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GENERAL INFORMATION:

Country: United Kingdom

Organization(s) or entity (s) responsible for the preparation of the report:
The National Archives and the Memory of the World UK Committee

Officially designated contact person/institution:
UK National Archives

Name(s) of designated official(s) certifying the report
Keith Nichol, Head of Cultural Diplomacy, DCMS

Brief description of the consultation process established for the preparation of the report:

General support

1. Has the Recommendation been promulgated to appropriate ministries and institutions?

The Recommendation has been promoted throughout the UK by the Memory of the World UK Committee through articles and presentations, in order to bring it to the attention of collecting institutions, policy makers and other interested parties (e.g. depositors). Key UK Government organisations are also aware of the Recommendation, notably The National Archives and the Department for Digital, Culture, Media and Sport, the Welsh Government, the National Records of Scotland and the Scottish Council on Archives.

The UK National Commission for UNESCO published a policy brief entitled 'UNESCO International Memory of the World Register: Response and recommendations regarding the International Advisory Committee's review'. This brief was developed in conjunction with the Memory of the World UK Committee and included input from leading experts in the UK documentary heritage sector. It was launched at the British Library and is available online at <https://www.unesco.org.uk/publication/unesco-international-memory-of-the-world-register-response-and-recommendations-regarding-the-international-advisory-committees-review/>.

2. Has the Recommendation been translated into the national language(s) (if applicable)?

As the Recommendation is in English it is readily available to all interested parties in the UK. However, it has not been translated into Welsh.

3. Has your country created a supportive, participatory, enabling and stable environment for all parties? (1. 1, 1.2, 3. 1, 4. 5, 5. 1, 5. 2)

The UK archival landscape is rich and vibrant due to strategic direction from leadership bodies, on-going development of practical initiatives, a collaborative archival profession, and a principle of consultation with stakeholders. Activity around documentary heritage in the UK is predicated on the twin principles of ensuring preservation and maximising access.

There is a matrix of bodies that provide supportive leadership to the archive sector, that work closely with stakeholders and constantly review their own strategy and support. These include The National Archives (TNA), The Scottish Council on Archives (SCA), The National Records of Scotland (NRS), the Museums, Archives and Libraries Division of the Welsh Government (MALD) and the Public Record Office of Northern Ireland (PRONI). Within this report, these are referred to collectively as the leadership bodies. There are also a range of professional bodies such as the Archives and Records Association (UK & Ireland) and participative groups with a specific focus (for example, the Community Archives and Heritage Group).

In collaboration with a broad range of partners, The National Archives and the other leadership bodies encourage the development of a sustainable and innovative archives sector, in which documentary heritage can be identified and secured through a variety of means. An example of this is the UK Archive Service Accreditation (see Q4).

The National Archives has a leadership role for the archives sector across England in accordance with its responsibilities under the Public Records Act, and in addition the Royal Warrant of the Historical Manuscripts

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Commission, which includes supporting the preservation and public accessibility of archive collections across the UK. *Archives Unlocked* (<http://www.nationalarchives.gov.uk/archives-sector/projects-and-programmes/strategic-vision-for-archives/>) is the UK government's strategic vision for the archive sector and focuses on the sector's needs and ambitions, whilst also making the case for realising – in practical and tangible terms – their unique potential and relevance in preserving the diversity of our nation's heritage.

The Welsh Government, through its Museums, Archives and Libraries Division (MALD) fulfils an analogous role in Wales, working with the professional body Archives and Records Council Wales. In Scotland the Scottish Council on Archives and the National Register of Archives provide support to the archival and records sectors.

There are around 1500 formal collecting organisations including national institutions (e.g. The British Library, The National Library of Wales), the local government funded record offices across the UK, universities, businesses, charities, educational foundations and other private organisations. There is also a burgeoning community archives sector where individuals are managing their own community's documentary heritage. Collecting institutions drive their own activities and have access to expansive professional networks, guidance, funding opportunities and advocacy initiatives.

4. How, if at all, has your country applied international standards and curatorial best practice (2. 4, 2. 7, 2. 8, 2. 9, 4. 2, 5. 1, 5. 2, 5. 5)?

The UK is very active in developing and implementing national and international standards and curatorial best practice. It also keeps such standards and practices under review to ensure they are still appropriate. Review and development of standards is undertaken via close consultation with archive and records professionals and other stakeholders to ensure there are relevant, practical and rigorous.

The UK Archive Service Accreditation Standard (introduced in 2013 and refreshed in 2018) is supported by a partnership of seven strategic and professional bodies across the UK and is designed to support archive services of all types and sizes to preserve and make accessible their collections: <http://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation/>. It provides a framework of best practice across all aspects of collecting, managing and providing access to documentary heritage. Accreditation references international and British standards across the management of archive collections, supporting a consistent and effective level of delivery. It is designed to be applicable to any formal collecting institution and has a no-cost, open application process. The standard expects application of current standards such as EN 16893:2018 Conservation of Cultural Heritage (which was developed out of the UK Standard PD5454) and useful indicators such as the NDSA Levels of Digital Preservation. To date, 141 archive services have reached the standard.

Lead bodies in the UK such as The National Archives, the Welsh Government (MALD) and the Scottish Council on Archives encourage good practice through the publication of good practice, provision of advice, delivery of training and regular review via consultation with archive and record professionals. There are also numerous other training providers. Further to this, The Professional Development Framework of the Archives and Records Association provides the process and recognition for encouraging high quality and on-going professional practice by its members. National institutions also develop standards and good practice, for example The National Archives and the British Library have been at the heart of the international discussion on developing practice around digital preservation techniques.

There are numerous professional conferences hosted both on an *ad hoc* basis and on a regular, annual basis, providing an opportunity to share good professional practice, highlight issues and develop new solutions. The Discovering Collections, Discovering Communities (DCDC) Conference, delivered jointly by The National Archives and Research Libraries UK, is run in partnership with Research Libraries UK. It brings together academics, archivists and other heritage professionals to share discourse and best practice around opening up collections in new and transformative ways. The Archives and Records Association annual conference focuses on issues of interest to archive and record professionals. There are also a wide range of journals published and disseminated throughout the UK.

The National Archives is recognised by UKRI as an Independent Research Organisation. The National Archives has developed a set of research priorities (<http://www.nationalarchives.gov.uk/about/our-research-and-academic-collaboration/our-research-and-people/our-research-priorities/>) which place digital at the heart of five core themes. The National Archives is active in world leading research that impacts on digital preservation techniques. For example, the ARCHANGEL project

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(<http://www.nationalarchives.gov.uk/about/our-research-and-academic-collaboration/our-research-and-people/current-research-projects/#arch>) , in partnership with academics at the University of Surrey is exploring the utility of distributed ledger technology in underscoring trust in the authenticity, integrity and reliability of the record.

