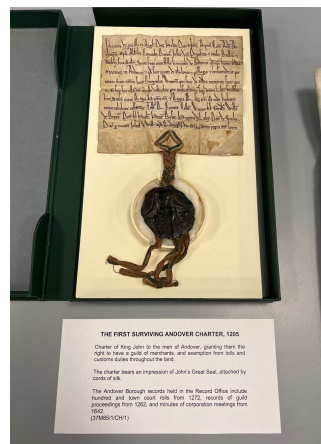
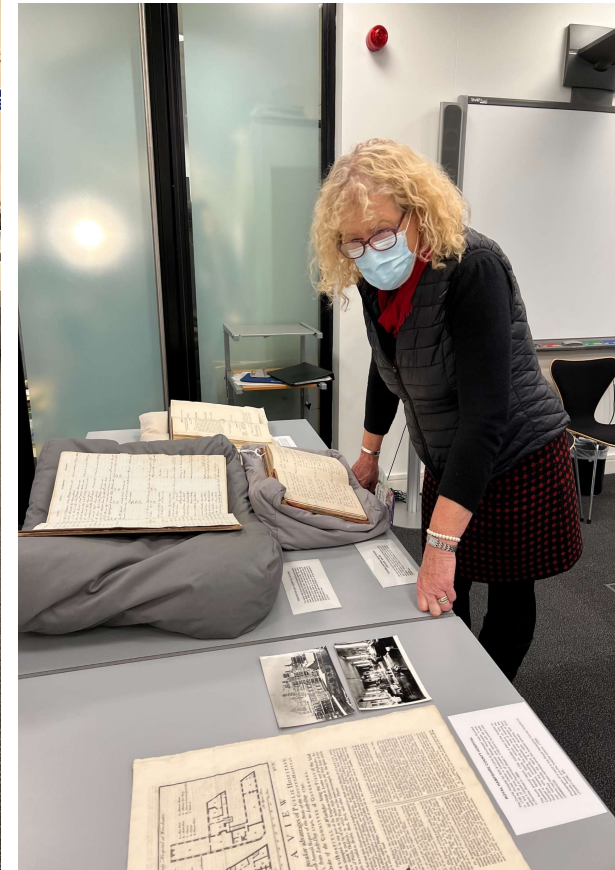
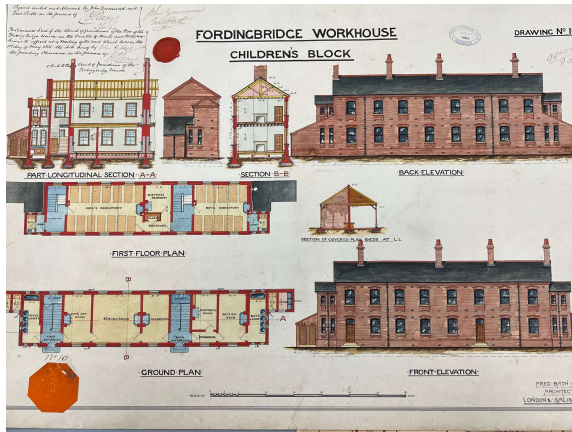
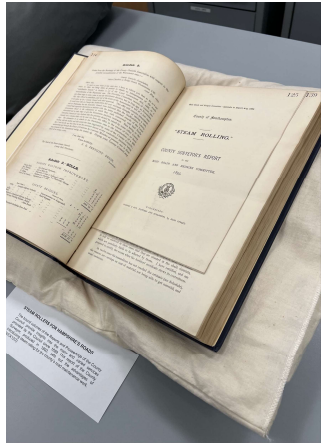


# An introduction to Hampshire Archives and Records

**Paula Crompton, Interim Service Lead**

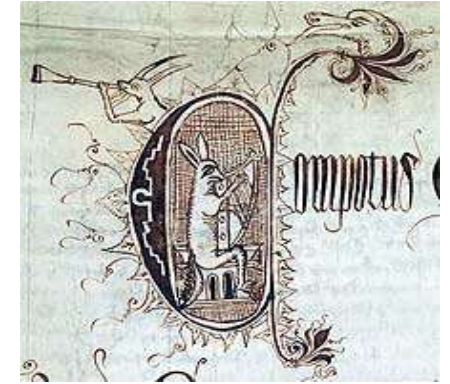
# Select Committee Visit to Hampshire Record Office – 04/11/21



