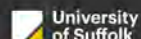
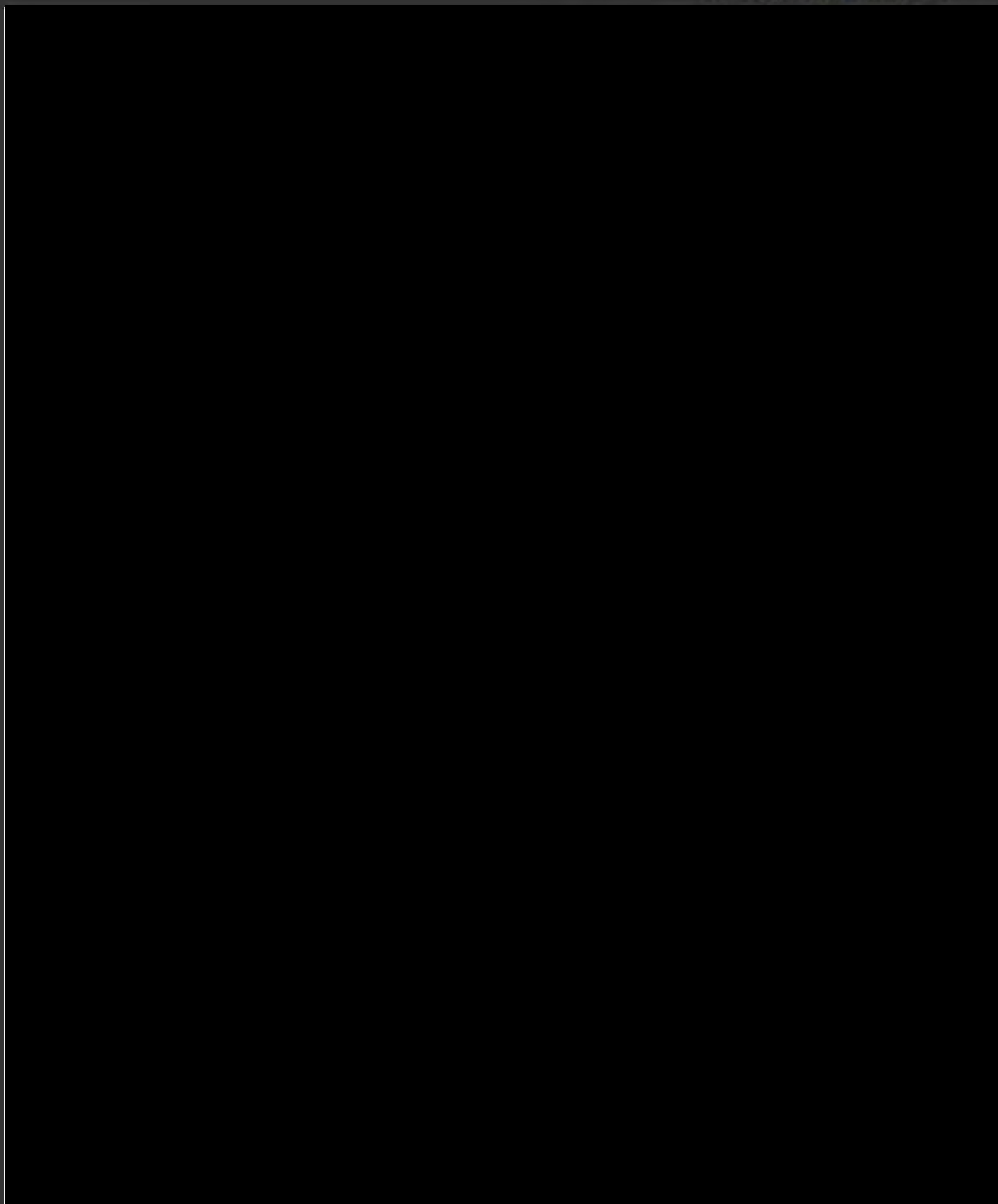




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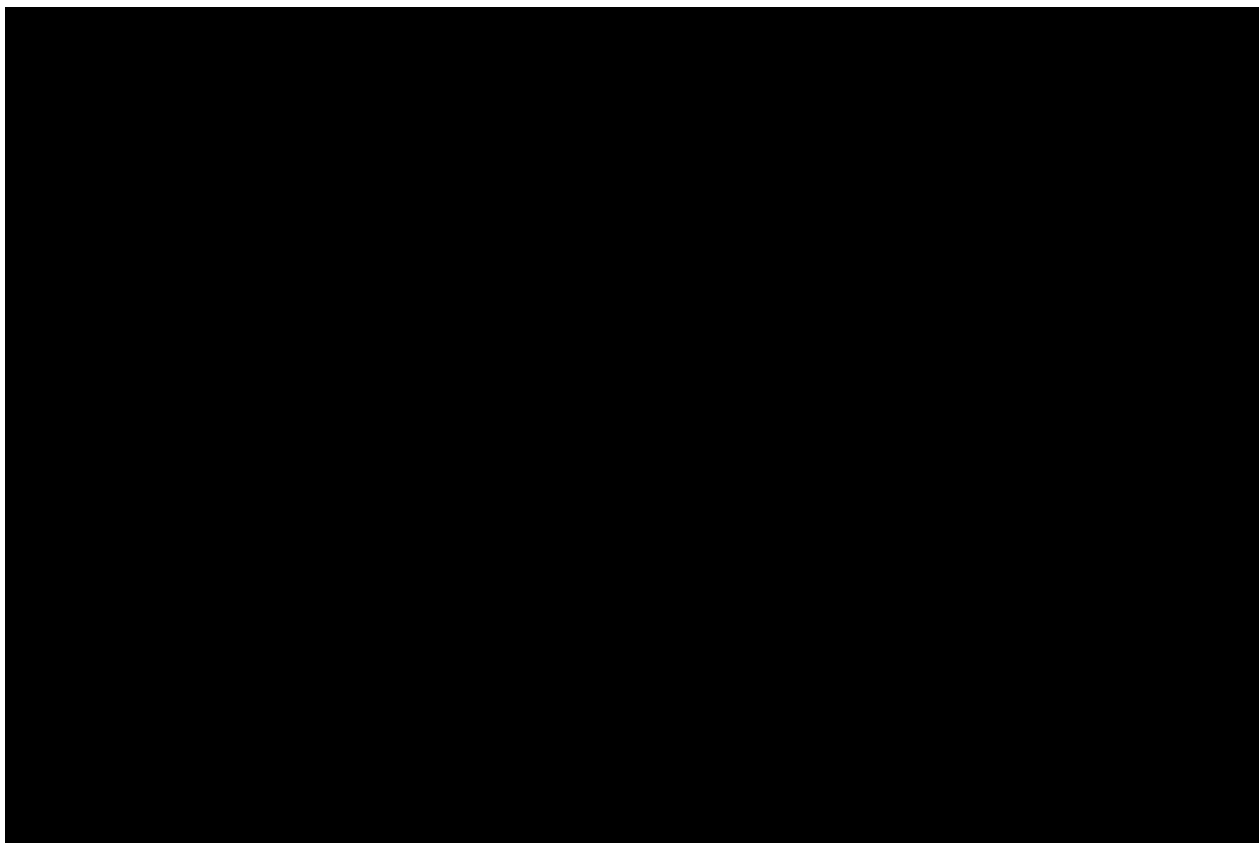


