

## Lancashire Record Office

## Suggested Action Plan

Action	Present Position	Action Required	Date	Notes
<b>Immediate</b>				
5.1.1 reviewing joint arrangements with Blackpool and Blackburn with Darwen – to include finance and governance	Discussions and drafting of new agreement currently under way	<b>Cabinet member Direction</b> on financial arrangements, formal adoption. Implementation	Mar 2011	Sept 2011 Arrangements with both Blackburn and Blackpool due to formally terminate on 31 March 2013, but both have expressed wish to continue with new agreements. Further meeting with Blackburn arranged for 17 October, but awaiting response from

				Blackpool with regard to contribution for 2011/12 and date for further discussions
5.1.2 engaging with agendas of Blackburn with Darwen and Blackpool	This will be clarified by the review of the joint arrangements. Activities already being carried out	Depends on new agreement		
5.1.3 engaging with communities across Lancashire	Restructuring of Cultural Services will determine new relationship between Record Office and Community History, which should create capacity throughout county to support more archive service activity in all districts	Completion of Restructure and development of new business model Rebranding of new service, including name change Develop community activities programme in all 12 districts	March 2011	Sept 2011 New structure implemented 1 August. All community Heritage Managers now in post and responsibilities allocated. 4 support posts still to be filled ( currently in process)
5.1.4 improving climatic conditions of archive storage areas	Replacement of plant in storage areas in capital programme 2010/11	Complete design and tendering process ( Property Group) and complete project	March 2012	Sept 2011 – capital work to replace existing plant is proceeding on schedule. Record Office

				due to reopen to public on 24 October.
5.1.5 developing preservation capacity (including succession planning)	2 distinct issues: 1 there is a major conservation backlog due to under-capacity in this team both at professional and Paraprofessional level 2 both qualified Conservators near retirement ( one in 2011) – need to find resources to appoint trainee post	Create trainee post as part of the Cultural Services restructure. Discuss with HR what action required to allow a trainee to be slotted into a post when vacant.	Dec 2010	Sept 2011 Awaiting confirmation of financial position after restructure
5.1.6 developing digital preservation capacity	Record Office digital preservation policy agreed, Jun 2010 Discussing with ITS appropriate means of holding data and accepting digital records from outside LCC	Procure necessary hardware, and agree processes with ITS	Mar 2011	Sept 2011 Several strands No development on trusted digital as this is dependent on decision by One Connect and LCC over future Records Management systems.  In the meantime an interim process is in place which enables us to

				deliver against policy in a limited, reactive way as long as the volume of digital deposits remains small.
5.1.7 securing additional archive storage capacity	<p>Currently reviewing holdings and where appropriate de-accessioning records held to free up space.</p> <p>Also deferring deposits wherever possible.</p>	<p><b><u>Cabinet member Approval required</u></b> to allow service to acquire alternative short term accommodation and to secure revenue for this. <b><u>But</u></b> longer term solution required</p>	Mar 2011	<p>Sept 2011 Survey work during closure suggests we may be able to create sufficient capacity for next 2-3 years by further collection reviews and disposals.</p> <p>PROVIDING, we have the resource to work on deposited but not processed collections. The Archives Service</p>

				Manager will carry out an options appraisal of longer-term storage solutions in the next 12 months.
5.1.8 working with other LCC services 5.1.9 considering shared services internally and externally 5.1.10 matching resources to outputs	The changes to the future structure and operation of Cultural Services and the implementation of the LCC Culture and Sport Strategy should go some way to addressing	To be taken forward as strategic work of Cultural Services	Mar 2011 ongoing	
5.1.11 raising the profile of the service	Visits for elected members successfully held	Visits for B/B and B/P members to be arranged; Improve engagement and understanding within LCC among officers and demonstrate relevance of the Service to corporate objectives. Use <u>Archives for the 21st Century</u> as tool for advocacy and information	Mar 2011	Sept 2011 Seek to arrange visits after reopening