# Hampshire Archives and Local Studies

*“Collecting, safeguarding, sharing and celebrating Hampshire’s rich heritage for today’s and tomorrow’s communities”*

- **1,000 years** of Hampshire history – ‘from parchment to digital’
- Unique and varied archive collections, housed in purpose-built accommodation with **eight** miles of shelving
- Archive Service Accreditation since 2018: ‘*an excellent service*’
- ‘**Designated**’ status for all archive collections: outstanding; world-class
- Internationally renowned medieval Winchester Pipe Rolls on UNESCO UK Memory of the World Register
- Repository for HCC’s **corporate memory**, from 1889 to date
- Hampshire's **local studies** collection and service
- Audio-visual collection for Central Southern England
- **Civil register** copy certificates service
- **Online catalogue** – details of 99% of listed collections accessible worldwide
- **Valued customer** experience – on site and online



# Archives – Audio-visual/digital formats and income generation



## Wessex Film and Sound Archive

- 12,629 cine films
- 15,936 sound items
- 10,000 video items

## Digital access:

- Digitisation and geo-referencing large maps of Hampshire parishes
- Future digital access: family history sources online (contract with Ancestry now in place), cinefilm footage digitised by new scanner



## Income generation:

- Venue hire
- Ticketed and free online events
- External digitisation services

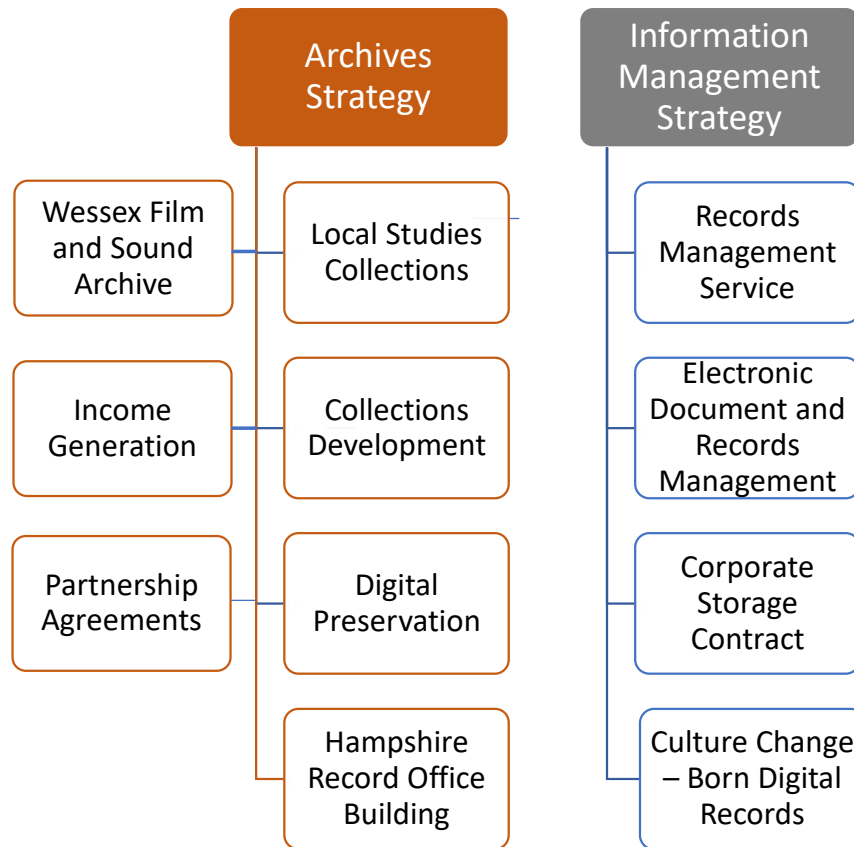
# HCC's Records Management Service

*“ensuring the Council’s information - a vital corporate asset - is properly organised and retrievable, and kept for the right amount of time to meet legal requirements and business needs”*

