

### **National Cataloguing Grant Scheme: Sheffield Heartbeat**

Lena Abdo-Samed, Young  
Apprentice, Sheffield Archives



### **Suffolk Record Office wins volunteer project prize**

The National Archive Volunteer Project of the Year is awarded to 'Making a Difference Volunteer Cataloguing Backlog Project'



### **New ways of discovering resources**

A programme to create new ways of using resources is launched, including a new 'Labs' section of The National Archives' website

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## National Cataloguing Grant Scheme: Sheffield Heartbeat

One of the grants administered by The National Archives is giving young people the chance to gain business and administration qualifications as well as a wide range of office experience to take to prospective employers.

'Sheffield Heartbeat' is a cataloguing project run by Sheffield Archives under the management of the Archivist, James Towe. The project is organised with Sheffield City Council's Apprenticeship Scheme, which organises training programmes and work-based placements for young people aged 16 to 24 across the city.

The collection being catalogued under the project combines the records of two of the UK's major steel companies: John Brown and Co. and Thomas Firth and Sons Ltd., who merged in 1930. Once catalogued, the Firth Brown project will offer a fantastic insight to the history of the Sheffield steel industry.

This year apprentice Lena Abdo-Samed has the chance to work in an environment where she can handle original documents and learn new workplace skills leading to a level 2 National Vocational Qualification (NVQ) in Business and Administration. Lena said, 'Before working at Sheffield Archives I didn't know what an archive was. I've learnt what an archive is and about the work they do to make documents and historical records available.'



▲ Lena Abdo-Samed, Young Apprentice, Sheffield Archives

For more information about the National Cataloguing Grant Scheme, please see The National Archives' website.

► [nationalarchives.gov.uk/information-management/our-services/cataloguing-grants-programme.htm](http://nationalarchives.gov.uk/information-management/our-services/cataloguing-grants-programme.htm)

*Cheryl Bailey, Senior Archivist, Sheffield Archives*

Tip: Click on the coloured tabs to navigate your way through this newsletter

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### Archives for the 21st Century

Earlier this year Oliver Morley, Acting Chief Executive at The National Archives, and Roy Clare, Chief Executive of the Museums, Libraries & Archives Council (MLA), sent the publication *Archives for the 21st Century in action* to chief executives of local authorities, vice chancellors of universities, and senior managers of archive services.

So far we've had a really positive response from the sector, and heads of service have been in touch to say they are using the document to engage with their parent organisations about service planning. We are building on this momentum with regional events called 'Archives for the 21st Century in your region'. We will let you know what comes out of those events in our autumn edition.

We are continuing to work in partnership with MLA on our joint plan to implement the policy. During May and June, workstreams came together to discuss and plan our actions. They looked at: accreditation, governance and standards, leadership and workforce, online access and collection development, digital preservation and strategic engagement. We'll keep you updated about these issues in future newsletters.

If you'd like more information about *Archives for the 21st Century* please email [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

▶ [nationalarchives.gov.uk/information-management/policies/archives-century.htm](http://nationalarchives.gov.uk/information-management/policies/archives-century.htm)

### Scoping archives accreditation

One of the work streams within *Archives for the 21st Century* is looking at the development of an accreditation scheme for archives services. In April The National Archives, MLA and Museums Archives and Libraries Wales (CyMAL) commissioned Janice Tullock and Katrina Thomson to scope and research the feasibility of an accreditation scheme, investigate possible models for a scheme and the costs, resources and benefits of different approaches.

Janice, a former local authority archivist and MLA regional archives development officer, has a wide range of experience in the archive profession, while Katrina brings a fresh perspective through her practical experience of museum accreditation and her work across the home nations as co-ordinator for ALMA-UK. Research at this stage will include analysing the experiences of some participants in The National Archives' Self Assessment and MLA's Museum Accreditation Scheme, as well as other accreditation models outside the sector.

The research phase and the report will be completed in the autumn, at which stage the partner organisations will look at the options, and the feasibility of taking accreditation forward and into consultation.

