Teesside Archives

Forward Plan 2018-2022

Version 1.0

21st February 2018

Mission Statement

Teesside Archives service, funded by Middlesbrough, Stockton, Redcar and Cleveland, and Hartlepool Borough Councils, exists to create, maintain and preserve the collective memory of Teesside.

Our mission is to make our collections of unique records of historical and evidential value accessible to current and future generations locally, nationally and world-wide to inspire an interest in the history, industry and communities of Teesside and promote a sense of local pride and identity.

Teesside Archives will collaborate efficiently and effectively with our four funding authorities, and help to support other organisations, volunteers and communities for the long term benefit of our collections and users.

Background

Teesside Archives has undergone a period of rapid change over the last decade with the introduction of computers, cataloguing software and an almost total change in personnel. There have been two service reviews with a decision to cut the opening hours whilst making some access provision to surrogates with library services. The service had been attempting to provide very long opening hours and did not have the capacity to deal with the wider issues facing the sector. The change in hours has enabled us to computerise our catalogues and to better understand our holdings so that we can provide a more strategic approach going forward.

The changing political landscape and better advocacy for the service provides an opportunity for it to play a significant role in the application by the Tees Valley to become Capital of Culture in 2025. The service now has the support of senior managers to pursue the ambition to provide new accommodation to house the archives and funding is currently being sought. The Forward Plan attempts to set some achievable goals regardless of whether funding is secured, but some aspects may change if we are successful.

Organisational Health

The Joint Archives Committee provides oversight of the service and there is a Service Level Agreement in place which does provide some stability. The Committee recognised that the service would be unable to sustain further cuts to its funding but does not expect to provide any increase. Therefore the development of a fundraising strategy will be a key objective going forward. The need to manage born digital records presents a challenge to the service and a business case will be prepared to try and secure funding to cover set up costs. The parent body invests in workforce development and the service is supported by a skilled group of volunteers. For the management and development of volunteers, please see the Volunteer Policy.

The main areas for development are listed in the table below. The archivists and conservator often work in tandem on the collections assisted by volunteers so collections care and collections development are together for the purpose of this plan. The other priority areas covered for development are audience and community engagement.

Collections Development including Collections Care			
Strategic Aim	**Action**	**Resources**	**Evaluation**
Reduce cataloguing backlog	Catalogue the collections of: ICI Building Plans Haverton Hill Shipyard Langbaurgh and Redcar & Cleveland Local Authority Skinningrove Iron & Steel Works Teesside Industrial Memories Tees & Hartlepool Port Authority (unlisted)	Staff time: Archives Manager Archivist Conservator Volunteers Financial restraints: purchase of packaging and preservation materials	Catalogues completed and collections accessible Collections cleaned and packaged Monitor levels of access by users
Publication of catalogues online	Prepare catalogues for publication and work with TNA on development of Discovery	Staff time: Archives Manager Archivist Limitations: Development of Discovery by TNA	Majority of catalogues on CALM ready to upload to Discovery
Digitisation	Digitise: Steel News Billingham Post & Wilton News Parish Registers Photographs and Negatives Buildings Plans	Staff time: Archivist Conservator Volunteers Financial restraints: conservation materials, equipment & external digitisation	Improved access through digital copies – reducing the need for vulnerable documents to be produced

Digital Preservation	Prepare a business case for the Joint Archives Committee	Staff time: Archivist	Awaiting a decision on funding from Joint Archives Committee
Depositor Relations	Improve depositor paperwork and contact details – possible depositor events	Staff time: Archives Manager Archivist	Reviewed paperwork in place
Collections Development Policy	Use the TNA tool to develop a policy	Staff time: Archives Manager Archivist	Policy in place
Public Records	Coroners Records to be listed and packaged	Staff time: Archives Manager Archivist Conservator Archive Assistants Financial restraints: purchase of packaging and preservation materials	Improved packaging and listing of collections
Adoption Records	Repackage and list	Staff time: Archives Manager Archivist Conservator Archive Assistants Financial restraints: purchase of packaging and preservation materials	Improved packaging and listing of collections
Conservation Records	Investigate use of CALM for producing conservation reports	Staff time: Archives Manager Archivist Conservator	Decide if CALM should be used for conservation reports

Improve packaging of unprotected records	Survey rolled plans and framed items	Staff time: Conservator	Higher percentage of records packaged
Maintain a secure environment	Regular monitoring of the building and improve method of recording and analysis	Staff time: Conservator	Ensuring minimal deterioration of the collections
Maintain Disaster Control Plan	Review annually or when necessary and carry out training	Staff time: Conservator	Ability to react to an incident

Audience Development			
Strategic Aim	**Action**	**Resources**	**Evaluation**
Create an Audience Development Plan	Use The National Archives documents: Developing Access and Participation & Understanding Your Community	Staff time: Archives Manager Archivist Community Engagement Officer	Completed plan
Development of social media	Set up a regular blog & prepare posts in advance	Staff time: Archivist All staff	Increased engagement through social media
	Develop Facebook and Twitter	Staff time: Archivist	
Plan and deliver a range of events and activities	Participate in regular local events	Staff time: All staff	Monitor number attending and feedback
Continue to develop our educational offer	Host group sessions	Staff time: All staff	Monitor number attending/use and feedback
	Loan education packs to schools and partner organisation	Staff time: Community Engagement Officer	
Improving stakeholder relations	Research the benefits of setting up a User Group	Staff time: Archives Manager	Take a decision on setting up a User Group