

Ruth Hobbins
Archives Manager
Teesside Archives
Exchange House
Exchange Square
Middlesbrough
TS1 1DB

10 July 2019

Dear Miss Hobbins,

Your Archive Service Accreditation Application 2018

I am writing to give you the outcome of your application to become an Accredited Archive Service. Your application was reviewed against the UK Archive Service Accreditation Standard, giving the Accreditation Panel a full overview of the organisational health, collections management and work you undertake with a range of stakeholders. We hope that you have found working towards an Accreditation application beneficial, and a significant opportunity to re-evaluate your service model and your offer to collections and stakeholders. We congratulate all those who have been able to undertake this.

Outcome of Application

I am very pleased to tell you that **Teesside Archives has been awarded Accredited Status**. Your accreditation number is 2018-32.

This status is provisional, and its retention depends on you being able to satisfy some requirements by 5 July 2020.

The Accreditation Panel which made the award:

"...recognised and congratulated Teesside Archives on a range of high-quality delivery across its remit. While there remain some significant legacy issues around cataloguing, the service has a clear and effective approach to its activities and to its core community. The service articulates its offer well and it was good to see the effort made to engage its multiple parent authorities in understanding the service's potential to deliver to meet a range of social needs.

However, the Panel also noted the ongoing and significant challenge posed by the premises occupied by the archives. While risks are managed well, the resource drain of maintaining a fundamentally unsuitable building reduces the service's capacity to deliver in other areas. The award is provisional in recognition of this issue."

The Panel would therefore like to see progress against actions 1 and 2 during the term of the provisional award. They recognise that it is highly unlikely that the service will move during that period, but they hope to see a realistic plan developing which will enable the service to move to a full award. Evidence of this progress can take the form of documentation developed for internal purposes or a short update report to Panel, as appropriate to your circumstances. This can be submitted to The National Archives via accreditation@nationalarchives.gov.uk, and will be checked and submitted to the next available awards panel meeting to decide on any move from a provisional award.

Understanding the Award and Outcome

To help you to understand how the decision was made, and to plan future developments to your service, you will find attached the full assessment report, which breaks down the assessment against each requirement of the Standard. This leads to specific feedback and some areas for future development. In some cases, you will see the assessment has identified Required Actions. Some are those identified above as necessary to progress to full Accredited status. Where this is not the case, the actions are required on a longer timescale, before reaccreditation will be possible in future, although we would encourage services to plan to meet their required actions within a reasonable time. Most actions are developmental, identifying areas where your service will develop in future.

Archive Service Accreditation is supported by a partnership of the Archives and Records Association (UK), Archives and Records Council Wales, National Records of Scotland, Public Record Office of Northern Ireland, Scottish Council on Archives, The National Archives; and the Welsh Government through its Museums, Archives and Libraries Wales division. Staff at The National Archives, which is the assessor body for England, will be happy to discuss with you how to take forward service developments.

Publicising Your Accreditation

We hope you will take the opportunity to celebrate your success in achieving this national standard. As an Accredited Archive Service, you are entitled to have a formal presentation of your award certificate. If you would like us to arrange for a representative of the Archive Service Accreditation partnership to visit your service to make the presentation, please let us know.

Alternatively, we will be happy to post the certificate to you. While you retain Accredited status, you are also entitled to display the Accredited Archive Service logo, and branding information will be sent to you on how this should be done, together with other ideas for publicising your success.

Retaining Accredited Archive Service status

Full Accredited Archive Service status is granted for up to six years, although it will be reviewed in the event of significant change to core elements such as staffing, premises and opening hours, of which the Accreditation team should be informed.

In addition to the specific areas identified for your provisional approval, we will contact you no earlier than three years from the date of this letter to ask for a short update on your service's development since the award of accredited status. This will focus on delivery of plans and any changes to the service's governance and resourcing, as well as checking on progress towards meeting the remaining actions set in this report. After a further period of not less than two years, you will be invited to begin a full application for retaining your accredited status. At this point you will need to demonstrate that all required actions have been met, unless they are no longer relevant.

Many congratulations on achieving this national standard, and in delivering a service which works so effectively. We look forward to hearing from you when you are able to address the areas outlined above and achieve full Accredited Archive Service Status.

Yours sincerely



Melinda Haunton
Programme Manager (Archive Service Accreditation)
The National Archives

