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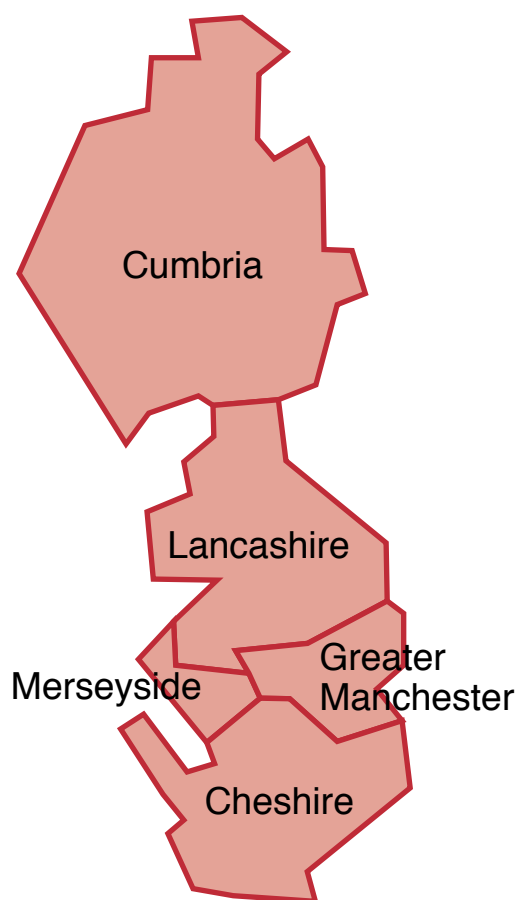
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# Foreword



This document provides a basis for the regional development of the North West's archives over the next three years. From its inception the North West Regional Archive Council's (NWRAC) aim has been to bring together the region's archive community and to reach agreement on developing and then implementing a common strategy which articulates aspirations and identifies priorities and problems. By achieving good working relationships within the archives sector it will become easier to work constructively with and complement the museum and library sectors as well as achieving a higher regional and national profile. This in turn should help all those who use and are interested in our Region's Archives.

**Lord Inglewood MEP**  
*13th July 2001*



# Executive Summary

## ABOUT ARCHIVES

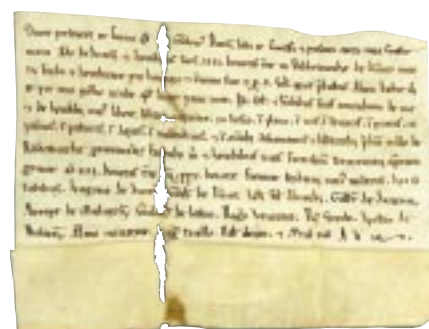
- There are over 1,100 organisations throughout the UK which provide access to archival materials, which receive over 1 million visits annually. There are over 140 public, academic and special organisations in the North West which operate some form of archive.
- Archives are records of past and present, which may exist in any number of physical and electronic formats (including manuscripts, books, written volumes, files, letters, diaries, maps, plans, drawings, moving images, sound recordings).
- Archives are a central cog in the machinery of open government at all levels: they promote personal empowerment and informed citizenship by providing access to historical and official information for the many.
- Archives have both heritage and evidential functions: they provide access to a wide range of administrative, business, governmental (local and national), health, historical, industrial, legal, medical, official, organisational, personal, scientific and technical records.
- Archives are used by a wide range of people, and provide leisure activities well as education, business and administrative services.
- Archives providers include archivists, record managers, conservators, archive support staff, as well as electronic reprographic and IT professionals. Their mission is to help preserve, interpret and make available past and current records for use by present and future generations.

## THE NORTH WEST REGION:

- Comprises Cumbria, Lancashire, Merseyside, Greater Manchester and Cheshire
- Covers 14,000 km<sup>2</sup>, from the Scottish Borders to North Wales
- Has a population of 6.8 million people
- Has an economy larger than many European nations - £67 billion (\$100 billion)
- Has a workforce of 3.2 million, with 300,000 in the tourist / heritage sectors
- Produces 44,000 graduates annually from its universities and HE institutions
- Attracts 149 million visitors each year
- Has 500 library service points - 39 million annual visits
- Has 160 museums - 7 million annual visits
- Has 40 major public, academic and special archives - 100,000 annual visits + 6,000 postal enquiries and an increasing number of remote users.

## NORTH WEST ARCHIVES

Comprise public archive services/local studies services, university collections, archives in museums, business archives, public libraries (not including combined archives and local studies services), special archives (including special libraries, regional services, other private archives):



Public Record Offices/Local Studies Libraries	23
Archives in public libraries (other than above)	26
Special archives (including special libraries)	25
Academic archives (no. collections)	17
Business archives	6
Archives in Museums and Galleries	48

*captions for 3 pics here.*



## NORTH WEST REGIONAL ARCHIVE COUNCIL

The Council comprises practitioners, users, regional partners and national observers, and works in conjunction with the North Western Regional Library System and North West Museum Service to represent the interests of the archive community in the North West region. It acts as an advocate for regional archives to the principal national agencies (Resource, NCA, HMC) and regional organisations such as the North West Regional Assembly, Government Office North West, North West Development Agency, North West Cultural Consortium, Learning and Skills Councils.

## NORTH WEST REGIONAL ARCHIVE STRATEGY

### *Aims of the Strategy*

- To develop and enhance the use of North West archives
- To raise the profile of archive services throughout the region and beyond
- To increase the level of resources available to regional archive services
- To encourage co-operation between archives, museums and libraries
- To improve levels of access, cataloguing, preservation and conservation of holdings
- To encourage a greater level of consultation and partnership with users
- To address national and regional policies in relation to the North West's archives
- To propose key aims, objectives and actions which will help achieve the above

### *Coverage*

The Strategy lays out a flexible working development framework for the region's archives through the identification of key strategic themes, aims, objectives and actions. The overall aim is to improve provision and enhance the experience of archive users throughout the North West in the coming years.

### *Strategic Themes*

The Strategy is centred around 10 strategic themes: Advocacy, Partnerships and Regional Development; Collection Development; Access and Availability; Preservation and Conservation; ICT and Innovation; Education and Social Inclusion; Records Management; Electronic Records; Training and Development; Publicity and Promotion. Each of the 41 objectives addresses a key aspect of the development of one or more of the strategic themes.

### *Action Plan*

There are over 30 projects and initiatives proposed in the Action Plan, each one addressing the requirements identified in the Strategy. These include research, audits and mapping exercises, seminars, publicity events, training, co-ordination and the establishment of new groups and communication mechanisms.

## NORTH WEST MUSEUMS, LIBRARIES AND ARCHIVES

The North West Regional Archive Council has entered into a close working relationship with the principal regional bodies for museums and libraries, the North West Museums Service and the North Western Regional Library System. These three agencies are all undergoing organisational changes which will allow for closer co-operation between them, and the establishment of a single Regional Strategic Agency by 2004.

For further information, see our web site at: [www.northwestarchives.org.uk](http://www.northwestarchives.org.uk)

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BB2 2PN



*Manchester Ship Canal, Western Point.?????*

# 1. Introduction

## 1.1 THE VALUE OF ARCHIVES

Without a recorded heritage, knowledge of our communities, families and individuals - as well as our cities, towns, villages, buildings and landscapes - would be much poorer. Our archival heritage is unrivalled in quality and depth anywhere in the world and reflects in detail the lives of countless thousands of our ancestors from every walk of life. Similarly, without the structured archiving of business and administrative records, access to vital information would be lost and the efficiency of businesses and organisations would be lessened. As such, our archives are widely valued and used by people both from within the United Kingdom and from overseas.<sup>1</sup> From the passing of the 1837 Public Records Act, the systematic identification, preservation and provision for archives in England has grown in size, complexity and quality. With the development of Local Government Record Offices (beginning with Bedfordshire in 1913), the gathering of a wide range of official, manor, parish, estate, business, personal and institutional archives grew throughout the 19<sup>th</sup> and 20<sup>th</sup> centuries. Over 1,100 organisations presently maintain archives in the UK, in a variety of formats - manuscripts, books, written volumes, files, letters, diaries, maps, plans, drawings, moving images, sound recordings, and an increasing number of electronic formats. Through extensive management of current and recent materials, archives provide tools for managing modern information and record systems using archival disciplines and techniques to ensure a high degree of control and accessibility. Archives also have an international as well as a national and regional context. Local authority archives also represent a good example of public - private partnerships, in that private owners are prepared to place their records on deposit thereby adding to the wealth of material available for study by the whole community.

Archives play an important role in helping us preserve and celebrate our cultural identity, as well as facilitating the efficient development of our region through provision for modern records. Archives enrich the individual in their pursuit of leisure and vocational activities: family history, local history, environmental studies and other personal interests are enhanced by the use of archives. Archives also have wider evidential value for individuals seeking legal, official and administrative information to assert their rights or conduct other business.<sup>2</sup> Archives are therefore important in protecting democratic freedoms and empowering individuals with the information they need as they go about their daily lives. The effective management of records is therefore as important to public archives as it is to the private sector, especially in the light of legislation on Freedom of Information, Data Protection and Human Rights. Today's archivists and records managers need to be at the cutting edge of information management and access. This will ensure that the history of today is preserved for the researcher of tomorrow. Archive services provide a cost effective means of delivering historical and current records to the public: most services are free to the public and the specialised expertise of the archivist and archival staff ensures that each individual obtains maximum benefit from the time spent in the search room. We should therefore celebrate this fact and promote the wide range of services we provide in a positive and



Ellesmere Port Tinsmiths.

confident way. Whether in the public, academic or private sector, it is the employment of a professional archivist (or related professional) which tends to determine the standard of care at any given organisation. The professional archivist is also able to provide assistance to the user in helping to select and interpret records during a visit: many users may require considerable help if they are to gain maximum benefit from the records and facilities available to them. Professional archivists also bring the skills of acquisition, appraisal, disposition, organisation, preservation, storage, cataloguing and interpretation to bear on the holdings for which they are responsible, in comparison to organisations where there is little or no custodial care for such materials, and where the level of preservation and access is likely to be lower than at a dedicated archive.

## 1.2 AIMS OF THE STRATEGY

This strategy has been produced by the North West Regional Archive Council, and is intended to provide a strategic framework for the development of North West archives over the next three years. It

<sup>1</sup> There are over a million visits every year to English archival services. For further information, see Justin Frost, *The Nature and Structure of Archives in the United Kingdom*, Resource policy paper, 2000.

<sup>2</sup> Taking Part: Social Inclusion Work in Archives (NCA report, 2001) stresses the evidential value of administrative records, citing actual cases in which archives have contributed to democracy and citizenship, tackling crime, promoting healthier communities, promoting lifelong learning, educational attainment and employability.



is a template for the future planning and development of archival co-operation, projects and initiatives. The development of the North West Regional Archive Council will help to implement the strategic aims identified in the Strategy, and to further co-operation between the North West's archive services. The document seeks to provide a supportive and authoritative lead to the diverse range of organisations engaged in the care and provision for archival holdings. The Strategy is also intended to be flexible enough to absorb new concepts, policies, technologies and organisational changes without losing its essential drive and values.

### 1.3 THE NORTH WEST REGION

The North West region has a population of nearly seven million people living throughout the five sub-regions of Cumbria, Lancashire, Merseyside, Greater Manchester and Cheshire. It is a region of distinct landscapes and communities,

both rural and urban, its history and heritage reflecting considerable economic, social and cultural diversity. The densely populated conurbations of Merseyside and Greater Manchester - the "Mersey Belt" - are located between the comparatively sparsely populated shires of Cumbria and Cheshire. Lancashire, the 'Red Rose County', combines both industrial conurbations (for example Preston, Blackburn, Accrington) with rural areas - particularly in the north of the county. The North West is principally renowned for its pivotal role in the Industrial Revolution. Key industries - coal, textiles (particularly "King Cotton"), railways, shipbuilding and chemicals, serviced by waterways, railways and shipping - combined at different times to drive forward local, regional and ultimately global economic change. The legacy of the Industrial Revolution still resonates in present-day regional institutions, economies and communities. The urban North West was an economic magnet, drawing in workers from home and abroad. Many immigrant communities have made their own distinctive contribu-

tions to the region's cultural landscape. The North West's modern cultural diversity therefore owes much to its industrial past. Though having suffered from considerable economic problems related to the post-war decline of traditional staples (coal, cotton, heavy engineering) and the manufacturing sector, the North West now has a well trained, highly productive workforce of over 3.2 million and a GDP of some £67 billion. The North West also has some areas with high levels of unemployment, crime, social exclusion and educational under-achievement, particularly in parts of Merseyside and Greater Manchester. It is in these communities that the cultural sector can make a real difference to people's lives. In recent years, the North West has had considerable success in rebuilding the social and physical fabric of some town and city centres. Liverpool's Albert Dock development and the reconstruction of Manchester City Centre in the wake of the IRA bomb are examples of successful redevelopment.

