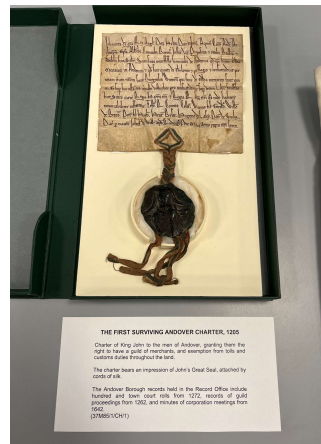
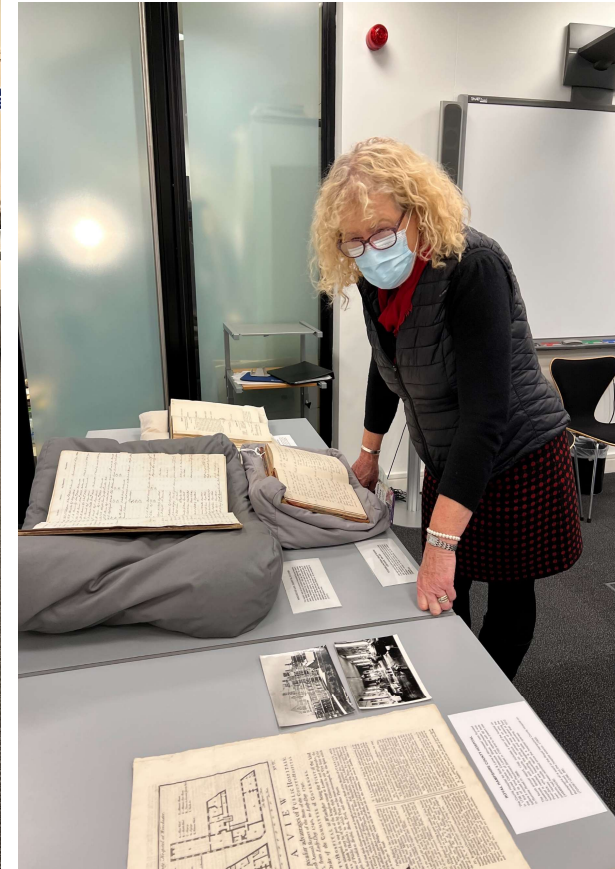
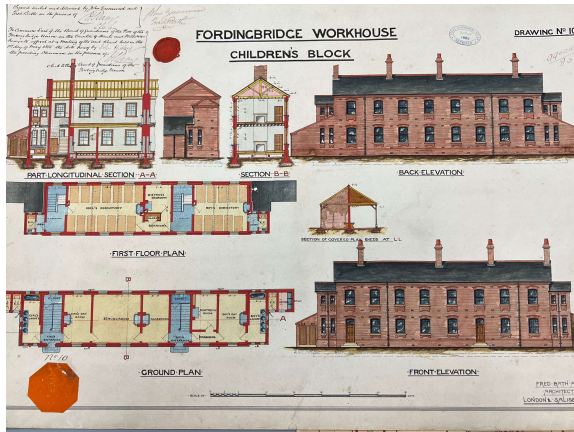
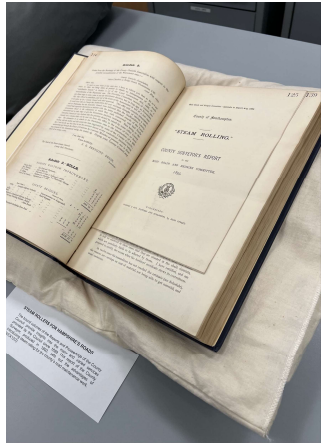