For more information, please email Kevin Mulley at [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

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## The Digital Continuity Project is here to help YOU!

Knowing how to make sure that essential digital information survives and is usable after periods of change can seem like a daunting task – but help is at hand. The National Archives' Digital Continuity Project is developing a service for the public sector that will support effective digital continuity management.

### What's on offer?

Soon you'll be able to use the risk and opportunities assessment tool to help you to assess where your digital information is at risk and where you could save money and work more effectively. (Due autumn 2010)

We're developing more than 30 pieces of guidance to help you understand digital continuity and take action to manage it. Keep up to date by visiting the website and reading our guidance on *Managing Digital Continuity*:

- ▶ [nationalarchives.gov.uk/recordsmanagement/dc-managing.htm](http://nationalarchives.gov.uk/recordsmanagement/dc-managing.htm)

This explains a four-stage process you can follow to ensure information survives and is usable.

In the pipeline is guidance on how to ensure digital continuity when you migrate information between EDRM systems, and

guidance on specific file formats and their risks. You can expect most of these to be on our website by the end of the year.

A catalogue of technical tools and services will be made available via a Buying Solution's Framework – making it easier for you to procure what you need to manage digital continuity. Tools and services will include data quality, email archiving and information management. The framework should be ready for you to start using by the end of the year.

We'll make sure we give you regular updates on how to make the most of the advice and services and Digital Continuity Project offers.

- ▶ [nationalarchives.gov.uk/information-management/projects-and-work/dc-guidance.htm](http://nationalarchives.gov.uk/information-management/projects-and-work/dc-guidance.htm)



Are we still managing our digital files as if they were paper?

digital information matters

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### Archives Lottery Adviser post moves

Louise Ray has been the Archives Lottery Adviser for the National Council on Archives (NCA) since 2004. As part of the changes leading up to the integration of the NCA into the new Archives and Records Association on 1 June 2010, Louise's post is now part of the Archives Sector Development team at The National Archives. The position will continue to be jointly funded by The National Archives and MLA.

Louise's role has steadily broadened in recent years from its initial focus on helping institutions to develop successful bids to the Heritage Lottery Fund to providing advice on a wide range of funding opportunities, helping institutions to develop effective projects and supporting mutual learning. In recognition of this broader role, Louise has a new job title, Funding & Development Advice Manager, but the wide range of areas she can offer practical advice and support for – including training in developing Lottery applications and the review of individual bids – remains unchanged.

For more information, please email Louise Ray at [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

### Self-assessment for local authority archive services 2010

The National Archives is running the self-assessment process for local authority archive services again this summer. We have sent out the questionnaires and guidance notes and hope to receive returns by 9 August. The questionnaire is closely based on that used in 2008, ensuring that individual services will be able to directly compare their results with the score they gained in 2008. The total number of questions will be the same as in 2008, but we have included a new one about volunteering, and have revised the questions on digital preservation, as well as making minor changes to a few others to reflect changing circumstances.

**If you run a local authority archive service and have not yet received your questionnaire, please contact us at [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)**

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## New family and estates specialist

In May 2010 Family and Institutional Archives Advice Manager, Philip Gale joined The National Archives. Philip worked for the last eight years as Records Manager at the Church of England Record Centre. While there he worked on the archives of the Church Commissioners and developed records management guidelines for the various parts of the Church of England, most notably, *Keep or Bin: The Care of Your Parish Records* (revised in 2006 and 2009).

Since training at the University of Liverpool in 1983 Philip has held a variety of archival and records management posts with the Glamorgan Archives Service, Warwickshire Record Office, Bedfordshire and Luton Archive Service, and the former Corporation of London Records Office. Through his career he has developed a keen awareness of the importance of providing practical advice for professional and voluntary colleagues often working on their own or within very small teams. He looks forward to meeting and working with the department's partners across the country.