<p><b>LONGER TERM ACTION PLAN</b></p> <p><b>To be commenced when additional resources becomes possible</b></p>				
<p>Medium-term Years 1</p>				
<p>5.2.1 digitisation of archive collections</p>	<p>Offer currently under consideration for partnership with commercial company for about 1.3million images of parish register entries to be made available; Involvement in National digitisation consortium for digitising historic school admissions registers.</p>	<p>Agree partnership offer, and proceed with involvement in national project. Also investigate other possible schemes, and implications for service delivery.</p>	<p>Immediate – partnership offer. Investigate others by end YEAR 1</p>	<p>Sept 2011 Agreement signed with . Ancestry . Work now well underway on parish records,which should be available online early next year</p>
<p>5.2.2 improving and increasing web access</p>	<p>Record Office website re-launched June 2010. Improved transactional capacity needed</p>	<p>Secure payment facility to be created. Creation of image gallery, and improved resources and information, possibly through closer working with other Cultural Services</p>	<p>end year 1</p>	<p>There are no firm plans around online payment, our last initiative being "canned" after the One Connect transition. In terms of better use of the web a detailed web</p>

				development plan would include social networking and link closely with 5.3.7 and wider Cultural Services initiatives.
5.2.3 capturing, preserving and providing access to 'born digital' records	Record Office policy in place and pilot work on ingest and cataloguing in progress, in conjunction with other regional archive services.	Identify long-term digital preservation facility and costs	end year 1	Awaiting developments on 5.1.6 above
5.2.4 building representative collections	Collection Strategy updated annually to identify gaps and surpluses in holdings	Use TNA Collections Development tool to identify gaps more effectively and prepare action plan	end year 1	Collections Policy and Strategy currently under revision
5.2.5 cataloguing archive collections to make them accessible	Currently cataloguing backlog of about 140 years work, and insufficient capacity to address this. This is a major constraint on improved access to collections	Use opportunity of Cultural Services restructuring to create 2 grade 7 posts of cataloguing archivist	end year 1	Restructure did not provide opportunity for more staffing, but has concentrated a staffing resource on this area. 3 of the 7 archivists are now focussing

				on the archive collections, including cataloguing and de-accessioning to save space Nothing to add.
Long term (2-5 years)				
5.3.1 reducing environmental impact of building and running costs	Plant replacement scheduled to commence in late 2010/11. Property Group preparing schedule of works required for structure and fabric (still awaited).	Major work required. Link with 5.3.2 and 5.3.3 to ensure most effective outcome to maximise benefits of any work undertaken. Establish a group to plan project, taking into account wider LCC service needs.	end year 1	Will need review after completion of plant replacement to determine impact. Engineers expect a demonstrable significant energy reduction after completion.
5.3.2 refurbishing/renewing 1970s building to meet future needs	No refurbishment since initial construction. Internally building is no longer fit for purpose, with inadequate capacity to support increased volunteer or community activity.	As 5.3.1 above	end year 2	During the closure the opportunity has been taken to replace ceilings, redecorate



				and install a single more welcoming service point but capacity for increased community or volunteer activity still need to be addressed
5.3.3 increasing archive storage capacity onsite	Se 4.1.7 above. In longer term, BS5454 archive storage capacity (and specialist photographic and digital storage) required	As 5.3.1 above	end year 2	Not yet begun
5.3.4 considering future role of services on site	Current Cultural Services restructure will present new opportunities and requirements for service delivered on site. Also opportunities with other services for sharing facilities e.g. Registration Service	As 5.3.1 above	end year 2	Not yet begun
5.3.5 developing educational role of archives	Limited work currently undertaken. Impact of CS restructure not yet known	Ensure increased capacity to meet needs of all learners (formal and informal) as individuals or groups on site and remotely. Explore internal and external partnership opportunities	end year 3	Not yet begun
5.3.6 expanding volunteer programme	Considerable volunteer activity continuing, but limits likely to be reached soon in both staff and facility capacity. Off site opportunities will be influenced by	Any major future expansion on main site will require additional building and computer capacity and be determined by staff resources	end year 3	Not yet begun, but 0.4 fte post created in restructure to

	development of Community History work. Use opportunity of Cultural Service restructure to create additional capacity.			support this area
5.3.7 balancing needs of onsite and remote users	Considerable use of Record Office website, on-line catalogues and rising number of remote specific enquiries. Onsite visits declining	Dependent on actions taken with regard to cataloguing backlog, digital access and redevelopment of building. Assess impacts of these and consider in context of LCC strategic priorities	end year 3	Review of what "offer" is – linking to 5.2.2 will help to focus on the balance. This year has of necessity been very much about the physical side of service delivery with period of closure and staff restructure.