An introduction to Hampshire Archives and Records

Paula Crompton, Interim Service Lead

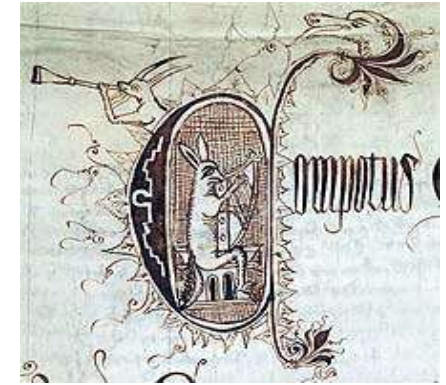
Select Committee Visit to Hampshire Record Office – 04/11/21



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



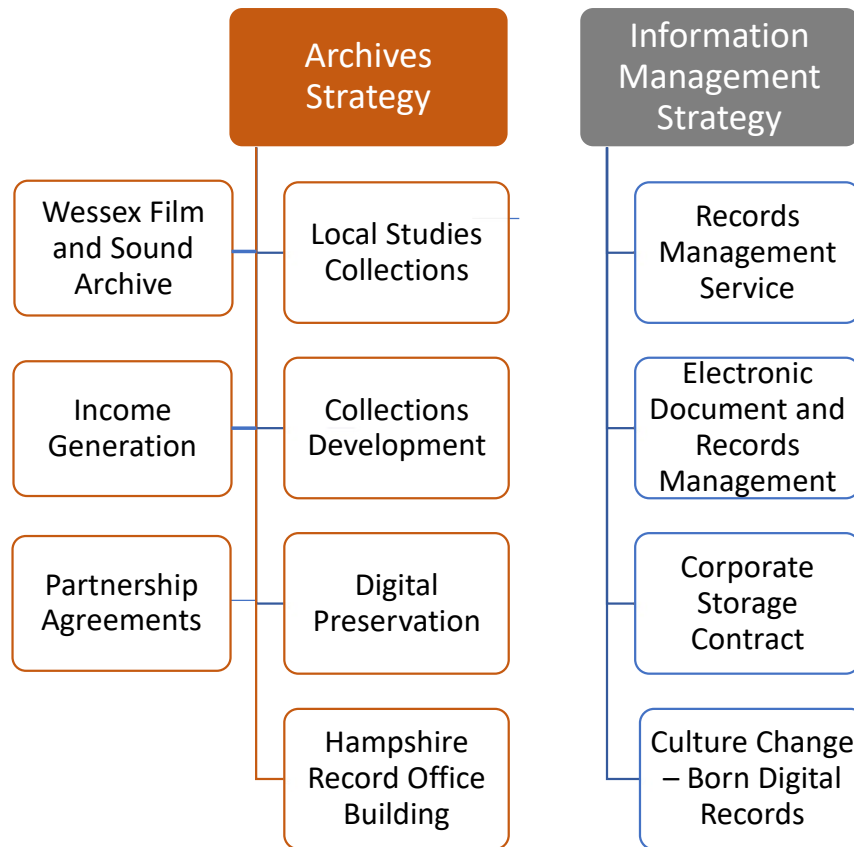
HCC's Records Management Service

“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.