**TABLE 1. SOCIO-ECONOMIC PROFILE OF THE NORTH WEST**

(1999-2000 Source: NW Regional Development Agency)

	Area (km <sup>2</sup> )	Population (per km <sup>2</sup> )	Pop. Density	Unemployment	Key industries
<b>Cumbria</b>	6,810	492,000	72	7.0%	Tourism, Agriculture, Chemicals, Plastics, Marine Engineering, shipbuilding
<b>Lancashire</b>	2,320	1,425,000	614	7.7%	Aerospace, electronics, dairy farming, market gardening
<b>Cheshire</b>	3,040	982,000	323	6.4%	Textiles, chemicals, dairy products, aerospace, salt, pharmaceuticals, vehicles
<b>Merseyside</b>	650	1,413,000	2,173	13.0%	Chemicals, electrical goods, vehicles, glass making
<b>Greater Manchester</b>	1,290	2,572,000	1,994	8.9%	Engineering, textiles, textile machinery, chemicals, plastics, electrical goods, electronic equipment, paper, printing, rubber, asbestos, science industries

## 2. Strategic Contexts

### 2.1 NATIONAL CONTEXT

The archives sector has had no single agency to represent its interests. The **Public Record Office** (PRO), established in 1838, has responsibilities for the collection of the records of central government and law courts, and has developed roles on matters such as best practice in records management and electronic access to archival catalogues. The **Historical Manuscripts Commission** (HMC), an advisory and investigatory body established in 1869, has specific responsibilities in providing information and advice on the existence, location, nature, preservation, care, cataloguing and accessibility of manuscripts and records for the study of British History, and maintains the National Register of Archives (NRA), the Manorial Documents Register (MDR) and ARCHON, an electronic directory of archival repositories in the UK. The **National Council on Archives** (NCA) was established in 1988 to bring together the major bodies concerned with the care, custody and use of archives and to provide a forum for the regular exchange of views between them. In 1996, the **Inter-Departmental Archives Committee** (IDAC) was established to bring together all UK and devolved government departments or administrations dealing with archives, the Public Record Office representing the Lord Chancellor's Department, with HMC, the British Library, Resource and NCA acting as expert advisors. IDAC's aim is to bring about consistency in the handling of archive policy matters within UK government.

In 1997, as part of the incoming Labour Government's Comprehensive Spending Review, the **Department for Culture, Media and Sport** (DCMS) announced its intention to increase its strategic role in the cultural sector and emphasised the need for the sector to more closely align itself with many of the main themes of the Government's agenda. The four key objectives set out in the Comprehensive Spending Review were (1) Increasing opportunity for all; (2) Building secure and responsible communities; (3) Raising productivity and sustainable growth and (4) Securing a modern international role for the UK. A number of key themes arose from the emerging agenda: broadening access to culture and education; combating social exclusion; government departments and agencies demonstrating 'joined-up' thinking; the development of regional agencies, partnerships and initiatives - all of these factors contributing to social and economic regeneration.

The Government Policy on Archives was laid before parliament on 2nd December 1999, its aim being to highlight the contribution which archives could make to the Government's major policy objectives. DCMS' *New Cultural Framework* resulted in the establishment of **Re:source**: The Council for Museums, Archives and Libraries on 1st April 2000, formed by merging the MGC (Museums and Galleries Commission) and LIC (Library and Information Commission). Re:source's remit is to work with and for UK museums, archives and libraries, and to tap the potential for collaboration between

these sectors. Re:source's

manifesto is centred around core values of: (1) the centrality of museums, archives and libraries to cultural, social, educational and economic well-being; (2) the importance of 'care, maintenance and enrichment' of collections; (3) ensuring services meet actual or potential needs of users and (4) the promotion of physical / social inclusion and cultural diversity. Re:source intends to translate its core values by providing strategic leadership, acting as an authoritative advocate and advising on best practice and the delivery of specific objectives. In parallel with the establishment of Re:source, DCMS invited the National Council on Archives to help create a network of **Regional Archive Councils** (RACs) in each of the nine English regions, (North East, North West, Yorkshire, West Midlands, East Midlands, Eastern England, London, South East and South West) making them co-terminous with the areas served by the Government Offices and existing Regional Library Systems and Area Museum Councils. The nascent Regional Archive Councils' structure reflects that of the NCA itself, with 12 bodies represented:

- The Association of Chief Archivists of Local Government
- British Records Association
- Society of Archivists
- Standing Conference of National and University Libraries
- British Association for Local History
- Federation of Family History Societies
- Business Archives Council
- Royal Historical Society
- Consortium of University Research Libraries
- Historical Association
- Film Archive Forum
- ICCR

### 2.2 REGIONAL CONTEXT

Government policy has focussed on regional development, with the development of a range of agencies to further this agenda. Principal regional bodies include the North West Regional Assembly, Government Office North West, the Regional Cultural Consortium, and the North West Regional Development Agency. **The North West Regional Assembly** acts as the representative body for the North West, promoting sustainable economic, social and environmental development. It brings together partners from local authorities, the private and voluntary sector, providing a single, authoritative regional voice. The assembly also strives to counter the situation where different areas have competed against



Illustration of Veiners Bazaar, Talbot Road, Blackpool, n.d. (early 19th cent).

one another, rather than working towards a common regional goal. Its core strategies are to support business and to develop people and communities by raising educational and training standards. **Government Office North West** (GO-NW) is one of nine offices, providing a governmental presence in each of the English regions. It combines the functions of the Department of Trade and Industry (DTI), the Department of the Environment, Transport and the Regions (DETR), and the Department for Education and Employment (DfEE), and also has representatives from the Home Office and Department for Culture, Media and Sport. The production of a Regional Cultural Strategy by the **North West Cultural Consortium** highlights the sort of approach being taken at regional level, where a range of organisations have come together to provide a single voice, to promote and speak for all cultural and creative interests in the region, and to draw up a cultural strategy which identifies the objectives and priorities for the region. In terms of the wider economic agenda, the **North West Development Agency** is divided into six main functional divisions: regeneration, business development, policy and intelligence, marketing, finance and administration and corporate services. The aim of the Development Agency is to invest in business and ideas, people and communities, infrastructure, image and environment. The archive community will need to monitor the activities and policy initiatives of all the above bodies if it is to successfully develop and implement relevant strategic aims. This is especially true of the wider themes of education, social inclusion and economic regeneration and development. It is also noteworthy that not all North West agencies are co-terminal, having different boundaries according to the sector they represent. Some apparently regional bodies only cover parts of the region - two examples being the North West Film Archive and the North West Sound Archive.

The **North West Regional Archive Council** first met as a shadow body in February 1999, working to establish contacts (within and beyond the archives sector) and collecting pertinent data. It formally came into being on 1st April 2000. The role of the North West Regional Archive Council is to bring together practitioners and partners from the North West archives, and provide:

- A regional response to the national archival agenda
- An archival response the regional agenda
- An archival response to cross-domain working with museums and libraries

In addition to the specified ten organisations for each Regional Archive Council and the newly involved national bodies (Film Archive Forum, ICCR), each council has the scope to appoint up to five local or regional bodies. In the North West, all nine principal organisations have representatives on the North West Regional Archive Council, the additional five being:

- LUCAS (Liverpool University Centre for Archive Studies)
- Merseyside Archives Liaison Group
- Greater Manchester Archivists Group
- North West County Archives Group
- North West Regional Assembly

The initial priorities of the North West Regional Archive Council are to:

- Facilitate dialogue and co-operation between all archival repositories, as well as providing a conduit to Government and the other regions
- Monitor and assess the archival needs (and provision) in the region
- Produce the Regional Archive Strategy
- Provide a mechanism for the development of collaborative regional projects
- React to issues of local concern

- Respond to issues and initiatives of the North West regional cultural bodies
- Provide a regional response to national archive and cross-sectoral initiatives
- Provide a mechanism for fostering cross-domain co-operative working between archives, museums and libraries

In the North West region there are over 160 registered museums and galleries and 22 public library authorities (providing some 500 service points and around 17,000,000 book titles).

Archives have a close working relationship with libraries, and in some cases share accommodation.<sup>3</sup> In many cases, there are also good working relationships between archives and local museum services. Such working arrangements complement the closer connections currently being forged at regional level. The three principal regional bodies for archives, museums and libraries, the **North West Regional Archive Council**, the **North West Museums Service** and the **North Western Regional Library System** have now entered into a period of closer co-operation and collaboration. These three agencies have drawn up a concordat that enshrines the principles of collaboration between the three organisations<sup>4</sup>. Each organisation has recognised the importance of building effective partnerships with regard to national and regional cross-domain agendas. Both the North West Museums Service and North Western Regional Library System are currently undergoing organisational changes intended to allow for closer co-operation between, or formal merging of, the three regional bodies in the near future. The secondment of a Strategic Development Officer in February 2001 from the North Western Regional Library System, responsible for working with all three sectors has also facilitated this co-operative process.

<sup>3</sup> For example, Liverpool Record Office and Local Studies Library, Manchester Archives and Local Studies.

<sup>4</sup> See NWRLS and NWMS web sites at [www.nwrls.org.uk](http://www.nwrls.org.uk) and [www.nwmuseums.co.uk](http://www.nwmuseums.co.uk) for the Concordat.



## 3. Archives in the North West

### 3.1 THE REGIONAL PICTURE

The North West's archives reflect the region's diverse history, culture and institutions from the past thousand years up to the present day. Records of landed estates, church, central and local government, individuals, families, schools and universities, charitable institutions, businesses and industries of all types comprise this unique and remarkable resource. There are over 140 organisations in the North West which hold archive materials. There are around 40 main archival institutions which contain the bulk of the region's holdings. Archives are the organic product of the way in which society has developed, hence the North West is unique in the way its archives have evolved (as is every region) even though the same types of records are found across the country. The North West is unusual in having so many smaller archival holdings at local museums, libraries and other organisations. The backbone of public archival provision in the North West is provided by the county and metropolitan archive services. There are also a number of major museum, academic, business and regional archives which greatly contribute to the richness and diversity of the North West's archives.

The county archive services of Cumbria, Cheshire and Lancashire tend to benefit from economies of scale in that they serve larger populations and therefore there is a greater 'critical mass' (of funding, personnel, accommodation and facilities) than that afforded to the metropolitan services. In other words, county services concentrate their holdings, staff and facilities into larger but fewer offices which tend to serve a wider area. Like their metropolitan counterparts, the county offices are often severely overstretched. In Greater Manchester and Merseyside, the Greater Manchester County Record Office and Merseyside



*Bowlers on the Green of the Spread Eagle Hotel, Turton Bottoms. Landlord is 2nd from right (standing) in group on bowling green, 1880's/1890's.*

Record Office run in parallel with metropolitan authority archives. One of the strengths of the metropolitan archive structure is that their services are generally located within fairly easy reach of the population they serve, and situated at the heart of their communities. However, although expenditure per head of population is often no less than that of their county equivalents, the lack of the 'critical mass' mentioned above means that some metropolitan archives are unable to provide the level of service in line with national standards.<sup>5</sup>

There is a high level of co-operation between metropolitan archives in the North West. The Greater Manchester Archives Group (GMAG) facilitates co-operation between Manchester, Bolton, Bury, Oldham, Rochdale, Salford, Stockport, Tameside and Wigan. The Merseyside Archives Liaison Group (MALG) works in a similar way, its membership comprising Knowsley, Liverpool, St. Helens, Sefton and Wirral.

With the emerging regional agenda and the formation of the Regional Archive Council, there is clearly huge potential for these services and their groups to foster even greater collaboration and working arrangements in the future.

### 3.2 SURVEYS AND PERFORMANCE INDICATORS

The overarching picture of archive services in the North West public sector is, in the main, one of a good service being provided in an environment of underfunding, poor facilities and building stock. The CIPFA statistics for 1999-2000 show a marked difference in facilities and human resources available between the larger County record offices and some smaller metropolitan archives, where services tend to be run typically by 1-3 people. Where information was available, storage space was shown to be at a

<sup>5</sup> The problem of small services failing to reach a critical mass was considered by the Historical Manuscripts Commission when dealing with strategic planning and the future of local authority archive services in *Archives at the Millennium* (The Stationery Office, 1999). "Despite all the good things that can be said about the state of local authority archive services, we have expressed reservations ... concerning the unevenness of the service and its vulnerability to more general cuts in local authority budgets ... many local authority archive services are still struggling with wholly inadequate buildings and resources. A question that must surely be asked is whether in certain parts of the country the archive services and their repositories are too many and too small. As regionalisation takes deeper root this seems likely to become a more urgent issue."



premium, with only three record offices in the North West having more than 50m<sup>3</sup> of remaining shelf space. Only one record office has 100% storage conforming to BS5454, although all the county record offices have a high proportion of compliant storage space and generally good storage facilities.<sup>6</sup> Opening hours at public archive services in the North West range between 17 and 56, tending to average between 35-40 hours a week. User spaces and facilities again show wide variation, with room for as little as 6 to as many as 70 users. The PRO Mapping Exercise and Public Service Quality Group *National Survey of Visitors to British Archives* both reflect this duality - of good archival services delivered within a poorly funded sector. The PRO Mapping quality scores illustrate the widespread problems which archives across the country faced in delivering good quality services. The North West trends shadow the national ones very closely, with the provision for electronic records banded as very poor, accommodation and storage, preservation and conservation, finding aids and ICT banded as poor, and only public access and services, staff training and development and external relations / partnerships being banded as fair. However, the PSQG surveys of 1998 and 1999 support the notion of a sector whose staff and services are appreciated despite their shortage of facilities, space or opening hours. "Overall the results of the survey show an overwhelming endorsement for the qualities and effort archive staff put into their jobs, and illustrates how ... archives are meeting their public services responsibilities in a very effective manner."<sup>7</sup>

In the academic sector, Task Force Pro Libra carried out a survey of Archive Records of British Universities on behalf of JISC in 1997. Among the eight universities, three employed professional archivists, of which two were full time



Watercolour of Borwick Hall, Warton, by John Weld of Leagram , ca. 1830-1886.

and one part time. Responsibility for archives at the other universities was either assumed by the Academic Registrar or Senior Information Officer. Storage ranged from 12 to 239 m<sup>2</sup>. All universities collected their own institutional records, but none had a policy of compulsory deposit of records by their constituent departments, nor was there a collection policy for associated bodies and individuals. None of those universities responding was found to have storage conditions conforming to BS5454. All eight universities granted some form of access, but only three archives were generally open to the public. With regard to specialist repositories in the archive sector, the "Missing Link" survey is currently assessing the level of archival provision (including the North West), and early indications are that a similar pattern of underfunding, poor facilities and storage conditions afflict many services in this sector.