- Records Centre at Hedge End provides a safe and secure storage, retrieval and disposal service for paper records no longer in daily use in departments
- 40k boxes held with 13,000 linear metres of filing at Hedge End & commercial storage. Record retention periods up to 100 years
- Collaboration with IT over effective management and future retrieval of electronic information in HCC systems and applications. Cultural change required to ensure all HCC records are electronic
- HCC records likely to be of long-term historical interest, both paper and electronic – preserved for future generations as part of Hampshire’s archival heritage.

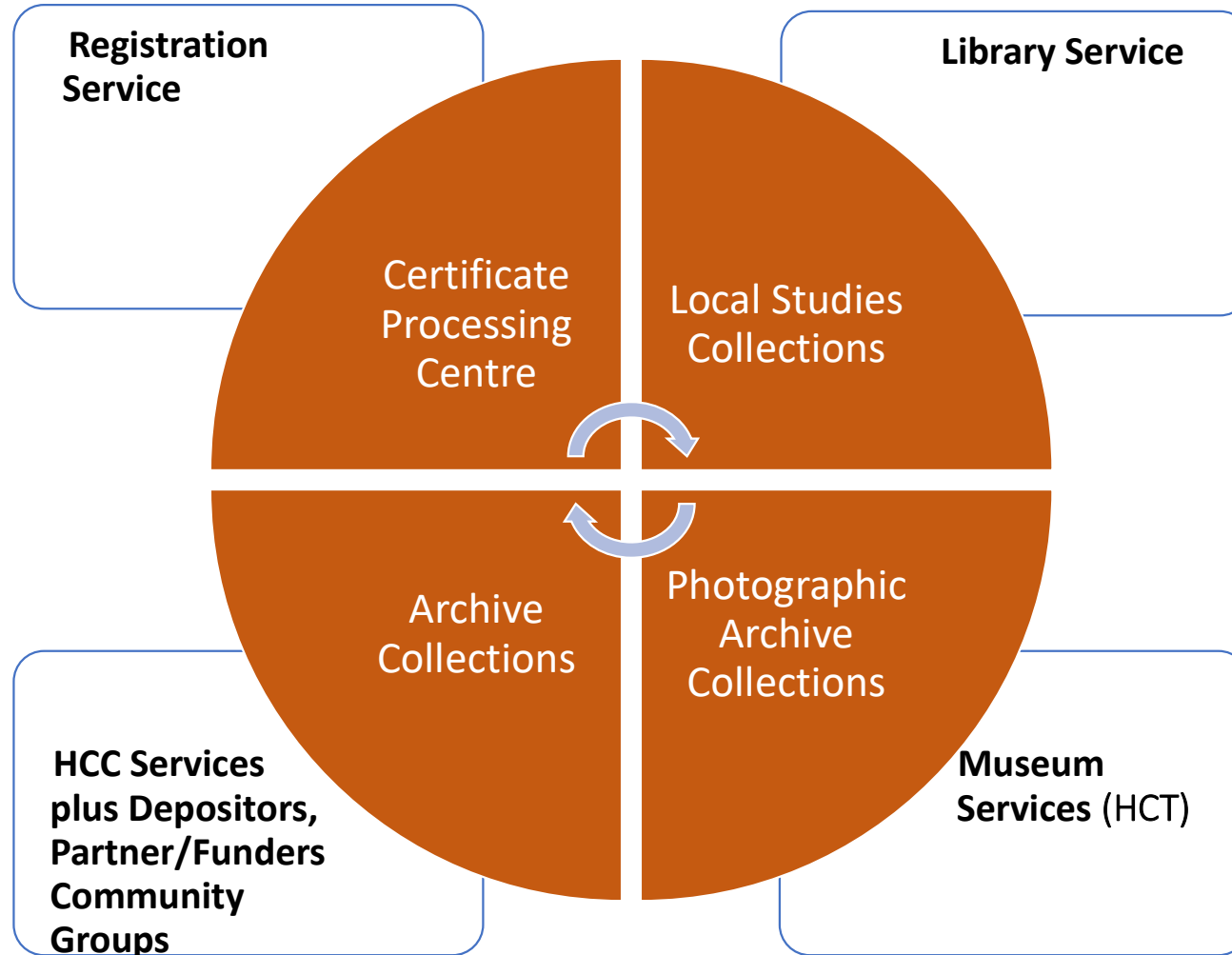


# Archives and Records Strategies



# Hampshire Archives Draft Strategy

# Part of Culture & Information Services Portfolio





# Archives Sector: context and legislation



## National context for archives

- The National Archives fulfils the leadership role for the archive sector