HG-014-08167 The Hold

14. Conservation Plan



Conservation Plan for the archive collections of the Suffolk Record Office



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List of acronyms used

ASAS	Archive Service Accreditation Standard
BRO	Bury Record Office (branch of SRO)
CAA	County Archaeological Archive
EERAC	East of England Regional Archives Council
FOSRO	Friends of Suffolk Record Office
FTE	Full Time Equivalent (staffing)
HER	Historic Environment Record
HLF	Heritage Lottery Fund
IRO	Ipswich Record Office (branch of SRO)
ISAD(G)	International Standard Archival Description (General)
LRO	Lowestoft Record Office (branch of SRO)
MDR	Manorial Documents Register
NADFAS	National Association of Decorative and Fine Arts Societies
NCA	National Council on Archives
NCS	National Conservation Service
PACR	The Professional Accreditation of Conservator-Restorers (PACR)
PAS	Portable Antiquities Scheme and Preservation Assessment Survey
PSQG	Public Services Quality Group
RH	Relative Humidity
SCC	Suffolk County Council
SCCAS	Suffolk County Council Archaeological Service
SFHS	Suffolk Family History Society
SHD	Suffolk Heritage Direct
SIAH	Suffolk Institute of Archaeology and Local History
SLHC	Suffolk Local History Council
SPS	Suffolk Photographic Survey
SRO	Suffolk Record Office
TNA	The National Archives
U3A	University of the Third Age
UoS	University of Suffolk
UEA	University of East Anglia (Norwich)
WDYTYA	Who Do You Think You Are

Glossary

Accessioning – the process of physically and legally transferring archival material into the SRO collections

Accruals – additions to a collection which are added to the collection after the initial collection is accepted by SRO

Appraisal – assessing the contents of a collection to decide which elements are of long-term value. This process can be repeated and is then known as reappraisal.

CALM - proprietary software used to accession, catalogue and manage collections

Cataloguing – the process of creating a written description which describes the content of a collection and explains the history and interrelationships of the records therein

Collection – archival material which has the same provenance and is treated as a discrete unit for physical and intellectual management

Digital preservation – the combination of policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time

Documentation plan – plan of what needs to be done to prioritised collections in terms of cataloguing and digitisation in order to make them more accessible. It forms part of the Management and Maintenance Plan (section 5; Action Plans and Costs)

Eltek – environmental monitoring equipment

Ephemera – documents created for a single purpose and with a short usage period which in everyday use would have been quickly discarded e.g. train tickets, fliers for plays. May often have very low level archival value and thus will not be collect in bulk by an archive.

Microform – microfilm and microfiche formats

Preservica – a proprietary digital preservation system

Records Management - controlling records within a comprehensive regime made up of policies, procedures, systems, processes and behaviours to ensure that reliable evidence of actions and decisions is kept and remains available

Red Rot – degradation in vegetable-tanned leather caused by high levels of relative humidity, temperature and/or pollution

Repository – the place where collections are stored. A repository can be physical or digital (as part of a digital preservation process)

SharePoint – a document management and storage system that integrates with Microsoft office. It is not a digital preservation system.

Tiny Tag – environmental data logger

1. Executive Summary

1.1 Understanding the Heritage

1.1.1 The Suffolk Record Office (SRO) archive collections comprise approximately 11,000 individual collections occupying 1303m³ and date from 1119 to the current day. They come from a variety of individuals and organisations including:

- County, borough, district and parish councils and predecessor bodies
- Courts, probate, coroners, police and prisons
- Church of England and non-conformist churches/chapels
- Businesses, maritime organisations, trades unions, co-operatives
- Local societies
- Landed families and estates

All types of archival formats are collected including paper, parchment, photographic, audio-visual and digital.

1.1.2 SRO's Local Studies collection of published sources comprises 34,000 volumes dating from 1548 to the present day occupying 161 m³. It also includes thousands of Ordnance Survey maps, newspapers, pamphlets and periodicals.

1.1.3 The Suffolk County Council Archaeological Service (SCCAS) material that will be held in The Hold is equal to 10m³ and approximately 910 GB and includes:

- Primary paper site records from 36 archaeological sites in Ipswich
- The County Archaeological Archive (CAA) of negatives, slides, photographs, X-rays, drawings, fiche etc. for the above sites
- Basil Brown and Lady Briscoe archaeological archives.

1.2 How the heritage is currently managed

SRO seeks to achieve the highest professional standards within the constraints it faces, and will apply for Archives Accreditation from The National Archives (TNA) in the near future.

- SRO collecting is managed through a Collecting Policy, but lack of storage prohibits large-scale proactive collecting. SCCAS collects archaeological primary archives from excavation work undertaken in Suffolk.
- SRO, like the majority of UK local authority archive repositories, has a cataloguing backlog. At March 2017 of total collections 74% are catalogued to at least box list or rough list and 26% are completely unlisted.

- 7.1% of the catalogue information is available for public access online at Suffolk Archives and at Discovery, the TNA online catalogue
- SRO has one FTE accredited conservator-restorer to cover all branches and a well-equipped conservation studio located in inadequate accommodation at Ipswich.
- SRO has undertaken extensive surveying work as part of the development of this Conservation Plan to build on the British Library Preservation Assessment Survey (PAS) undertaken in 2008. The findings have informed the SRO's action plans (see Appendix 5).
- SRO employees 21.71 FTE staff of which. 6.4 FTEs are posts that require professional or a professional postgraduate qualification.
- In the year 2015/16 85 volunteers provided 7,894 hours of work equating to a cash value of £68,598¹. In 2010, Suffolk won The National Archives' Volunteering Award.
- SRO has basic onsite public access. The Ipswich and Bury buildings are completely unsuitable for a modern archive service.
- SCCAS has no designated public access space and visitors work in staff offices.
- Strongrooms at Bury and Lowestoft are full, and the Ipswich office has only 64m³ spare. TNA withdrew their higher 'full approval' status for all SRO branches under the requirements of *The National Archives Standard for Record Repositories* (2004) in 2012 due to lack of accrual space.
- There are problems with the quality of archival storage at all three branches and SRO struggles to meet BS4971:2017 *Conservation & Care of Archive & Library Collections* and BS-PD5454:2012 *Guide for the storage and exhibition of archival materials*².
- SCCAS maintains its archive stores in accordance with the national guidelines published by the Archaeological Archives Forum. The paper and sensitive finds stores are purpose-built and environmentally monitored.
- At Ipswich and Bury there are no dedicated facilities for document reception, sorting, accessioning, cataloguing, cleaning, drying or isolation of infected material.
- SRO has implemented the 'Preservica' digital preservation system and is a frontrunner among local authorities in addressing digital preservation generally.

¹ Based on hourly rate of average searchroom assistant salary, Grade 4

² PD5454 will be replaced by EN16893 in February 2018

1.3 Significance of the collections

The SRO and CAA collections represent the lives, traditions and experience of communities across the county over 900 years. They also enable those who engage with them to have a sense identity, place and continuing history and illustrate the contribution of Suffolk to national and global events.

1.3.1 Evidential value

Only the SRO archives and local studies collections provide an unbroken record of this distinct and nationally significant county over a millennium. They are the written memory of Suffolk.

1.3.2 Historical value

SRO collections provide a comprehensive picture of all aspects of the history of the county and beyond, through a range of printed material, official records, archives of organisations from across Suffolk and papers of families and individuals. They also illustrate the sometimes-neglected rural experience for national and international events. Examples include Caribbean workers being recruited to bolster the county's workforce in the 1960s, and experiences of local soldiers in the First World War.

1.3.3 Aesthetic value

Some SRO collections are works of art in their own right e.g. the magnificent Bury Psalter, illuminated initials, decorations and seals on charters and grants of arms, hand cut valentines and doodles in the margins of manorial court books and rolls, as well as the thousands of maps, photographs, drawings and illustrations. Others offer sensory or intellectual stimulation for other art forms, such as literature, drama and music.

1.3.4 Communal Value

SRO collections hold a wealth of detailed information of the experience of the 'common man' over centuries through diverse material e.g. oral history, photographs, newspapers, parish records, maps and printed histories, gaol books, wills and inventories, hospital records, correspondence and diaries. SRO will collect to ensure collections continue to reflect the diverse ethnic makeup of the society it serves.

