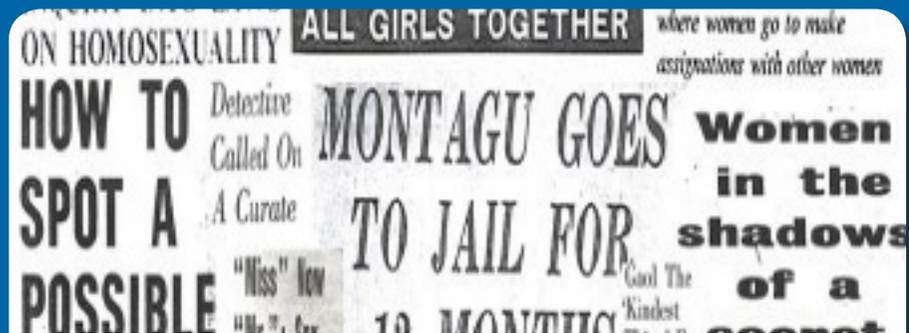


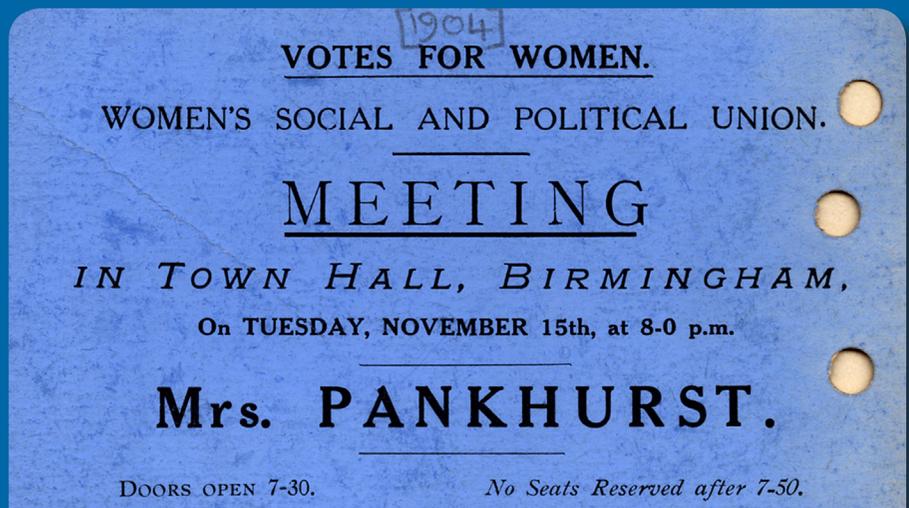


### Mediatheque

Classic films from the British Film Institute collection can now be viewed at Discovery Museum, Newcastle upon Tyne



**New home for Lesbian and Gay Newsmedia Archive**  
LAGNA moves from Middlesex University to the Bishopsgate Institute in central London



### The Right to Vote

A project developed by Birmingham Archives and Heritage and the Parliamentary Archives explored the suffrage movement

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In this issue we focus on some good news stories, showing that even at a time when the budgets of many archive services are under unprecedented pressure, exciting projects continue to be planned and delivered.

The British Film Institute Mediatheque in Newcastle upon Tyne is an innovative approach to taking the collections of a national institution to new regional audiences, delivered through a partnership with Tyne and Wear Archives and Museums. Opening Up Archives is an initiative funded by the Heritage Lottery Fund and led by The National Archives. It aims to draw a more diverse workforce into the UK archives sector and at the same time address some of the skills gaps that the sector has recognised. The Right to Vote is an outreach project run jointly by Birmingham Archives and Heritage and the Parliamentary Archives. The National Maritime Museum is anticipating the forthcoming completion and opening of the new Sammy Ofer wing. This will provide top quality new accommodation for the archive collections of the museum and its users.

All these projects are partnerships, illustrating the importance of the kind of partnership working encouraged by *Archives for the 21st Century*. The Sammy Ofer wing is also the leading example to date of archives benefiting from private philanthropy, something the government is keen to encourage.

This issue of *Archives Sector Update* also contains important information about changes to the Freedom of Information Act and links to newly published guidance from The National Archives. If you have any ideas for future issues of this newsletter, or you want to give feedback about anything we have featured, please get in touch by emailing [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk).