If you'd like to find out more about Family and Institutional Archives, please contact Philip Gale at [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)



▲ Philip Gale, Family and Institutional Archives Advice Manager at The National Archives

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### New ways of discovering resources

The Resource Discovery Development programme is a package of changes taking place over the next year that will have far-reaching effects on The National Archives and its users.

The first part of the programme to reach completion is the launch of the new 'Labs' section of The National Archives website. This is an area where the organisation can test prototypes with the public, get feedback and develop further ideas. The section is now live, and new products and services will be added over time.

As a starting point on Labs, the programme team has geotagged a collection of photographs taken by John Dixon Scott (INF 9). This contains around 13,000 photographs taken around the British Isles in the 1930s and 1940s. Dixon Scott was concerned by the pace of change after the First World War, and wanted to record as fully as possible the natural beauty of the landscape. He also took photographs of towns, buildings and people, and it is because the collection is so broad that it is so remarkable and important.

'Geotagging' involves linking sources in our collection to maps, so that by clicking on a place on a map, the user is taken to a

file that relates to that place. The user can also search by place name.

Watch out for further updates about the programme in future issues and try out the website here:

▶ [nationalarchives.gov.uk/labs](http://nationalarchives.gov.uk/labs)



▲ One of the geotagged images from the Dixon Scott collection showing Dartford, Kent

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## Launch of new Information management website

Archives Sector Development is getting a fresh online look with the launch of The National Archives' new Information management area of our website.

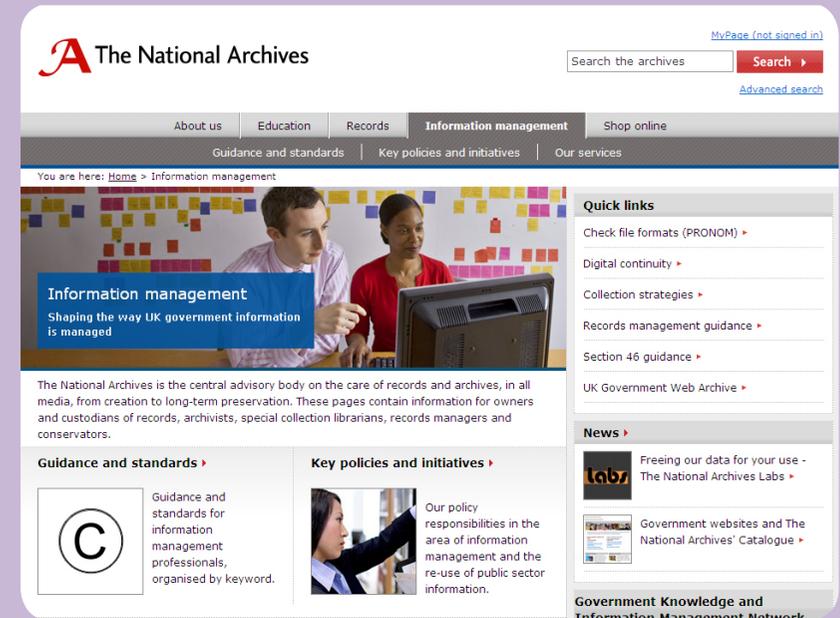
In a continuing effort to improve our online user experience, we are updating the design, content and navigation of the website to help users find the information they need with ease. All the changes are based on detailed research and testing with customers and information management professionals.

On the updated site, you'll find information on our services to archives, including advice to private and business archives and our inspection work, our key policies and initiatives, relevant legislation, and archival guidance and standards.

Information previously found on the Office of Public Sector Information (OPSI) website is being incorporated into The National Archives' website. This includes details on public sector information (PSI) policy, regulation (Information Fair Trader Scheme and complaints), Crown copyright, licensing information, reports and guidance.

The project is being delivered in two phases. The final phase of enhancing the Information management site will be launched soon. This will include new sections on The National Archives'

projects and work, training and events and updates on the Advisory Panel on Public Sector Information (APPSI).