5. What consultation mechanisms does the government maintain with stakeholders in the documentary heritage sector (national and private memory institutions, professional associations, relevant NGOs)? (1. 2)

There is a strong culture of collaboration generally across the UK archive sector between practitioners, policy makers and certain funders. The government maintains ongoing consultation with documentary heritage institutions, a prime example being *Archives Unlocked*, which The National Archives co-developed through a process of wide consultation. The Historical Manuscripts Commission (part of The National Archives) creates the mechanism for an on-going dialogue about location and content of collections outside the public records system. The National Archives, the Welsh Government and the National Records of Scotland undertook extensive consultation with the sector in order to implement a light-touch review of the Archive Service Accreditation Standard (which was itself a product of co-creation across the archive sector). Record professionals are routinely consulted and advised on key issues and legislative developments, such legal issues in relation to records and the development of The National Archives' online catalogue, Discovery. The National Archives' sector leadership role within England involves non-political advocacy on behalf of the sector on key areas of policy led elsewhere in government. Advice and guidance given to the sector on these issues through TNA's website and more occasionally on request. It is also standard practice with other strategic bodies such as MALD, the SCA and NRS to consult with key stakeholders on major initiatives.

The leadership bodies maintain close working relationships with key professional bodies such as the Archives and Records Association and the Business Archives Councils. These relationships include partnering on specific projects, consultation and long-term schemes such as the UK Archive Service Accreditation. The leadership bodies also consult with other relevant stakeholders as appropriate to ensure development of suitable programmes and policies e.g. with Arts Council England to ensure the Archive Service Accreditation Scheme aligns with a similar scheme for museums.

6. What actions has your country taken in order to support memory institutions in establishing policies and standards by research and consultation, guided by internationally established norms?(1. 1, 1. 2, 2. 2, 2.3, 3. 2)

The primary mechanism in the UK for establishing policies and standards is the Archive Service Accreditation Standard, for which Places of Deposit are expected to apply and other services are strongly encouraged to apply. Within the Standard there is a strong expectation that strategy and planning is informed by evidence, good practice and consultation with stakeholders.

To help institutions there are a range of statistical and survey research data available (for example, the Taking Part Survey, the ARA User Survey and CIPFA local authority statistics). The National Archives is currently reviewing the statistics and indicators available to the archive sector to see if they need improvement in terms of coverage and analysis. The National Archives provides training and guidance on measuring outcomes, benchmarking and evaluation to help institutions apply the use of such data. Further to this, there are various professional conferences and publications that introduce new research to services.

The National Archives continues to lead on the development of storage conditions for cultural heritage collections. Following on from the ground-breaking work on [Building Environment Simulation](#) in collaboration with the University College London, The National Archives has developed new guidance for storing archive and library collections, which significantly reduce the environmental impact through the storage of heritage collections and which are now reflected in both national and international standards. For the last fifteen years, The National Archives' staff have been involved in senior roles in national and international professional conservation bodies including the Icon ([Institute of Conservation](#)), NHSF ([National Heritage Science Forum](#)) and IIC ([International Institute for the Conservation of Historic and Artistic Works](#)). This ensures the worldwide dissemination and sharing of The National Archives' knowledge, and drives the agenda of developing professional standards, education and advocacy.

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7 What major capacity-building measures and policies have taken place within the sector? Is research and training for documentary heritage professionals organized in your country? How often? (2.4, 2.7, 2.8, 2.9, 5. 1, 5.2)

Capacity building is on-going and research and training is varied. The National Archives provides support to create regional networks of archive services across England to enable them to share learning, capacity and develop regional strategies, joint-funding bids and joint projects. The National Archives also runs '[Archives Revealed](#)', a funding programme in partnership with The Pilgrim's Trust that supports the cataloguing and unlocking of archives and runs regular training programmes and targeted events for the sector (see Q17). The Welsh Government, through MALD provides free access to an annual training programme aimed at addressing identified sector needs. Funding is also provided from the Welsh Government to enable specific archive services in Wales to explore collaborative developments to sustain and improve services, including joint delivery models.

Those wishing to train as professional archivists complete a post-graduate course at one of seven universities across the UK and Ireland, which are accredited by the Archives and Records Association. The leadership bodies as well as other professional bodies (for example, the Digital Preservation Coalition runs extensive practical digital preservation courses), universities, individual institutions, employers and private training providers provide on-going professional training. For archivists and records managers, ARA is launching a new competency based continuing professional development programme through which members can qualify as a Foundation (FMARA); Registered (RMARA) or Fellow (FARA). It is designed to support development at all levels of the record keeping community from volunteers to senior professionals and to support diversity of entry into the workforce. ARA offer a range of CPD events and training to support the recordkeeping community in all points in their career. A recent example is ARA's Digital Preservation national seminar tour and the Preservation for Archivists and Information Professionals tour. Bodies such as the Community Archive and Heritage Group also seek to support skills development to those responsible for documentary heritage but outside of the professional record-keeping community such as community archives and 'sister' professions such as librarians and curators. In addition, *Explore Your Archives* is an annual national advocacy campaign delivered by ARA in collaboration with the sector and the leadership bodies. Digital Traineeships in English archive services are funded by the Heritage Lottery Fund, and administered by The National Archives in collaboration with key partners.

Research is conducted in a number of ways. The seven universities offering the archive training post-graduate courses also undertake research (for example, UCL has developed a particular strength in community archives). The ARA Research, Development and Advocacy Fund supports projects within the archives and records sector that promote CPD, standards guidance, accessibility, advocacy and awareness of recordkeeping issues. Individual institutions also undertake and disseminate research, for example, the British Library's work on digital preservation. Some collecting institutions, such as The National Archives and the British Library, are recognised by UKRI as Independent Research Organisations. Leadership bodies also undertake research to help shape their work, for example, the Scottish Council on Archive's survey of business archives. The National Archives has been proactively exploring alternative entry routes into the archive sector as part of our Workforce Development Strategy, published in August 2018. The National Archives have worked with cross-sectoral bodies to develop a new apprenticeship standard for a libraries, archives or information assistant. This standard should be ready in early 2019. The National Archives is also working with organisations across the sector to establish a trailblazer group to create an appropriate standard for the role of archivist.

In relation to analogue materials, The National Archives' Heritage Science Research Programme is run in collaboration with other leading organisations across the museum, library, archives and university sectors. It seeks to address questions of understanding the materiality of our cultural heritage, understanding complex deterioration processes and the establishment of mitigating strategies, and is fully embedded in the organisation's overarching [Research Priorities](#). The primary aim is to deliver practical outcomes that will lead to a better understanding of how to preserve the UK's archival heritage, within the context of a national research agenda. Specific research programmes looks to increase our understanding of the materials used to create records; degradation processes; the steps required to mitigate deterioration; the relationship of materials to the environment in which they are stored and handled. This knowledge is shared through bodies such as the Institute of Conservation (<https://icon.org.uk/>), which is the professional body for the conservation of our cultural heritage. ICON represents nearly 3,000 individuals and organisations and raises awareness of the cultural, social and economic value of caring for heritage and act as champions of high standards of conservation.