I have one final piece of good news to report. In February, the Ministry of Justice appointed Oliver Morley to the permanent position of Chief Executive and Keeper, The National Archives. Oliver will shortly be launching a business plan to set out our strategy for the next four years. In this plan we will confirm how we will meet our statutory and public responsibilities, including our responsibilities to the wider archive sector. You can find out more about Oliver's appointment from our website at [nationalarchives.gov.uk/news](http://nationalarchives.gov.uk/news).



Nick Kingsley  
Head of Archives Sector Development  
The National Archives

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

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## Mediatheque comes to Newcastle upon Tyne

Following the success of the British Film Institute (BFI) Mediatheque within their own premises at the Southbank, BFI have been working with partners nationwide to open up the archive and regional collections via Mediatheque in other

parts of the country, choosing Newcastle's Discovery Museum as the venue for the northeast.

The Newcastle Mediatheque is the fourth Mediatheque outside London. Visitors can view more than 2,000 films and television programmes from the BFI's unparalleled archive free of charge. Mediatheque is a digital jukebox including feature films, documentaries, TV programmes, artists' film and video and home movies, stretching from the earliest days of cinema to the present. Classics from British film and TV – such as *Brief Encounter*, *The Wicker Man*, *Monty Python* and the *Play for Today* series – sit alongside a wealth of historically important and rarely seen films which reflect life in Britain over more than a century. All this and more is available for anyone to view at Discovery Museum.

Discovery Museum was selected as the venue of choice in the northeast because of the large

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▲ The BFI Mediatheque launch at Discovery Museum, Newcastle upon Tyne

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number of visitors it attracts and its location in the centre of Newcastle.

Detailed planning started around the same time as the merger between Tyne and Wear Museums and Tyne and Wear Archives Service, which occurred in April 2009. It was quickly realised that Mediatheque, which provides private individual viewing, would be an ideal bridge between the museum visit experience of browsing displays and the archive experience of active individual research.

Mediatheque provided the opportunity to open up the archives area of the building to greater numbers of people and potentially attract a new audience who might not have visited the archives before.

Six months on, Tyne and Wear Archives and Museums are building the audience for Mediatheque: it is attracting younger people and groups and also has an active volunteer group, a very positive outcome to build on in the future.

- ▶ [bfi.org.uk/whatson/bfi\\_southbank/mediatheque/bfi\\_mediatheques\\_around\\_the\\_uk/discovery\\_museum\\_newcastle](http://bfi.org.uk/whatson/bfi_southbank/mediatheque/bfi_mediatheques_around_the_uk/discovery_museum_newcastle)

*Liz Rees, Chief Archivist, Tyne and Wear Archives and Museums*



▶ The BFI Mediatheque launch at Discovery Museum, Newcastle upon Tyne

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### Opening Up Archives

**Opening Up Archives** is a collaborative project to develop a new route into skilled work in the archives sector. It is funded by the Heritage Lottery Fund under their Skills for the Future programme, and by the Museums, Libraries and Archives Council (MLA). The programme is a key part of the workforce and leadership strand of ***Archives for the 21st Century in action*** and is supported by MLA, Lifelong Learning UK and the Archives and Records Association. The National Archives leads and coordinates the programme.

The programme's primary goal is to diversify the archives profession by providing an alternative to the postgraduate diploma as a means of entry into archive work. Rather than focusing on specific qualifications, the project has aimed to find people who can bring talent and energy into the archival world, and who are keen to develop their skills, engage with the local community and create better online services.

Opening up Archives will run for two years and a total of 26 traineeships will be offered, 13 in the first year and 13 in the second year. The first round of applications has now closed and the response has been amazing. We have received over 850 applications and are currently in the process of reviewing and interviewing potential candidates. The traineeships will start in the middle of April.



▲ Shahera Begum, Opening up Archives trainee, Tower Hamlets

Opening Up Archives is a true partnership enterprise in terms of both its funding and delivery. It demonstrates close working between The National Archives and 11 other archive services partners across the country including services in London, Manchester, Birmingham, Newcastle, York, Gloucester and

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Nottingham. Vocational Qualification and Credit Framework training is also being provided by the Victoria and Albert Museum.

The National Archives has also been working with important community stakeholders such as the Swadhinata Trust in Tower Hamlets, which has several projects in the pipeline that seek to develop collections in order to capture the rich and interesting history of the Bengali community in the UK.