For any comments, queries or feedback on our website improvements, please email [webmaster@nationalarchives.gsi.gov.uk](mailto:webmaster@nationalarchives.gsi.gov.uk)

► [nationalarchives.gov.uk/information-management](http://nationalarchives.gov.uk/information-management)

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## UK Government Web Archive election special

Working closely with The National Archives' Web Continuity team, 14 government organisations have implemented redirection from their websites to the UK Government Web Archive, including **number10.gov.uk**, the official website of the Prime Minister.

With the change of leadership, much government web content was altered or removed from the live web and can now only be accessed in the UK Government Web Archive.

In March this year, traffic to the UK Government Web Archive reached 23 million hits and continues to grow, and there are now over a billion pages preserved in the Web Archive.

► [nationalarchives.gov.uk/webarchive](http://nationalarchives.gov.uk/webarchive)

## Evaluating compliance with the revised Records Management Code

A new automated support tool to assist public authorities to evaluate and assess compliance of their record management systems will replace both the previous self-assessment tool and accompanying Compliance Workbook first issued in 2002.

The self-assessment tool is divided into nine modules in the form of questionnaires to assist organisations analyse their practice against the key elements identified in the Records Management Code. Completing the self-assessment in full gives an authority a clear statement on the extent to which its records management practices conform to the Records Management Code.

The self-assessment tool can be downloaded from our website:

► [nationalarchives.gov.uk/information-management/projects-and-work/assessing-rm-public-authorities.htm](http://nationalarchives.gov.uk/information-management/projects-and-work/assessing-rm-public-authorities.htm)

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## Manorial Documents Register update

There is an ongoing programme to revise and computerise the Manorial Documents Register (MDR) on a county by county basis.

Work is under way to computerise the relevant information for the counties of Dorset, Essex, Gloucestershire and Shropshire. The Shropshire project will be the first to be made available online in early 2011, followed by Dorset in the summer of 2011.

Funding is now in place for Suffolk and has also been found for a further two counties – Nottinghamshire and Cambridgeshire. Fundraising is still taking place for the historic county of Sussex.

We are actively investigating possibilities of further computerisation projects and we would be pleased to discuss projects in other counties with interested parties.

► [nationalarchives.gov.uk/mdr](http://nationalarchives.gov.uk/mdr)

## Religious Archives Survey update

The number of bodies now included in the Religious Archives Survey is greater than originally planned. Close to 3,000 questionnaires have been sent out to religious organisations of many faiths, more than the original 2,500. As a result of this increase, the project has now been extended until the end of August to allow more time to analyse the results. We have already received many returns and plan to publish a final report by the end of November 2010.

## Accessions to Repositories

The annual Accessions to Repositories exercise is currently under way, bringing our information resources up to date with the latest information on significant new deposits and acquisitions received by over 200 repositories in 2009.

If you want to contribute to the National Register of Archives, update existing Access to Archives catalogues or the ARCHON Directory, or if you would like us to establish links to your online catalogues from the National Register of Archives, please email [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

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## National Digitisation Programme

As part of the implementation of *Archives for the 21st Century*, an Archives and Records Association (ARA) working group, together with The National Archives, is looking to develop a national consortium approach that will offer licensing opportunities for archive content to commercial digitisation companies. The working group asked archive services across England to scope two possible options for a pilot digitisation consortium: pre-1858 wills and probate records, and pre-1914 school admission registers. We had a great response from many regions which has made it possible for us to take the work forward.

The results gave us a clear steer towards selecting school admission registers as the basis for the first pilot for the following reasons:

- ▶ School registers are held by a large number of record offices, so the pilot will involve as many services as possible, enabling the benefits to be shared and the consortium model to be fully tested.
- ▶ The size of project is manageable. Even large services have only hundreds of eligible school registers, as opposed to hundreds of thousands of wills and probate records.
- ▶ These records are 'name-rich', but under-used – many are not indexed and genealogists often overlook them. The user access benefits would therefore be substantial.