Legislation and mandates:

8. What legislation does your country have in place to define the authority, mandate, independence and governance structure of your national memory institutions? (3. 1, 4. 5)

- guarantee the ability of memory institutions to take unhindered preservation action on documents in their collections? (3.5 to 3. 7)
- promote and facilitate maximum inclusive access by empowering memory institutions? (3. 2)
- support memory institutions providing access to material whose copyright status cannot be clarified? (3.5 to 3. 7)
- ensure statutory deposit of documents in memory institutions? (4. 6)

The legislative framework around access to records includes the intersection of a number of specific acts around public records, Freedom of Information, Data Protection, Environmental Information Regulations (EIR), Local Government Acts, Parochial Registers and Records Register, Manorial Records and Tithe Records. In particular, Data Protection and Freedom of Information (FOI) regimes contribute to a growing public expectation of access, whilst also ensuring that sensitive data is appropriately closed in line with FOI, EIR and Data Protection exemptions.

The Government's policy on Archives is represented by *Archives Unlocked*, its vision and strategy for the sector in England. Leadership bodies in the other home nations work to deliver national strategic priorities, and all work together to ensure appropriate coordination of activity across the UK as a whole. In relation to the evolving legislative framework around archives, The National Archives, in conjunction with government archiving policy leads and the Archives and Records Association, has prepared a guide to assist those working with the provision and exemptions for archiving found in the new data protection law (<http://www.nationalarchives.gov.uk/documents/information-management/guide-to-archiving-personal-data.pdf>). Individual institutions derive their mandate to collect and provide access from their own governance documents (for example, minutes of trustees and charitable objectives).

National initiatives to increase access include the Explore Your Archives Campaign, which is owned by the sector (see specific case study). However, the issue of how to become increasingly more inclusive in our audiences is one that the sector still grapples with. A Survey of Visitors to UK Archives run by the Archives and Records Association demonstrates this. The survey takes place every two years and looks at archive service provisions from the adult individual's point of view. The [last survey](#) took place in 2016 and one is due to take place in November 2018. The survey results reveal that the ethnic profiles of onsite visitors were near identical in 2016 and 2014 with 97% of onsite visitors being white, with slightly fewer black visitors responding and slightly more "other" visitors responding to the 2016 survey. Around 1 in 5 respondents said that they had one or more disability or condition. The visitor profiles of the 2016 and 2014 surveys were overall very similar, showing that the sector still has work to do to think holistically about how collecting mandates and service provision could better meet the needs of more diverse audiences.

9. Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4. 1)

The Heritage Lottery Fund has awarded £501 million to 1,702 archive and library projects between April 1994 and 31st March 2018.

10. What long term investment in analogue and digital documentary preservation has been made?(4. 1)

Individual-collecting institutions make major long-term investments, although the difficult funding environment does cause problems. There have been new buildings and refurbishments (which can be multi-million-pound projects (see Herefordshire Archives and Records Centre case study), development of digital preservation activity and investment in innovative user engagement.. The Business Archives Council also offers small grants to support the cataloguing of business archives and business archives relating to the arts.

Public Records are not just held under the Public Records Act 1958 by The National Archives, but also through a network of Places of Deposit so that material of local significance remains connected to locality. The National Archives provides a supporting and inspecting role to ensure that these records are held safely and securely and remain accessible. £6.6 million of new burdens funding – (made available by central government and distributed by The National Archives) is made available to Places of Deposit through the 20-year rule programme. Guidance and training to public records bodies is issued to emphasise their

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responsibilities and teach organisations about transfer processes and their responsibilities under the Public Records Act.

The Welsh Government provides a limited number of grants to enable modern, sustainable services. It also supports research on a Welsh digital preservation solution.

The Heritage Lottery Fund (<https://www.hlf.org.uk/>), which is the largest dedicated funder of the UK's heritage, invests £375 million a year in new projects and between April 1994 and March 2011, awarded over £281 million to over 1050 archive and library projects. Improving access is at the heart of the Heritage Lottery Fund's programmes and the funding has had a significant impact on the sector's ability to develop enhanced access programmes around archive collections. Other major funders include the [Arts Council England/V&A's Purchase Grant Fund](#) and the [National Manuscripts Conservation Trust](#), which helps preserve important manuscript and archive collections by awarding grants for their conservation. Funding to support collections at risk is also available from [The National Heritage Memorial Fund](#) (NHMF) and the [Friends of the National Libraries](#) (FNL).

There is also on-going work to engage those responsible for documentary heritage with funders. There are 'Meet the Funders' events held by leadership bodies such as the Scottish Council on Archives and at professional conferences. The National Archives provides advice on all aspects of seeking funding. Major funders such as the Wellcome Trust and the Heritage Lottery Fund communicate with the sector through conferences and publications.

11. What encouragement has been given in the development of open source software and access to proprietary codes by memory institutions? (4.7, 4. 8)

In the UK there is an evolving ecosystem of public and private providers that support preservation activities. The National Conservation Service operates nationally to provide low-cost access to professional conservation expertise and treatments, and other services offered include Orange Leaf, which provides a digital heritage consultancy service and the provision of aggregated digital platforms. Public providers of platforms that support aspects of preservation include The National Archives' Manage Your Collections, Archives Hub, Europeana and Cornucopia. Specific technical solutions for managing collections have been developed spanning proprietary solutions alongside open source initiatives. In fact, UK cultural heritage supports a thriving mixed ecosystem of software development with many open source and proprietary solutions available for cataloguing, digital access and preservation. We are aware of around 40 different systems in use for cataloguing and digital-asset management in the archives sector alone (<https://www.nationalarchives.gov.uk/documents/archives/cms-dams-options-for-archives.xls>). In the digital preservation sphere, proprietary solutions such as Preservica coexist with open source solutions such as Archivematica, which repositories can either install directly onto their own server infrastructure or procure as an 'open as a service' solution from a company such as Arkivum.

In relation to digital materials, from the perspective of governance, the UK government's Open Standards Principles (<https://www.gov.uk/government/publications/open-standards-principles/open-standards-principles>) and Local Digital Declaration (<https://localdigital.gov.uk/declaration/>) are license neutral but emphasise interoperability and data sharing, reuse and the avoidance of becoming 'locked in' to particular products or vendors. The National Archives' Discovery platform, incorporates a tool (Manage Your Collections) allowing UK repositories to publish collections data under an open licence, whatever their digital capacity. It is routine for UK cultural organisations carrying out significant digital work to publish proprietary and open code on public platforms such as Github. This includes library services (<https://github.com/ToonLibraries>), museums (<https://github.com/FitzwilliamMuseum>), galleries (<https://github.com/vanda>) and archives (<https://github.com/nationalarchives>). Many staff members of such institutions are also active on such platforms which, in a manner akin to social media activity, significantly broadens the impact of such an approach. Further to this, The Archives and Records Association, in close consultation with archive services, has developed the Archives Card which provides a personalised card which gives users access to participating archive services across the UK.