1.3.8 Notable collections

50 priority collections have been identified for the Conservation and Activity Plans. Within these, 27 collections of highest importance have been designated as 'Notable' to highlight those collections with the most to contribute to the Activity Plan and of the greatest priority for the Conservation Plan:

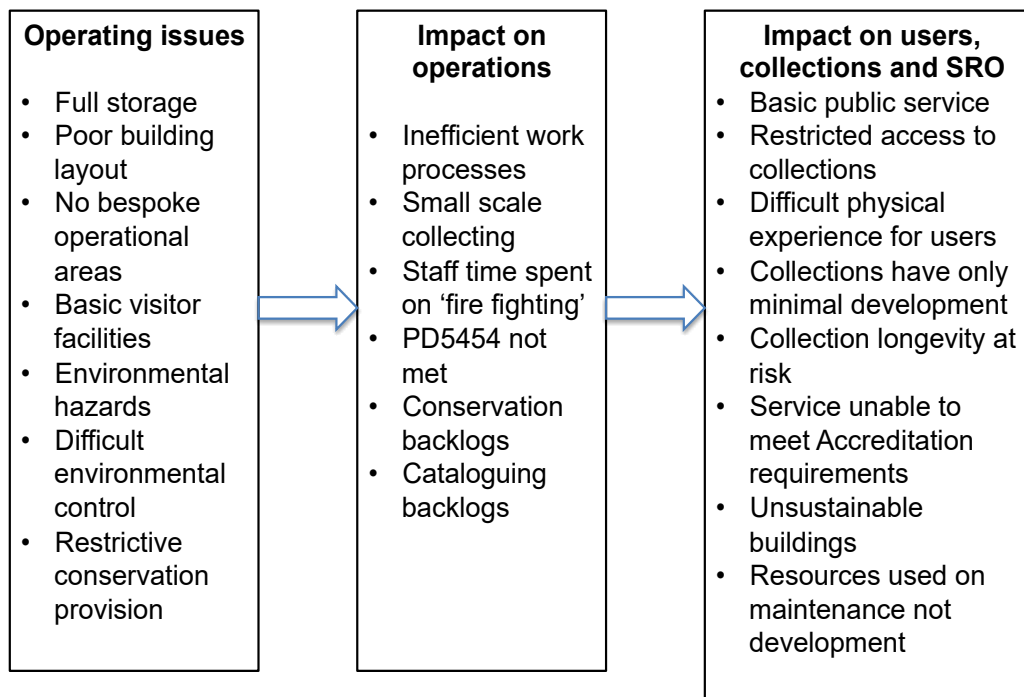
- Manorial Records (1200s-1900s)
- De Saumarez Family Archive (1200-2000)
- Iveagh Manuscripts (1119-1906)

- The Farce of Sodom (c.1685)
- Suffolk Regiment Archive
- Ipswich Borough Archives (1255-1835)
- Bury St Edmunds Psalter
- Oral History Collection (c1966-2008)
- Tayler & Green Architects (1830-1986)
- Map collections
- Ipswich Freehold Land Society (1636-1975)
- Port of Lowestoft Research Society Collection
- Elizabeth Garrett Anderson Letters and Papers (1861-1998)
- Garrett and Son of Leiston engineering firm
- St Audry's Hospital Records (1841-1985)
- The Cullum Collection Gentleman's Library
- Local Studies Collection
- Basil Brown Archive
- Suffolk Photographic Survey
- Stopher family WW1 letters
- Ickworth Estate and Hervey family collections
- Ipswich Caribbean Experience project archive
- Curry and Culture Bangladeshi Heritage project archive
- Rous family archive
- Cullum family archive
- Grafton family archive
- Old Poor Law collections

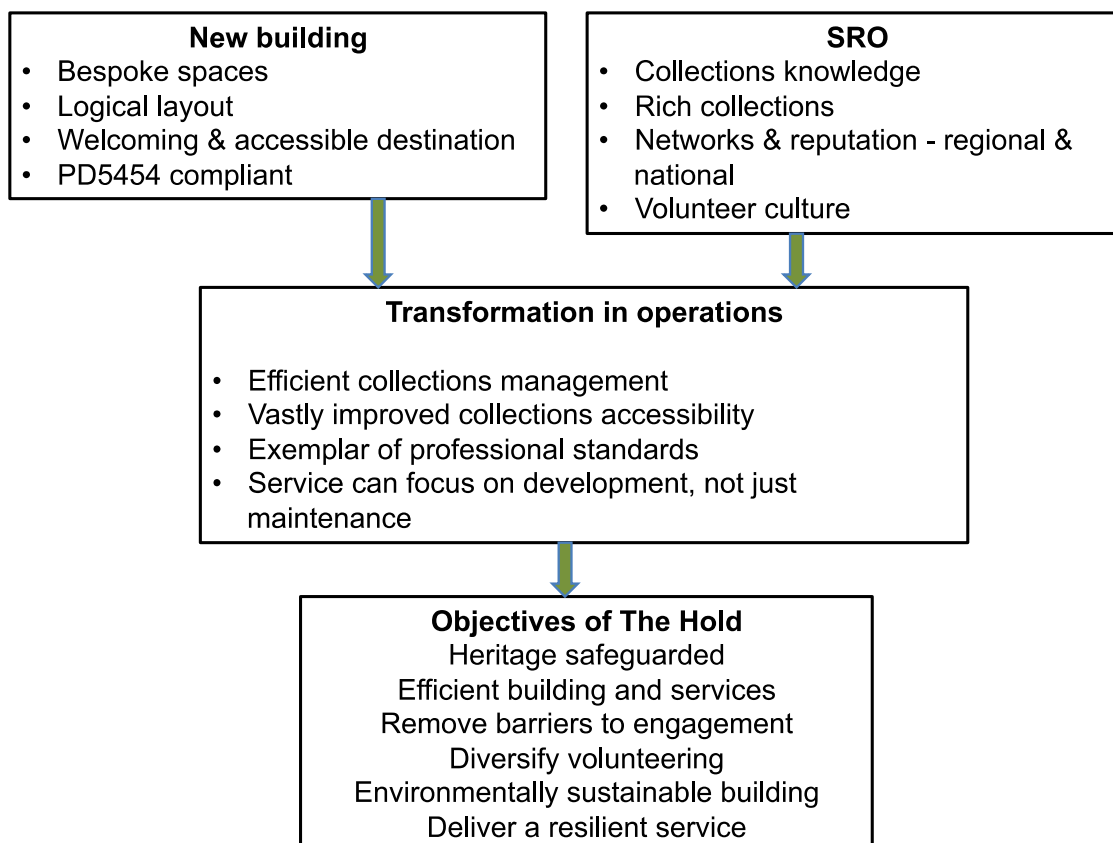
1.4 Policies

The SRO is developing a comprehensive suite of policies to manage collections in the new building and to prepare for an application for Archive Service Accreditation. They are set out in full at Appendix 4 and summarised in Section 5 of this Conservation Plan.

1.5



1.6



2. Introduction

This Conservation Plan lays out the nature of the SRO and SCCAS collections and why they are significant. It identifies the risks and opportunities the collections face. The Plan lays out the policies for the appropriate management and access of the collections to meet professional standards, maximise their longevity and support wide-ranging access. The accompanying Management and Maintenance Plan lays out action plans for achieving improved collection management and access, as well as the management of the new building, its exhibition/interpretative features, and digital features.

For clarity, the proposed new facility for Suffolk's collections, ***The Hold***, will accommodate:

- All the SRO collections currently stored at the Ipswich Record Office (IRO)
- The SRO collections currently stored in the outstore building of the Bury Record Office (BRO)
- The SRO collections currently stored in the strongrooms at the Lowestoft Record Office (LRO)
- Paper and digital records and selected sensitive finds from the SCCAS
- Future accruals for the whole of Suffolk for 20 years
- University records

Consequently, this document focuses on all three SRO branches and their collections. The SCCAS is also highlighted where appropriate.