### 3.3 ARCHIVE USERS

The users of the archives and printed collections held by north-west record offices are drawn from a diverse range of backgrounds and age groups. Likewise their use of an archive service varies enormously. Many individuals may enter an archive service once or twice in their lives, often to resolve issues connected with the ownership of property or rights of ways, or to consult maps to satisfy their curiosity about their historic environment. Others may be committed users of a single archive service over a long period in the pursuit of genealogical or local history enquiries. Specific professional groups using archives include academics, teachers, local government workers, businesspeople, legal professionals and (particularly in the academic and business sectors), those using archives which pertain to their own organisation, held both within their own institution and at public archive services.

<sup>6</sup> Cheshire: 70%; Cumbria: 68%; GMCRO: 75%; Lancashire: 100%; Merseyside: N/A

<sup>7</sup> See PRO PSQG National Survey of Visitors to British Archives, Oct1999 [www.pro.gov.uk/archives/psqg/](http://www.pro.gov.uk/archives/psqg/)

An interest in the past transcends social boundaries: in this respect archive services are socially inclusive institutions, and the challenge for them is to communicate to underrepresented social groups the richness of their holdings and the possibilities for study and learning which they offer. Likewise, access to modern administrative and legal records is equally important to those requiring recent and current information on a range

of organisations (e.g. local government, health, education).

Many archive services also have small groups of dedicated supporters (e.g. friends' societies, liaison committees) upon which they can draw. These groups lobby on behalf of archive services, and often raise money for archives to acquire documents or undertake special projects. Volunteer groups are often an important part of the archive economy and under-

take a wide range of work (e.g.

transcription and cataloguing of records) which archive services are often unable to undertake.<sup>8</sup>

Many genealogical societies have also sponsored census indexing projects, which greatly facilitates the location of individuals' details in these vital

records. Mention should also be made of the many national, regional and local archaeological, historical and genealogical societies, many of whose members are frequent visitors to archive services. Whilst

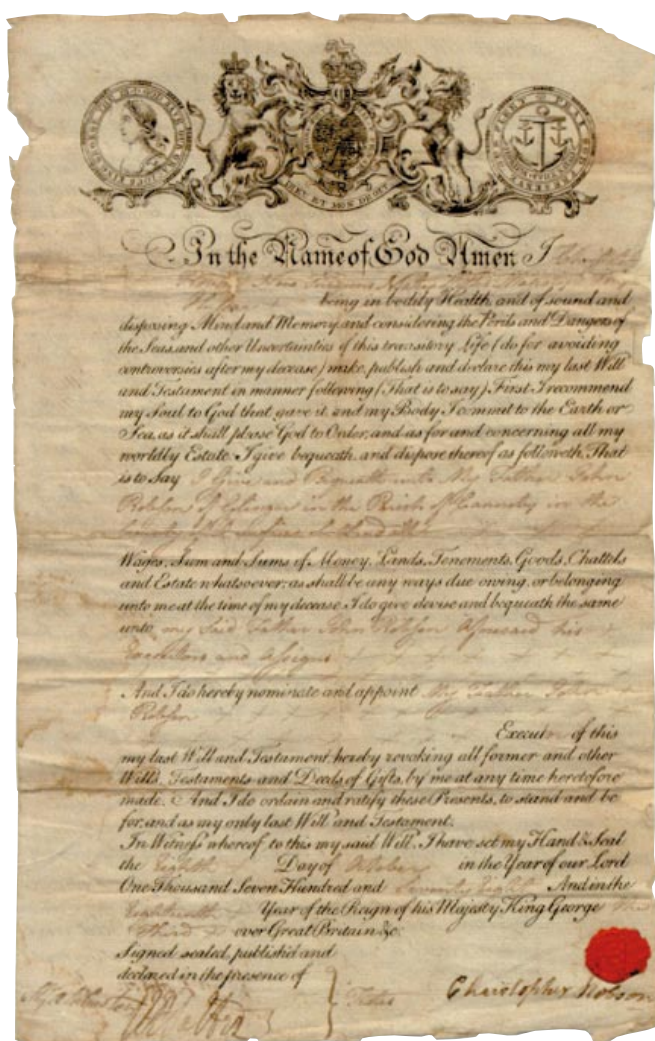
the size and scale of these groups varies, their lasting contribution is often their publications which act as an outlet for the research under-

taken in archive services.<sup>9</sup> Whilst users are generally committed supporters of their own - and other archives - they are often critical of the level of service they receive from frontline staff (although they would acknowledge that deficiencies in service often arise from historic and current under-resourcing than any lack of commitment to provide a public service to readers). Amongst the issues (which will undoubtedly require further investigation) which arose during public consultation were:

- Levels of assistance / availability of staff to deal with enquiries
- Accuracy and availability of listings
- Access to facilities such as ICT, microfilm readers and copying equipment
- Availability of spaces and study areas; general quality of surroundings
- General guidance on applying for and using different types of archive materials
- The need for archival staff to understand the needs of users, particularly first-time users
- Membership arrangements differing from service to service
- Variable waiting periods for delivery of materials
- Opening days, hours and periods of closure
- Differing levels and rules relating to physical access to archival holdings
- Differing access policies and standards across museum, libraries and archives domains

General requirements and recommendations of archive users consulted included:

- Greater consistency and uniformity of service across the North West
- More consultation and participation in policy matters
- Increased/wider training for archive staff in user needs



Will of Christopher Robson, surgeon's mate of HMS Hussar, 8 Oct 1778.

<sup>8</sup> For example, the Lancashire Record Office has a long-standing group of will flatters who both flatten rolled wills to improve their ease of use but who also note the salient details of the documents to improve future access.

<sup>9</sup> Some expressly exist primarily as publishing societies, for instance the Record Society of Lancashire and Cheshire or the Lancashire Parish Register Society, but again these groups largely composed of record office users and act as an articulate lobby for the improvement of record office facilities.

### 3.4 NORTH WEST ARCHIVES: STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

STRENGTHS	WEAKNESSES
<p><b>Advocacy, Partnerships and Regional Development</b> Network of groups (GMAG, MALG) which facilitate co-operation between services</p> <p>Formation of NWRAC</p> <p>Good national, and regional professional networks</p> <p>23 main public archives located throughout region</p>	<p>Late development of the NW archive sector at regional level</p> <p>Regional Archive Council has little current capacity</p> <p>Low levels of staffing and facilities at some offices</p>
<p><b>Collection Development</b> Enormous range of archive materials held throughout NW</p>	<p>Regional services do not cover all parts of NW (i.e. NW Film and Sound Archives)</p> <p>Lack of systematic mapping of resources across archive domain</p>
<p><b>Access and Availability</b> Finding aids exist at many services</p>	<p>Fragmentation of collections/holdings<sup>11</sup></p> <p>Inconsistent provision for finding aids</p> <p>Cataloguing backlogs across region</p>
<p>User groups provide feedback to NW archive services</p>	<p>Lack of user consultation at regional level and some archive services</p> <p>Differing practices/membership arrangements<sup>12</sup></p>
<p><b>Preservation and Conservation</b> Good standards of conservation and preservation at key record offices</p>	<p>Lack of preservation and conservation capacity at many offices</p>
<p><b>ICT and Innovation</b> Some regional networks in place</p>	<p>Low level of ICT provision</p>
<p><b>Education and Social Inclusion</b> Positive social and economic impact of archive services</p>	<p>Narrow client base</p>
<p><b>Records Management</b> Presence of LUCAS as regional trainer; several archives employing RM</p>	<p>Records management is not undertaken in all organisations; poor regional provision</p>
<p><b>Electronic Records</b></p>	<p>Poor provision for electronic records</p>
<p><b>Training and Development</b> Presence of LUCAS as regional partner</p>	<p>Lack of ongoing training/development at some organisations</p>
<p><b>Publicity, Promotion and Events</b></p>	<p>Need for greater training, particularly in generic (e.g. management, customer care) skills for archivists</p>
	<p>Lack of unified legislation and mandatory standards<sup>14</sup></p>

<sup>10</sup> There have been increasing demands at many North West archives (as elsewhere) for remote access and assistance which has caused a concomitant increase in workloads.

<sup>11</sup> Archival holdings in the North West do not always correspond to the current boundaries of their assigned repository owing to past changes in administrative boundaries and collection responsibilities: in some cases this has led to the fragmentation of collections.

<sup>12</sup> Although County and Borough archives generally have open access policies (both for access to and the depositing of records), there are variations in facilities, provision and practices which may confuse or inconvenience the user.

## OPPORTUNITIES

Developing sense of regional identify

Working arrangements between NWMS, NWRLS and NWRAC  
Likelihood of greater cross-domain projects & collaboration  
Greater co-operation between services  
Regional Archive Council acts as negotiator/moderator

Regional co-ordination of research, and development

Regional collection policies

Regional and local HLF/challenge funding projects (A2A etc.)  
Regional approaches to problem (e.g. possible regional cataloguing unit)  
Development of user consultation and networks; Partnerships with user groups and regional historical societies etc.  
Development of regional access policy

Possibility of regionalising conservation resources

Possibilities of ICT for developing new services and facilities

Growth of interest in family and local history research;  
Potential for new markets in education and media sectors  
Regional approach to training and awareness on issues

Regional approach to training and awareness on issues

To work with partners to ensure greater coverage of training  
To work with partners to ensure greater coverage of training

Possibility of future single Archive Act and National Standard?

## THREATS

Lack of resources/capacity to operate effectively.

Professional divisions/resistance to change  
Professional divisions/resistance to change  
Underfunding, many services operating at full capacity; rising workloads, including remote access demands<sup>10</sup>

Lack of capacity/ability of services to conform/agree to standard practices etc.  
Poor accommodation, locations and declining storage<sup>13</sup>

Lack of IT ethos and skills

Low profile of archive services

No or little archiving of electronic records

<sup>13</sup> Some North West archives' building stock not only fails to comply with BS5454, but is also at inconvenient locations and in many cases is deteriorating to a dangerous degree.

<sup>14</sup> A single mandatory archival standard (e.g. registration/legal requirements) could be used to drive funding up to a minimum level.



## 4. Strategic Aims and Objectives

The North West Regional Archive Council will work to establish a flexible strategic framework which will further the co-operative development of the North West's archives, for the benefit of all.

- Theme 1. Advocacy, Partnerships and Regional Development
- Theme 2. Collection Development
- Theme 3. Access and Availability
- Theme 4. Preservation and Conservation
- Theme 5. ICT and Innovation
- Theme 6. Education and Social Inclusion
- Theme 7. Records Management
- Theme 8. Electronic Records
- Theme 9. Training and Development
- Theme 10. Publicity, Promotion and Events

### STRATEGIC THEME 1: ADVOCACY, PARTNERSHIPS AND REGIONAL DEVELOPMENT

**Aim:** To enable the North West Regional Archive Council to work with national and regional partners in order to improve the provision for archives in the North West.

**Objective 1.1:**  
To develop the capacity of the North West Regional Archive Council to act as a strong regional advocate for the region's archive services

The North West Regional Archive Council currently has little capacity to undertake sustained advocacy and developmental work, having no permanent staff or secretariat, nor any financial income. The present Council and its partners will work together to develop the North West Regional Archive Council as an accountable and sustainable organisation which serves the interest of the North West archive community.



*F. Brooks, newsagent on New Park Road, Salford. Mr Brookes Jr in doorway. Not dated.*

**Objective 1.2:**  
To review the structure and functions of the North West Regional Archive Council in partnership with the North West archives community, regional partners and the National Council on Archives.