Identification and preservation status of documentary heritage

12. Do all national memory institutions have published collection development, preservation and access policies? Are there in your country established policies, mechanisms and criteria for selecting, acquiring and de-selecting documentary heritage? What policies have been developed recently? (1. 1)

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National memory institutions (for example, The National Archives, The National Records of Scotland, The National Library of Scotland, The National Library of Wales) have published policies covering these areas, which are regularly reviewed. It is also standard professional practice for non-national institutions to have such policies, which are published where appropriate (e.g. a business may consider these to be purely internal documents). It is a requirement of the Archive Service Accreditation Standard to have clear, up-to-date policies (supported by plans and procedures) covering collecting, preservation and access. The leadership bodies produce guidance and training on developing such policies.

Alongside work to support the sector in developing adequate collections development policies, The National Archives also produces guidance on issues around selection, acquisition and disposal; and is involved in international conversations around the development of accessions standards, including reviewing the Canadian draft accessions standard that was developed by the Canadian National Archival Accession Standard Working Group. The National Archives has an interest in accessioning practice and standards in the UK and beyond, with a view to exploring the appetite for a UK standard or equivalent informal approach to the creation and use of well-structured accessioning documentation and data.

Identification of documentary heritage also involves intellectual control. The National Archives is a key player in evolving international standards of description. For example, evolving standards around the development of authority files and most recently, liaising with the working group on the establishment of the International Council on Archives' Records in Context Standard.

13. What documentary heritage has been identified as at potential or imminent risk (if any)? What action has been taken? Was it brought to the attention of competent bodies?

In collaboration with a broad range of partners, The National Archives encourages the development of a sustainable and innovative archives sector, in which documentary heritage can be identified and secured through a variety of means.

The National Archives also contributes to the identification of documentary heritage by undertaking monitoring of manuscript sales, as well as maintaining a national platform for collections information and data (Discovery) via their website and advisory support of the cultural property mechanisms such as the Acceptance in Lieu, Cultural Gifts and Conditional Exemption schemes. Discovery was created in 2013, bringing together The National Archives' own online catalogue along with the National Register of Archives, Access to Archives (A2A), the Manorial Documents Register and the ARCHON directory, so that all of the individual databases could be searched together using one search engine.

Within the UK there is also work to ensure good practice and thus to avoid collections being at risk in the first place. Archive Service Accreditation Standard, the Archives and Records Management Service Quality Improvement Tool, the Scottish Council on Archives' Records Retention Schedules (SCARRS) and the requirement for Scottish local authorities to agree records management plans with the National Records of Scotland and implement these plans are such examples. The ARA's 'Don't risk it! Know your records' campaign aimed to help those undertaking records management to improve their advocacy skills and have their skills and expertise better understood and utilised; and to make decision makers in organisations aware that a poor records management culture carries profound risk and that good records management can deliver significant returns.

Good practice is supported by the standard for managing archive and library collections (BS 4971: 2017) to ensure their long-term preservation, which in conjunction with the European standard (EN 16893: 2018) is regarded as the core preservation standard for the sector. Archive Service Accreditation acts as a holistic management standard for UK archive services, underpinning the professional practice of the core network of archive collecting institutions. This is supplemented by bespoke guidance developed and published by a wide range of specialist groups for specific archival constituencies. Notable examples are published by the Business Archives Council, Community Archives and Heritage Group, the Health Archives and Records Group and the Religious Archives Group.

Specific surveying work to identify vulnerable collections takes place across the sector including the [Religious Archives Survey](#), 2010; The British Records Association's regional study [Records at Risk Report](#), 2012; and Understanding Collections at Risk, commissioned by The National Archives, which was completed in April 2017 and published in the spring edition of British Records Association's journal 'Archives' (Vol. LIII, No. 136, April 2018, pp. 45-69).

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The Scottish Council on Archives financed a Preservation Assessment Survey report (using the British Library methodology) of Scottish archive services and formed a Preservation Committee to prioritise and seek to address some of the issues identified within the report. The Committee is currently implementing a three-year action plan <http://www.scottisharchives.org.uk/preservation>. Through the Scottish Business Archives Council, the Scottish Council on Archives also developed a 'National Strategy for Business Archives in Scotland', which was implemented through a five-year action plan. Its purpose was to raise awareness in both business and the public about the value of business archives. This action plan was then followed by the creation of the Scottish Business History Network to ensure the sustainability of the Strategy's intent. In addition to this, the National Strategy for Business Archives was developed in 2009 by The National Archives to promote, manage and make use of the archival legacy of British business.

There are several initiatives involving international collaboration for safeguarding vulnerable collections outside of the UK. Notable examples include the British Library Qatar Foundation Programme (<https://www.bl.uk/projects/british-library-qatar-foundation-partnership>) and the British Library's Endangered Archives Programme (<https://eap.bl.uk/>). The Endangered Archives Programme recognises that archives around the world can be at risk due to neglect, poor storage or damaging environmental conditions, and can also be at danger due to wanton destruction. There are also some academic initiatives, notably the [Legal Records at Risk' Project](#), concerning the business records of legal businesses, 2015-2018 (and the British Academy's 'Digitising the Mixed Economy of Welfare in Britain' Project relating to the records documenting the restructuring of the Welfare State during the 1940's (<https://www.thebritishacademy.ac.uk/digitising-mixed-economy-welfare-britain>) that have highlighted the risks faced by business and charity records. The Digital Preservation Coalition, an international body based in the UK of which The National Archives is a member, has identified digital records at particular risk of loss and publicised this in an annual effort to raise awareness and find solutions for vulnerable material (<https://www.dpconline.org/our-work/bit-list>). The UK is a signatory of the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict and passed legislation to implement it, Cultural Property (Armed Conflicts) Act 2017. The Holocaust (Return of Cultural Objects) Act 2009 also provides for the restitution of property held by national collections (as scheduled by Section 1) to the heirs of the victims of the holocaust. Emergency planning is also an integral requirement of Archive Service Accreditation.

14. What arrangements are in place to protect the documentary heritage from danger? (5. 4)

Responses to the growing awareness of the risks faced by archive collections include the Business Archives Council's Crisis Management Scheme, which intervenes to protect archives that have become vulnerable through business insolvency. The Collections at Risk Steering Group was also established in January 2018, to engage with the archives sector and other interested stakeholders for the development of constructive and collaborative measures to mitigate the risks faced by vulnerable collections through sharing knowledge and supporting the development of appropriate case studies, guidance and training. The National Archives provides administrative support to the group.

In an initiative led by Arts Council England, Museum funders and sector bodies including English Heritage, Museums Galleries Scotland, Northern Ireland Museums Council and The National Archives have recently agreed a co-ordinated approach of advice and support in response to situations when museums or collections are at risk. This programme work now informs ongoing engagement with the sector; and is built into the development of sector training and guidance.