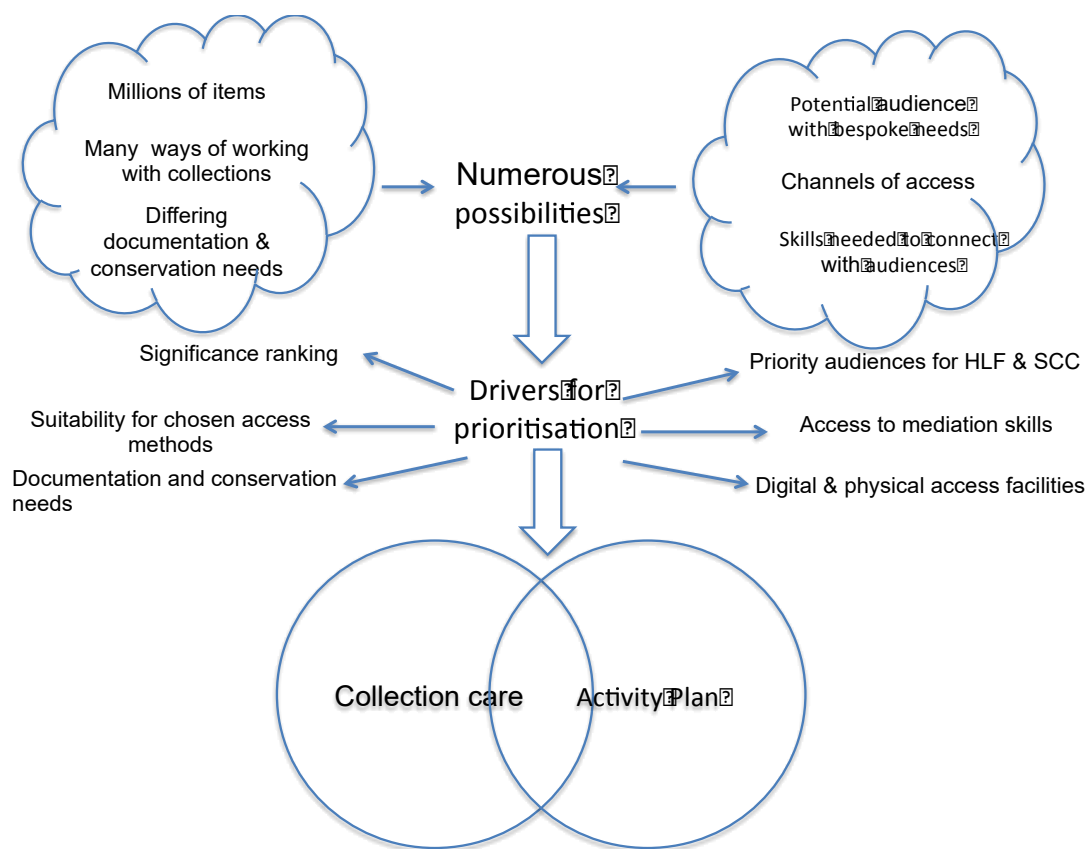
2.1 Relationship of the Conservation Plan to the Activity Plan and design of The Hold

The Conservation Plan has both informed and been informed by the Activity Plan. Archives are a rich but complex heritage resource that requires thoughtful prioritisation to maximise access and effective uses of resources. As a major archive SRO holds millions of individual items of archival material held in thousands of collections, augmented by the collections of the SCCAS. These individual items come in different formats and each can be used in a myriad of ways. They have differing conservation and documentation needs ranging from no additional work required to detailed attention. Furthermore, archives have a very wide range of potential audiences each with their own expectations and needs, which demand different professional skills to enable access across both digital and analogue channels. In totality, there are an almost infinite matrix of variables that could govern the care and use of archival material.

Thus the Activity and Conservation Plans have been developed by prioritising on a number of measures. From the perspective of collection care, those measures are the importance of the collection (detailed in section 4.6), its documentation and conservation needs and whether it is suitable for a particular type of access (e.g. digitisation). For the Activity Plan the priorities are the identified target audiences, the mediation skills needed to support access and the access facilities required (both digital and physical).

By combining the resultant requirements of prioritising collections against both the collection care and Activity Plan priorities, those collections which fall into both categories have been prioritised, but the Conservation and Activity Plans also recognise those collections which have a priority either under the collections care or activity priorities, but not both.

This whole process is summarised in the next diagram:



Furthermore, the identified needs of both audiences and collections have been fed into the building design (NCS has advised on building design for conservation purposes) in

an iterative process.

2.2 How this report has been developed

For physical conservation issues the National Conservation Service (NCS)³ visited and assessed the current standards of storage and state of the collections at the four collection storage facilities within Suffolk. It made a wide-ranging overview assessment of the needs of the complete holdings and has specifically looked at the key formats within the SRO collections. It sought to ascertain the extent, as a proportion of the whole, of these formats and their direct needs, to aid planning of the new facility. Each of the storage facilities was visited and an assessment carried out; a slightly more detailed analysis of the collections at the Ipswich site was carried out, compared with the other sites, as it is the largest facility and contains the full range of collection formats. Following this work, and with direct guidance from emerging priorities falling under both the Activity Plan and the Documentation element of the Conservation Plan, a further set of targeted surveys was carried out, looking at the highest priority collections for access and volunteer activity. In addition, operational surveys covering the needs for a decant of the holdings and the scale and locations of 'special needs' materials (rolled and large flat materials and photographic and audio-visual material) were instituted, carried out by or with SRO staff, and a map survey under the Sharing Suffolk Stories project was undertaken by NCS.

To assess wider building management issues and how the different types of collections are being protected or otherwise in the existing estate, NCS visited all the SRO branches to assess the impact of the physical environment on managing collections and collection access. SRO staff were also interviewed extensively. NCS then worked with SRO staff to carry out an assessment of existing site and operations using Benchmarks in Collection Care and developed a suite of policies and practical plans for conservation work and documentation work aimed at improving the condition and accessibility of collections over a thirteen-year period, during and after the project funded stages.

2.3 Relationship to other documentation

The Conservation Plan builds on the HLF Round 1 Conservation Statement, updating the sections on How the Heritage is Managed, the Statement of Significance and Risks, as well as developing the ramifications of those elements. The Conservation Plan should be read in conjunction with the Management and Maintenance Plan and the Activity Plan.

³ The NCS team comprised Chris Woods and Jonathan Rhys-Lewis, both Accredited Conservator-Restorers, and Elizabeth Oxborrow-Cowan, a professionally qualified Archivist



3. Understanding the heritage

This section describes the collections of the SRO, the Local Studies Collection and the SCAAS in terms of their origin, their physical attributes and their content. It also explains how the collections are currently managed.

3.1 Suffolk Record Office Collections

3.1.1 History of SRO

Bury St Edmunds and West Suffolk Record Office

The record office service in the west of the county has its origins in the Evidence House in the Guildhall of the Candlemas Guild in Bury St Edmunds, in which the Borough Records were kept from its incorporation in 1606. In 1935 when the Corporation were planning new offices on Angel Hill they incorporated a muniment room to house old corporation records, other historical records in the care of the council and any West Suffolk records deposited for preservation and use. In 1940, an Honorary Archivist was appointed. A Joint Committee was formed with West Suffolk County Council in 1950 and the name Bury St Edmunds and West Suffolk Record Office was adopted, and a full-time Joint Archivist was appointed. In 1951 the Master of the Rolls approved the muniment room as a place of deposit for manorial records. In 1953 it was approved by the Bishop of St Edmundsbury and Ipswich as the repository for the deposit of Archdeaconry of Sudbury parish records. In 1955 the service came under the county with the establishment of the West Suffolk County Records Committee, by which date the record office had expanded premises. Following the Public Records Act (1958), the Lord Chancellor appointed the record office as a place of deposit for local public records. A joint repairs centre or conservation service was created in Ipswich and financed by West and East Suffolk County Councils and Ipswich Borough Council in 1959. Following the Local Government (Records) Act (1962), West Suffolk County Council became the statutory authority for records. The service and collections grew and in Feb 1974 the County Library Headquarters building was especially converted for the record office. In 1973 a modern records management programme was established to look after the semi-current records of the West Suffolk County Council and various District and Borough Councils.