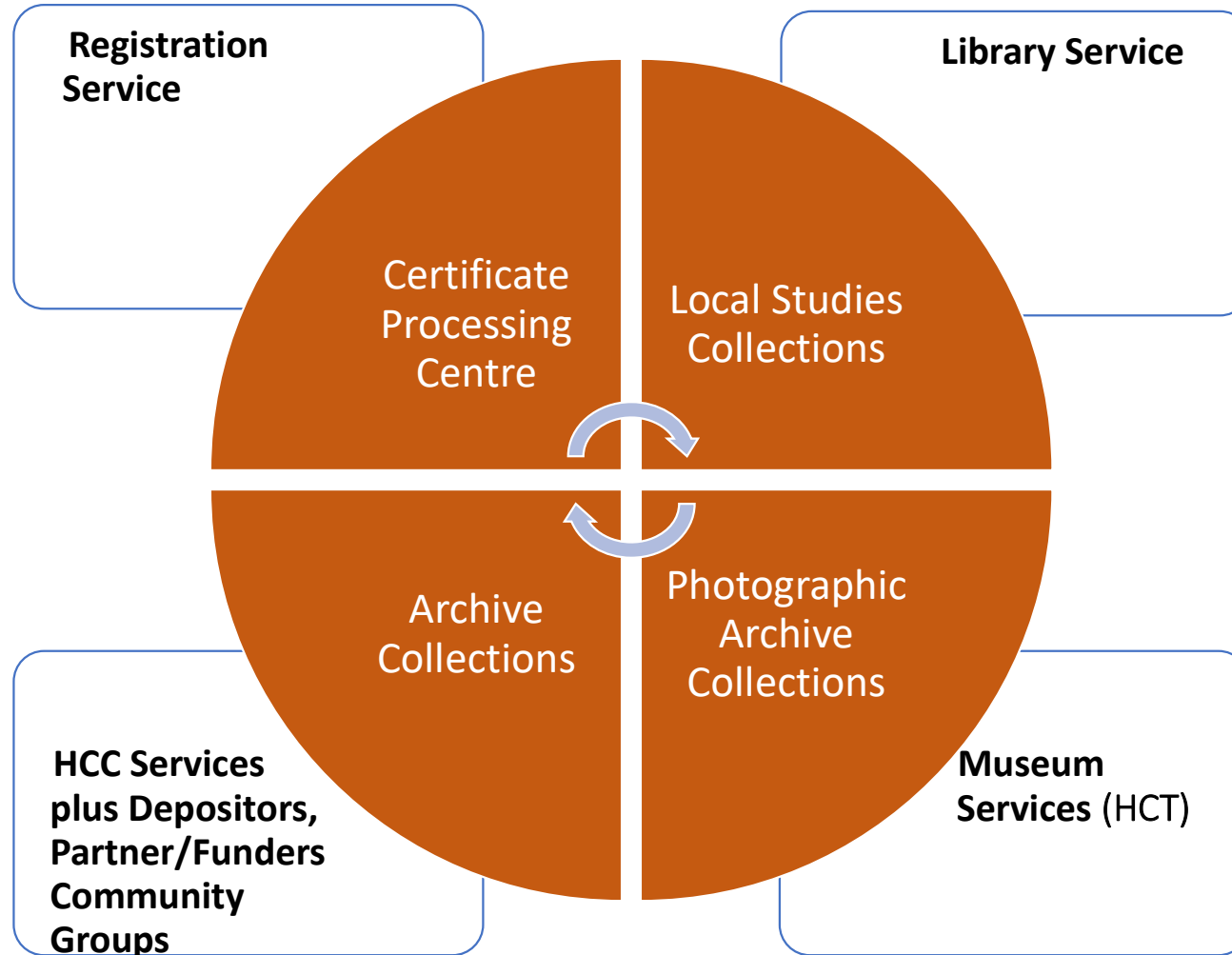


Archives and Records Strategies



Hampshire Archives Draft Strategy

Part of Culture & Information Services Portfolio



Archives Sector: context and legislation



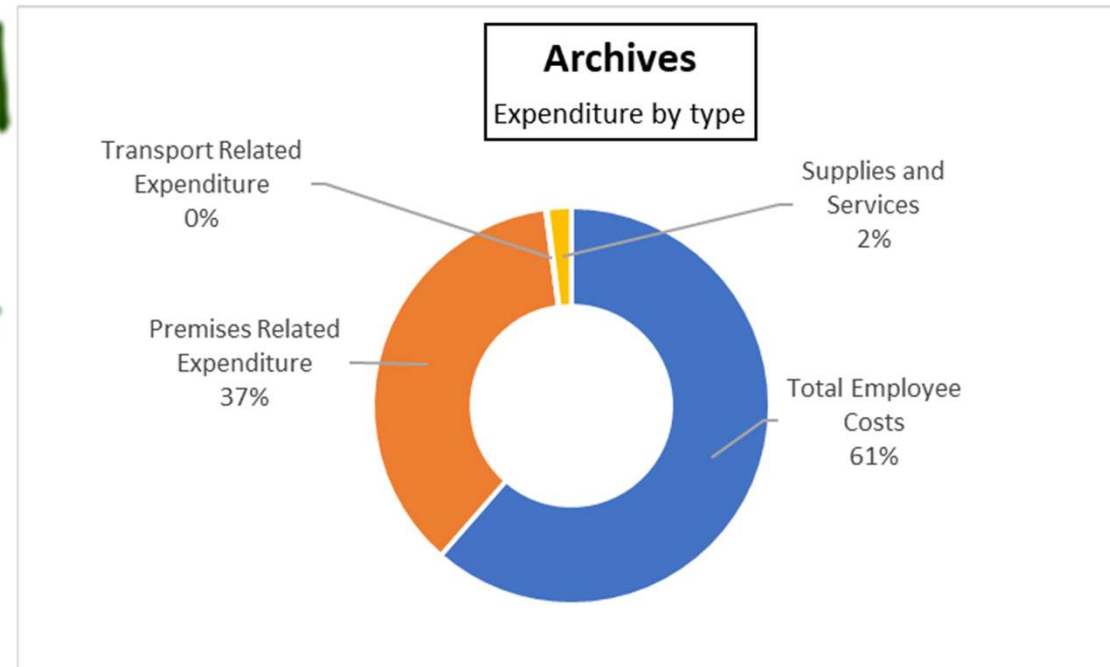
National context for archives

- 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



Income Generation Strategy

- **Annual events programme** – talks, tours, workshops,
- **Leasing space to partners** eg HGS
- **Space/room hire**
- **Professional consultancy** eg Winchester Cathedral, Highclere Castle
- **Donations and sponsorship**
- **Fees & charges** eg reprographics, commercial sales, depositor contributions
- **Copy certificates**
- **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

