

TEESSIDE ARCHIVES ACTION PLAN 2008-2010

Introduction

Teesside Archives holds the appointment as a public record office for the four authorities Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton-on-Tees. This appointment is dependent on meeting the advised standards of The National Archive (TNA) and subject to continued approval through regular inspections. The Action Plan is informed by the TNA self-assessment conducted in 2006, and is intended as a short to medium term document. It will be updated annually with regular reports submitted to the joint Archives Committee.

Teesside Archives is managed by Middlesbrough Council, on behalf of the four authorities previously mentioned. The Strategic Officer Group co-ordinates the development of the service attended by a nominated senior officer from each authority.

The joint Archives Committee endorsed the Action plan on 7th February 2008

Sections

- Governance and Management Page 3
- Customer Responsiveness Page 4 - 5
- Searchroom Services Page 5
- Documentation of Collections Page 6 - 7
- Preservation and Conservation Page 7 - 8
- Buildings, Storage and Environment Page 8 - 9
- Learning and Access Projects Page 9 - 11

Key to References

TNA SA The National Archives Self Assessment Report 2006
Audit report Internal Audit report on Teesside Archives 2007
BMCC Benchmarks in Collections Care

Governance and Management

<u>Action</u>	Targets and Outcomes	Ref	Date to be achieved	Who is responsible	Resource implications	Progress
Written policies to be formulated for: use of Volunteers, Education, Audience development, Digitisation and digital preservation, Security and Training	6 policies to be formulated during year involving friends of TA where appropriate	TNA SA 14	End 2008	Archivist Friends of TA	Staff time	Volunteer Policy Formulated
To carry out an annual review including income of existing budgets to meet changing needs	Annual review Changing demands of service to be accommodated	TNA SA 6	2008 2009 2010	Archivist	Staff time Identify budget implications	
To put staff training on a more systematic basis	Effective use of appraisal system. Establishment of a Workforce Development Programme	TNA SA 11	2008-2010	Archivist	Staff time Identify budget implications	Appraisal Begun
Audit of existing equipment to identify gaps, fitness for purpose and remaining life	Priority for replacements/additions identified to ensure continuity of provision		2009	Archivist	Identify budget implications	

Customer Responsiveness

Action	Targets and Outcomes	Ref	Date to be achieved	Who is responsible	Resource implications	Progress
To attend local and family history fairs	Annual Family History Fair in September each year and others as appropriate		2008 – 2010	Archivist Learning and access officer	From Revenue	Attended Normanby Local History Fair and National Family History Fair
To investigate ways of carrying out wider customer consultation in the community	Carry out consultation Wider awareness of the service		2009 - 2010	Archivist Friends of TA	From Revenue	Customer questionnaire produced in order to measure Generic Learning Outcomes as recommended by MLA
Implement changes that can reasonably be made to implement DDA compliance	To implement proposals contained in DDA Audit report 26/08/04 and Access Plan 2007	DDA Audit report	2008 -2010	Mouchel	Cost estimated 1t £6,730 in DDA report 2004	
To replace or refurbish platform lift	To improve access for people with disabilities	DDA Audit	2008	Mouchel	Funding now in place	Completed

		report				
To update and improve TA section of Middlesbrough website on a continuing basis.	e.g: E commerce, news page Improve information for potential users		2008-2010	Archivist	From revenue	Ongoing
To arrange regular Archives Awareness Day School/Events	1 Day School each Autumn Improved customer awareness.		2008 2009 2010	Archivist	From revenue	Day School for 2008 held in November
Identity badges for front line staff and managers	Improved customer experience	TNA SA 46	2008	Archivist	From revenue	
Explore ways of putting remainder of catalogues online	100% of catalogues online, Improved customer experience		2008-2010	Archivist	Grant funding to be identified	

Searchroom Services

Action	Targets and Outcomes	Ref	Date to be achieved	Who is responsible	Resource implications	Progress
To set target for production of documents	To set target and do sample recording	TNA SA 63	2008	Archivist	None	Target Set
To set targets for provision of photocopies ordered by post	To set target by and do sample recording	TNA SA 66	2008	Archivist	None	Target Set
To set target at response time for answering written enquiries	To set target and do sample recording	TNA SA 67	2008	Archivist	None	Target Set

To investigate CCTV as a security measure	CCTV in entrance and search room when finance allows Appropriate security in both areas	TNA 74	2009	Mouchel	Identify budget implications	Budget implications identified. Funding required
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Documentation of Collections

