access and exploitation of the Archives service across the whole of Nottinghamshire.

Did you know we hold a large collection of letters concerning the election of WE Gladstone as MP for Newark?

Case Study: Gertrude Savile Twitter Diary

Gertrude Savile, the first and original melancholy Georgian spinster to serialise her diary on Twitter, has been sharing her thoughts, family arguments and inappropriate servant management techniques with hundreds of dedicated followers. A little sharing of her words from broadcasters and historians has seen Gertrude's thoughts delivered to over 500,000 people across the planet, ensuring that the small world of a 1720s family from Rufford Abbey has become an award-winning sensation.

The project won the Nottinghamshire Heritage Award, 2012 Inspiration Award for Best Special Project.

6. Service priorities and outcomes



Archive strong room.



Diary Competition winners.



Caribs cricket team, 1960s.

Did you know that we hold records of West Indian immigration in the 1950s including the appointment of Eric Irons as Britain's first black magistrate?

The following are the service priorities and key outcomes for the next 10 years

(* indicates an Action supporting the Cultural Strategy)

Nottinghamshire Archives

1. 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*
2. To upgrade facilities to improve public access to archives as part of the capital project
 - Public searchroom and learning facilities refurbished
 - IT infrastructure upgraded to provide access to digital archives
3. 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
4. To ensure that processes, procedures and infrastructure are in place to preserve and provide access to born digital and digitised archives
 - 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
 - Implementation of Digital Preservation and Access Plan to ensure that digital archives are preserved and as accessible as traditional archives
5. To reduce the backlog of uncatalogued archive collections and make all catalogues available online
 - All collections publicly accessible
6. 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
7. 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 Web site Improvement Plan to provide information on Nottinghamshire Archives and enhance the enjoyment of archives
 8. 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
 9. 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, ethnic minorities, people with disabilities and those living at a distance from Nottingham
- 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*
10. 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*

11. To achieve the new Archive Service Accreditation Standard
12. To continue to work in partnership, review agreements and operating models to provide the best archive service for Nottinghamshire



Tom Blower poster, 1948.

Did you know that we hold the papers of the long distance swimmer Tom Blower who swam the English Channel three times?



Records Centre exterior.

Case Study: Ways of Working

The Records Management Service has supported the authority's improvement programme by providing secure storage and management for paper files displaced by team moves. This enables comparatively expensive office space to be utilised by more flexible working practices, whilst paper files are managed efficiently offsite at a reduced cost. We provide next-day retrieval, retention management and confidential destruction services.

Records Management Service (RMS)

RMS ensures that those County Council records which are not in daily use are managed securely for a time period appropriate to relevant legal and business requirements. Once this period has passed the RMS ensures that records of historical value are permanently preserved and transferred to Nottinghamshire Archives as part of the corporate memory.

13. 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
14. 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
15. 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

16. 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

Did you know that the Records Management Service manages over 26,000 boxes of the authority's paper files?



Records Centre interior.

7. How we measure success



Nottinghamshire Heritage Awards 2012.



Alan Ball Award for Local History 2011.

Did you know our oldest document is dated c 1155?

Archives

Nottinghamshire County Council Performance Indicators

- Number of personal visits to Nottinghamshire Archives – we will maintain visitor levels against the national trend – currently 8,000 visits per year
- Number of virtual visits to Archives web resources – we will increase the range of virtual resources and surpass 400,000 visits each year
- Number of Archives events and attendances - we will increase the number of events and exhibitions each year, attracting increased attendances by 5% each year
- Customer survey

Public Service Quality Group, Survey of Visitors to British Archives every 18 months

In addition a survey of remote users of archive services took place in 2012.

- Customer Charter – we will meet or surpass agreed standards

These standards for response to postal and email enquiries, document production, delivery of reprographic orders and the processing of new accessions are approved and monitored by the Archive User Group

Records Management

Nottinghamshire County Council Performance Indicators - we will respond to the level of customer demand

- Number of file requests received from customers
- Number of boxes received from customers
- Customer survey

A customer survey will be introduced in 2012/13

- Customer standards

Service Level Agreements are drawn up for all services

Awards

The National Archives self- assessment of local authority archive services, 2010

- Awarded top rating of 4 stars

Nottinghamshire Heritage Awards, 2010

- Work with Children and Young People: Young Persons Diary competition

Alan Ball Local History Award, 2011

- *'These Uncertain Tymes' Newark and the Civilian Experience of the Civil Wars 1640-1660* by Stuart B Jennings

Nottinghamshire Heritage Awards, 2012

- Inspiration award for Best Special Project: Gertrude Savile Twitter Diary
- Judges' Special Acknowledgement of Outstanding Achievement

Appendix 1

A Cultural Strategy for Nottinghamshire County Council 2011-2021

Nottinghamshire Archives contributes significantly to the themes of the Cultural Strategy and has identified five top actions to deliver the outcomes.



Gertrude Savile's diary, 1727-1731.