Ipswich and East Suffolk Record Office

The Clerk to the Quarter Sessions took in records for safe custody. Records were also deposited in the East Suffolk County Council strongrooms and with the Ipswich Borough

Library. In 1926 the Master of the Rolls recognised Ipswich Borough Library as the sole repository for Suffolk manorial records. During 1939-1945 the Borough Library was recognised by the Bishop of St Edmundsbury and Ipswich as the Diocesan record office. In 1943 a part-time Archivist to Ipswich County Borough was appointed and in 1945 was also appointed to a similar position with East Suffolk County Council. In 1947 an East Suffolk County Council Records Sub-Committee was set up to promote and guide the preservation of the county's records, whilst the Libraries Committee of the County Borough of Ipswich took on a similar role. These later became the East Suffolk County Museums and Records Committee and the County Borough Libraries and Museums Committee. In 1950 both authorities decided to appoint a full-time Joint Archivist. Major private collections began to be received alongside the official borough and county archives. In 1951 the Ipswich and East Suffolk Muniment Room was approved as a place of deposit for manorial records. In 1952 the record office was appointed the Diocesan Record Office for the parishes in the Archdeaconries of Ipswich and Suffolk. The service was actively concerned with the modern semi-current records of the county and the borough and appointed a Records Clerk in 1950 to ensure important classes of record were kept safe. This subsequently developed into a full-scale records management service for the county. The conservation service was established in 1955 when the first Repairer was appointed and a well-equipped workshop setup.

Suffolk Record Office

In 1974 the Suffolk Record Office was created by the unification of the former Bury and West Suffolk Record Office with the Ipswich and East Suffolk Record Office. In 1985 a third branch of the Suffolk Record Office was opened in Lowestoft Library and in 1990 Ipswich Record Office moved into new premises in Gatacre Road.

3.1.2 Context

SRO is the core repository for archival collections relating to Suffolk due to the size, range and depth of its collections. The National Archives online directory⁴ of archive services lists another 26 other organisations that hold archives in Suffolk. These include museums, historic houses, businesses and the Britten-Pears Foundation. Their collections are much smaller and tend to have a specialist focus e.g. horse racing, music, steam transport.

SRO is one of 108 local authority archive services in England. It has approximately the 13th largest collection of these 108. SRO is one of the most visited Record Offices in

⁴ <http://discovery.nationalarchives.gov.uk/find-an-archive>

England, with over 16,315 visits recorded in 2016/17 (the third highest number of visitors for a non-metropolitan local authority archive) and 28,200 documents produced.

3.1.3 The Archival Collection

SRO has built up a comprehensive and detailed record of Suffolk life that cannot be found anywhere else. The National Preservation Office, Preservation Assessment Survey provided a snapshot of the quality of SRO's collections in 2008⁵, which found that:

- 98.31% of collections are unique or likely to be so⁶
- 99.76% of collections are judged to be part of the national documentary heritage

The earliest archive is a Charter held at IRO that dates c.1119 and the most recent record dates from 2017. SRO collects historic archives on an on-going basis and continues to take the recent records of the County Council under its statutory requirements.

The SRO collections are split into two clearly defined types:

- The Archival Collection of original primary source material (manuscript and typescript records on paper and parchment and in ledgers etc, manuscript maps, surveys and plans, photographs and original audio-visual sources);
- The Local Studies Collection of published sources (monographs, periodicals, newspapers, printed maps etc.).

The collections of the SRO are currently housed in four strongrooms at three separate branch locations - Bury St Edmunds, Ipswich and Lowestoft. Each branch has its own defined geographical collecting area for records with the Ipswich branch holding the major countywide collections.

- Ipswich Record Office (IRO)

⁵ National Preservation Office (2008) Suffolk Record Office Preservation Assessment Survey, unpublished document.

⁶ Compared with national averages of 66% nationally likely to be unique and 72% nationally as part of the national documentary heritage.

- Bury Record Office (BRO)
- Lowestoft Record office (LRO)

SRO holds over 11,000 individual collections (November 2017) occupying 1303m³ and comprising possibly 94 million pages in total⁷. These equate to over nine miles of shelving distributed thus:

Location	Percentage of collection
Ipswich	71%
Bury St. Edmunds	20%
Lowestoft	9%
	100%

The catalogue information describing these archive collections is available in:

- Older paper catalogues which have been produced in varying formats since the 1930s
- Catalogue information that has been electronically generated since 1996 on the “CALM” collections management software system.

Information from the older paper catalogues is being added to the CALM database in an on- going programme. At present, there are 1,000,505 (up to end of March 2017) CALM catalogue entries, which represent approximately 29% of the total archive holdings. A catalogue entry for example is likely to cover a bundle of paper records, a volume containing many individual records, or a series of photographic images.

3.1.4 The Local Studies Collection

The local studies printed book collection comprises over 34,000 volumes (running to 161m³ or 1.12 miles of shelving), dating from 1548 to the present day. There are also thousands of Ordnance Survey maps, newspapers, pamphlets and periodicals.

The majority of the local studies book collection is catalogued on the “Spydus” library

⁷ European Average of 6,000 pages per linear metre, and multiply m³ by 12 to reach linear total – Poole, N. (2010) *The Cost of Digitising Europe’s Cultural Heritage*, Collections Trust, p60.

catalogue system and the catalogue is available online via the Suffolk Libraries website⁸.

3.1.5 Other SRO Collection Responsibilities

SRO maintains the Archives Access Point located in Sudbury Library. Set up in 1995 by SRO this is an early example of taking 'archives' out to the community they relate to. It houses microform copies of local parish registers and assorted local studies re-sources, and also provides access via a dedicated IT terminal to online family and local history resources such as Ancestry.com.

SRO archivists and the conservator provide Ipswich School with specialist advice for the Ipswich Old Town Library housed at the school. This is the second oldest municipal public library in the country. It was originally a bequest by William Smart of Ipswich and was formed into the town library in 1615. It contains about 700 works relating to local history, topography, theology and natural history.

The Suffolk Family History Society (SFHS) library is housed at IRO and is made up of parish register transcripts, one-name studies, family pedigrees and printed research compiled by members of the society. Similarly, the library of the Suffolk Institute of Archaeology and History (SIAH) is housed at the BRO. By providing shelf space for these collections the SRO is ensuring easy access to these resources is guaranteed for members of both societies and the general public alike.