The development of the archives domain will be in parallel with that of the libraries and museums domains. This will include undertaking developmental work which will help determine options for the future structure, functions and operations of the Council in connection with the North Western Regional Library System and the North West Museums Service, particularly the structure of a future strategic body which will provide support to all three domains.

**Objective 1.3:**  
To draw up a remit and secure funding for a North West Archives Development Officer, who will help develop and implement strategic objectives for the archives sector in the North West, and help foster greater co-operation between organisations responsible for the region's archives.

Whilst the North West Regional Archive Council is undergoing development, there will be considerable need for an officer 'on the ground' to work on a day to day

basis with North West archives and archivists and to help implement actions and projects which will realise the strategic aims and objectives as identified in the Regional Archive Strategy, as well as assisting in the development of the Council itself. The North West Regional Archive Council will therefore use the £27,700 (which Resource allocated via the NCA for 2001/02 onwards) awarded to each region to draw up an appropriate remit and appoint a North West Archives Development Officer who will undertake duties consistent with the aims of the Council and the North West Regional Archive Strategy.

**Objective 1.4:**  
To map and gather existing information and performance indicators relating to archive services and collections throughout the North West, in order to build a clearer picture of archival provision and requirements.

Future research will help plan archive services more clearly, rationally, comprehensively and thoroughly through co-operation and the realisation of collective economies of scale. The planning process will also help to tie archives into wider economic and social agendas by drawing attention to hitherto unmeasured benefits of archive services. Research work

carried out within the archives domain (public, academic, special and business sectors) has not been mapped against one another (or with museums and libraries) in order to provide consistent information about these services. What is required is an overarching mapping of existing resources in order to identify gaps in knowledge and, where necessary, commission remedial research which will fill these gaps and provide the archives community with the information it needs in the coming years.

*"As with all small archive services our main problems are money and staffing. We are clearly understaffed and have been since inception, having only temporary staff in addition to the archivist. This means that we are unable to run a comprehensive service, carry out survey work and we are accumulating a backlog of uncatalogued items..."*

**Objective 1.5:**  
**To identify requirements for regional archive services in order to meet national standards.**

Many North West archives are poorly funded, and in many cases the delivery of services to national standards of service may not be possible due to resulting problems such as poor location, sub-standard building stock, shortages of facilities and equipment, lack of human resources and training facilities. These problems cause severe restraints for archive services and result in an inability to deliver and develop services to the required national standards, despite the best efforts of those running archives to ameliorate these conditions. There is need for an assessment and costing exercise which looks broadly at the resources and actions required to improve standards.

**Objective 1.6:**  
**To encourage co-operation and dialogue between regionally and nationally based archives and other North West archives in order to foster improved working relationships and regional coverage.**

There are several organisations based in the North West which have a regional role (North West Film Archive, North West Sound Archive) or whose collections

are based on a particular subject area (Labour History Archive, Working Class Movement Library etc.) or serve a larger national role (Waterways Trust, National Co-operative Archive etc.). Consideration should be given to the position of regionally and nationally scoped archive services which are based within or have a presence within the North West region, particularly with regard to gaps in coverage and the facilitation of agreements to extend provision for such services where necessary.

**Objective 1.7:**  
**To seek to ensure that there should be availability of, and access to, facilities for specialist media (sound and film) throughout the region.**

The special requirements for the archiving of special media makes their care and the development of access and conservation across the North West a priority. NWRAC and its partners will work to ensure that facilities for specialist media are extended to as wide a range of archives as possible.

**STRATEGIC THEME 2:**  
**COLLECTION DEVELOPMENT**

**Aim: To improve collaboration between repositories in the formulation of collection development policies, in order to achieve the optimum disposition and development of archives within the region.**

Collection development is central to the delivery of a seamless and comprehensive archive service. Along with preservation, conservation, access and availability, collection development is an important aspect of stewardship, and its successful application is key to providing a more coherent, 'joined up' service to the public. If collections are not systematically located, collected, assessed, publicised or disposed of then there is a real danger of the region losing important materials. As some existing collections may also become divided or fragmented, then users are less likely to find what they are looking for, or may have to make several journeys to do so. Fragmented

collections may be discarded without knowledge of other parts of the collection which may be held elsewhere. Many North West repositories have written collection development policies, but not all of these are published, and some smaller institutions and those without professional staff entirely lack such policies. Informal, ad hoc arrangements exist to avoid conflicts in areas for collecting, but there are many overlaps. Of equal concern are the gaps between collecting policies: sectors which are inadequately served by the archive network. Collection development should be co-ordinated at a regional level, in order for a comprehensive and impartial system of identification, prioritisation and the agreed acquisition of transferral of materials between organisations.

**Objective 2.1:**  
**To disseminate individual repositories' collection development policies among other institutions.**

**Objective 2.2:**  
**To assist repositories which lack such policies to develop them in collaboration with other institutions.**



*Liverpool Playhouse archives - selection of costume design 1920's - 1970's.*

**Objective 2.3:**

To identify overlaps and gaps between individual repositories' collecting policies, and to co-ordinate the development of collection policies in order to standardise and maximise development.

**Objective 2.4:**

To undertake a regional survey of existing collection strengths.

**Objective 2.5:**

To undertake regional field surveys and to identify archives at risk, including those in private hands and those stored in non-archival repositories, and to encourage their transfer to an appropriate repository.

*"There must be hordes of [smaller] organisations with valuable records but without the expertise, resources, suitable storage or staff to exploit or retain them. Perhaps the RAC could give some thought as to how to reach and help such organisations?"*

**Objective 2.6:**

To disseminate information on acquisitions and deaccessions among repositories.



*Inventory, Speke Hall, 1624.*

### STRATEGIC THEME 3: ACCESS AND AVAILABILITY

**Aim: To improve and widen physical and remote access to North West archives for the benefit of all users.**

*"It should be strongly emphasised that improved provision depends upon addressing the issues of core funding for organisational stability... Serial project funding works against the retention of skilled specialist staff and the development of strong relationships with users."*

**Objective 3.1:**

To develop a collaborative approach to cataloguing which will address the problem of cataloguing backlogs and related problems on a regional basis.

If the full range of the North West region's archives is to be fully exploited in the future, then it will be necessary to catalogue materials as yet uncatalogued and improve physical availability, whilst also protecting these valuable resources for the future. This includes the identifying and prioritising the cataloguing of currently uncatalogued collections, the improvement of cataloguing standards, obtaining the resources necessary to facilitate this process and developing methods of making such resources available to all North West archives. There is a great need for a significant increase in resources for cataloguing to remove the large backlogs which exist. This is a region-wide problem, and is absolutely fundamental to making archives accessible to the people of the North West. There is an opportunity to tackle this regional problem by developing regional solutions in the form of co-operative action. The possibility of establishing some form of regional resource for tackling the cataloguing problems facing North West archives should be investigated.

**Objective 3.2**

To develop an Access Policy which will address the issues of access to North West archives, in collaboration with archive users, providers and partners across the region.

In order to address the key problems and concerns outlined during consultations with the user community, and to facilitate the observance of national standards, the North West Regional Archive Council and its partners will work together to develop a regional policy which will help improve and extend access to all throughout the North West region.

*"Anything that can help users of archives and libraries have a clearer idea of what records are housed and where they are, and the reason for this, has to be beneficial."*

**Objective 3.3:**

To make finding aids and collections more widely available through existing and new digital catalogues.

The North West Regional Archive Council will play a lead role in developing and supporting existing and future bids (such as those submitted to the HLF for the A2A project, "Our Mutual Friends in the North" and the "Greater Manchester Past Finder"). It is also important that North West archives should be encouraged to submit new and updated lists and up to date information about their holdings to the NRA.<sup>15</sup>

<sup>15</sup> In addition to A2A [www.pro.gov.uk/archives/A2A/](http://www.pro.gov.uk/archives/A2A/) and the Archives Hub [www.archiveshub.ac.uk](http://www.archiveshub.ac.uk), ARCHON [www.hmc.gov.uk](http://www.hmc.gov.uk) is the prime electronic gateway to the United Kingdom's archives and the National Register of Archives (NRA) [www.hmc.gov.uk/nra](http://www.hmc.gov.uk/nra) holds comprehensive information about archives held throughout the country. NRA contains over 44,000 lists on holdings, with over 13,500 index entries for the North West.



## STRATEGIC THEME 4: PRESERVATION AND CONSERVATION

**Aim: To improve the standards of preservation and conservation at North West archives by identifying collections at risk and securing resources necessary to counter poor conditions.**

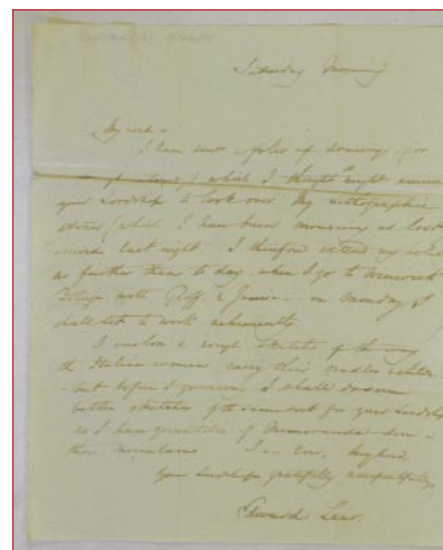
Poor funding and physical conditions in many of the region's archives prevents archivists from providing the standard of care they aspire to. There is need for vastly improved storage accommodation across the North West which meets national standards. The sheer amount of archival materials requiring remedial preservation work, together with a general lack of resources and specialist staff (particularly at smaller archives, museums and libraries) means that the appropriate level of preservation and conservation work is not undertaken. The North West Regional Archive Council and its partners need to identify sources of funding for regional solutions to the problem of preservation and conservation, including auditing of 'at risk' collections and the development of a strategy for the improvement and widening of conservation skills and services. There is also a strong training and awareness element in the improvement of preservation and conservation standards, particularly with regard to non-archival organisations holding archival materials. For example, "preventative" preservation - the correct treatment and storage of materials - should also be emphasised as a way of reducing the need for much remedial preservation and conservation work. The most important element of preservation is storage conditions. The poor state of building stock at many of the region's archives is a cause for concern, and the fact that only a minority of offices conform to BS5454 is just one indication of many sub-standard buildings which house collections in the North West. Lack of investment in buildings which conform to the proper standards for archival storage conditions is also a false economy, insofar that any savings made by scrimping on building stock maintenance and development may very well be swallowed up by a large bill for wholesale remedial preservation work caused

by damage resulting from improper storage, assuming the archival holdings in question survive intact. As with cataloguing, the possibility of approaching the problem of conservation from a regional perspective should be investigated. Investigation of the feasibility of regional conservation centres should be undertaken, which takes into consideration the potential for archive services buying into such a service through service level agreements etc.

**Objective 4.1:**  
**To develop a strategy and action plan which will result in regional solutions to some of the preservation and conservation problems affecting North West archives.**

**Objective 4.2:**  
**To raise awareness and appreciation in users and policymakers of the central role of preservation and conservation in the stewardship of archives.**

**Objective 4.3:**  
**To promote and support good conservation practice for all archives in the North West**



Letter from Edward Lear, artist and author, to the 13th Earl of Derby, including a sketch of the method of Italian women of carrying a baby and bread on their heads.





## STRATEGIC THEME 5: ICT AND INNOVATION

**Aim: To develop new projects, approaches and modes of delivery through the imaginative use of ICT.**

The successful integration of ICT into archive services depends upon the level of resources available and, equally importantly, the archivist's attitude to new technology. If ICT is regarded as a 'bolt on component' rather than a core tool, then the chances of imaginative and 'joined up' development are limited. Many archive services have useful web sites which not only give the user basic information such as location and times of opening etc., but also include lists of collections and finding aids, as well as links to other online resources and services. At a national level, projects such as the JISC Archives Hub<sup>16</sup> and Access to Archives (A2A)<sup>17</sup> are leading the way in illustrating the potential and practical utility of networking archival resources. National initiatives such as the National Grid for Learning (NGfL)<sup>18</sup>, the People's Network and PRO's Learning Curve<sup>19</sup> are demonstrating the tremendous opportunities afforded by the internet as a powerful tool for mass education. Furthermore, the digitisation of local history materials is beginning to reap real benefits.<sup>20</sup>

ICT is also changing the way in which archivists work, and also the way users access archive services and resources (both at home or in the search room). Ultimately, ICT is set to revolutionise the way in which records are generated, stored and disseminated (see Strategic Theme 8 below). If archive services in the North West are to take full advantage of the enormous potential of ICT then a strong ICT culture needs to be developed, with an emphasis on 'cutting edge' skills (e.g. software design) as well as basic ICT skills. The archive sector needs to

work constructively with software houses so they can understand the needs of archive services, and in turn archive professionals become aware of how new technology works, and the potential of technologies and products available. At a regional level, there are advantages to be gained from building capacity to develop and share resources and co-operate in the development of ICT systems and projects (between archive sectors and also with the museum and library domains). There are inherent economies of scale to be derived by acquiring and using compatible platforms and software, as there are in developing the provision for ICT training and development throughout the North West region. The baseline for the greater use of ICT, both by practitioners and users, is to ensure that all archive services have access to ICT, which is to be regarded as a standard tool rather than as a luxury.