Trainees will be based within the host archives and, with the day-to-day support of an experienced trainer, will be very much a part of the local team. During the traineeship period, The National Archives' role will be to engage closely with trainers and trainees to help maximise skills development and ensure that the wider aims of the programme are being achieved, as well as delivering specialised training sessions. All trainees will have a bespoke training plan setting out tasks, activities and learning relating to each traineeship specialism. The Archives and Records Association has been involved with the development of the plans.

The Opening Up Archives programme represents a win-win for the host archives, the trainees and the wider service user community. As Liz Rees from Tyne and Wear Archives

and Museums highlights, 'The programme will both create opportunities for young people to learn new skills and help us towards realising our vision of making more of our collections available online.'

Please keep an eye out for updates in future newsletters or email: [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk) for additional information.

► [nationalarchives.gov.uk/get-involved/opening-up-archives.htm](http://nationalarchives.gov.uk/get-involved/opening-up-archives.htm)

### What do you think?

We want your feedback. Send your comments and suggestions about this newsletter to [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

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### Digital Continuity Service launched by The National Archives

Digital information management has just become much easier, thanks to a new service from The National Archives that is freely available to the whole of the public sector. The **Digital Continuity Service** helps you to use your information in the way that you need, for as long as you need. It's a flexible package of guidance, advice and support, risk assessment and technical tools and services, including DROID, a free file profiling tool. You can tailor your use of the service to fit your individual needs.

Our guidance will help you to understand what we mean by digital continuity, including key risks and opportunities, consequences and benefits, and a four-stage process for managing it. Our risk assessment process will help you to understand your specific issues and risks and includes an easy-to-use self assessment tool.

Technical tools and services to manage digital continuity are available from our commercial framework, and include information management services, eDiscovery solutions, data quality solutions, data storage consultancy, data archiving

solutions and data conversion and migration services. The file-identification software DROID profiles file formats, telling you what files you've got, their format and size and last modified date. You can use this information to reduce the amount of data you store, and to improve your information management.

#### Training

Digital information is particularly vulnerable during times of organisational or technical change. If you need to manage digital information, particularly if you are going through organisational or technical change, why not sign up for our free digital continuity training? Go to:

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

Find out more about the Digital Continuity Service on our website:

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

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### Archives for non-archivists

Do you care for archives as part of your role but have little time or resources to manage them? Do you know someone who is responsible for archives and needs some practical guidance to care for and take control of them?

This might be in a mixed collection of library and museum artefacts, in a business, private institution, charity, arts, faith or community group.

We are preparing straightforward guidance for non-archivists who would benefit from step-by-step tips to improve storage, documentation, handling and access to archival material in their care. This builds in stages towards comprehensive planning for development, including information resources such as the National Register of Archives, archival networks and sources of funding, to fully realise the value of archives for owners, custodians and the wider public.

We'd be very keen to hear from anyone who would be interested in this guidance. We can provide access to the draft guidance and talk through how it can be used. This will help us to safeguard archives in hard to reach places and ensure that the guidance is tailored to the needs of those it will benefit the most.

Please email [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk) for more information.

### New guidance from The National Archives

#### Digital preservation

The National Archives has issued new guidance for archive services on developing digital preservation policies following consultation in draft form.

Digital preservation is a vital service development issue for virtually all archive services. Making a success of it requires governance and strategic alignment as well as the development of digital archival skills and infrastructure. Read the new guidance on our website:

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

#### Records management guidance

We will soon be publishing the next in our series of records management guides supporting the Freedom of Information code of practice on records management. Guide 8, *Disposal of records*, will be available on our website (the other guides in the series can be downloaded from the same page):

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

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## Freedom of Information (FOI)

### Amendments to the FOI Act

Changes to the royal family exemption at section 37(1)(a) of the FOI Act came into effect on 19 January 2011 and any requests for information received after 18 January 2011 are to be considered under the exemption as amended. The exemption now differentiates between communications with the sovereign, heir and second heir and communications with other members of the royal family. The former become subject to an absolute exemption, the latter remain subject to a qualified exemption.

The duration of the exemption has also changed. The exemption now lasts for whichever is the later of 20 years or five years after the death of the individual concerned unless the information relates to communications with the royal household that were not made on behalf of a member of the royal family. In that case it lasts for whichever is the later of 20 years or five years after the death of the sovereign at the time the information was created. These amendments were set out in Schedule 7 to the Constitutional Reform and Governance Act 2010:

▶ [legislation.gov.uk/ukpga/2010/25/contents](http://legislation.gov.uk/ukpga/2010/25/contents)

Note that these amendments do not apply to information held by Northern Ireland bodies, nor to bodies covered by the Scottish FOI Act.