In a national context, and in relation to protecting documentary heritage, there are a variety of overlapping mechanisms that protect documentary heritage, including specific legislation for the protection of manorial records¹, parish registers², public records³, and tithe records⁴, and for 'proper arrangements' to be made for preservation and access of records of local government⁵. The National Archives sales monitoring notifies vendors of relevant legislation at point of sale and enables collecting archival institutions to be notified of sales that may be of interest to them. There is a variety of tax incentives to mitigate the risks of the disposal

¹ Manorial Documents Rules 1959, 1963 & 1967

² Parochial Registers and Records Measure 1971

³ Public Records Act 1958

⁴ Tithe Act 1936 and Tithe (Copies of Instruments of apportionment) Rules 1960 & 1963

⁵ Local Government Acts 1962 and 1972.

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and dispersal of historically pre-eminent collections including the Acceptance in lieu, Conditional Exemption and the Cultural Gifts Schemes further reinforced by private treaty sales to specified public bodies as scheduled by the Inheritance Tax Act. 1984. While cultural property over 50 years and above a specified value are protected by system of export licensing. The export licensing system is further supported by the Waverley Criteria⁶ which is used to assess the pre-eminence of material subject export licensing controls. A summary of these protections can be found at:

<http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/cultural-property/> .

15. What practical support has been given to private, local and individual collections of documentary heritage? Are they visible in national directories? (1. 3, 4. 3)

Financial constraints - particularly in local authority contexts and smaller archives – means that enhanced access provisions are increasingly difficult to achieve. A significant challenge for the sector in relation to the provision of access revolves around cataloguing backlogs. The National Archives works to increase the funding base for the archive sector. The Archives Revealed cataloguing grants programme has seed funding from The National Archives, and since its establishment extra funds have been leveraged through the partnership with The Pilgrim's Trust with new funding partners including the Wolfson Foundation. Further to this, The National Archives is in the process of establishing The National Archives' Trust; an independent, but associated, charitable foundation that can secure philanthropic funding to help deliver transformation at pace, by supporting understanding, awareness and appreciation of the nation's history.

Through the Discovery platform (<http://discovery.nationalarchives.gov.uk/>), The National Archives acts as a central place for documenting the nation's heritage. Over 300 archives services in the UK and Ireland are invited to provide a list of archive material they have accessioned in the previous twelve months. The outputs of the survey are used to promote archive services and their collection, it tracks documents and records identified as part of our sales monitoring service, it monitors public records and manorial document transfers. Regular analysing of collecting patterns and trends acts as a health check on the state of the nation's archival heritage. The accessions data allows The National Archives to see collecting activity across themes including black and ethnic minority and LGBTQ history and tracks records generated by, for example, third party sector charitable and philanthropic activity.

Public, private and local institutions holding valuable collections are encouraged to make these visible through Find an Archive (ARCHON), which then makes the collection available via The National Archives Discovery platform. It provides contacts and access details to over 2500 repositories located within the UK and a selected number of archives from around the world, which hold material relating to British history. Whilst Discovery itself does not provide access to digital objects on behalf of other archives, it does make 9 million of The National Archives' own records available for download. The value of a centrally maintained directory has been recognised by other online archival networks to link their networks to ARCHON including AIM25 and the Artists Papers Register. The ARCHON code is embedded into requirements set out in the International Standard for Describing Institutions with Archival Holdings (ISDIAH), and can be used by all participating UK archive repositories as a means of forming unique identifiers.

Discovery also provides a home for the Manorial Documents Register, which is an index to the location of surviving English and Welsh manorial records. The National Archives maintains the register on behalf of the Master of the Rolls underpinned by the Manorial Documents Rules – it is a statutory requirement for individuals and repositories to let us know about the movement and acquisition of these vitally important records. The Welsh Government has provided funding and support for the sector in Wales to provide online access to its catalogues through the Archives Hub, and a fully bilingual access portal is under development, with access provided via the National Library of Wales.

The National Archives recognises 'digital' as one of the main challenges facing both itself (as the archive of Government), and the wider archive sector. As an organisation, The National Archives has developed a digital strategy and is actively working to be a digital archive by design. The National Archives' work in this area is recognised as world leading, and is conducted in close liaison with key players in the digital preservation arena such as the Digital Preservation Coalition. Under Archives Unlocked, The National Archives is currently developing a specific digital capacity building strategy. Initiatives already underway, that fall under this strategy, include the introduction of '[Bridging the Digital Gap](#)', a digital traineeship programme

⁶ Arts Council England, Waverley Criteria: https://www.artscouncil.org.uk/sites/default/files/download-file/flags_applicant_statement_disagrees_waverley.pdf

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that aims to bring new digital skills into the sector. The National Archives also provides regular training opportunities for the sector in managing digital collections – recently this has included encouraging peer to peer learning through facilitating digital learning sets.

Capacity-building

16. What specific steps have been taken to encourage consistency of best practice, coordination and sharing of tasks among memory institutions? (2. 1, 2. 7)

Knowledge sharing around all aspects of managing documentary heritage, including preservation, flows through the sector through networks such as the Major Archive Projects Learning Exchange (MAPLE). This was set up in 2007 to support organisations planning or managing large scale archive projects; primarily capital developments. Over 80 organisations are members of the group, including local authority, university, national and specialist archives. This networking group, facilitated by The National Archives, provides a forum for organisations to share their knowledge and experiences, knowledge and plans.

The National Archives is part of a network of bodies that have a stake in the policy and standards arena around archives including the Archives & Records Association, CILIP, RLUK, JISC, and the DPC. [Citation Capture](#) is a recent joint working example between Research Libraries UK (RLUK), The National Archives (TNA) and JISC with potential implications for the continuing standardization of practice. The report aims to ignite a discussion about citation practices and how to standardise references for unique and distinct collections (UDC's) held in repositories across the UK. Creating a more consistent framework for how academics cite UDC collections will deliver two main benefits. Firstly, by standardising references to collections and the materials within them, it will be easier for archivists, librarians and collection managers to gauge usage and to take informed collection management decisions. Secondly, it will provide valuable metrics for repositories to evidence impact and make the case for funding.

17. What training schemes have been developed? (1. 5)

There is a wide range of training and professional development opportunities across the UK that seek to ensure an informed, competent profession with a good level of availability in terms of cost, location and relevance. The National Archives and other leadership bodies work closely with the Archives and Records Association, which, with over 2400 members, is the lead professional body for archivists, archive conservators and records managers in the United Kingdom and Ireland. ARA represents the interests of the record-keeping profession nationally through discussions with central and local government, information professionals and the archive user community, setting standards of professional conduct including maintaining a professional register. ARA provides, monitors and develops training for present and future members of the profession and promotes the exchange of expertise and experience among its members. ARA's recently launched Professional Development Framework provides a robust mechanism for the encouragement and recognition of continuous professional development as all levels of the archive and record professions from volunteer to senior professional.

The National Archives runs regular training programmes and targeted events for the sector. Recent examples include [The Fundraising for Archives Project](#), led by The National Archives and funded by the Heritage Lottery Fund in partnership with the Archives and Records Association; the Scottish Council on Archives; the Museums, Archives and Libraries Division of the Welsh government and the Public Record Office of Northern Ireland. The project ran between 2015 and 2018, and provided support to those looking to grow the funding for their archive service. During this time, over 400 people participated from across the sector, not only qualified archivists, but also volunteers and members of archive Friends groups. E-learning resources and toolkits have been developed from this programme including a financial planning toolkit; a building networks and supports toolkit; and a measuring outcomes toolkit.