- ▶ No record office is likely to negotiate an individual deal for its registers alone, so there is added value in a consortium approach.
- ▶ Because registers are held so widely, and are relatively dispersed, working with regional scanning centres is the logical way to approach the project. This is likely to be quite typical of future consortium projects where the records are similarly dispersed.

Archive services have been invited to send in confirmed data on their holdings, which will be offered as a licensing opportunity later in the year. This will take the form of a fair, open competition, co-ordinated by The National Archives, and involving an initial call for expressions of interest to all companies who have previously shown an interest in scanning and publishing for the genealogy market, followed by 'supplier day' fact-finding sessions. Bids will then be submitted and assessed according to an established schedule.

The group is also looking at regional or other smaller partnership options for the future. We are also considering how to develop training opportunities to support colleagues with the practicalities of digitisation and the process of developing a commercial project. Sharing experiences and good practice will help the whole sector to move forward and deliver more.

For more information about this initiative, please email [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk) and for general advice and guidance on licensing archival content to commercial companies, please contact [associates@nationalarchives.gsi.gov.uk](mailto:associates@nationalarchives.gsi.gov.uk)

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## Call for nominations for the Jodi Awards 2010

The Jodi Awards are organised by the Jodi Mattes Trust for museums, galleries, libraries, archives and heritage venues that use technology to widen access to information, collections, learning and creativity for disabled people.

For information or to nominate a project for an award, please email Yvonne Hellin Hobbs at [hobbs66@btinternet.com](mailto:hobbs66@btinternet.com) or call on 01929 471327.

▶ [jodiawards.org.uk](http://jodiawards.org.uk)

## National volunteering projects

The inaugural National Archive Volunteering Project of the Year was announced to coincide with Volunteers' Week, the annual celebration of volunteering across the UK. Leading a strong field of nominations, the winner was Suffolk Record Office's 'Making a Difference: Volunteer Cataloguing Backlog Project' (see next page for more detail).

Three other projects were highly commended for engaging with volunteers in different ways. 'The Heart of the Race: Oral Histories of the Black Women's Movement' (Black Cultural Archives), 'Living the Poor Life' (The National Archives and sixteen regional partners), and the 'Waller Volunteer Transcription Project', (Warwickshire County Record Office with Leek Wootton History Group and Lillington History Society) demonstrate the diversity of volunteering opportunities in the archive sector.

▶ [nationalarchives.gov.uk/information-management/our-services/award-schemes.htm](http://nationalarchives.gov.uk/information-management/our-services/award-schemes.htm)

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## Award-winning Suffolk Record Office

Suffolk Record Office was the winner of the first National Archive Volunteering Project of the Year award. This award from the Archives & Records Association (ARA) highlights volunteering opportunities, the important role volunteers play in their local community and the way archives work with volunteers.

Suffolk's 'Making a Difference Volunteer Cataloguing Backlog Project' involved 69 volunteers helping to catalogue 33 collections including a photographic archive of most parishes in Suffolk created by Captain Dunlop RN who was the last Standing Officer of HMS *Ganges*.



As a result, the backlog of cataloguing—one of the major factors preventing the use of its holdings has been reduced. It has made collections more accessible for leisure and formal learning, increased public access to the collections and improved volunteer procedures and opportunities.

Geoff Pick, Chair of judging panel said: 'The judges were impressed by the clear aims of the project and evidence of its impact for the service, the volunteers and the wider community. It clearly demonstrates how a local authority archive service, with good support within its council, can develop strong links with volunteering organisations and local community groups, to offer wider volunteering opportunities.'

Councillor Rosemary Clarke, Suffolk County Council's Portfolio Holder for Sport, Culture, Diversity, Health and Wellbeing said; 'We are really delighted to have won this award, particularly as it recognises the hard work and achievements of local volunteers. I would like to congratulate everyone involved in this project and thank them for helping to make these collections available for everyone to use and enjoy.'