The Act (at sections 45 and 46 as well as Schedule 7) also amended the FOI Act to reduce the duration of some exemptions and amended the Public Records Act 1958 to bring forward the deadline for transfer of records. These changes have not yet been commenced and are expected to be introduced over a 10-year period at a rate of two years' worth per year, starting in 2013.

### Some relevant FOI judgments

The Upper Tribunal (Administrative Appeals Chamber) recently considered the issue of whether a public authority can introduce new exemptions throughout the appeal process. It concluded that it is entitled to do so and need not rely on the Information Commissioner or the First Tier Tribunal exercising discretion to allow this:

▶ [informationtribunal.gov.uk/DBFiles/Appeal/i406/GIA%201694%202010%20and%20GIA%202098%202010.pdf](http://informationtribunal.gov.uk/DBFiles/Appeal/i406/GIA%201694%202010%20and%20GIA%202098%202010.pdf)

An explanation of the Tribunal decision is given in the FOI Man blog at [foiman.com/archives/199](http://foiman.com/archives/199).

A recent High Court decision has made it clear that when calculating whether the cost limit would be exceeded, the cost of redacting exempt information from documents cannot be included:

▶ [www.bailii.org/ew/cases/EWHC/Admin/2011/44.html](http://www.bailii.org/ew/cases/EWHC/Admin/2011/44.html)

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## Lesbian and Gay Newsmedia Archive (LAGNA) gets a new home

LAGNA, a unique and important resource for the study of Lesbian Gay Bisexual and Transgender (LGBT) history and culture is the UK's only independent LGBT archive. The collection includes around 200,000 press cuttings from the non-gay press about all aspects of gay life, as well as ephemera and an impressive library. In January 2011 LAGNA moved from Middlesex University to the Bishopsgate Institute in Central London.

The collection had been housed at Middlesex since 1997 at its Cat Hill campus and was managed in partnership between the university and the volunteer-run organisation. The volunteers managed the collection on a day-to-day basis, dealing with researchers, arranging outreach, sorting and cataloguing. The University provided appropriate storage, access to computer networks and expertise to assist with fundraising and project management.

When Middlesex announced that its Cat Hill campus would be closing in June 2011, LAGNA had to think carefully about its future. LAGNA approached higher education institutions, but though many were interested, all had space issues and some had policies that would not allow them to accept collections of press cuttings. So, when Stefan Dickers, Library and Archives Manager at the Bishopsgate Institute, suggested that they might

be able to offer LAGNA a home, it seemed the perfect solution. LAGNA will remain an independent, volunteer-run organisation, but the opportunities that are now possible as a result of this new partnership with Bishopsgate promise a rosy future.

Further details about the collection and visiting for research can be found at [lagna.org.uk](http://lagna.org.uk) or [bishopsgate.org.uk/library](http://bishopsgate.org.uk/library).

*Judy Vaknin, LAGNA*

Some of the more colourful headlines that can be found in LAGNA ▶



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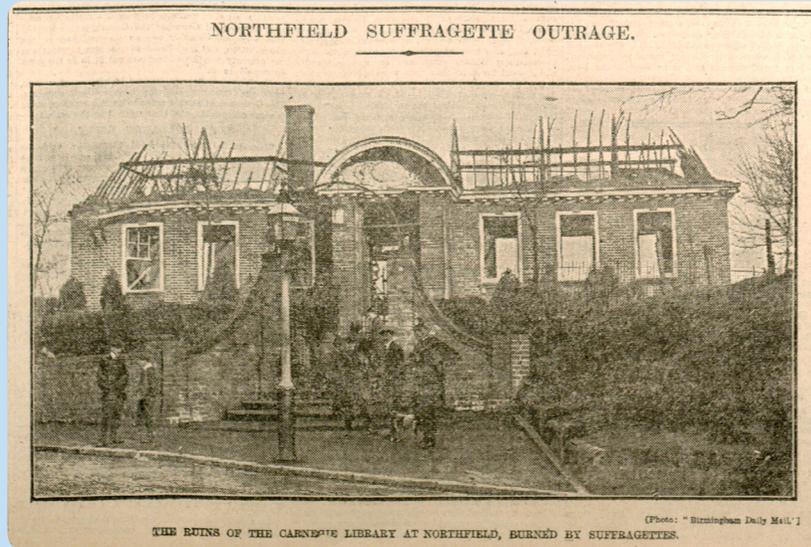
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## The Right to Vote

In May 2010, as the general election was approaching, the Digitisation and Outreach team at Birmingham Archives and Heritage worked with three different groups on The Right to Vote. This project was developed by Birmingham Archives and Heritage with the Parliamentary Archives and involved a year 8



◀ The ruins of the Carnegie Library at Northfield, burned by suffragettes in 1914

school group, a youth group and an adult reading group from a community library.