⁸ Suffolk Libraries Direct (2015) [online] <http://suffolklibraries.co.uk/> [accessed 29 June 2017]

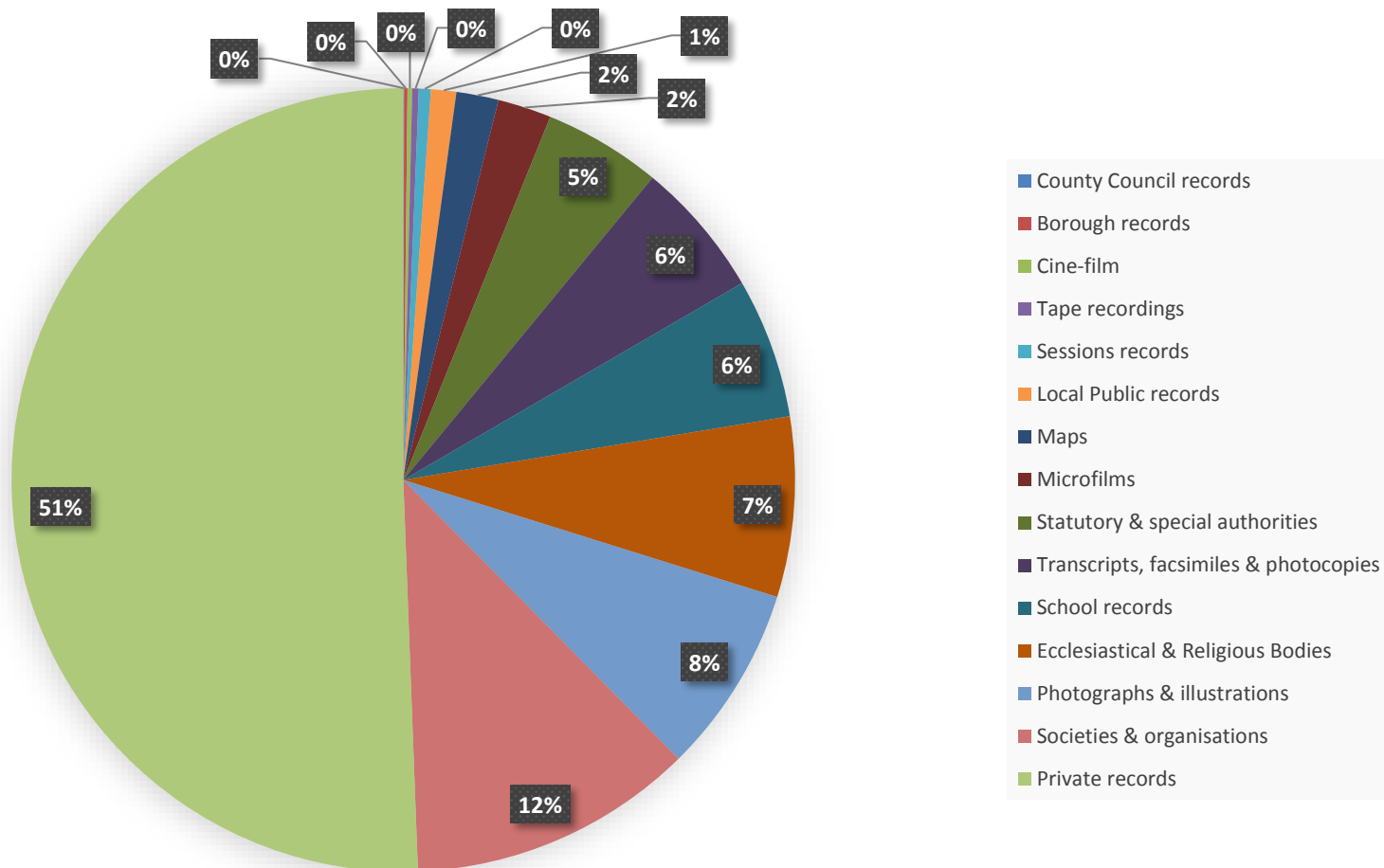
3.2 Scope of the SRO Collections

SRO collects archives from a wide range of organisations and individuals including:

- Suffolk County Council and its predecessor bodies which include records from social care departments, schools and the old poor law institutions or workhouses
- Court records including those from petty sessions, magistrates and county courts
- Borough, District and Parish Councils. Some borough records date back to 1215
- Coroners records covering a period of 673 years from 1329 to 2002
- Suffolk Constabulary and earlier Police forces
- Other statutory bodies such as the Ipswich Dock Commission and The Corporation of Trinity House
- The Church of England ecclesiastical records from the Diocese, Archdeaconries and individual churches. These include parish registers of baptisms, marriages and burials from over 500 parishes with some dating back to 1538
- Non-conformist church/chapel records from Methodists, Baptists and others
- Societies including charities, friendly societies, local co-operatives, Trade Unions and Women's Institutes
- Local businesses both small and large; from heavy engineering firms such as Ransomes & Rapiers to village shops; banks, architects, and solicitors
- Family records from landed estates and influential local families which include manorial records charting the ownership of land from the 14th to the 20th Century
- Family records containing biographical information, private papers, letters and diaries
- Hospital records which include those for the County Asylum founded in 1827
- Registry of Shipping and Seamen, which recorded the careers of men serving on trading and fishing vessels operating from Suffolk's coastal ports
- Prison and prisoner records from gaols at Beccles, Woodbridge, Bury St Edmunds and Ipswich dating back to 1790s
- Probate records including wills dating from 1361 through to 1941

The next chart on the types of collections shows the largest proportion of the total number of collections come from private record creators (51%) e.g. family and estate, businesses, followed by societies and organisations (12%), then photographic and illustrative material from the Local Studies Collection (8%) and ecclesiastical/religious bodies (7%). See Appendix 3 for the types of records that fall under the different classification categories.

The proportion of SRO collections organised by classification



The SRO Collections cover a huge variety of types and formats both analogue and digital:

- Primarily paper file material (various papers and sizes), which includes single sheet material; historic manuscript and typescript accounts, correspondence and 20th century dot-matrix and similar printed data records such as electoral rolls
- Folded bundles of paper and parchment documents (charters, deeds and leases etc.)
- Many volumes in different binding styles, sizes and conditions; the majority are large ledger style; very large volumes are stored flat
- Pamphlets, printed reports and printed publications
- Loose-leaf binders including box files, lever arch files and ring binders
- News and magazine cuttings; some newspapers
- Maps and plans; both rolled and flat
- Significant quantities of black and white and colour photo prints and negatives
- Colour slides, black and white transparencies, glass plate negatives and lantern slides
- Video and other AV formats
- Digital material in the form of discs, CD Roms, DVDs, memory sticks
- 8.6 terabytes of born digital files (totalling 612GB) and surrogates, currently saved and backed up on enterprise servers
- Older formats of material such as cassette tapes, videos, reel to reel tapes and vinyl records waiting to be converted to more sustainable formats

The overview collection assessment carried out by NCS gathered data about the current quantities of the key archival formats at each for the four sites and the resulting estimates⁹ are set out in the table below:

⁹ The calculations are estimates as volumes and boxes are often stored together on the same shelf

Location	Format	Quantity in linear metres	Estimated quantity	Notes
Ipswich	Boxed records	5,250	26,520 ¹⁰	Full range of SRO box sizes
	Volumes ¹¹	1,640	26,240 ¹²	Including the Local Studies collections
	Rolled	646	7,106 ¹³	Combining rolls in boxes and rolls on specific roll shelving
	Flat ¹⁴	180	2,584 ¹⁵	Consisting of large volumes, portfolios and bound plans
	Photographic boxed	215	1,720 ¹⁶	Primarily consisting plastic negatives & slides, glass plate negs and b/w & colour prints
Bury St. Edmunds (Main) ¹⁷	Boxed records	1,200	6,000	Full range of SRO box sizes
	Volumes	100	1,600	Wide range of styles and sizes
	Rolled	50	550	On specific roll shelving
	Flat	0	0	None seen
	Photo boxed	10	80	Primarily glass plate negatives
Bury St. Edmunds (Outstore)	Boxed records	20	100	Full range of SRO box sizes; inc roll material in boxes = 48
	Volumes	440	7,040	Primarily ledger style bindings

¹⁰ @ an average of x5 boxes per shelf

¹¹ Upright on the shelves (unboxed)

¹² @ an average of x16 volumes per shelf

¹³ @ an average of x11 rolls per shelf

¹⁴ This does not include the contents of plan chests (21 drawers) or two hanging map cabinets (estimated x750 maps/plans)

¹⁵ @ an average of x4 flat items per shelf

¹⁶ @ an average of x8 boxes per shelf; smaller boxes

¹⁷ The mobile runs have one thinner bay at each run

Location	Format	Quantity in linear metres	Estimated quantity	Notes
	Rolled	28	308	In boxes
	Flat	0	0	None seen
	Photo boxed	19	152	Primarily glass plate negatives
Lowestoft	Boxed	230	1,150	Full range of SRO box sizes; some special box sizes vary per shelf; top shelves smaller interval due to low ceiling; proportion are also rolls boxed
	Volumes ¹⁸	50	800	Most are stored flat or on spines
	Rolled	14	154	On specific roll shelving
	Flat	6	24	Within the shelving
	Photographic	11	22	Primarily consisting of glass plate negatives and b/w prints

The SRO does not actively collect film material. Potential depositors are advised to contact the East Anglian Film Archive, which has the specialist knowledge and storage facilities to deal with this medium.