◀ Volunteers at Suffolk Record Office cataloguing Miller Maps

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### Strategic Collections and 2012

The lead-up to the 2012 Olympics is gathering pace with significant projects emerging across the UK. The East Midlands Journals Project, for example, will be recruiting 500 young people to make a personal record of their engagement with the Cultural Olympiad and 2012 Games.

Participants will gain media skills through creating an extraordinary moving image, audio and text archive. This will be deposited in local record offices, placing these personal experiences in a historical context for future generations. Archives need to be prepared to handle such material – from text to digital sound and moving images. They also need to understand the preservation and access needs for these new histories as they are being created.

We are building a picture of the advice needed to support archives in handling records created by 2012 activities and events. If you are considering a collection strategy for new and existing formats in this context or more generally, do get in touch by emailing [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

- ▶ [nationalarchives.gov.uk/information-management/policies/cultural-olympiad.htm](http://nationalarchives.gov.uk/information-management/policies/cultural-olympiad.htm)

### Information legislation update: data protection

The Information Commissioner can now assess government departments for compliance with the data protection principles without their consent. New section 41A of the Data Protection Act provides for this to apply also to other public authorities but only if they are designated by the Secretary of State; none has been designated yet.

- ▶ [opsi.gov.uk/acts/acts2009/ukpga\\_20090025\\_en\\_16#pt8-l1g173](http://opsi.gov.uk/acts/acts2009/ukpga_20090025_en_16#pt8-l1g173)

An assessment will be initiated by an Assessment Notice. The Information Commissioner has issued a draft Code of Practice setting out the intended process for these assessments.

- ▶ [www.ico.gov.uk/about\\_us/consultations/our\\_consultations.aspx](http://www.ico.gov.uk/about_us/consultations/our_consultations.aspx)

ICO's new powers to issue monetary penalties came into force on 6 April 2010 (section 55A-E of the Data Protection Act). However, ICO has said it will not impose monetary penalties for breaches discovered during an assessment. ICO has published statutory guidance on how it will use its new powers.

- ▶ [www.ico.gov.uk/upload/documents/library/data\\_protection/detailed\\_specialist\\_guides/ico\\_guidance\\_monetary\\_penalties.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/ico_guidance_monetary_penalties.pdf)

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### News from the Information Commissioner's Office (ICO) and the First-tier Tribunal

In a Tribunal decision relating to information that might be held but had not been found, the appellant questioned whether 'balance of probabilities' was the correct test for the ICO to apply when investigating his complaint.

The Tribunal said: 'The House of Lords and other senior courts in recent decisions have confirmed the importance of maintaining the core principle – in civil proceedings – that the correct test is the balance of probabilities.' (See paragraph 41). However, ICO expects authorities at least to look for the information and recently criticised King's College London for claiming an exemption for information it did not, in fact, hold (see paragraph 40).

- ▶ [www.informationtribunal.gov.uk/DBFiles/Decision/i348/Innes\\_v\\_IC\\_\(EA-2009-0046\)\\_Decision\\_27-10-09\\_\(w\).pdf](http://www.informationtribunal.gov.uk/DBFiles/Decision/i348/Innes_v_IC_(EA-2009-0046)_Decision_27-10-09_(w).pdf)
- ▶ [www.ico.gov.uk/upload/documents/decisionnotices/2010/fs\\_50266856.pdf](http://www.ico.gov.uk/upload/documents/decisionnotices/2010/fs_50266856.pdf)

### ICO decision on third party access to personal information

The ICO made a decision about its approach relating to third party access to personal information some months ago. The case concerned a police investigation file dating from 1974 which the ICO decided comprised personal data and, for information about the perpetrator, sensitive personal data.

The decision contains a clear statement that: 'While the Commissioner takes the view that most exemptions under the Freedom of Information Act will not usually apply to information which is in the public domain, that general position does not apply to information which constitutes personal data (and is therefore subject to section 40 of the Act). The reason is that personal data is subject to the separate legal regime of the Data Protection Act, which focuses on legitimate "processing"' (paragraph 49).