**Objective 5.1:  
To facilitate greater provision for ICT (both for users and archivists) at North West archives.**

**Objective 5.2:  
To co-ordinate ICT training for all levels and sectors of the profession, including archive specific software, in co-operation with regional partners.**



*Royal Visit 1999.*

## STRATEGIC THEME 6: EDUCATION AND SOCIAL INCLUSION

**Aim: To provide opportunity for all through the development of regional initiatives which will target those not traditionally reached by archive services.**

The potential educational and social benefits of archives are enormous. In their cultural heritage context, archives are greater than the sum of their parts: they can be used to build a picture of past lives, places and events. In the administrative context, access to official records can supply the citizen with a wide range of organisational or personal information, and therefore facilitate the freedom of information. The PRO Public Service Quality Group shows that a relatively narrow range of people use the public archive services available to them, mainly for the purposes of family and local history, and yet the content of local and regional archives clearly has relevance to everyone who lives in a given area. Widening the appeal of our services is essential if archives are to fulfil their potential as a central agent of educational and social development in the coming years. Raising the profile of archival services through publicity, promotion, outreach and events is clearly a major part of this process.

Local archives already work in partnership with LEAs and schools, colleges and universities to include archival materials in courses (for example as a key part of national curriculum learning). The role of higher education and academic scholarship should not be played down, representing an important aspect of archival usage. The development of co-operative relationships between archives and university departments in helping to increase student use of archives for projects and dissertations is desirable in that it taps into a natural constituency

<sup>16</sup> See [www.archiveshub.ac.uk](http://www.archiveshub.ac.uk)

<sup>17</sup> See [www.pro.gov.uk/archives/A2A/](http://www.pro.gov.uk/archives/A2A/)

<sup>18</sup> See [www.ngfl.gov.uk](http://www.ngfl.gov.uk)

<sup>19</sup> See [www.peoplesnetwork.gov.uk](http://www.peoplesnetwork.gov.uk)

<sup>20</sup> For example, Manchester Archives and Local Studies have digitised 77,000 local images, and as a result annual usage has risen from 700 hundred to over 10,000, a fourteen-fold increase.

which could make greater use of archives. The continued promotion of archives for educational purposes whether as part of formal, vocational or informal learning is therefore an important aspect of the sector's development.<sup>21</sup>

*"Several years ago we operated a successful partnership with the British Trust for Conservation Volunteers who engage unemployed people. The scheme involved a certain amount of archaeological work supported by research undertaken in the Search Room ... many participants were able to progress to full time employment after a particular project terminated as obviously sound work resulted in a good reference."*

#### Objective 6.1:

To identify and address:

- (a) the social and educational impact of archive services on users
- (b) physical and sensory impairment, age, geographical, cultural and other social factors which prevent people from using archives
- (c) reasons for non-use of archives



Plan ????????

*"We have co-operated with an amateur research group largely consisting of senior citizens. They meet every Thursday in the Search Room and undertake research projects using both our archives and sources held by private individuals. To date they have: successfully published various books and pamphlets; taught their group to read 'secretary hand'; are assisting as the 'volunteer element' in our HLF project; provided a community 'spy network' for records in jeopardy which we would seek to be deposited; acted as ambassadors to the service."*

#### Objective 6.2:

To help develop and co-ordinate outreach projects which will result in a greater number and diversity of visitors to North West archives.

*"We run a scheme each year in conjunction with St. Helens College. As an introduction to history but also as a method of learning general research skills student attend ten sessions in the Search Room where they learn the methodology of research. Many students who would otherwise consider archives as being 'uncool' are introduced almost by default and in many ways can be good ambassadors for the service."*

#### Objective 6.3:

To help further develop and co-ordinate links with local schools, colleges, universities and other education providers with a view to developing materials held in archives as part of local education provision for National Curriculum teaching.

## STRATEGIC THEME 7: RECORDS MANAGEMENT

**Aim: To promote and improve provision for records management in the North West.**

Records management is central to the use of current records and the wellbeing of future archives: today's modern record is tomorrow's historic document. Not only does the application of good record management practices allow for efficient access to a wide range of administrative and organisational information, but it also contributes to the successful appraisal, retention and disposition of records which will form the basis of tomorrow's collective memory. Good record keeping is at the very core of democratic accountability, in allowing individuals the freedom of access to the information they require, both about themselves and the society in which they live.<sup>22</sup> It must also be noted that a balance between access to information and the right of the individual privacy must be achieved.<sup>23</sup>

#### Objective 7.1:

To raise awareness of the importance and benefits of records management, and to promote this in all organisations in the North West.

#### Objective 7.2:

To co-ordinate training and awareness of records management issues, in co-operation with regional partners.

#### Objective 7.3:

To develop a regional forum which will help develop awareness of records management issues.

<sup>21</sup> See The National Council on Archives report: *Taking Part: Social Inclusion Work in Archives* (NCA, 2001) which seeks to demonstrate the extent and effectiveness of work by archive services in promoting social inclusion and to encourage others to recognise this contribution.

<sup>22</sup> The *Government Policy on Archives* (Lord Chancellor's Department, 1999) clearly reflects the concern for good standards of records management: "Without efficient record-keeping practices, no government or organisation can possess a collective memory and operate effectively in the present... citizens have a general right to obtain information about the activities carried out by organisations acting on their behalf."

<sup>23</sup> As the *Government Policy on Archives* notes: "... it must also be recognised that the individual citizen has a right to privacy concerning personally sensitive data supplied in confidence to government or private organisations. The requirements of Freedom of Information, Data Protection and Human Rights legislation need to be meshed together in a clear and consistent way."

**Objective 7.4:**

To raise awareness of recent and forthcoming legislation (Freedom of Information, Data Protection, European Copyright Directive, Human Rights Act etc.) in terms of the provision for access to printed and electronic records.

**STRATEGIC THEME 8:  
ELECTRONIC RECORDS**

**Aim:** To increase public access to electronic records throughout North West archive services.

As individuals and organisations generate more records electronically, their importance increases with each passing year, raising fundamental problems and opportunities for archive services. The UK Government has set a target of making all central and local government documentation available electronically by 2005, and many private and public organisations already base their record keeping on electronic data. Electronic records are created, stored, accessed and disseminated in markedly different ways to their paper-based counterparts. They can be presented on either closed or public IT systems, to be accessed at many different points simultaneously. Electronic records can be used without causing damage or wear. Searching electronic databases and record systems makes it possible to seek out particular names, words or phrases in a way unknown to the paper-based researcher. Large amounts of information can be held in a very small physical space.<sup>24</sup> Information from electronic records is easily shared, communicated and incorporated into other documents. It is possible to copy, alter, corrupt and delete electronic records (especially those 'born digital') in large quantities. Because of the lack of their physical presence, it is relatively easy to overlook, lose or destroy



*Caption needed here*

electronic records in comparison to paper records. Nor does a copied electronic file leave the same physical indication of theft as a missing document. Differing hardware, software and data formats can also cause incompatibility and access problems, as can technical failures and doubts about the longevity of computer equipment and storage media. All these factors heighten the importance of security, data integrity and the crucial balance between availability and privacy. The archive service needs to be ready for future patterns (and the scale) of electronic record creation, storage and usage.

**Objective 8.1:**  
To promote and improve provision for, and public access to, electronic records.

**Objective 8.2:**  
To co-ordinate training and awareness of electronic records issues, in co-operation with regional partners.

**STRATEGIC THEME 9:  
TRAINING AND DEVELOPMENT**

**Aim:** To develop a co-operative approach to staff training and development in association with regional partners and to create a culture of learning within the North West archive community.

In an age where the only constant is change, the archivist needs to be armed with a wide range of professional and generic skills if he or she is to help deliver the full benefit of their services to as wide an audience as is possible. Such is the pace of change, that a culture of ongoing personal and professional development is no longer optional, but a prerequisite to the successful development of our services. The quality of ongoing training and development depends upon the capacities and qualities of the employee as well as the employer. There needs to be a culture of wide ranging, constant learning within the profession, both from external trainers and self-programmed

<sup>24</sup> For example, a 10Gb hard disk on a domestic PC or laptop is capable of holding the equivalent of over a million typewritten pages of A4.



learning. The Regional Archive Strategy therefore seeks to develop a supportive role in enabling regional solutions to some of the problems of training and development, in co-operation with established training and professional partners. The North West Regional Archive Council will work in partnership, principally with LUCAS (Liverpool University Centre for Archive Studies) and the Society of Archivists North West to ensure that training and development is delivered as widely and consistently as possible. The retention of staff is also an important issue: it is vitally important to ensure that there is an adequate number of professional and trained staff to work in the region's archives.

**Objective 9.1:**

**To promote awareness and facilitate dissemination of relevant legislation, standards and best practice relating to archive and records management issues.**

*"Archivists also need training in a far more diverse set of skills than purely in cataloguing. This should include areas such as advocacy, leadership, legal knowledge, educational skills and career paths."*

**Objective 9.2:**

**To adopt a regional approach to training and development of archive staff, particularly where cross-domain approaches (e.g. generic skills) are more efficient than each domain undertaking such training individually.**

*"It is important to develop and increase the training of staff in user needs, e.g. the nature of archival use, its purposes and requirements. At the moment few archivists and even fewer non-archival staff have ever used archives themselves, and equally few really have an awareness of what is going on the other side of the issue desk!"*

**Objective 9.3:**

**To co-ordinate the delivery of specific training and skills development which will enable archivists and records managers to deliver the key aims and objectives identified in the North West Regional Archive Strategy.**

**Objective 9.4:**

**To encourage placements and exchange schemes between North West libraries, museums and archives in order to foster greater knowledge and co-operation between the three domains.**

**Objective 9.5:**

**To improve the level of training given to those responsible for the care of archival materials which are held in non-archival institutions (e.g. private businesses, libraries, small museums).**

**STRATEGIC THEME 10:  
PUBLICITY, PROMOTION AND EVENTS**

**Aim: To raise the profile of North West archives by arranging a programme of events and disseminating publicity materials to a wider audience.**

Good publicity and promotion is at the heart of the development of North West archives. If the message is to be carried to a wider community than that currently using the region's archive services, then formal and informal links will need to be built with the broadcasting and printed media. Publicity and promotion must not just be 'preaching to the converted', but must be dynamically targeted at communities and individuals who do not presently use our services.

**Objective 10.1:**

**To develop a programme of regional archive publicity events in partnership with regional archives, users, partner organisations and societies.**

**Objective 10.2:**

**To engage with local and regional organisations, users and government departments in order to promote archive services to, and through, such agencies.**

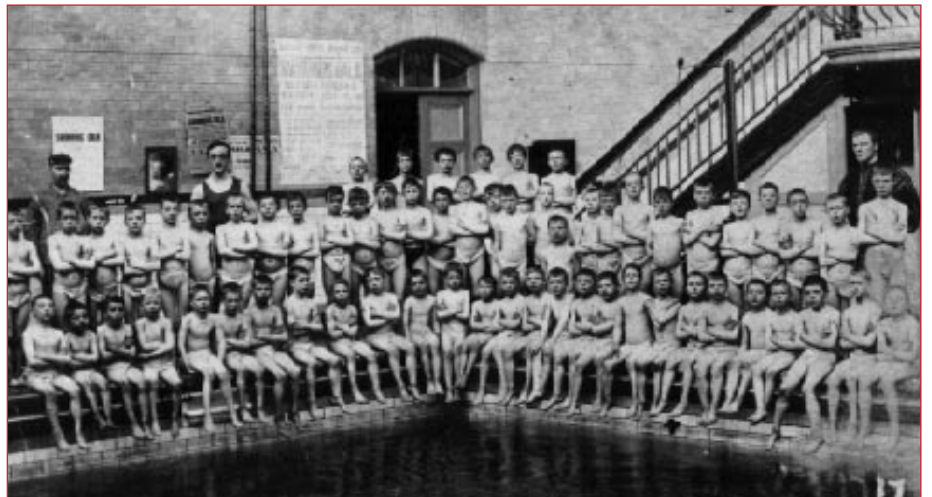
**Objective 10.3:**

**To create an ongoing and productive relationship with the regional media (TV, radio, press) in order to publicise the work and projects of North West archives.**

*"The use of archives goes way beyond the purely academic and educational. Our archives are used by parents looking at coroners' records (following the baby organs scandal), people with convictions wanting visas for the USA (court records), adopted people tracing parents, gay men looking for partners they fear have died of AIDS ... so the use of archives goes far beyond the history side to current needs, sometimes very distressing, personal or controversial."*

**Objective 10.4:**

**To co-ordinate media awareness and effectiveness training for archivists and records managers.**



*Caption needed here.*



## 5. North West Regional Archive Council Action Plan, 2001-2004

It is the intention of the North West Regional Archive Council to regularly review this Action Plan, as circumstances require. Amended version