Regionally specific training programmes include Action Learning Sets, funded by the Scottish Council on Archives, which enables cost-efficient learning in Scotland as well as organising other training. MALD provides an annual free programme of training in Wales covering all issues of archival management and access based on the need of the sector, and supports a workforce development fund, administered by Archives and Records Council Wales. Regional committees of ARA across the UK identify and provide local training events. Across the UK there are also a range of other training providers and programmes all of which work towards increasing and recognising the skills of all those concerned with the management of and access to documentary heritage. There are seven universities that provide post-graduate training (both

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onsite and long-distance) in archive studies for those seeking to become professional archivists. These universities, along with private training providers and individual archival institutions, also provide training across all aspects of archival practice for all those involved in documentary heritage, including volunteers, newly qualified archivists, mid and senior career archivists, curators and librarians.

The professional development of archivists and conservators is also an important aspect of ensuring the skillset within the profession matches preservation needs. Professional accreditation for conservators is undertaken by ICON's Accredited Conservator-Restorer (ACR) scheme, which is a framework for assessing a conservator's professional practice as a key part of continuing professional development. For archivists and records managers, ARA is launching a new competency based continuing professional development programme through which members can qualify as a Foundation (FMARA); Registered (RMARA) or Fellow (FARA). ARA offer a range of CPD events and training to support the recordkeeping community in all points in their career. A recent example is ARA's Digital Preservation national seminar tour and the Preservation for Archivists and Information Professionals tour.

All the leadership bodies provide some subsidised training to enable access. ARA also provides a number of bursaries to its annual conference for newly qualified professionals. The UK is also keen to open up the diversity of its workforce; The Scottish Council on Archives and The National Archives collaborated to deliver several 'Skills for the Future' projects. These are three-year programmes of one year work placements, mentoring and training across England and Scotland targeted at individuals who would not have otherwise contemplated a career in documentary heritage.

The National Archives offers archival skills training to students from a range of disciplines through the Doctoral Training Partnership programme. The National Archives has strong academic liaison and is part of a range of doctoral programmes, which enables the institution to host and supervise doctoral students. The National Archives currently has a cohort of 11 students (<http://www.nationalarchives.gov.uk/about/our-research-and-academic-collaboration/collaborative-phds/information-about-our-current-students/>). More broadly, encouraging links between the archive and academic sectors continues to be an important policy aim. Guidance around collaboration has been produced in the form of the 'Guide to Collaboration for Archives and Higher Education', which explores practical ways to identify, develop and sustain cross-sector collaborations. The guidance gives insight into the drivers, initiatives, support and language of both sectors and offers advice on identifying organisational and project priorities. Regular events run by The National Archives such as 'Meet the Funder' aim to bring together funders, archivists and academics to explore the development of joint funding bids.

The National Archives is currently working with the Business Archives Council to organise a series of seminars to help the wider archive sector to think more clearly about the impact that archives can bring to their parent organisations. The first seminar aimed to highlight best practice by showing some of the ways that business archives are already showing impact and demonstrating value to their parent organisations in all kinds of different ways e.g. financial, through increasing brand loyalty or through work with the local community and how this links to economic; social, and corporate impact. The second will be focused on impact in relation to Wellbeing; and future topics include Impact, Trust and digital; Impact and resilience; and evidence and benchmarking.

18. What is the level of involvement of national memory institutions in international professional associations and networks? (2.8, 2. 9)

Further to work across the UK, The National Archives is embedded in the international arena through involvement in a range of key international councils and networks. The National Archives UK is a long-standing member of the [International Council on Archives \(ICA\)](#). The ICA is a neutral, non-governmental organisation, funded by 1,900 members from 199 countries and territories. Its aims include advocating for good archival management, and the physical protection of recorded heritage, producing reputable standards and best practices, and encouraging dialogue, exchange, and transmission of this knowledge and expertise across national borders. The ICA believes that effective records and archives management is an essential precondition for good governance, the rule of law, administrative transparency, the preservation of mankind's collective memory, and access to information by citizens.

In September 2018, the Chief Executive and Keeper of The National Archives UK, Jeff James, was appointed President of the [Forum of National Archivists \(FAN\)](#), which is a section of the ICA. In this role he also sits on the ICA Executive Board and its Programme Commission, which sees The National Archives UK representing the views of national archivists. FAN is empowered by the ICA Constitution to develop high-

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level strategic responses to the contemporary challenges of managing archives. FAN is autonomous, and collaborates with the ICA through the FAN President's membership of the ICA's Executive Board and Programme Commission. Working closely with the ICA, FAN provides an opportunity for national archivists to share their diverse knowledge and expertise, for the benefit of archives globally. A long-standing forum, FAN advocates for: good archival management, the physical protection of recorded heritage, producing reputable standards and best practices, and encouraging dialogue, exchange, and transmission of this knowledge and expertise on a global scale.

The ICA holds annual themed conferences which invites national archivists, and/or those representing archives to discuss governance and topical issues relevant to archives across the world. This year's conference takes place in Yaoundé, Cameroon ([ICA Yaoundé 2018](#)), and this year's theme is 'Archives: Governance, Memory and Heritage'. Every conference serves to provide a focus, where appropriate, on the archival concerns of the host nation. Within this year's three themes, ICA Yaoundé 2018 will focus on two additional topics: pan-African issues in archives, and the challenge of sustainable development. FAN meetings are now a core part of the conference programme, and provide The National Archives UK with greater scope and leverage to encourage greater collaboration with institutions concerned with documentary heritage access and preservation.

The National Archives continues to engage with other archives, particularly in a European context, leading work on an e-Archiving paper for the European Archivists Group. The National Archives participated in a two-day workshop for national archivists in Paris led by the French National Archive, entitled, 'A new archival policy for the digital era'; and is currently exploring how to create a voluntary code of practice for archives across Europe with regards to General Data Protection Regulation. The National Archives is well placed to continue to develop mutually beneficial collaborative work with other European nations and institutions beyond the UK's exit from the European Union.

In October 2015 The National Archives launched [Archives Inspire the world](#), which forms part of The National Archives UK's international strategic ambitions and aims to leverage international collaboration to build a future for archives on a truly global scale. It serves to encourage partners from around the world to work together, to drive the development of an exciting future for archives. By working in partnership with other government bodies, archives, cultural and heritage organisations, academic institutions and businesses, its aims to champion:

- Collections - by promoting their value and enabling greater access;
- Digital - by pioneering approaches for digital preservation;
- Commercial - by generating income through appropriate and profitable activity;
- Research - by developing innovative resources and networks to share knowledge and expertise;
- Standards - by supporting policy development, standard setting and access to legislation.

19. Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services? (2. 2, 3.4, 4. 2)

Partnerships are a key feature in the UK, with several different types that have emerged and are now standard in the activities of archive services. There is on-going consultation and collaboration between the leadership bodies to develop coherent, coordinated policies, decision and projects across England, Northern Ireland, Scotland and Wales. Regional networks of archive services in England, and in Wales the membership of Archives and Records Council Wales (ARCW), share information, undertake joint projects and develop joint funding bids (for example, Archives West Midlands <https://archiveswestmidlands.wordpress.com/>). This has led to shorter-term partnerships between archive services or external bodies for specific funding bids and subsequent projects (for example, the ARCW Cynefin online tithe map project funded by the Heritage Lottery Fund <https://www.library.wales/discover/projects/end-of-project/cynefin/cynefin-local-projects/>.)

Encouraging the sector to think creatively about sharing physical spaces for joined up service delivery has led to a number of shared sites, which bring together archives, not only with libraries, but also with local higher education institutions and specialist collecting bodies. Existing examples include The Hive in Worcestershire (<http://www.thehiveworcester.org/>); the Keep in East Sussex (<http://www.thehiveworcester.org/>); The Treasure House in Beverley houses the archives, library and art gallery <https://www.eastriding.gov.uk/leisure/the-treasure-house/>; and Hull History Centre

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(<http://www.hullhistorycentre.org.uk/home.aspx>). Shared sites currently in development include The Hold in Suffolk.

In relation to the development of shared facilities, The National Archives has supported several regional archive consortia such as the East of England Regional Archives Council, to explore ways in which its members can work collaboratively to deliver long term cost effective digital preservation. The group conducted an options appraisal around ways to pool resources and create shared digital infrastructures. The group looked at the strengths, weaknesses opportunities and threats of outsourcing; open source solutions; and cloud-based solutions. The group piloted a shared infrastructure based on the open source software, Archivematica, and the outcomes from this pilot project are available [here](#). The five services involved are keen to develop this pilot into a sustainable long-term solution. There are also many examples of services joining commercial ventures to create large-scale facilities (for example, the collaborative storage scheme run by the National Conservation Service <http://www.ncs.org.uk/collaborativestorage.php>)

Sector leadership bodies regularly run projects that enable several institutions to participate in a specific project (for example, the Skills For the Future traineeships led by the Scottish Council on Archives and The National Archives). Institutions are often invited to participate in major reviews and initiatives (for example, the co-creation across the whole of the UK of the Archive Service Accreditation Standard).

In relation to access to documentary heritage, The National Archives leads by example through a broad ranging public engagement programme including our education and outreach services, provision of talks, social media engagements and an increasing focus on exhibition work. As previously mentioned, best practice is shared through flagship events such as the DCDC Conference, run in partnership with Research Libraries UK.

Memory of the World programme

20. Is there in your country a national Memory of the World committee? If not, what plans exist to establish one? (4. 10, 5. 6)

Yes, there has been a national UK Committee for a decade. It is an independent organisation which appoints its members through open application. It consults closely with The National Archives (which is represented in its membership) and The UK National Commission for UNESCO (which holds observer status).

21. What recent nominations have been made to Memory of the World registers (international, regional, national)? (1. 4)

The UK has a very active engagement in both its UK Register and the International Register as listed in Appendix 1.

22. Are there any Memory of the World outreach and visibility activities organized in your country enhancing accessibility of documentary heritage? Please give examples. (3. 7)

There is the biennial awards ceremony for the UK Register and International Register which is promoted and is attended by senior figures e.g. the First Minister of Wales, the Cabinet Secretary for Culture, Tourism and External Affairs of the Scottish Government. Inscription holders also use the MoW Register inscription to promote their own collections and raise funds.

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Appendix 1 – Recent Memory of the World inscriptions relating to the UK

UK Inscriptions 2018

1. Sir Robert Cotton's Collection of Manuscripts, Nominator: The British Library,
2. The Commonwealth War Graves Commission Casualty Archive, Nominator: Commonwealth War Graves Commission
3. Eton Choirbook , Nominator: Eton College
4. Early Gaelic Manuscripts of the Advocates Library, Nominator: National Library of Scotland
5. The Base and Field Reports, and related Photographic material of the British Antarctic Survey and its Predecessors, Nominator: British Antarctic Survey
6. The Chronicle of Elis Gruffudd, 'Soldier of Calais'
Nominator: The National Library of Wales

International Inscriptions 2017

1. Great Britain - Gertrude Bell, Nominator: – Newcastle University
2. Austria, Canada, Netherlands and the United Kingdom - Philosophical Nachlass of Wittengenstein. Nominator: Trinity College Library Cambridge, The Austrian National Library, Bodleian Library University of Oxford, Noord Hollands Archief , Bertrand Russell Archives
3. Barbados and United Kingdom - An African Song or Chant from Barbados – Nominator: Gloucestershire Archives, Roger Gibbs Musician
4. Bulgaria, United Kingdom - 'Gospels of Tsar Ivan Alexander' –Nominator: The British Library, St. Cyril and Methodius National Library Bulgaria
5. United Kingdom 'The Orwell Papers' Nominator: University College London
6. United Kingdom, United States of America - 'The 'Shakespeare Documents', a documentary trail of the life of William Shakespeare'. Nominator: Shakespeare Birthplace Trust, The National Archives, Folger Shakespeare Library, Worcestershire Archives and Archaeology Service, College of Arms, The British Library, London Metropolitan Archives
7. Israel, United Kingdom - Issac Newton's theological and alchemical papers - addition to previous Israeli inscription of 'The Scientific and Mathematical Papers of Sir Isaac Newton' With agreement by National Library of Israel . Nominator: Cambridge University Library, King's College Cambridge, Trinity College Cambridge, Royal Society London, Fitzwilliam Museum Cambridge

Appendix 2 Case studies

This Appendix describes a few brief case studies to demonstrate some of the breadth of activity in the UK.

Identification

SCARRS: Scottish Council on Archives' Records Retention Schedules



SCARRS was commissioned by the Scottish Council on Archives to support good records management. SCARRS is a tool that maps the typical records generated in support of the business activities of Scottish local authorities. It identifies statutory and regulatory retention periods for those records where these exist and suggests typical retention periods based on common practice and/or

business requirements where statutory and regulatory periods do not exist. It is free to use and comprises a straightforward guide (including tailored advice for specific types of local authority function) and 26 downloadable schedules which are regularly reviewed.

SCARRS is one of SCA's most well-used resources, with an average of 600 downloads per month. Originally developed for local authorities, it is now used by a wide variety of organisations. As a tool, it has been particularly useful in helping organisations to meet the requirements of the Public Records (Scotland) Act, 2011 and the General Data Protection Regulation

<http://www.scottisharchives.org.uk/scarrs>

Collection development strategies – The National Archives

The National Archives (TNA) leads and supports collection development strategies for specific themes and formats (including digital) of information across the archive sector.