- Chief Archivist in Local Government Group (CALGG) promotes the preservation and use of archives in the care of local authorities in England and Wales. It provides a forum for the exchange of ideas and information and seeks to influence policies and practices relating to its aims.
- The Archives and Records Association is the lead professional body for archivists, archive conservators and records managers in the UK and Ireland

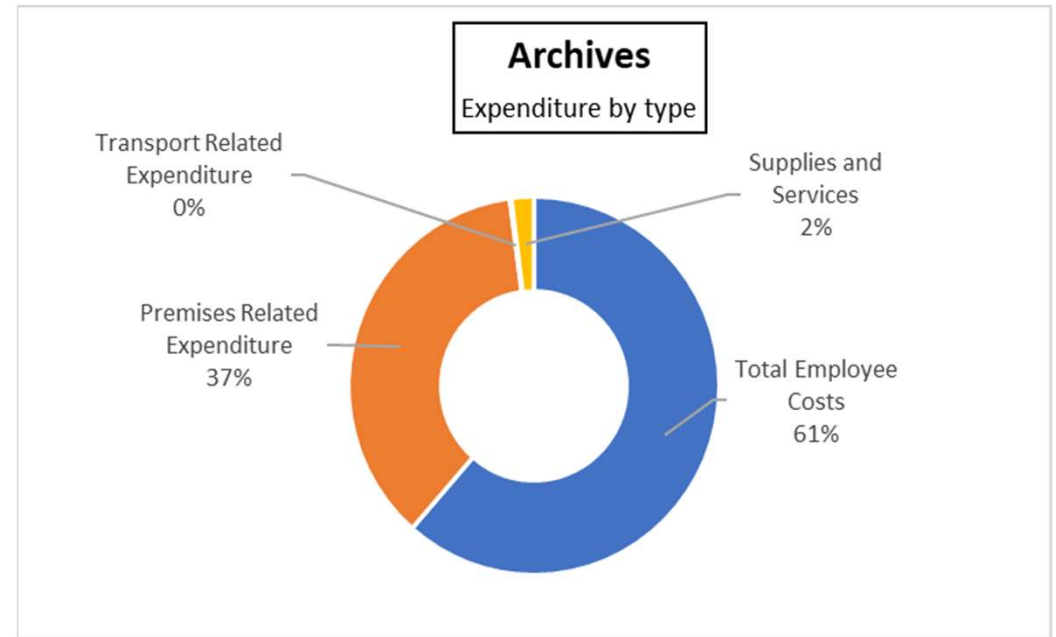
## Statutory framework for archives [Legislation - Archives sector \(nationalarchives.gov.uk\)](https://nationalarchives.gov.uk)

- Public Records Act 1958 requires public records to be preserved – 20-year rule
- Approved place of deposit – section 4(1) Public Records Act 1958 – TNA's Accreditation standard
- Legislation applying to manorial and tithe records
- Parochial Registers and Records Measure 1978
- Local Government (Records) Act 1962, Local Government Act 1972 – safekeeping and access to HCC's records and authority to provide an Archive Service
- Data protection and copyright legislation

# Our Resources



Archives & Records Finance Summary	
Cash Limit	570,000
Expenditure	827,000
Income	(257,000)