All three groups had the opportunity to look at original archival material at Birmingham Archives and Heritage and to walk around some of the sites of suffrage activism in the city centre. The groups also visited the Parliamentary Archives in London to view original material and visited the Palace of Westminster to see where the fight for the right to vote ended.

The adult reading group, based at Northfield library, focused on the origins of voting in Birmingham and the Chartist movement, championed by Thomas Attwood. The school group looked at the Suffragette movement in Birmingham and the activism that happened locally, while the youth group focused their attention on what it means to have the vote today, reflecting on the activism of women in the past and the role parliament plays in all our lives.

The visit to the Parliamentary Archives sparked lots of debate within the group about the voting rights of women as opposed to men, female capability and strength and equality of opportunity for women in terms of work and status. The project ended with a sharing event and film showing at the

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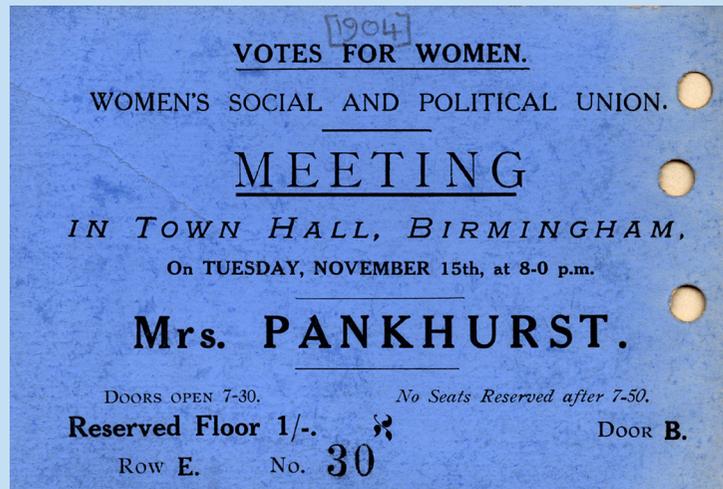
library theatre. The films are available to see on YouTube at [youtube.com/watch?v=-tBb\\_XRr5cs&feature=channel](https://www.youtube.com/watch?v=-tBb_XRr5cs&feature=channel) and [youtube.com/watch?v=ymlijdGUYEs](https://www.youtube.com/watch?v=ymlijdGUYEs).

A Right to Vote Trail through Birmingham city centre and the outskirts of the city is available to download:

▶ [www.connectinghistories.org.uk/exhibitions/trails.asp](http://www.connectinghistories.org.uk/exhibitions/trails.asp)

For more information, please contact Nikki Thorpe at [archives.heritage@birmingham.gov.uk](mailto:archives.heritage@birmingham.gov.uk) or on Tel +44 (0) 121 303 4620 or Tel +44 (0) 121 464 1619.

*Nikki Thorpe, Birmingham Archives and Heritage*



▶ A ticket for a Suffragette meeting in Birmingham

## 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 Update* by emailing [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

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## New research and reading room to open in the National Maritime Museum

The archive and library collections of the National Maritime Museum are getting a major boost as part of a £35 million capital project. Scheduled to open in summer 2011, the Sammy Ofer Wing will greatly improve the way the museum makes its world-class collections accessible to all. The wing will include a new entrance to the museum from the south, a large gallery space for temporary exhibitions, a permanent gallery (Voyagers) that will reveal the personal stories behind the museum's treasures, an interactive lounge, and a café and restaurant. The wing will also house a new research and reading room and provide approximately 1,000 cubic metres of environmentally-controlled archival storage that will substantially improve access to the paper-based collections.

The research and reading room will offer a range of new facilities and services. There will be purpose-designed spaces for different types of users with more than double the current number of readers' desks. More of the collections will be stored on site and be more easily accessible, including prints and drawings, and maps and charts. There will be quicker retrievals and longer opening hours, including one late-night evening. Better reprographic equipment, including a self-service scanner, and an online ordering system will improve the way users make copies of documents, allow them to order items in advance of their visit, and keep a record of what they've seen. Together with an enhanced archive learning programme,



◀ An artist's impression of the Sammy Ofer wing, viewed from Greenwich Park, © National Maritime Museum

the new facility will unlock the rich treasures of the archive and library collections to help bring them alive for new audiences and communities.