Records are accepted into the collections as either gifts, loans, purchases, bequests or transfers. (as per the Collecting Policy).

In the period April 2016 to March 2017, SRO received 398 new accessions, totalling 857 linear feet. Details of the new accessions received are notified to the National Register of Archives (NRA) and published by the National Archives (TNA) at the end of each calendar year.

¹⁸ Often boxes and volumes are stored on the same shelves, so the amounts are estimated

3.3 Suffolk County Council Archaeological Service (SCCAS) Collection

SCCAS has been curating archaeological archives from the county since the 1970s and holds, at present count, 7202 individual site archives. SCCAS is the main repository for archives from development-led archaeological work in the county, which constitutes most of its collections. In addition to this the SCCAS also has some older archives from the county, such as those generated in the mid-20th century by Lady Grace Briscoe and Basil Brown, and collections made by amateur archaeologists.

SCCAS archives are made up of five main components: bulk finds, small finds, paper excavation records, photographic records, and digital data files.

It is envisaged that The Hold will accommodate the following important parts of the SCCAS County Archaeological Archive (CAA):

- Primary paper site records from 36 archaeological sites in Ipswich, corresponding to the finds held by the Colchester and Ipswich Museum Service. The majority of these sites have been developed and this archive serves as a default 'preservation by record' of what was there prior to development. Future Ipswich based reports will be deposited too.
- The CAA of negatives, slides, photographs, X-rays, drawings, fiche etc. for the above sites.
- The Portable Antiquities Scheme (PAS) officers will meet members of the public, who have discovered archaeological material, at The Hold as required.
- Selected, significant, sensitive archaeological finds will be exhibited alongside record office collections.
- Basil Brown and Lady Briscoe archaeological archives.

The SCCAS digitised material that will be held in The Hold is equal to approximately 910 GB.

The large bulk archaeological finds archive is not forming part of this project. This is stored in a separate facility in Ipswich. All sensitive finds are stored at the SCCAS facility in Bury St Edmunds. However, significant archaeological archives will be kept at The Hold e.g. the Basil Brown archives, which will link into the Basil Brown archives already held by SRO.

SCCAS ensures that its collection is stored in line with national Archaeological Archive standards and ensures that all incoming archives also adhere to those standards (see Archive Guidelines for Depositors 2017).

Accommodating the above important parts of the CAA at The Hold will provide vital capacity in Ipswich to:

- Support local amateur archaeologists and metal detectorists
- Facilitate the exhibition of selected archaeological archives (not finds) alongside SRO material
- Facilitate the storage of selected archaeological material for further investigation by the public
- Enable the secure storage of collections in a building which also provides good access facilities, so encouraging researchers to use collections
- Offers contingency and expansion room as more developer-funded archives come forward (again, excluding finds)
- Increases flexibility as more selected collections can be housed in the town near to the place they relate to

The Hold will also provide an access point for SCAAS in the east of Suffolk that will include:

- Display space
- Hot-desk facilities for use by Natural and Historic Environment Record team staff
- Meeting and seminar rooms and space for engagement with colleagues and the public including developers
- Access to SRO collections for use in its work

3.4 How the heritage is currently managed

This section explains how the SRO and SCCAS collections are managed, in the following sections:

3.4.1 Collecting

3.4.2 Cataloguing

3.4.3 Condition of SRO collections

3.4.4 Conservation

3.4.5 Staffing and volunteers

3.4.6 On-site public facilities

3.4.7 Storage facilities

3.4.8 Workspaces

3.4.9 Digital preservation

SRO is fully cognisant of professional archival standards and has always maintained an on-going process of updating its policies and procedures in the light of professional developments. As part of The Hold project the SRO recently undertook a review of all its policies resulting in the upgrading of existing policies and the development of new policies. This policy suite is also vital as part of SRO's application for Archive Service Accreditation Standard (ASAS) in 2018.

This section will also discuss, where appropriate, how the SCCAS collection is currently managed.

3.4.1 Collecting

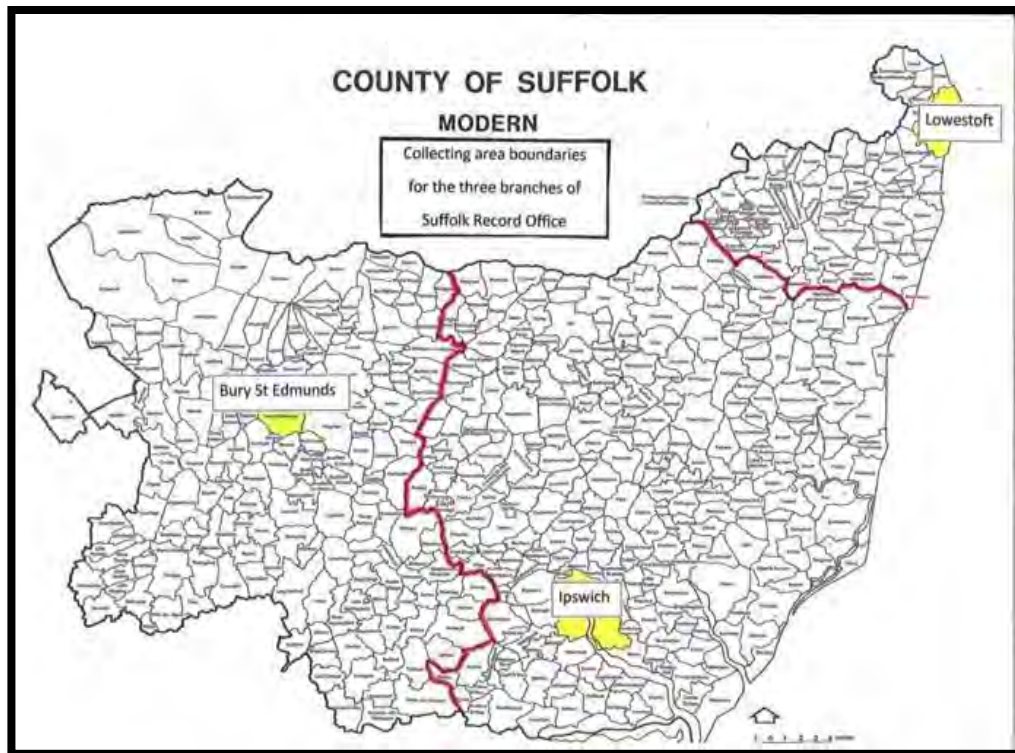
Collecting - SRO

SRO collecting is governed through its Collecting Policy, which dovetails with the Suffolk Heritage Strategy of 2013, setting out a comprehensive and integrated heritage framework for the county. The policy is supported by appraisal guidelines, and terms and conditions under which archive collections are accepted and held. A Collections Development Policy has been developed as part of the development of The Hold Project.

In 2012 TNA commented '*SRO has a sound and holistic approach to acquisition and developing its collections which recognises that success in this area rests on the strength of its relationship with the creators of the records and the local community, and that this can take time to come to fruition*'.¹⁹

The SRO collects material of a countywide interest and the three SRO branches have defined geographical collecting areas as follows:

¹⁹ TNA *Inspection of SRO Report 2011-2012*, unpublished document.



If a collection has countywide coverage it will be placed at IRO.