# Income Generation Strategy

- **Copy Certificate Service**
- **Fees & charges** eg reprographics, commercial sales, depositor contributions
- **Professional consultancy** eg Winchester Cathedral, Highclere Castle
- **Leasing space to partners** eg HGS
- **Donations and sponsorship**
- **Annual events programme** – talks, tours, workshops,
- **Space/room hire**
- **Royalties from digitising archives** eg Ancestry
- **Membership and partnership arrangements** eg WFSA, VCH
- **Grant funding applications** for cataloguing, collections development activities, project work and acquisitions

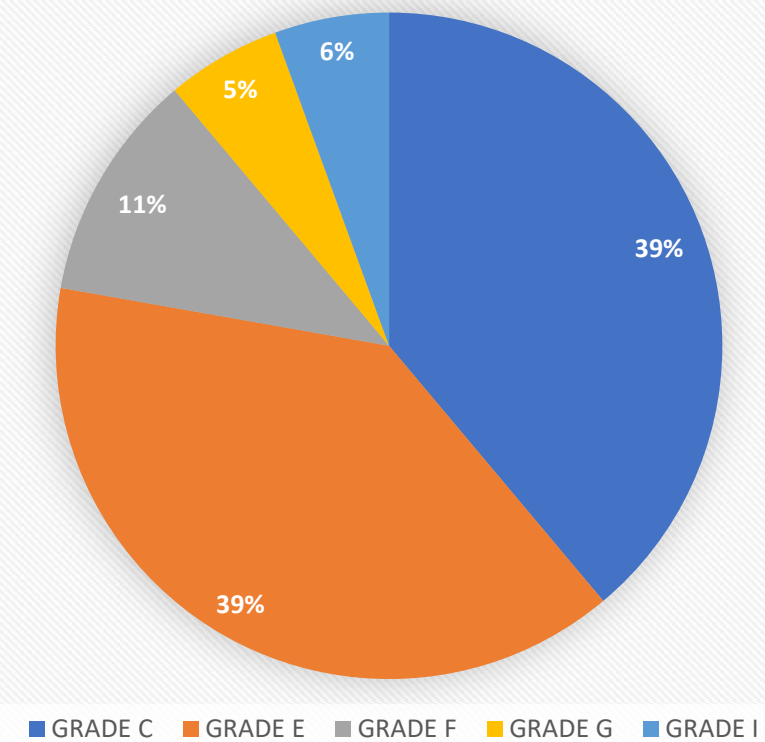


# Our People

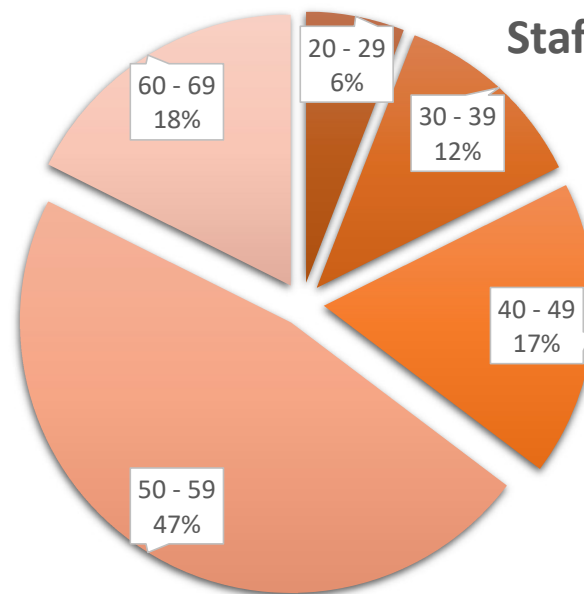


18 staff +  
20 volunteers

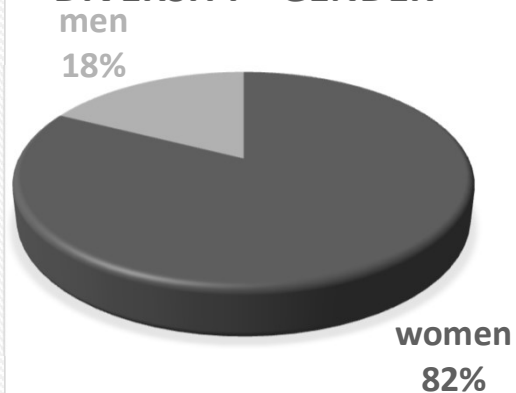
### Salary breakdown 2021/22



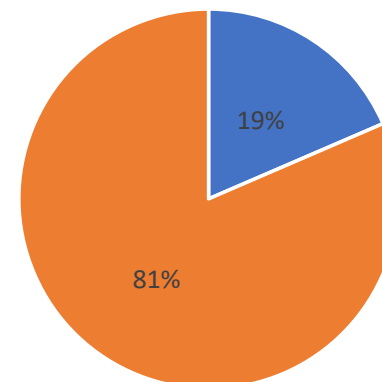
### Staff age profile



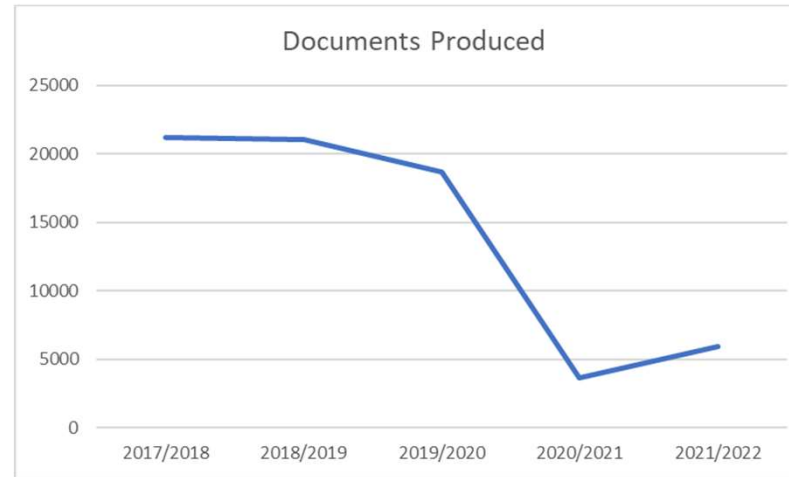
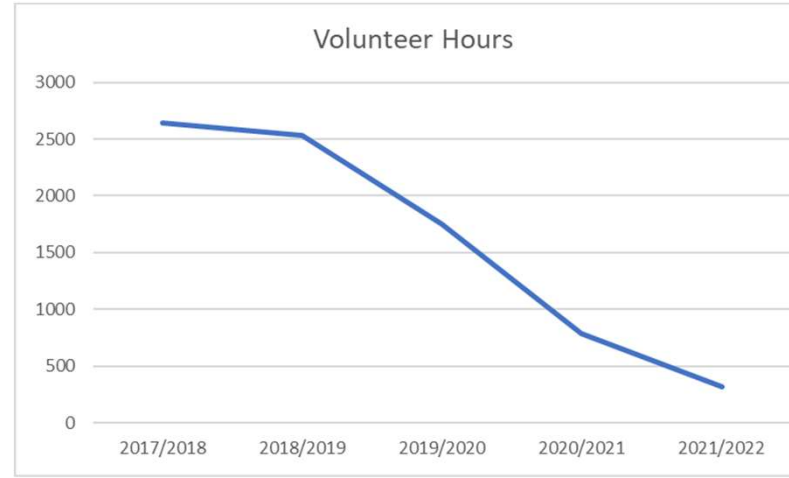
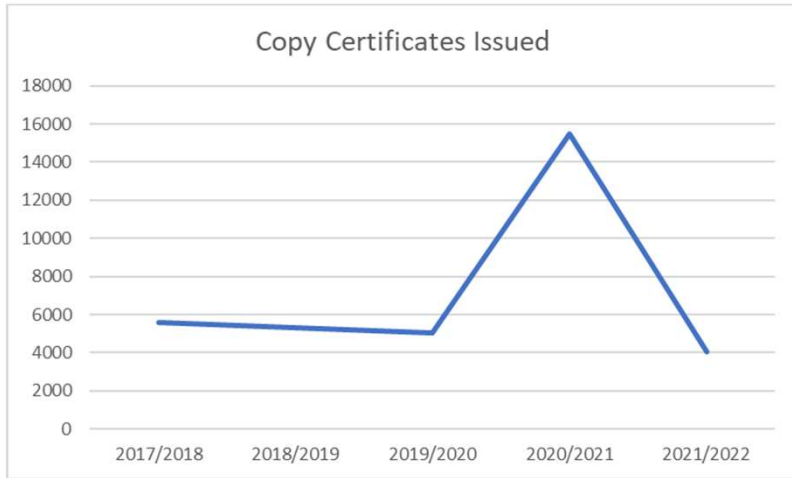
### DIVERSITY - GENDER