For general information about the new wing, including photographs, see:

▶ [nmm.ac.uk/about/sammy-ofer-wing](http://nmm.ac.uk/about/sammy-ofer-wing)

For further information on the plans for the new research and reading room, see:

▶ [nmm.ac.uk/researchers/library](http://nmm.ac.uk/researchers/library)

*Eleanor Gawne, Head of Archive and Library, National Maritime Museum*

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## Networking archives and libraries in the Catholic Church

For many small religious archives, the idea of purchasing cataloguing software and being able to make catalogues available online seems beyond their reach. Collections that are immensely important to the social and religious history of this country may remain neglected undeservedly because of a lack of an online presence or easy access to their catalogues.

With these reasons in mind, a group of Catholic archives, led by the archivists of the Scottish Catholic Archives and the Royal English College, Valladolid, decided to form a partnership with the aim of providing a single access point to an online collection of archives databases of value to researchers across the world. This provided each participating organisation with appropriate cataloguing software by allowing them to pool resources to purchase CALM cataloguing software at a discounted rate. Main project funding was provided by the English College, Valladolid and Scots College, Salamanca, with further contributions from the Catholic Bishops' Conference of England and Wales and Scottish Catholic Archives. The Catholic Heritage website ([catholic-heritage.net](http://catholic-heritage.net)) will now provide access to the catalogues of these institutions as well as those of Westminster Diocesan Archives and the Society of Jesus British Provincial Archives.

At Westminster Diocesan Archives, the arrival of CALM has led to vast improvements in the service the archives are able to offer. The vast majority of the diocesan collections, which were previously entirely uncatalogued, are now available and the archives are beginning to work on providing access to their collections of Archbishops' papers and historic (pre-1850s) material. It is hoped that, through their involvement in this project, Westminster Diocesan Archives' collections will be developed into a global resource for the study of the Catholic Church in a British context.

*Claire Muller, Archivist, Westminster Diocesan Archives*



◀ Pope Pius IX's slipper, later owned by Cardinal Manning – the catalogue to Cardinal Manning's papers will soon be available online

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**6–7 July 2011**

#### **The Future of Electronic Information and Records Management in the Public Sector (Fielder Centre, University of Hertfordshire, Hatfield Business Park)**

The 2011 conference, organised by Cimtech in association with The National Archives, focuses on new standards and best practice guidelines for information and records management, new classification technologies and new approaches to the perennial problem of email management. The conference is aimed at all public authorities.

▶ [www.cimtech.co.uk/Pages/Main/event\\_pubsectconf.htm](http://www.cimtech.co.uk/Pages/Main/event_pubsectconf.htm)

#### **Archive Awareness Campaign:**

**7 April 2011**

#### **Mahler and Liszt: London Concert Venues 1858–1892 (London Metropolitan Archives)**

A free talk (booking required in advance) to celebrate the 200th anniversary of Franz Liszt's birth and the 100th anniversary of Gustav Mahler's death, both occurring in 2011.

▶ [www.cityoflondon.gov.uk/lma](http://www.cityoflondon.gov.uk/lma)

**11 June 2011, 24 September 2011**

#### **Family history skills day (North Yorkshire County Record Office)**

Aimed at those wishing to develop their family history skills, the session is led by an experienced family history tutor, with contributions from archivists. It includes: getting the best from the internet, approaches to Latin and palaeography, and family tree recording software. The cost is £25, including light refreshments and a buffet lunch.

▶ [northyorks.gov.uk/index.aspx?articleid=3134](http://northyorks.gov.uk/index.aspx?articleid=3134)

To see more Archive Awareness Campaign events, go to: [archiveawareness.com/events](http://archiveawareness.com/events).

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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, but for a full list visit our contacts page on The National Archives' website:

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

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 Williams

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

Northern Ireland	Norman James
Scotland	Alex Ritchie
Wales	Jessamy Carlson
South-East	Melinda Haunton
South-West	James Travers
Yorkshire and Humberside	Andy Rowley
East of England	Liz Hart
North-West	Kevin Mulley
East Midlands	Nick Coney
West Midlands	Nick Coney
North-East	To be appointed
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)