Action 1: Lead the Nottinghamshire Ancestral and Literary Tourism Partnership co-ordinating a programme of events and participate in the establishment of a Nottinghamshire Heritage Forum

- Theme 1
Outcome: sought opportunities to enhance Nottinghamshire as a tourist and cultural destination
- Theme 4
Outcome: encouraged more visitors to Nottinghamshire

Action 2: Implement the Archives Volunteering Policy to expand the use of volunteers and establish a Friends of Nottinghamshire Archives

- Theme 2
Outcome: increased volunteering opportunities in the cultural sector

Action 3: Maximise the use of the Nottinghamshire Archives site to preserve and provide public access to the county's archival heritage

Action 4: Develop new audiences through a programme of archives and local studies events

- Theme 3
Outcome: created new opportunities for our communities to actively engage with our cultural assets to preserve them for future generations

Action 5: Provide digital access to selected archive and local studies sources to remote audiences and enhance services to visitors to Nottinghamshire Archives

- Theme 4
Outcome: increased the commercial opportunities and income of the County Council

Case Study: Opening up Archives

Designed to attract the non-traditional candidate, the Opening up Archives programme has provided an alternative platform to launching a career in heritage. Nottinghamshire Archives has hosted two trainees, with a third to follow in 2012-2013. Focusing on digital preservation and online community engagement, we have provided specialised training and benefited from the trainee's pre-existing skills. The trainees have contributed to a number of projects, including the Gertrude Savile Twitter Diary and the Youth Heritage Conference. The programme is funded by the Heritage Lottery Fund and led by The National Archives.

Did you know we hold 5 miles of archives?

Appendix 2

Standards



Mansfield parish register, 1594.

Case Study:

Nottinghamshire Archives User Group

Made up of archive staff, representatives of stakeholder groups and members directly elected by archive readers NAUG meets twice a year. It acts as a consultative forum to discuss developments and concerns relating to Nottinghamshire Archives; to discuss future directions of the service; to help raise its public profile and to provide support for it with other bodies when necessary.

CIPFA statistics

Chartered Institute of Public Finance and Accountancy issues annual Archive Service Statistics which enables benchmarking against other local authority archives.

Accreditation

The National Archives will introduce an Archive Service Accreditation Standard in 2013. This will replace the self-assessment of local authority archive services.

Archive standards

- British Standards Institute, Guide for the storage and exhibition of archival materials (PD 5454:2012)
- British Standards Institute, Specification for managing environmental conditions for cultural collections (PAS198:2012)
- The National Archives, Standard for Record Repositories, 2004 lays down standards on constitution and finance, staff, acquisition, and access.
- The National Archives Self-assessment of local authority archive services benchmarks Governance and Resources; Documentation

of Collections; Access and the Users Experience; Preservation and Conservation; and Buildings Storage and Environment

- Public Service Quality Group, Standard for Access to Archives.
- Museums, Libraries and Archives Council, Benchmarks in Collections Care

Cataloguing standards

- General International Standard Archival Description (ISAD (G))
- National Council on Archives: Rules for the Construction of Personal, Place and Corporate names
- International Standard Archival Authority Record for Corporate bodies, Persons and Families (ISAAR (CPF))

Records Management systems

- Wisdom has been accredited by the UK National Archives since 1999, and the company is working towards certification under MoReq2 (European standard for management of electronic records).

Did you know we hold parish registers from 1538 for all of Nottinghamshire?

Appendix 3

Legislation



Nottingham High School charter, 1512.

Local Government (Records) Act, 1962, the Local Government Act, 1972 and the Nottinghamshire (City of Nottingham) Structural Change Order, 1996.

Formal recognition of Nottinghamshire County Council and Nottingham City Council as Archive Authorities, together with agreement for Nottinghamshire Archives to serve both authorities under a Joint Agreement.

Public Records Acts, 1958 and 1967.

Formal recognition by the Lord Chancellor (through The National Archives) of Nottinghamshire Archives as a

suitable repository for housing local Public Records.

Parochial Registers and Records Measure, 1978, as amended by the Church of England (Miscellaneous Provisions) Measure, 1992.

Formal appointment of Nottinghamshire Archives as Southwell & Nottingham Diocesan Record Office.

Freedom of Information Act 2000

Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000 (revised 2009).

Data Protection Act 1998

Environmental Information Regulations 2004

Relevant Safeguarding legislation

Did you know you can explore your family, local and house history at Nottinghamshire Archives?

Appendix 4

Principal Partners

Diocese of Nottingham and Southwell

Nottinghamshire Archives acts as the diocesan record office

East Midlands Regional Archives Council

Nottinghamshire Archives is a member and develops collaborative projects with other services across the region

Friends of Nottinghamshire Archives An independent support and fundraising group

Nottingham City Council

Nottinghamshire Archives provides archive services to the City through a partnership agreement

Nottinghamshire Ancestral Tourism Partnership Along with other archives, museums, libraries, family history

societies, tourism providers and agencies Nottinghamshire Archives is a member of the partnership and provides the current Chair

Nottinghamshire Family History Society Provision of transcripts and indexes

Nottinghamshire Heritage Forum Along with other archives, museum and heritage attractions Nottinghamshire Archives is a member of the forum and provides the current Vice-Chair

Nottinghamshire Local History Association (NLHA) NLHA has sponsored recent youth activities run by Nottinghamshire Archives

The National Archives (TNA)

Nottinghamshire Archives is appointed by TNA as a local place of deposit for public records

Thoroton Society

Nottinghamshire Archives acts as a stockist of Thoroton publications and sponsors the annual Nottinghamshire History lecture

University of Nottingham Manuscripts and Special Collections

Close collaboration on acquisitions and exhibitions

Did you know you can find out about your old car using our vehicle licensing records?

