

## Gloucestershire Archives Service Work Plan 2020-21

Our service supports Gloucestershire County Council's strategy set out in Gloucestershire Looking to the Future, with its vision to improve the quality of life for every community... and make sure the county is a place where people want to live, work and visit. Being an inclusive county and a resilient county are two priorities the Archives service contributes to. We will make sure that our services are delivered in a way that is sustainable so that we can protect them for future generations. They require some specialist professional skills and support that the Council can bring. However, we also recognise the invaluable support that volunteers, charities and community groups bring as well as being responsive in tailoring services to local circumstances.

We receive additional funding from South Gloucestershire Council under a service level agreement to provide an archive service for its area (part of the historic county of Gloucestershire). The Diocese of Gloucester also provides funding to help preserve its archives.

We are recognised by The National Archives as an Accredited Archives Service and the approved 'place of deposit' for Public Records relating to Gloucestershire and South Gloucestershire.

The following is a summary of our tasks for the current year – more detail is available on request.

### Our key tasks for 2020/21 are:

- **Responding to covid-19:** a) proactively document the county's response (corporate and community); b) provide emergency scan and send service for county and city councils (and succession plan); c) oversee delivery of service whilst staff working from home; d) with Heritage Hub community develop on-line resources in response to lockdown; e) plan response for re-opening archives public service safely.

- **Complete six year 'For the Record' transformation project** by 31 Mar 2021 including building snagging, community garden, Dowty cataloguing, delivering remaining learning and outreach activities and evaluating transformation.
- **Re-tender and implement archives management system**; upgrade in-house e-preservation tools; identify appropriate long-term storage
- **Develop 10 year forward plan** and achieve archives service re-accreditation
- **Reduce cataloguing backlog** by 1500 boxes. Add 50,000 additional catalogue entries.

**In addition, we are delivering/supporting other funded partnership projects:**

- Historic England's *Gloucester Looking Up* project with partners across Gloucester including the History Festival and Gloucester Heritage Forum
- *'Belonging'* project with Kingsholm Primary School
- With partners and volunteers deliver community projects to support Public Sector Equality Duty and address issues such as mental health, older people, Asset Based Community Development (ABCD) in Kingsholm.
- Lead Archives South West collaborative newspaper digitisation project
- Contribute to *History Begins at Home*
- Deliver the mental health project known as *Change Minds*, part of a national pilot, in collaboration with Bristol Archives, Norfolk Record Office, the Restoration Trust and local mental health providers.
- Participate in the launch of the National Archives' Wellbeing Toolkit, based on the 5 Ways to Wellbeing, examining the impact of volunteering and using archives services.

**Our essential core activities include:**

**Keeping our collections safe and secure**

- monitoring and maintaining environmental conditions in strongrooms
- risk assessing and reviewing our emergency plan
- assessing condition of specific collections

- carrying out prioritised preventive measures (e.g. protective packaging) and conservation treatments
- facilitating access to fragile documents

### **Managing our collections**

- appraising and selecting council and community records for preservation
- accessioning new deposits and donations, and purchasing local studies publications
- ingesting digital archives
- sorting and cataloguing, and importing data created by volunteers to enhance our online catalogue
- liaising with owners' requests to temporarily withdraw items

### **Providing access and learning**

- providing inclusive public access to archives and local history collections at Alvin Street
- improving on-line information and access through our own and partner websites (including Ancestry and Know Your Place)
- delivering learning programmes/events on-site, off-site and on-line
- providing an enquiries service for on-site and remote users
- running a volunteering programme and supporting Archives volunteers
- providing advice to people and communities who wish to set up heritage projects, and helping them to access grant funding