### Disability



# Our Performance



I felt covid secure and was impressed by the covid precautions in the search room

The information received is incredible and uplifting

It is always a pleasure to visit the Record Office.

It gives me chills to discover even more about my family's past

# Our Customers

Pre-covid 2019/20

- 12k customers interactions
- Over 1k visits to Search Room
- 10k document retrievals for self service discovery and research
- More virtual interactions than physical – letters, phone, email, online/web



**2018 Visitor Survey:**

47% aged 65+ years



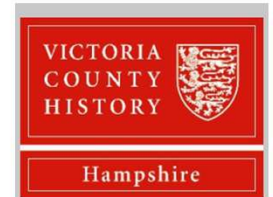
14% had disabilities



Postcode suggests not living in poverty



# Our Partners & Stakeholders



# Our Purpose

## Draft Mission

*“To collect, safeguard and share Hampshire’s rich archival heritage for people now, and for future generations”*

## Draft Vision

*A modern, relevant and sustainable archive service for everyone*

Three core priorities:

- 1) Promoting Archives Collections for all
- 2) Ensuring Hampshire’s History has a home
- 3) Investing in Digital Services

All underpinned by a sound commercial strategy and business plan



# Priority 1 : Archive Collections for all

	Key Actions	What does success look like?
Inclusive collections that represent our communities – past, present and future	<ul style="list-style-type: none"><li>• Create a Collections Development Strategy</li><li>• Develop learning and activities to engage and inspire</li><li>• Build on social media, blogs and event plans</li><li>• Implement the marketing plan</li><li>• Outreach to connect with communities through groups and partners</li></ul>	<ul style="list-style-type: none"><li>• Collections acquired that represent all communities</li><li>• More residents accessing archives stories, events or through self-discovery</li></ul>

# Priority 2 : Ensuring Hampshire's History has a home

	Key Actions	What does success look like?
Develop a building strategy to ensure that Hampshire's archive collections are appropriately and sustainably accommodated for the next 25 years	<ul style="list-style-type: none"><li>• Developing strongroom capacity and conditions to safeguard our heritage</li><li>• Providing accessible and welcoming public spaces</li><li>• Creating sustainable and efficient services secure for the future</li></ul>	<ul style="list-style-type: none"><li>• Increased strongroom capacity and appropriate conditions for collections</li><li>• Climate change adaptations eg passive ventilation system</li><li>• Reduced building operating costs</li></ul>

# Priority 3 : Investing in Digital Services

	Key Actions	What does success look like?
Working with partners to help people access information, opportunities and services online	<ul style="list-style-type: none"><li>• Develop a digital strategy based on evidence and feasibility</li><li>• Procure and implement a digital preservation system</li><li>• Training for staff to develop new skills to exploit emerging technologies</li><li>• Develop strategic partnerships to support delivery of digital strategy</li></ul>	<ul style="list-style-type: none"><li>• Online access to collections</li><li>• Securing long term access to digital records and archives</li><li>• Fit for purpose digital infrastructure</li><li>• Staff able to demonstrate digital services</li></ul>

# Next Steps

Archives and Records 'business as usual'

Archives  
Strategy  
Development

Engagement -  
Staff, Partner,  
customer etc

Strategy  
Approval and  
publication

Projects  
2022/23

Women Film  
Makers &  
Platinum Jubilee

Climate change  
stories and  
Inclusive  
Collections

Information  
Management  
Strategy

Strategy  
Development  
and engagement

Strategy  
Approval and  
publication