Action	Targets and Outcomes	Ref	Date to be achieved	Who is responsible	Resource implications	Progress
To apply for Designation of British Steel Collection	Recognition of collection as of national importance		Application to be submitted spring 2008	Archivist in partnership with University of Teesside	Staff time	Application rejected as collection not catalogued
Partnership with the University of Teesside to catalogue, conserve and improve access to and knowledge of iron and steel collection	Collection to be catalogued, conserved and known among community.	TNA SA 28	Lottery bid approved December 2007. Project to last 3 years from April 2008	Archivist in partnership with university of Teesside staff	Grant from HLF heritage lottery and other funds, bid for by University of Teesside	Project now started
To develop links with the records managers of the four boroughs	To put transfer of modern records to Teesside Archives on a		2008-2010	Archivist	Staff time	Ongoing

	more systematic basis					
Installation and Development of CALM management system	Improved management for various archive procedures	Audit report	Installation March 2008	Archivist	Funding approved by joint archive committee	Installation now complete
To produce strategy for reducing and prioritising cataloguing and backlogs, and to make bids for funding where appropriate	Prioritising cataloguing backlogs. To produce a strategy for reducing backlogs.	TNA SA Audit report	2008	Archivist	Bids to funding bodies as appropriate	
To manage the Tees Valley Archivist hub post in conjunction with Tees Valley Museums	Increased knowledge and awareness of archives collections in Tees Valley Museums		End June 2008	Archivist	Funding from NE Museums Hub already in place	Project now complete

Preservation and Conservation

Action	Targets and Outcomes	Ref	Date to be achieved	Who is responsible	Resource implications	Progress
A collection care strategy to be formulated in order to identify areas that need attention	Prioritise the needs of the collections to inform an action plan	BMCC	April 2008	Conservator	Staff time	Begun
A formal conservation programme to be formulated	Improved forward planning through identification or priorities	Audit report BMCC	April 2008	Conservator	Staff time	Begun
Disaster Control Plan to	Improved effectiveness	BMCC	April 2008	Conservator	Staff Time	2008 update

be updated annually	response		And annually after that			completed
To devise a strategy for preservation of digital records	Assessment of storage needs of digital material, arrangements for permanent preservation of electronic records, approaching depositors with intentions.	TNA SA 106-109	2010	Archivist	Identify budget implications	
Investigate the options for resumption of microfilming of important and heavily used documents	To preserve heavily used documents from wear and tear	BMCC	April 2009	Archivist	Identify budget implications	

Buildings, Storage and Environment

Action	Targets and Outcomes	Ref	Date to be achieved	Who is responsible	Resource implications	Progress
Expansion of storage areas to top the floor of other half of exchange house following refurbishment of the rooms.	Refurbishment and shelving to be carried out by march 2008	TNA SA 94	End March 2008	Archivist	Funding agreed by joint Archives Committee	Completed
Adaptation of room 206 as education room	Following expansion (above) move archives	TNA SA	2008	Archivist	Funding agreed by joint Archives	Completed

	to new storage areas, dismantle shelving	62			Committee	
To take measures to improve environment control (temperature and humidity) and for more effective monitoring	Investigation into how better environmental control could be achieved	TNA SA 84-89	End March 2010	Archivist Mouchel	Identify budget implications	Ongoing. Some remedial work to drain pipes & windows carried out
To investigate means of limiting exposure to water hazard	To investigate feasibility of installing water sensors or alarms, and emergency draining for flooding or fire extinguishing	TNA 82	End March 2010	Archivist Mouchel	Identify budget implications	Water sensor purchased & installed in one basement strongroom

Learning and Access Projects

Action	Targets and Outcomes	Ref	Date to be achieved	Who is responsible	Resource implications	Progress
Adaptation of room 206 as education room	This will increase the ability to accommodate whole classes and large community groups therefore increasing awareness of learning opportunities	TNA SA 62	2008	Archivist Learning and Access Officer	Funding agreed by joint Archives Committee	Completed. This has increased the number of visitors the Learning & Access Officers have introduced to Teesside

						Archives
“Parks Places For All”	Creation of a history trail of Albert Park including an online resource		Ongoing. To be rolled out to all four boroughs	Learning and Access Officer Ayresome Primary School	Grant funded- Grant in place	A total of 900 history trails issued to local primary schools & community groups
Attend Cleveland Show On annual basis	Increase awareness and thus use		July 2008-2010	Learning and Access Officer		Ongoing
To participate in Heritage open days on annual basis	Increase awareness and thus use		Annual events	Learning and Access Officer	None	Ongoing
To apply for grant funding	Projects to increase use by; Non users of all ages Young people of all ages Ethnic minorities	TNA SA 72	2008-2010 2008-2010	Learning and Access Officer	Grant funded	Grants secured for Primary Sources, Learning Links & strategic commissioning.
China 2008 “Look East”			2008	Learning and Access Officer	Grant funded	Funding not secured
Learning Links Teacher Placement	Increased access to material held at Teesside Archives. Increased awareness of learning opportunities available for school at		Annual placements subject to funding estimated time for	Learning and Access Officers	Grant funded	Successful placement 2008/2009 completed. MLA has closed its

	Teesside Archives. Strengthen creative relationships between Teesside Archives and schools. Provide teachers, access to prepared, researched and interpreted archival material for use in the classroom		current placements Sept 07- Feb 08			regional office so the future of this project is unknown at present.
Primary Sources (MLA)	To create a literacy and numeracy resource to go on a website	Spring 2008	School placements awaiting assignment	Learning and Access Officer	Funding bid	Project completed. Website launched www.primarysources.org.uk