

JOINT ARCHIVES COMMITTEE REPORT

MANAGEMENT REPORT FOR 2006 - 08

20 September 2006

TIM WHITE - DIRECTOR, REGENERATION

PURPOSE OF THE REPORT

- 1 To:
 - a) provide an update the on required improvements of Teesside Archives, and
 - b) seek guidance on the progression of these improvements

BACKGROUND

- 2 Teesside Archives is the responsibility of the four former Cleveland councils. It is formally appointed by The National Archives (TNA) to hold deposited classes of public records under Section (I) of the public Records Act 1958. These include classes of public records of local courts, hospitals and Health Authorities and Coroners. Appointment is dependent on inspections by the Inspections Service at TNA and can be withdrawn.
- 3 The last inspection for Teesside Archives was conducted in 2001/02, and identified three key issues, which were subsequently addressed in the action plan: staffing, storage, and management. In TNA terms Management covers areas including IT systems, performance, education and access. Previous committee decisions have addressed issues relating to staff and management through performance. Education has been addressed in terms of staff capacity but no dedicated space exists for this purpose. Whilst desirable this is not essential for the retention of the Appointment. This paper identifies solutions and budget implications for addressing the outstanding actions covering storage capacity and management.
- 4 Costs for each action are provided in the relevant paragraphs below, an overview for each authority is provided in paragraph 10.

Storage

- 5 There are two options under consideration for increased storage capacity. The figures below relate to these options and would both allow for 10 – 15 years life span depending on documents received. For example, if ICI or Corus were to increase deposits a maximum of 10 years expansion would be provided.

Option 1

- 6 Capacity is increased within the existing building by extending the space occupied by the service. This would require building work to ensure the required British Standard for storage is met, and additional shelving. This option would allow a re-allocation of space within the building with the added benefit in the creation of an education area. The additional cost for this would be that of transporting archive material between floors (estimated at £2,000). The figures below are one-off costs.

Building works	£ 29,700
Shelving	£ 39,597
Removal costs	£ 5,000 (includes £2,000 as above)
Total	£74,297

There will be an increase in revenue for maintenance/utilities due to the increased space occupied. These are estimated to be £4,000 per annum.

Option 2

- 7 Capacity increased by the use of off-site storage. In this case a number of issues would need to be taken into account including compliance with Health and Safety requirements for staff accessing records and meeting BS 5454 requirements in relation to environmental control and security. There would be revenue budget implications connected to this option in terms of rental, staff time and transport costs in retrieving documents. There would also be a potential reduction in service from that currently provided in relation to public access to records. The estimated costs are as follows:

Capital	
Building works	£ 30,000
Shelving	£ 40,000
Total	£ 70,000

Revenue	
Rent	£30,000
Travel/transport	£ 1,500
Total	£31,500

Management

- 8 The issues raised under management include environmental controls, strategies and procedures. These include the purchase of an archives records management system. The current catalogue is held on card and in bound volume. As such it is difficult to use and remote access is impossible. The implementation of the CALM software as a tool for collections management and management data is currently being investigated. This system runs in tandem with that used by Middlesbrough Libraries and could therefore produce cost savings both at start up and maintenance. It would allow access to the collection via a web browser for all authorities as well as users.
- 9 These costs relate to the installation and maintenance of CALM software, including training, licenses and equipment. They are based on a maximum use scenario for the four authorities and all new equipment.

Capital (one-off)	
Licenses and software	£12,569
Network points/line	£ 7,380
Installation	£ 3,300
Equipment	£12,250
TOTAL	£35,589

Revenue	
Maintenance	£3,142 (includes web access)
IT support/line	£1,091
TOTAL	£4,233

Financial implications

- 10 The overall financial position is summarised below.

CALM	Capital	Revenue	
Hartlepool	£ 6,050	£ 720	17%
Middlesbrough	£ 9,253	£ 1,101	26%
Redcar & Cleveland	£ 8,541	£ 1,016	24%
Stockton on Tees	£ 11,744	£ 1,397	33%
TOTAL	£ 35,589	£ 4,233	

AND EITHER

Option 1 - Storage	Capital	Revenue	
Hartlepool	£ 12,630	£ 680	17%
Middlesbrough	£ 19,317	£ 1,040	26%
Redcar & Cleveland	£ 17,831	£ 960	24%
Stockton on Tees	£ 24,518	£ 1,320	33%
TOTAL	£ 74,297	£ 4,000	

OR

Option 2 - Storage

	Capital	Revenue	
Hartlepool	£ 11,900	£ 5,100	17%
Middlesbrough	£ 18,200	£ 7,800	26%
Redcar & Cleveland	£ 16,800	£ 7,200	24%
Stockton on Tees	£ 23,100	£ 9,900	33%
TOTAL	£ 70,000	£ 30,000	

11 As can be seen there is little difference in the capital costs of the two options for increased storage capacity. However option1 has lower revenue costs. Therefore, it is recommended that this option be approved.

Risk Assessment

12 There is a danger that Teesside Archives Service will lose its appointment if the service were unable to store future records. This would be acutely embarrassing for the four Councils. It would also constitute a significant loss of service for the Councils themselves who rely on the Archive for storage of various records to which they need access from time to time. It would also result in the loss of these records and associated heritage for future generations. The practical consequence of loss of the appointment is that records would have to be moved to an alternative accredited archive with the attendant inconvenience and additional costs which that would entail for the Council and other agencies. There would also be a loss of service to members of the public who increasingly use the Archive to research family history.

Recommendations

13 The Joint Services Archives Committee approve:

- a) increased capacity within Exchange House,
- b) the purchase of CALM, and
- c) the financial implications be taken through the budget setting process within each authority for 2007/08.

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