These have been identified as significant areas with gaps in collecting, gaps in cataloguing, gaps in access to collections, or issues of sustainability. TNA works with archivists, records creators and records managers, with archive services and repositories, and with professional bodies and relevant experts to survey the current situation, make recommendations and develop specific strategies. Individual collection development strategies have been or are being developed for the arts, community archives, audio visual archives, charities and voluntary groups archives, sports archive, archives in museums, hospital records, the 2012 Olympics, business archives, religious archives, Black, Asian and Minority Ethnic performing arts and web archives. The National Collections Strategy outlines the aims and principles of the approach.



Preservation

A sustainable building for Herefordshire Archive and Records Centre (HARC)



HARC is the local government archive service for the English county of Herefordshire. In 2015 it opened in a radical new building. It was the first archive built in the UK using the Passivhaus approach and designed by British architects, Architype. Because of its design the HARC cost around 65% of the expected cost for a standard archive building because there was no need to install environmental management equipment. Furthermore, energy costs are only 20% of those for a comparable building of standard construction. Its design comprises two separate blocks, one for storing collections and one for other activities including a searchroom, public/community spaces and

collection processing and conservation. It also accommodates the archaeology service, the Historic Environment Record and other council services. It was recognised in the 2015 Regional Awards of the Royal Institute of British Architects who described it as 'an example of a 'highly legible' building, where the form of the building is distinctly expressive of its different uses'.

Image: Herefordshire Archive and Records Centre, Copyright Herefordshire Council

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Exploring digital preservation cooperatively through Archives West Midlands

Archives West Midlands (AWM) is a strategic partnership of and for archive services in the West Midlands in England, to maximise the benefits of working together and for realising funding opportunities. It is an independent charity funded by subscription from members. The majority of the archive services in AWM have not implemented digital preservation measure so AWM is supporting them to find a solution. Archives West Midlands successfully applied for funding from The National Archives' Sustainability Fund. This has funded two workshops and the development of documents and templates that to help members to support digital preservation within their own setting. AWM is also sharing its learning further, through a joint Digital Preservation event with another regional archival network. AWM will also be providing further workshops to help AWM members take practical actions to implement digital preservation.



Access

Archives+



Archives+ (pronounced 'Archives Plus') is a combined archive service which seeks to break the mould for engaging onsite visitors. It is a partnership service comprising Manchester Archives and Local Studies, Greater Manchester County Record Office, Manchester & Lancashire Family History Society, the Ahmed Iqbal Ullah Race Relations Resource Centre, the North West Film Archive and the British Film Institute Mediatheque. The service is based within Manchester's iconic Central Library and its public engagement space forms the entrance to the rest of this very busy public library. The space showcases archival resources through a blend of engaging sources, telling stories of the people of Manchester and the North West of England. Original materials in high spec exhibition cases sit side-by-side

with dynamic digital resources including touchscreens (both small and very large), digital presentations and sound recordings. There are individual booths for listening to oral histories and viewing curated film clips from both the North West Film Archive and BFI collections. The café melds into the area, breaking down the traditional sense of segregation surrounding archives, and even has its own interactive tables to let visitors browse a selection of digital images from the collections whilst sipping their coffee. The whole area is presented with a sharp, modern design creating a sense of activity and energy with a layout that encourages exploration across a wide range of exhibits. It is an area that is constantly busy and has proved very popular with visitors across all ages and backgrounds.

Image copyright Manchester City Council

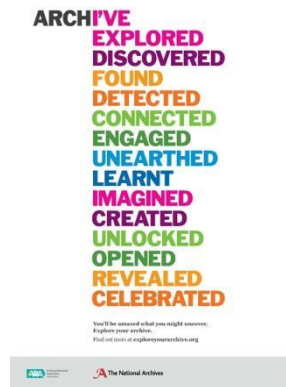
Explore Your Archives

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Explore Your Archive is a campaign that showcases the best of archives and archive services in the UK and Ireland. The campaign is owned by the sector itself and delivered by the Archives and Records Association (UK & Ireland). By providing a range of marketing and information templates and materials, it aims to help professionals, volunteers, interns and students celebrate the unique potential of archives to excite people, bring communities together and tell amazing stories.

The campaign aims to open the phenomenal archival collections held by organisations – public and private – across the UK and Ireland, whatever their size and scale, and wherever they are. There is no ‘theme’ and there is no set date, though there is an annual launch week in the autumn. Any archive in the UK and Ireland can take part and freely use the material on the dedicated website. It has proved a very popular with the archive sector, providing a focus and a clear brand with free related marketing material and channels which services are keen to leverage. It’s strength is that services can tap into a national campaign but at a level which fits their capacity and remit. The campaign has been running in various forms for almost 20 years and looks set to continue for many years to come.

<http://www.exploreyourarchive.org/>



You Are Hear: sound and a sense of place – An Essex Sound and Video Archive project at the Essex Record Office



This was an inventive three-year project funded primarily by the Heritage Lottery Fund, with additional funding from the Essex Heritage Trust and the Friends of Historic Essex (running 2015-2018). The project digitised almost 1650 sound and video recordings in the archive to better preserve them and make them available, as well as creating present-day recordings of everyday Essex sounds with a sound artist. The project then helped people to engage with the recordings by taking them into every corner of the county of Essex, encouraging a development of a sense of place by increasing ciation for the sounds of the county, past and present. The project installed 18 listening benches in communities across the county, using volunteers to choose and put together clips from archive recordings about their

community to play on the bench; toured two further listening benches to different locations; and toured two audio-video touchscreen kiosks around the county. It also created an online interactive map whereby the user can click on locations to hear past and present sounds associated with that location (<http://www.essexsounds.org.uk/>). The full digitised recordings were uploaded to SoundCloud / YouTube and embedded in the Record Office’s online catalogue. Project activities were publicised through the Record Office’s social media channels.

<http://www.soundcloud.com/essex-record-office/>

<http://www.youtube.com/essexrecordoffice/>

Image: Listening Bench in Saffron Waldon, Copyright Essex County Council

National cooperation

The Archive Service Accreditation Standard

This Standard was introduced in 2013 and refreshed in 2018. Throughout its creation and use has been a clear example of national cooperation across the UK whilst respecting the different contexts for archive services in England, Northern Ireland, Scotland and Wales. The Standard is supported by a partnership of the Archives and Records Association (UK & Ireland), Archives and Records Council Wales, National Records of Scotland, Public Record Office of Northern Ireland, Scottish Council on Archives, The National Archives; and the Welsh Government through its Museums, Archives and Libraries division. Between them,

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these bodies provide the implementation of the Standard through a process whereby archive services make an application and are then assessed and often visited for an onsite review. The National Archives (for the UK) hosts the online application system and funds an Archive Service Accreditation Manager to provide oversight of the whole process. The award of Accreditation is time-limited and dependant on holders continuing to meet the Standard, and to address known risks and challenges. The Standard was developed through a detailed process of co-creation with the whole archive sector across the UK and its recent review involved national consultation across the sector. Awards are made on behalf of the Archive Service Accreditation Committee, representing the seven programme partners and seven recruited representatives from the sector. This ensures the programme embeds broad archives sector involvement at the highest level. It has a national profile with a

high take-up and level of application and is now the benchmark against which UK archive services analyse their operational status.