	<b>Actions/project areas</b> (*indicates funding already secured)	<b>Objectives</b>	<b>Lead organisation</b>	<b>Partners</b>
	<b>STRATEGIC THEME 1: ADVOCACY, PARTNERSHIPS AND REGIONAL DEVELOPMENT</b>			
<b>1</b>	<i>Cross-Domain Strategic Development:</i> Enable the development of cross-domain partnerships and further the level of co-operation between NWMS, NWRAC and NWRLS, moving towards the establishment of a Single Regional Agency by 2004.	1.1	Museums, Libraries and Archives Steering Group	NWMS NWRLS NWRAC
<b>2</b>	<i>Archive Domain Strategic Development</i> To enable the strategic development of NWRAC (through consultation with archives community and regional partners) and develop the structure and remit of the Council in the context of the formation of a Single Regional Agency.	1.2	Museums, Libraries and Archives Steering Group	NWRAC NWMS NWRLS NW archives
<b>3</b>	<i>North West Archives Development Officer:</i> Appoint Regional Archives Development Officer for the North West to help develop capacity of Regional Archive Council, act as advocate and contact for NW archive community, implement Regional Archive Strategy projects/initiatives and assist in development of cross-domain working.	1.3	NWRAC	NWRAC NWMS NWRLS
<b>4</b>	<i>Regional Service Development:</i> NWRAC and its partners will seek to identify the steps required to bring NW archives into line with national standards (e.g. HMC Standard for Record Repositories)	1.5, 1.6	NWRAC	NW archive community
<b>5</b>	<i>Customer Services and Practices</i> Consultation with NW archives users and other stakeholders to identify and assess disparities in practices and address needs in light of findings.	1.5	NWRAC	NW archive community
<b>6</b>	<i>Development of NWRAC web site:</i> To design and develop a web site which will act as a regional gateway for North West archive community.	1.1	NWRAC	NW archives
<b>7</b>	<i>Filling in the Gaps (FIG):</i> Overarching mapping of archival resources throughout NW and assessment of requirements: identification and prioritisation of needs, targeting of potential solutions and funding streams. This will be done by utilising existing data and undertaking additional research work where necessary. Filling in the Gaps encompasses the following projects: <i>Collections Audit 02, Collection Policy Bank, Logjam, CAP-NW, Conserve NoW and PAC-NW.</i>	1.4, 1.5	NWRAC	NW archives NWMS NWRLS

004

ions will be published on the NWRAC Web Site at [www.northwestarchives.org.uk](http://www.northwestarchives.org.uk)

Lead Officer(s)	Estimated cost/resources	Possible Sources of Funding	Outcomes	Timetable
Regional heads	£50,000*	Re:source	Continuation and co-ordination of research and strategic development work undertaken for NWRAC, NWRLS and NWMS.	Ongoing
Regional heads	SDO ADO*	SDO	Greater capacity for sustainable regional strategic services for NW archives.	Ongoing
NWRAC Chairman SDO	£27,000 (2001-2)*	Re:source	Coherent development and advocacy for regional archive domain.	Autumn 2001-
NWRAC Chairman SDO ADO	SDO ADO	Re:source	Improved provision throughout NW, gathering of evidence required to secure greater funding. Improved coverage of regional services (NWSA, NWFA).	Summer 2002-
ADO	ADO	Re:source	Greater uniformity of service and information on NW archive services to user community.	Summer 2002-
SDO ADO	£300 p.a.*	NWRAC	To inform the North West archive community on events, resources and activities throughout the region. Mounted March 2002 - see <a href="http://www.northwestarchives.org.uk">www.northwestarchives.org.uk</a>	March 2001- Ongoing
SDO ADO	£100,000	Re:source HLF	The projects will result in a greater knowledge of the resources and requirements of the North West archive community, and provide the information and evidence needed to effectively lobby on behalf of all constituents.	Winter 2001-

## 5. North West Regional Archive Council Action Plan, 2001-2

	<b>Actions/project areas</b> (*indicates funding already secured)	<b>Objectives</b>	<b>Lead organisation</b>	<b>Partners</b>
	<b>STRATEGIC THEME 2: COLLECTION DEVELOPMENT</b>			
8	<i>Collecting Together - A Seminar on Collection Development:</i> To hold an event on collection development in North West archives.	2.2, 2.6	NWRAC	NW archives
9	<i>Collections Audit '02:</i> To audit all North West archive collections (public, academic, special, private, business).	2.1, 2.2, 2.3 2.4, 2.5	NWRAC	NW archives NWMS NWRLS
10	<i>Collection Policy Bank:</i> To create a database of North West archive collection policies and practices for inclusion on the North West Regional Archive Council web site.	2.1, 2.2, 2.6	NWRAC	NW archives
	<b>STRATEGIC THEME 3: ACCESS AND AVAILABILITY</b>			
11	<i>Spreading the Word - Developing Access to NW Archives:</i> A seminar to raise awareness and seek views on access to archives in the North West, and to inform the development of an Access Policy.	3.2	NWRAC	NW archives
12	<i>LOGJAM:</i> An audit identifying, quantifying and prioritising uncatalogued archival collections. This will feed into the overall mapping exercise, <i>Filling in the Gaps</i> .	3.1	NWRAC	NW archives
13	<i>CAP-NW: Cataloguing Action Plan North West:</i> In conjunction with regional partners, develop an action plan to tackle cataloguing backlogs and other problems. To include ideas for future regional bids to projects such as A2A.	3.1	NWRAC	NW archives
14	<i>Access Policy for North West Archives:</i> Drawing on Customer Services and Practices, development of an Access Policy which encompasses solutions to problems identified by the North West archive community.	3.2	NWRAC	NW archives NWMS NWRLS
15	<i>InForm:</i> Project to ensure that all organisations holding archives are listed in the National Register of Archives (NRA) and to facilitate the submission of information re. holdings to NRA and other appropriate agencies and information services.	3.3	NWRAC/ ADO/SDO	NW archives

## 004 continued

Lead Officer(s)	Estimated cost/resources	Possible Sources of Funding	Outcomes	Timetable
ADO	£500	Re:source	Improved awareness of collection development. Also to facilitate Information gathering, contact building and establish basis for future action.	Autumn 2001
SDO ADO	Part of "Filling in the Gaps"		This project will help identify the strengths and weaknesses of collection development at NW archives	Spring 2002- (ongoing)
ADO	Part of "Filling in the Gaps"		To disseminate information on collections policies across the region, to benefit both users and practitioners.	Summer 2002- (ongoing)
ADO	£500	Self-supporting	Improved awareness of access issues. Also to facilitate Information gathering, contact building and establish basis for future action.	Autumn 2001
ADO SDO	Part of "Filling in the Gaps"		Improved knowledge of scale and extent of cataloguing problems. Establishment of key area of information gathering and dissemination.	Spring 2002- Spring 2003
ADO SDO	Part of "Filling in the Gaps"		To provide practical, flexible approach to cataloguing backlogs and develop regional solutions to the benefit of all services.	Spring 2003-
ADO SDO	£25,000	Re:source	Production of a study which will identify needs/priorities of the NW archive community with regard to widening access and addressing disparities of service etc.	Winter 2002-
ADO	ADO		More comprehensive coverage of archival holdings throughout the North West.	Winter 2001-



## 5. North West Regional Archive Council Action Plan, 2001-2

	<b>Actions/project areas</b> (*indicates funding already secured)	<b>Objectives</b>	<b>Lead organisation</b>	<b>Partners</b>
<b>STRATEGIC THEME 4: PRESERVATION AND CONSERVATION</b>				
16	<i>To Serve and Protect - Developing a Regional Approach to Archival Preservation and Conservation</i> A seminar to raise awareness and seek views on regional preservation and conservation issues, and to inform the development of the Preservation and Conservation Action Plan North West.	4.3	NWRAC	NW archives CNWRS
17	<i>Conserve NoW:</i> An audit identifying, quantifying and prioritising 'at risk' materials and collections held at North West archives, libraries and museums which will feed into the overall mapping exercise, <i>Filling in the Gaps</i> .	4.1	NWRAC	NW archives NWMS NWRLS
18	<i>PAC-NW: Preservation &amp; Conservation Action Plan North West:</i> In conjunction with regional partners, develop an action plan to address archival preservation and conservation issues on a regional basis.	4.2	NWRAC	NW archives NWMS NWRLS
<b>STRATEGIC THEME 5: ICT AND INNOVATION</b>				
19	<i>ICT4@rchives:</i> Seminar to raise awareness of potential of ICT for archives, particularly in collaborative projects and partnerships with libraries and museums.	5.2	NWRAC	NWMS NWRLS
20	North West ICT Forum which will develop ideas and projects (in conjunction with museums and libraries domains).	5.1	NWMS	NWRLS NWRAC
<b>STRATEGIC THEME 6: EDUCATION AND SOCIAL INCLUSION</b>				
21	<i>Reaching Out - Social Inclusion and Education at NW Archives:</i> Seminar to raise awareness and seek opinions on the development of the social inclusion and lifelong learning agendas throughout the North West archives community.	6.2	NWRAC	NWMS NWRLS
22	<i>Cultural Diversity Directory:</i> To develop a comprehensive regional directory of cultural diversity projects undertaken across the region.	6.1	NWMS	NWRAC NWRLS

## 004 continued

Lead Officer(s)	Estimated cost/resources	Possible Sources of Funding	Outcomes	Timetable
ADO SDO	£500	Re:source	Improved awareness of preservation and conservation issues. Also to facilitate Information gathering, contact building and establish basis for future action.	Winter 2001
ADO SDO	Part of "Filling in the Gaps"		The study will provide authoritative data with regard to the status of 'at risk' archival materials and collections.	Spring 2002-
ADO SDO	Part of "Filling in the Gaps"		Development of an Action Plan will enable North West archives to approach the problem of preservation and conservation collectively.	Spring 2003
ADO SDO	£500	NWMS/ NWRLS/ NWRAC	Improved awareness of ICT issues and possible collaboration both in generic and sector-specific initiatives. Also to facilitate Information gathering, contact building and establish basis for future action.	Winter 2001
SDO NWMS ADTE	£500	Re:source	Will allow for realisation of cross-domain synergies and sharing of skills, as well as the development of skills and projects between the museums, libraries and archives sectors.	Ongoing
SDO ADO NWMS EO	£1,000	NWRCC HLF	Improved awareness of social inclusion, lifelong learning and education issues, to include partners from museum, libraries and archives as well as education providers. Also to facilitate Information gathering, contact building and establish basis for future action.	Spring 2002
NWMS ADTE	£6,800*		Development of capacity for NW museums, archives and libraries to engage in cultural diversity work.	June - Sept 2001

## 5. North West Regional Archive Council Action Plan, 2001-2

	<b>Actions/project areas</b> (*indicates funding already secured)	<b>Objectives</b>	<b>Lead organisation</b>	<b>Partners</b>
<b>23</b>	<i>Cultural Diversity - Collection of user and non-user data:</i> To identify data collected by museums, archives and libraries on users and non-users of services and to identify barriers to delivery of cultural diversity agenda.	6.1	NWMS	NWRAC NWRLS
<b>24</b>	<i>Regional Learning and Access Support Unit - Mapping of Current Capacity:</i> To map capacity and provision for lifelong learning at North West museums, archives and libraries.	6.1	NWMS	NWRAC NWRLS
<b>25</b>	<i>Regional Learning and Access Support Unit - Consultation Stage 1</i> To implement a major consultation exercise which will identify the needs of museums, archives and libraries and stakeholders from a Regional Learning and Access Support Unit.	6.1	NWMS	NWRAC NWRLS
<b>26</b>	<i>Social Inclusion and Education Group:</i> Development of a group of practitioners, education providers, users and non-users to establish mechanisms (in partnership with NWMS and NWRLS) to develop education and social inclusion policies and projects for the North West archive community.	6.1, 6.2, 6.3	NWRAC	NWMS NWRLS
<b>STRATEGIC THEME 7: RECORDS MANAGEMENT</b>				
<b>27</b>	<i>For the Record - A Seminar on Records Management in the North West:</i> An event to raise awareness of records management issues, aimed at smaller services/non-archives and those record offices not currently engaged in records management.	7.1, 7.2	NWRAC	LUCAS
<b>28</b>	<i>FORM - Forum for Records Management in the North West:</i> Establishment of a group which would co-ordinate guidance, events and the dissemination of information in order to raise awareness of RM issues and standards.	7.1 - 7.4	NWRAC	LUCAS NW archives
<b>STRATEGIC THEME 8: ELECTRONIC RECORDS</b>				
<b>29</b>	<i>Change the Record: A Seminar on Electronic Records</i> An event to raise awareness of the issues and technologies relating to the provision for electronic records throughout North West.	8.1	NWRAC	LUCAS NW archives