The ICO found that no condition in Schedule 3 (to the Data Protection Act) could be met and that as 'disclosure would be in breach of the first principle of the DPA, he has not gone on to consider whether there is a Schedule 2 condition or whether disclosure would be fair or lawful'. In other words, before considering fairness and lawfulness under Principle 1 generally, ICO looked for a Schedule 3 condition.

- ▶ [www.ico.gov.uk/upload/documents/decisionnotices/2009/fs\\_50148118.pdf](http://www.ico.gov.uk/upload/documents/decisionnotices/2009/fs_50148118.pdf)

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### Tribunal decision on access to personal information

A further Tribunal decision on access to personal information reiterated the importance of Schedule 2 and 3 conditions (see previous page) but also departed slightly from the usual line that the identity and motivation of the applicant is irrelevant to the outcome of the request.

The Tribunal says (paragraph 14): 'we do have to take account of the Appellant's proposed research when considering, in particular, the legitimate expectations of the relevant data subjects and (for the purpose of paragraph 6(1) of Schedule 2) the interest intended to be served'.

This shows how important it is to understand the terms of the Data Protection Act when making decisions about access to personal information.

- ▶ [www.informationtribunal.gov.uk/DBFiles/Decision/i394/Roberts\\_v\\_IC\\_&\)\\_DBIS\\_\(0035\)\\_Part\\_2\\_Decision\\_26-05-10\\_\(w\).pdf](http://www.informationtribunal.gov.uk/DBFiles/Decision/i394/Roberts_v_IC_&)_DBIS_(0035)_Part_2_Decision_26-05-10_(w).pdf)

### What's your story?

If you've got a great story to tell us about your archives, we want to hear about it!

Submit an article for a future issue of Archive Sector by emailing [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

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**21 July 2010**

#### **'Advocacy, Evidence, Support' (London)**

Hosted by Preservation Advisory Service at the British Library, this event will explore how to make the case for long-term activities such as preservation when resources are limited and organisations are facing funding cuts. The event is free, but places are limited so book early.

▶ [www.bl.uk/blpac/london.html](http://www.bl.uk/blpac/london.html)

**1–3 September 2010**

#### **Society of Archivists conference (Manchester)**

A line up of international speakers will discuss and challenge attitudes to appraisal and acquisition and the implications of developments in digital technology and storage.

▶ [archives.org.uk/thesociety/conference2010.html](http://archives.org.uk/thesociety/conference2010.html)

**14 September 2010**

#### **'The Future of Culture, Tourism and Sport' conference (London)**

This conference will be one of the first opportunities to discuss the future of the culture, tourism and sport sector since the election and in the light of the current economic climate.

▶ [neilstewartassociates.com/se241](http://neilstewartassociates.com/se241)

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If you would like to get in touch with us, or if you have ideas for inclusion in future issues of *Archive sector update*, email us at [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk). Please note that we reserve the right to edit articles.

Some key contacts in Archives Sector Development are given here:

Head of Archive Sector Development: Nick Kingsley

Public sector team leader: Richard Blake

Private archives team leader: Norman James

Development team leader: Amy Beeson

Strategic Collection Development team leader: Cathy Smith

The following people are the current lead roles for each region/country:

Northern Ireland	Norman James
Scotland	Alex Ritchie
Wales	Jessamy Sykes
South-East	Melinda Haunton
South-West	James Travers
Yorkshire and Humberside	Andy Rowley
East of England	Liz Hart
North-West	Kevin Mulley
East Midlands	Dan Gilfoyle
West Midlands	Nick Coney
North-East	Tim Callister
London locals north of river	Malcolm Todd
London locals south of river	Rosie Logiudice
London specialist	Sam Velumyl and Fleur Soper

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▶ [nationalarchives.gov.uk/legal/copyright.htm](http://nationalarchives.gov.uk/legal/copyright.htm)