Case Study: Make History Happen! Youth Heritage Conference, 18th July 2012

Make History Happen! was the county's first ever youth heritage conference. Organised by Nottinghamshire Archives it was held at Lakeside Arts and supported by the University of Nottingham and Nottinghamshire Local History Association. It aimed to engage young people between 16 and 21 years and heritage professionals who are actively working with young people. The Conference represented

another forward-development by the Archives service in its long-term goal to reach new and under-represented audiences.

The Conference offered an opportunity to liaise with a wide variety of partners and attracted 50 attendees who participated in workshops that ranged from archaeology to conservation, museums, photography and quill pen writing. There were also talks on 'When Did Youth Happen?',

'A Load of Old Rubbish!' and the 'Life & Loves of Billy Richards, a Nottingham teenager'. The surprise arrival of the 1948 London Olympic torch at lunchtime added to the excitement of the day!

There was a great 'buzz' about the day and the involvement of a community group from Leicester, a Nottingham school, young work experience individuals and youth volunteers created a unique conference experience.



Conservation staff demonstrating at Youth Heritage Conference.

Did you know our web site features a range of virtual exhibitions including Nottinghamshire's African-Caribbean heritage, Apprenticeship and Southwell Minster?

and 2^d gent of the Right Honorable and truly Noble Family of the Botilers anciently Barons of Norm and Conwley in the time of Ed⁴ the 3^d and Ed⁴ the 2^d a younger branch of which Family was Baron of Bidley and High-treasurer of England, and Treasurer of Normandy and Knight of the Garter in the time of Henry the 2^d Wherby will also appear their noble matches with the Heirs of several Hon^{le} Families anciently Barons of this Kingdom whose Feuds of Arms are quartered by them at this day. All which have been collected & extracted out of Summons of Parliament Evidence, Records and other Authentick Records of this Kingdom viz in Hen⁴ the 3^d the 1st of Henry the 3^d the 1st of Henry the 2^d and by him faithfully and truly deduced down to the son of the Right Hon^{le} Sir John Botiler in and Baronet Lord Botiler of Bransfield in the County of Hertford.

Lond^o Dec^r 14 1636.

as far as it relates to the man
Hutchinson, hath been said
Royal letters & Dispatches to
Henry Border, father of the
of Corthorn in the County of
in the said County of he being
great grandson of the said Henry B

Hutchinson Cầm Đỡ



Boiler.



William Pantolfe de Wemme



Marmion

[illegible]

Bottler.

Edouard et Com. Simon-Denis, Edouard
Maridat qui fait avec Radulfi Lovell et
 marquis Radulfi le Duc de Berri par le
 comte de la Roche et par le comte de la Roche
 et le comte de la Roche.

*Inter Raptos Danos Regis
Cecidit in Thebanos Rexcepit Scam
et sui sub opibz Danos Theb
anore et Concrevit subdormiens
necesse subdormiens inuoluntarius in
Caulibus Regis de longum Rex
pa Huius et regis necesse subdormiens
fuit et inuoluntarius*

*Inquisitio fatta de'heretici di Bondi
fatta per Thoman de'Castagna, Chiodone
de'Leighen, Richardum de'Bro' Nalimano de
Lake &c. dicano giudici, super' i'cruciatum
Mazze.*

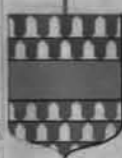
Radulfus de Boreby est Dominus de Hest
et tenet in Capite de Hest totum manerium sub
suo jure Bore. et fuit etiam habitans per
prophetales fides ad Comitatibus et hominibus
per omnes fides Boreby in manerium et
habet prope quid non sequitur per omnes et
Est. et habet Parochiam et Worthing suffra-
niam sub Boreby.



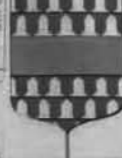
William, 2nd
of Virginia

[illegible][illegible]

Sciatis presentibus et futuris quod Nos Radulfus
filius de Northfolc filius de Northfolc et Marci
mariti sui. testamur quod dicta filia nostra pri
mogenita et Amande filia Bertrami uxoris
nostre in hunc modum dos numeris suis
scilicet Nuntii nostri in Comitatu Leicestre
et Dordonia in Comitatu Jolepie. Item Pomo
na et Almerie.



Abstract

[illegible]

Marnier

Kilpeck Vleedion
HARTI Haverdine demum populi
Kilpeck pro peccatis intercessit
fuit quondam in Kilpeck p[ro]p[ri]e
de jure d[omi]ni possidet. Hinc
folius p[er] p[ro]p[ri]etatem datus
in Kilpeck. a. 148.

Idem Hugo, *fredens*;
cum *prothomaps*.
Kapusk & Colom
Montibus de magno fredo

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