## 004 continued

Lead Officer(s)	Estimated cost/resources	Possible Sources of Funding	Outcomes	Timetable
NWMS ADTE	£8,000*		Archive services to acquire intelligence required to plan future archive services and initiatives, and address specific groups and communities.	June - Sept 2001
NWMS ADTE	£3,500*		Provide benchmarks against which to judge the future progress of the North West Regional Learning and Access Support Unit.	June - Sept 2001
NWMS ADTE	£9,800*		To ensure that the size, organisational structure and activities of the RLASU are appropriate to the needs, capacity and requirements of North West museums, archives and libraries.	June - Sept 2001
ADO SDO NWMS EO	SDO ADO		To help develop partnerships between archives and education providers (including users and library/museum partners). It would facilitate the greater exploitation of archival materials held throughout the North West for local education, including the National Curriculum and other HE/FE syllabi.	Winter 2001-
ADO	£500	NWRAC SoA	Improved awareness of records management issues. Also to facilitate Information gathering, contact building and establish basis for future action.	Summer 2002
ADO SDO	ADO	NWRAC	To develop records management culture in the North West, and to disseminate best practice and advice.	Winter 2002-
ADO SDO	£500	Resource	Improved awareness of electronic records issues. Also to facilitate Information gathering, contact building and establish basis for future action.	Summer 2002



## 5. North West Regional Archive Council Action Plan, 2001-2

	<b>Actions/project areas</b> <i>(*indicates funding already secured)</i>	<b>Objectives</b>	<b>Lead organisation</b>	<b>Partners</b>
<b>30</b>	<i>CTRL-SAVE - A Survey of North West Electronic Records Provision:</i> This regional study to ascertain the provision of management of and access to electronic records in the North West.	8.2	NWRAC	NW archives
<b>STRATEGIC THEME 9: TRAINING AND DEVELOPMENT</b>				
<b>31</b>	<i>Archive Training Group:</i> To establish a group responsible for the co-ordination of regional archival training and development.	9.1 - 9.5	NWRAC	SoA NW archives LUCAS NWMS NWRLS
<b>32</b>	<i>Exchange and Placement Scheme:</i> The development of this scheme will allow archivists, records managers and related professionals employed at public, academic and private / business archives (including those employed in museums and libraries domains) to gain experience of other services and sectors. Particularly aimed at those responsible for archives with no substantive training or experience.	9.2, 9.4, 9.5	NWRAC	SoA NW archives NWMS NWRLS
<b>33</b>	<i>North West Archives Training Scheme:</i> Main training project which will bid for funding to deliver regional training across a range of sector-specific (e.g. conservation, collection development, preservation, cataloguing, records management, electronic records, legislation) and generic (e.g. IT, customer care, management, finance, marketing and publicity) areas.	9.1 - 9.5	NWRAC	SoA NW archives NWMS NWRLS

## 004 continued

Lead Officer(s)	Estimated cost/resources	Possible Sources of Funding	Outcomes	Timetable
ADO SDO	£25,000	BL Innovation Fund/ Resource	To improve communication within and between organisations which are responsible for electronic records. Also to enhance the role of archivists and records managers with regard to the management, preservation and accessibility of electronic records throughout the North West.	Winter 2002-
ADO SDO	£500	Resource	To co-ordinate and organise the training and development of archive professionals and staff on a regional basis.	Winter 2001-
ADO SDO	£30,000	Resource	To improve the skills and knowledge of archive professionals and staff with the archive sectors and between the museum, libraries and archives domains. To improve the skills of those caring for archives at non-archival organisations or with little knowledge of professional issues and standards. To pass on specialist training (such as care of sound recordings).	Spring 2002-
ADO SDO	£30,000	Resource	To co-ordinate and organise the training and development of archive professionals and staff on a regional basis.	Autumn 2002-

## 5. North West Regional Archive Council Action Plan, 2001-2

	<b>Actions/project areas</b> <i>(*indicates funding already secured)</i>	<b>Objectives</b>	<b>Lead organisation</b>	<b>Partners</b>
	<b>STRATEGIC THEME 10: PUBLICITY, PROMOTION AND EVENTS</b>			
<b>34</b>	<i>North West Archives Marketing/Publicity Strategy:</i> Development of a strategy which will take a regional approach to marketing and publicising the North West's archives.	10.1 - 10.4	NWRAC	SoA NWMS NWRLS
<b>35</b>	<i>North West Regional Archives Festival:</i> A rolling programme of publicity events with various local presentations and events (+ online exhibitions) which will celebrate the work of North West archives and illustrate the range of materials extant in the region.	10.2	NWRAC	NW archives SoA NWMS NWRLS

**KEY:**

ADO - Archive Development Officer; CNWRS - Centre for North West Regional Studies; HLF - Heritage Lottery Fund; LUCAS - Liverpool University Centre for Archive Studies; NWMS - North West Museums Service; NWMS ADTE - NWMS Assistant Director of Training and Education; NWMS EO - NWMS Education Officer; NWRAC - North West Regional Archive Council; NWRCC - North West Regional Cultural Consortium; NWRDA - North West Regional Development Agency; NWRLS - North Western Regional Library System; Regional Heads - NWRAC Chairman, NWRLS Company Secretary, NWMS Director; SDO - Strategic Development Officer; SoA - Society of Archivists

## 004 continued

Lead Officer(s)	Estimated cost/resources	Possible Sources of Funding	Outcomes	Timetable
ADO SDO	£3,000	NWRDA NWRCC	Improved publicity, co-ordination of marketing efforts at regional level.	Spring 2002
ADO	£5,000	Local sponsors to be sought	Public celebration of archives; media coverage; increased knowledge and enthusiasm for potential of archival materials in North West; bringing together of regional archival 'jewels'.	Summer 2002 - Summer 2003



# Appendix 1

## SUMMARY OF COUNTY AND METROPOLITAN ARCHIVE RETURNS

	Population Served	Number of staff in post	Archival Holdings (m <sup>3</sup> )	Remaining space (m <sup>3</sup> )
<b>County/Metropolitan Archives</b>				
Cheshire and Chester Archives and Local Studies	984,000	25.3	802	27
Cumbria Archives Service	490,600	30.0	1,226	-80
Gtr Manchester County Record Office	2,573,221	9.4	750	20
Lancashire Record Office	1,438,281	20.5	1,493	183
Merseyside Record Office	1,415,440	2.0	113	0
<b>Local Authority Archives</b>				
Bolton Archives and Local Studies Service	266,500	4.0	288	0
Bury Archive service	182,500	1.1	51	-6
Knowsley Local Studies and Archives	-	--	-	-
Liverpool Record Office & Local History Library	465,000	18.5	812	12
Manchester Archives and Local Studies	427,700	6.0	328	50
Oldham Local Studies and Archives	220,200	1.0	228	63
Rochdale Local Studies Library	207,300	3.0	107	0
Salford City Archives	224,800	2	150	-
Sefton Library Service: Local Studies Service	-	-	-	-
St. Helens Local History and Archives Library	179,500	6.0		
Stockport Local History Library	291,100	1.0	520	20
Tameside Local Studies and Archives Service	216,000	1	148	0
Trafford Local Studies Centre	-	-	-	-
Wigan Archives Service	310,000	3.0	227	22
Wirral Archive Service	327,840	2.2	565	27

(Source: CIPFA Archive Service Statistics, 1999-2000 Estimates)

\* Open 45 hours a week, but closed for one week per month - so 'average' hours per week.

Storage conforming to BS5454 (%)	Hours open per week	Number of user spaces	Number of users (at 1999-00)	Revenue Expenditure (£)
70	39	29	7,776	326,390
68	46	127	18,001	723,405
75	39	26	8,216	268,370
100	33*	44	12,906	498,900
-	56	68	-	-
-	39	28	10,654	-
-	31	6	297	-
-	-	-	-	-
-	56	68	13,809	-
-	26	30	3,263	144,028
57	43	14	109	-
-	34	30	11,372	-
-	31	-	378	-
-	-	-	-	-
-	50	32	-	163,971
50	51	10	226	-
25	49	13	767	-
-	-	-	-	-
70	17	9	332	-
30	43	56	6,010	84,963
			<b>92,971</b>	

## Appendix 2

### SUMMARY OF PRO MAPPING OF NORTH WEST PUBLIC ARCHIVES (1999-2000)

	Band 1 - Very Poor		Band 2 - Poor	
	NW	National	NW	National
Accommodation	13%	10%	65%	65%
Public Access	13%	5%	9%	9%
Conservation	35%	21%	39%	39%
Finding Aids	35%	34%	35%	35%
ICT	22%	24%	48%	48%
Electronic Records	83%	68%	17%	17%
Staff Training	4%	5%	13%	13%
External Relations	4%	5%	17%	17%

### SCORES AT PHASE 2 OF MAPPING

Category of provision	Overall provision
Accommodation and Storage	Poor (2.93)
Public access and Services	Fair (3.28)
Preservation and Conservation	Poor (2.47)
Finding Aids and Reference Services	Poor (2.39)
Information Communications Technology	Poor (2.60)
Electronic Records	Very poor (1.58)
Staff Training and Development	Fair (3.37)
External Relations & Cross-sectoral working	Fair (3.44)

Band 3 - Fair			Band 4 - Good		
<i>National</i>	<i>NW</i>	<i>National</i>	<i>NW</i>	<i>National</i>	
46%	22%	32%	-	12%	
30%	69%	47%	9%	18%	
49%	22%	22%	4%	8%	
42%	30%	18%	-	6%	
38%	30%	23%	-	15%	
26%	-	6%	-	-	
18%	57%	43%	26%	34%	
22%	53%	45%	26%	28%	

in North West	Overall provision nationally
	Poor (2.93)
	Fair (3.19)
	Poor (2.58)
	Poor (2.27)
	Poor (2.60)
	Very poor (1.62)
	Fair (3.38)
	Fair (3.40)



## Appendix 3

### NORTH WEST REGIONAL ARCHIVE COUNCIL

Representative	Organisation
<p><b>Full members</b></p> <p>Jim Grisenthwaite            Alan Crosby            Vacant            Nigel Hardman            Frances Thomson            Brenda Smith            Maryann Gomes            Professor R.W. Hoyle            Bruce Jackson            Dr. Peter McNiven</p>	<p>Association of Chief Archivists in Local Government            British Association for Local History            British Records Association            Business Archive Council            Consortium of University Research Libraries            Federation of Family History Societies            Film Archive Forum            Royal Historical Society            Society of Archivists            Standing Conference of National and University Libraries</p>
<p><b>Co-opted members</b></p> <p>Kevin Mulley            Caroline Williams            David Stoker            Jonathan Pepler            Dr. C.B. Phillips</p>	<p>Greater Manchester Archivists Group            LUCAS (Liverpool University Centre for Archive Studies)            Merseyside Archives Liaison Group            North West County Archivists Group            Historian</p>
<p><b>National Observers</b></p> <p>Frances Harris            Janet Matthewman            Vacant            John Gurney            Vacant            Dawn Routledge            Justin Frost</p>	<p>British Library            Department of Culture, Media and Sport            Historical Association            Historical Manuscripts Commission            The Local Government Association            National Council on Archives            Public Record Office</p>
<p><b>Regional Observers</b></p> <p>Ian Taylor            Deborah Ryan</p>	<p>North West Museums Service            North Western Regional Library System</p>

## Appendix 4

### NORTH WEST ARCHIVES

Archive/Organisation	Location
Abbot Hall Art Gallery and Museum	Kendal
Accrington District Central Library	Accrington
Armitt Library	Ambleside
Bacup Library	Bacup
Barclays Bank PLC	Wythenshawe
Barnoldswick Library	Barnoldswick
Beatrix Potter Gallery	Hawkshead
Blackburn Central Library	Blackburn
Blackburn Museum and Art Gallery	Blackburn
Blackpool Central Library	Blackpool
Bolton Archives and Local Studies Service	Bolton
Bolton Museum	Bolton
Border Regiment Museum	Carlisle
British Commercial Museum Archive, Leyland	Leyland
British Deaf Association	Warrington
British Psychological Society Archives	Leicester
Burnley District Library	Burnley
Bury Archive Service	Bury
Bury Art Gallery and Museum	Bury
Carlisle Public Library	Carlisle
Cheshire and Chester Archives & Local Studies	Chester
Cheshire Military Museum	Chester
Chetham's Library	Manchester
Chorley Central Library	Chorley
Clayton-le-Moors Library	Clayton-le-Moors
Co-operative Union of Great Britain and Ireland	Manchester
Colne Library	Colne
Crompton Library	Crompton/Shaw
Croxteth Hall and Country Park	Liverpool
Cumbria Record Office, Barrow	Barrow-in-Furness
Cumbria Record Office, Carlisle	Carlisle
Cumbria Record Office, Kendal	Kendal
Cumbria Record Office, Whitehaven	Whitehaven
Darwen Public Library	Darwen
David Owen Waterways Archive	Ellesmere Port
Dock Museum	Barrow-in-Furness
Eccles Central Library	Eccles
Edge Hill College	Ormskirk
Fleetwood Museum	Fleetwood
Freshwater Biological Association Library	Ambleside
Gallery of English Costume	Rusholme
Girobank plc Paperstore	Bootle
Greater Manchester County Record Office	Manchester
Greater Manchester Museum of Transport	Cheetham Hill
Greater Manchester Police Museum	Manchester
Grosvenor Estate Archives	Chester
Harris Library	Preston
Harris Museum and Art Gallery	Preston
Haslingden Public Library	Haslingden
Heywood Library	Heywood
John Rylands University Library of Manchester	Manchester