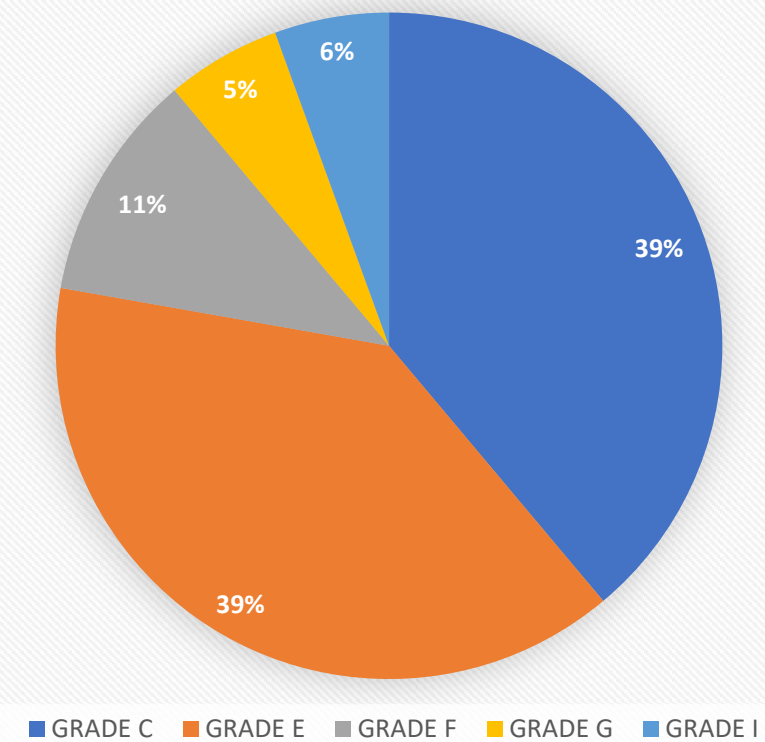


Our People

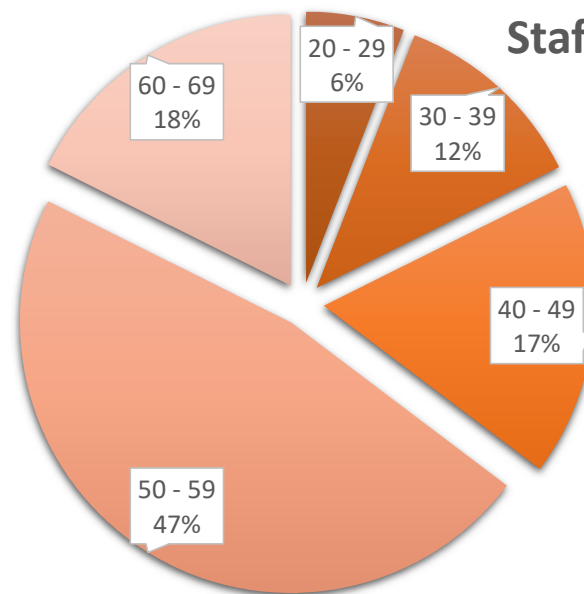


18 staff +
20 volunteers

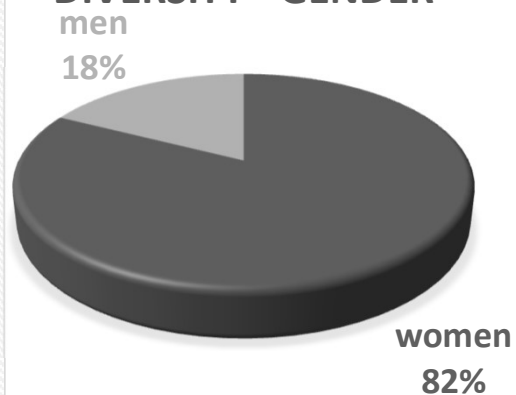
Salary breakdown 2021/22



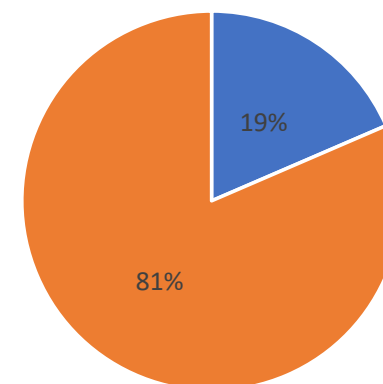
Staff age profile



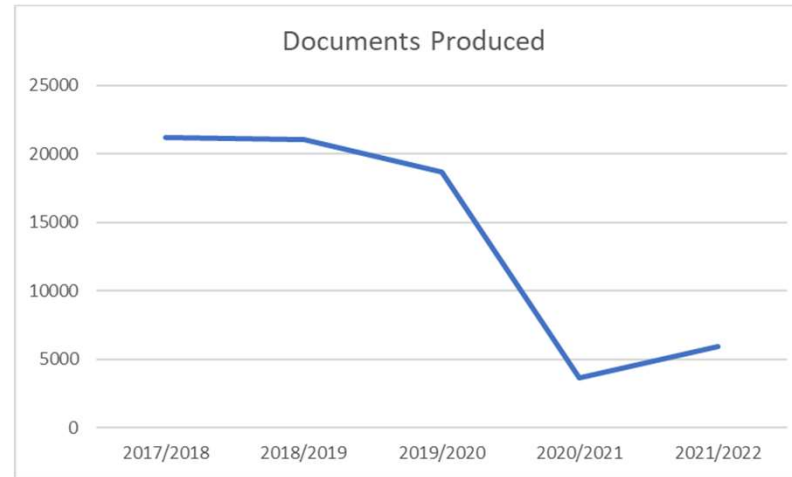
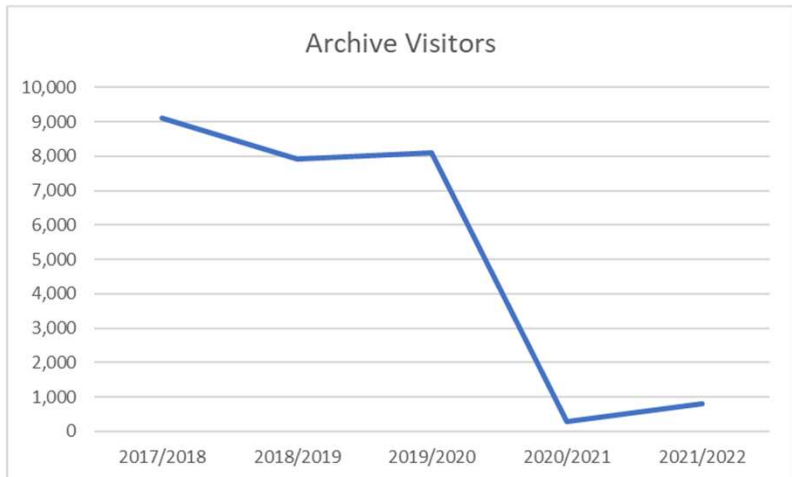
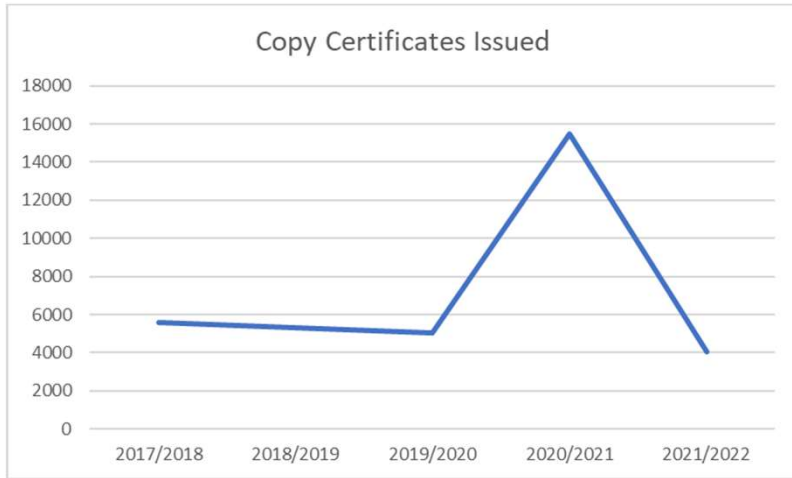
DIVERSITY - GENDER



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



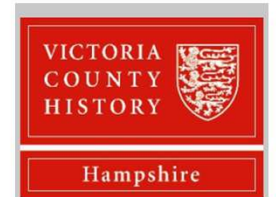
14% had disabilities



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">• Create a Collections Development Strategy• Develop learning and activities to engage and inspire• Build on social media, blogs and event plans• Implement the marketing plan• Outreach to connect with communities through groups and partners	<ul style="list-style-type: none">• Collections acquired that represent all communities• More residents accessing archives stories, events or through self-discovery

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">• Developing strongroom capacity and conditions to safeguard our heritage• Providing accessible and welcoming public spaces• Creating sustainable and efficient services secure for the future	<ul style="list-style-type: none">• Increased strongroom capacity and appropriate conditions for collections• Climate change adaptations eg passive ventilation system• Reduced building operating costs

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">• Develop a digital strategy based on evidence and feasibility• Procure and implement a digital preservation system• Training for staff to develop new skills to exploit emerging technologies• Develop strategic partnerships to support delivery of digital strategy	<ul style="list-style-type: none">• Online access to collections• Securing long term access to digital records and archives• Fit for purpose digital infrastructure• Staff able to demonstrate digital services

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