## Appendix 4 continued

### NORTH WEST ARCHIVES

Archive/Organisation	Location
Kendal Public Library	Kendal
Keswick Museum and Art Gallery	Keswick
King's Liverpool Regiment	Liverpool
King's Own Regimental Museum	Lancaster
Knowsley Local Studies and Archives	Huyton
Labour History Archive and Study Centre	Manchester
Lady Lever Art Gallery	Port Sunlight
Lancashire Fusiliers Museum	Bury
Lancashire Record Office	Preston
Lancaster City Museums	Lancaster
Lancaster District Library	Lancaster
Lancaster University Library	Lancaster
Laurel and Hardy Museum	Ulverston
Liverpool Archdiocesan Archive	Skelmersdale
Liverpool Athenaeum	Liverpool
Liverpool John Moores University Learning and Information Services	Liverpool
Liverpool Medical Institution	Liverpool
Liverpool Record Office and Local History Library	Liverpool
Liverpool School of Tropical Medicine	Liverpool
Liverpool University Department of Geology	Liverpool
Liverpool University Department of Psychology	Liverpool
Liverpool University School of Education Library	Liverpool
Liverpool University Special Collections and Archives	Liverpool
Macclesfield Silk Museum	Macclesfield
Manchester Archives and Local Studies	Manchester
Manchester Cathedral Archives	Manchester
Manchester Jewish Museum	Manchester
Manchester Literary and Philosophical Society	Manchester
Manchester Metropolitan University Special Collections	All Saints
Manchester University Methodist Archives and Research Centre	Manchester
Manchester University Postgraduate Medical and Scientific Library	Withington
Merseyside Maritime Museum	Liverpool
Merseyside Record Office	Liverpool
Morecambe Library	Morecambe
Museum of Lancashire	Preston
Museum of Liverpool Life	Liverpool
Museum of the Border Regiment	Carlisle
Museum of the Lancashire Textile Industry	Helmshore
Museum of the Manchester Regiment	Ashton-under-Lyne
Museums of Science and Industry in Manchester	Castlefield
Myerscough College Library	Preston
National Archive for the History of Computing	Manchester
National Museums and Galleries on Merseyside	Liverpool
National Trust Historic Buildings	Ambleside
Nazarene Theological College	Didsbury
Nelson Library	Nelson
Newton-le-Willows Community Library	Newton-le-Willows
North West Film Archive	Manchester
North West Sound Archive	Clitheroe
Oldham Local Studies and Archives	Oldham
Pendle Heritage Centre	Barrowford

## Appendix 4 continued

### NORTH WEST ARCHIVES

Archive/Organisation	Location
Portico Library	Manchester
Prescot Museum of Clock and Watch Making	Prescot
Quarry Bank Mill	Styal
Queen's Lancashire Regiment	Preston
Rawtenstall District Library	Rossendale
Rochdale Local Studies Library	Rochdale
Rolls-Royce Motor Cars	Crewe
Rossendale Museum	Rawtenstall
Royal Northern College of Music Library	Manchester
Ruskin Library	Lancaster
Ruskin Museum	Coniston
Saddleworth Museum	Oldham
St. Helens Local History and Archives Library	St. Helens
Salford Art Gallery	Salford
Salford City Archives	Salford
Salford Local History Library	Salford
Salford Museum and Art Gallery	Salford
Salford RC Diocesan Archives	Salford
Sefton Library Service: Local Studies Service	Crosby/Southport
Shrewsbury Roman Catholic Diocesan Archives	Birkenhead
Stockport Local History Library	Stockport
Stonyhurst College	Clitheroe
Tameside Local Studies and Archives Service	Stalybridge
Towneley Hall Art Gallery and Museums	Burnley
Trafford Local Studies Centre	Sale
Transco plc	Partington
Tullie House Museum and Art Gallery	Carlisle
UMIST Library and Information Service	Manchester
Unilever PLC	Port Sunlight
University of Central Lancashire	Preston
University of Salford Academic Information Services	Salford
Uppermill Library	Saddleworth
Wallasey Public Library	Wallasey
Warburtons Ltd.	
Warrington Library	Warrington
The Waterways Trust, Archives and Records	Ellesmere Port
Weavers' Triangle Visitor Centre	Burnley
Whitworth Art Gallery	Manchester
Wigan Archives Service	Leigh
Wigan Pier Heritage Centre	Wigan
Williamson Art Gallery and Museum	Birkenhead
Wirral Archive Service	Birkenhead
Wordsworth Library	Ambleside
Working Class Movement Library	Salford

## Appendix 5

### EXTERNALLY FUNDED NORTH WEST ARCHIVE PROJECTS

Archive	Funding	Project(s)
Armitt Trust	HLF <sup>25</sup> - £513,000	<i>Armitt Library and Museum Centre, Cumbria:</i> Transfer of existing library to new purpose-designed building.
Bolton MBC	HLF - £81,500	<i>Bill Naughton Archive - acquisition:</i> Acquisition of Bill Naughton (novelist and playwright) archive.
Buildings Book Trust	HLF - £107,200	<i>Buildings of Manchester:</i> Research into built heritage of Manchester (updating of Pevsner) and mounting of web site.
Bury MBC	HLF - £39,245	<i>Local History Photograph Archive:</i> Conservation and digitisation of local history photographic collections.
Chetham's Library	HLF - £81,000	Gorton Chained Library.
Chetham's Library	HLF - £1.8m	<i>Chetham's Library, Long Millgate:</i> Repairs to building stock and bookcases, creation of new study centre and computer catalogue.
Chorley and District Arts Association	HLF - £5,100	<i>The Flicks:</i> creation of an archive on rural cinema in Chorley Borough.
Congleton Borough Council	HLF - £89,300	<i>Roman Middlewich, Cheshire:</i> creation of archaeological history of Middlewich.
Cumbria Archive Service	HLF - £34,900	<i>Cumbria Archive Service Public Access Network (CASPAN):</i> Towards the development and running of an on-line searchable web catalogue of Cumbria's historic archive. CASPAN is targeted at the most socially deprived wards in Cumbria, and made available at all four record offices and six libraries.
Cumbria Archive Service	Millennium Fund - £39,000	<i>Voices of Cumbria:</i> Millennium oral history project which saw the creation of a Millennium Oral History Archive and travelling exhibition to mark the new millennium in Cumbria.
Cumbria Archive Service	HLF - £8,700	<i>Henry Mayson Photographic Collection:</i> Conservation, sorting and cataloguing of Henry Mayson Photographic Collection.

<sup>25</sup> HLF = Heritage Lottery Fund



## Appendix 5 continued

### EXTERNALLY FUNDED NORTH WEST ARCHIVE PROJECTS

Archive	Funding	Project(s)
Greater Manchester County Record Office	HLF - £88,000	<i>Greater Manchester Past Finder</i> : Increased access to important regional archives detailing the growth of the world's first industrial conurbation.
Lancashire County Library - Harris Library	HLF - £26,800	<i>Harris Library Special Collections</i> : Cataloguing and conservation of rare book collections.
Lancashire Record Office	HLF - £23,500	<i>Abbott &amp; Co. Records</i> : Acquisition of Abbott & Co. (stained glass design and manufacturers) archive
Lancashire Record Office	HLF - £44,800	<i>Conservation of Quarter Sessions Records</i> : Improvement of storage conditions of the Lancashire Quarter Session Records.
Liverpool City Council	HLF - £43,700	<i>POOL - Photographs of Old Liverpool</i> : production of computerised catalogue of 20,000 images (also to digitise 2,000 of these and produce a CD-ROM for schools) drawn from Liverpool City Engineers' and Surveyors' Department, 1897 - 1960.
Liverpool Medical Institution	HLF - £46,000	<i>Liverpool Medical Institution Book Conservation Project</i> : Improving condition, security and development of interpretative materials.
Manchester Archives and Local Studies	HLF - £75,000	<i>Manchester Central Library Local Studies Unit - Digitisation</i> : Digitisation of c.145,000 images in the image archive.
Mersey Film and Video	HLF - £30,000	<i>Mersey Films - Present from the Past to the Future</i> : organisation of a touring exhibition of day to day life in Merseyside over the past 100 years.
National Library for the Blind	HLF - £12,300	<i>Unseen History</i> : conversion of 100 titles covering a wide range of short popular histories of people in the UK to formats accessible with visual disabilities.
North West Film Archive	HLF - £262,600	<i>North West Film Archive</i> : Purchase of a/v and computer equipment for access services.
Oldham Local Studies and Archives	BL Grants <sup>26</sup> - £5,000 The Pilgrim Trust - £2,000 ORTEA <sup>27</sup> - £500	<i>Highams' Group Archives</i> : Cataloguing of collection.

<sup>26</sup> From BL Grants for Cataloguing and Preservation

<sup>27</sup> Oldham and Rochdale Textile Employers' Association

## Appendix 5 continued

### EXTERNALLY FUNDED NORTH WEST ARCHIVE PROJECTS

Archive	Funding	Project(s)
Oldham Local Studies and Archives	BL Grants - £5,000 The Pilgrim Trust - £3,000 Oldham MBC - £900	<i>Butterworth Collection</i> : Project to catalogue, conserve and microfilm records of historians James and Edwin Butterworth (19 <sup>th</sup> Century)
Oldham Local Studies and Archives	HLF - £70,985 NMCT <sup>28</sup> - £10,000 Oldham MBC <sup>29</sup> - £7,766	<i>Stott Architectural Archive, Oldham</i> : Conservation and cataloguing of Joseph and George Stott partnership <i>Stott Architectural Archive, Oldham</i> : Conservation and architectural drawings.
Oldham Local Studies and Archives	NMCT - £10,000 Descendants of Mellodew family - £1,000 Oldham MBC <sup>30</sup> - £10,000	<i>Mellodew Pattern Books</i> : Project to conserve 5 pattern and receipt books created by spinning and weaving firm of Mellodew at Moorside.
Rochdale MBC	HLF - £29,700	<i>Telling Tales, Rochdale</i> : Gathering of oral history from Rochdale residents.
St. Helens MBC	HLF - £16,100	<i>St. Helens Local History and Archives Library</i> : Mobile Shelving
University of Lancaster	HLF - £2.3m	<i>Ruskin Library, University of Lancaster</i> : Design and construction of library.
University of Liverpool	HLF - £85,500	<i>John Wyndham Estate Collection</i> : Acquisition, conservation and cataloguing of the John Wyndham archive.
The Waterways Trust	HLF - £41,636 EU TERRA - £30,000	<i>British Waterways Trust Virtual Archive Catalogue Project</i> : Development stage funding for a virtual online catalogue to physically dispersed waterways archives.
Wordsworth Trust	HLF - £89,500	<i>Ecclesiastical Sketches, Wordsworth Manuscript</i> : Acquisition of Wordsworth's "Ecclesiastical Sketches".
Working Class Movement Library, Salford	HLF - £198,000	<i>Working Class Movement Library, Salford</i> : Cataloguing of collections, installation of stairlift and other improvements to building.

<sup>28</sup> NMCT = National Manuscripts Conservation Trust

<sup>29</sup> Drawn from Oldham MBC's Lottery Leverage Budget

<sup>30</sup> Drawn from Oldham MBC's Conservation Budget

\* HLF = Heritage Lottery Fund

\*\* NMCT = National Manuscripts Conservation Trust

\*\*\* Drawn from Oldham MBC's Lottery Leverage Fund

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## Glossary

<b>ACALG</b>	Association of Chief Archivists in Local Government
<b>BAC</b>	Business Archive Council
<b>BALH</b>	British Association for Local History
<b>BL</b>	British Library
<b>CURL</b>	Consortium of University Libraries
<b>DCMS</b>	Department for Culture Media and Sport
<b>FFHS</b>	Federation of Family History Societies
<b>GMAG</b>	Greater Manchester Archivists Group
<b>GMCRO</b>	Greater Manchester County Record Office
<b>HMC</b>	Historical Manuscripts Commission
<b>LGA</b>	Local Government Association
<b>LRO</b>	Lancashire Record Office
<b>MALG</b>	Merseyside Archives Liaison Group
<b>NCA</b>	National Council on Archives
<b>NGfL</b>	National Grid for Learning
<b>NRA</b>	National Register of Archives
<b>NWMS</b>	North West Museums Service
<b>NWRAC</b>	North West Regional Archive Council
<b>NWRDA</b>	North West Regional Development Agency
<b>NWRCC</b>	North West Regional Cultural Consortium
<b>NWRLS</b>	North Western Regional Library System
<b>PRO</b>	Public Record Office
<b>PSQG</b>	Public Record Office Public Services Quality Group
<b>RHS</b>	Royal Historical Society
<b>SCONUL</b>	Standing Conference on National and University Libraries
<b>SoA</b>	Society of Archivists

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