The main key collecting areas are:

- Records of Suffolk County Council and those of its predecessors
- Records of other local authorities and statutory bodies operating within Suffolk
- Public records offered to the Record Office under the terms of the Public Records Acts
- Records of the Diocese of St Edmundsbury and Ipswich and its constituent parishes, rural deaneries and archdeaconries
- Records of organisations, businesses, individuals, societies, public and private institutions, and other activities relevant to the history and life of the county of Suffolk
- Published and printed material relevant to the history and life of the county.

SRO is advising the SCC Information Management and SharePoint Teams on the development of a new electronic retention schedule/taxonomy/filing scheme and information management across the county council, as well as ensuring archival material will survive.

SRO is unable to undertake large-scale proactive collecting due to lack of storage but does identify current social trends to support small-scale contemporary collecting.

Discussions are currently under way with the University for the SRO to become the repository for the University. The vision is for the SRO to support University aspirations to develop national recognition and expertise in specific areas of study by expanding existing collections in areas such as the nuclear industry, maritime history, nursing and interior building design. SRO will also care for university collections and promote use at the University of relevant material in its own collections, such as hospitals, poor law and architects' material.

Collecting - SCCAS

The SCCAS collects across Suffolk and is the main repository for archives from development-led archaeological work in the county. SCCAS aims to:

- Maintain a record of archaeology and heritage assets, - the Historic Environment Record
- Provide advice to planners, developers, landowners, and archaeological contractors
- Identify and record finds made by members of the public
- Curate an archive for fieldwork projects carried out in the county

3.4.2 Cataloguing

Cataloguing - SRO

Accession and catalogue information is recorded using CALM, which is a Windows-based collection management system. It conforms to international archive standards including the General International Standard Archival Description - ISAD(G)²⁰

SRO has 2.4 full time equivalent (FTE) public service archivists who undertake cataloguing as part of their working remit. Cataloguing is completed to ensure essential ISAD (G) elements are provided for all catalogue entries.

The SRO, like the majority of UK local authority archive repositories, has a cataloguing

²⁰ Published by the International Council on Archives <https://www.ica.org/en/isadg-general-international-standard-archival-description-second-edition>

backlog. At March 2017 of total collections

- 74% are catalogued to at least box list or rough list.
- 26% are completely unlisted.
- Of the 74% referred to above, 42% are catalogued to at least mandatory ISAD(G), 20% are to a lower standard, and 12% are only box listed

29% of the total archive holdings are catalogued on the CALM cataloguing database.

To tackle this backlog SRO raises external funding (e.g. HLF funding for *Suffolk Voices Restored* project on oral history collection) and uses volunteers. Since 2014 SRO closes every Wednesday to free up staff time for cataloguing. This closure has delivered 250,000 catalogue entries being put on CALM and since 2010 volunteers alone have input just over 81,500 records onto CALM.

Not all catalogue information is online. As of March 2017, the catalogue information available to the public can be broken down as follows:

- 7.1% is available for public access online at Suffolk Archives and at Discovery, the TNA online catalogue
- 52.5% is available via a physical paper catalogue in one of the three searchrooms
- 14.3% is only available on CALM and therefore only accessible via consulting staff in the searchrooms

SRO launched a new website (www.suffolkarchives.co.uk) in March 2016, providing fully interactive access for the first time to the electronic catalogue (comprising 500,000 individual records), as well as access to a wide range of images of digitised records e.g. wills and marriage licences. SRO is also substantially expanding its social media presence using catalogue information and associated images.

SRO does not have a central electronic locations management system. Each branch runs its own system. SRO plans to barcode all archive material moving into The Hold to create a more efficient locations system.

Cataloguing - SCCAS

Recently Suffolk County Council Archaeological Service re-packed and catalogued all parts (finds, paper and digital) of the entire archive, using procedures developed during a previous English Heritage funded project to consolidate the Ipswich Excavation Archive Material 1974-1990. The collection is stored and curated in line with national

Archaeological Archive guidance.

SCCAS supports a Microsoft Access database onto which all parts of its archive are catalogued. Information from this is indexed onto the HER, and a publicly accessible version of HER is available on the dedicated SCCAS Suffolk Heritage Explorer website. The SCCAS cataloguing information consists of:

- The paper archive
- HER - fully indexed and available online
- PAS - available on national PAS website www.finds.org.uk
- Sensitive archaeological finds - fully indexed
- Digital archive- fully catalogued

3.4.3 The condition of SRO collections

The collections are managed as well as can be expected within the current limitations of the building and service. Given the enormous scale of this archive, as is typical of all county archives, an approach to assessing the entire holding must start with an overview to reveal broad condition information. Record Office collections are very similar across the UK; only the proportions of formats vary slightly. Proportions of condition descriptions are found to be remarkably uniform, as can be shown by the published result of the 300 collections surveyed under the British Library's Preservation Assessment Survey (PAS) tool in the 1990s and 2000s.

SRO has carried out a PAS, in 2008. The collections have grown since that time and so, as a part of the overview assessment of the entire holdings, across all sites, referred to under 3.2, an assessment of condition was carried out for this project. It revealed examples of the following typical condition descriptions:

- Folded material that requires unfolding
- Historic insect damage
- Mould damage
- Acidic papers
- Poor quality tracings actively deteriorating
- Weak material damaged by being rolled
- Large flat items unprotected
- Weak and at risk bindings

- Significant red rot evident on ledger bindings
- Damaged glass plates
- Deteriorating plastic negatives

The impacts of condition are most keenly felt when providing access to the collections, primarily through reader use and via digitisation – items that are too vulnerable to be used have to be withheld until they can either be remedied or digitised, or both. The PAS survey carried out in 2008 summarised the collection at SRO as follows:

Category	SRO	UK Aggregate
Unstable condition	8.91%	13.35%
Percentage of collections damaged	73.50%	70%
Significant damage	8.92%	16%
PPB5 ²¹	0%	0.5%

The British Library PAS population calculations, for the purposes of extrapolating from the % figures from the survey, are based on 31 items per shelf. This gave a reported population at that time of 1,735,000 items in the whole collection, across all sites. This would mean that about 156,150 unstable items with 0% recorded as being Preservation Priority Band 5. Unfortunately, the BL/PAS assumptions are based on a library shelf of books unboxed, not on boxes of archives. Using an addition to the PAS approach of 400+ samples, counting items per box and shelf, NCS surveys have subsequently suggested that the average archive items per shelf are approximately 90+ items, nearly 3 x the BL number. This would give a total population at the time of the Suffolk survey of 5,036,705 items, considerably greater and much more likely when considering the volumetric scale of this service. This figure would result in an extrapolation approximately 453,303 items in an unusable form without some attention.

The “Significant damage” category in the BL/PAS table is important here as this underlines the quantities of unfit materials that have been identified by SRO through the current ongoing conservation programme. It is likely the surveyors classed those with

²¹ Preservation Priority Band 5 – considered to be deteriorating, unusable, high demand and national significance

‘significant damage’ as being ‘unusable’, hence the close similarity of numbers (8.92% and 8.91%). SRO uses a system of categorising damaged material that has been noted as possibly unusable when requested, or during cataloguing. This ‘unfit for use’ category of material is highlighted by a Red and Green system of categories used by SRO22, which are defined as follows:

Green label indicates that the item is damaged but can be handled with care

Red label indicates that the item is unfit; it cannot be produced to readers or used by staff without copying or remedial treatment

Since Green indicates that the material can be used after some initial assessment and with special care and/or supervision, the Red category is the one that most closely resembles the survey’s Unusable/Significant Damage category. Reader requests have not been systematically recorded as data until recently, but returned CIPFA23 data shows a total of requests across all three sites of 24,156 requests in 2015-16 and 22,298 requests in 2016-17 (April to March years). Red category items recorded across all three sites amount to an average of 54 items per annum across a longer, eight-year period of records. This would equate to approximately 0.25% of annually requested items that cannot even be copied for surrogate use, being too vulnerable. Given that a larger quantity of material is either graded as Green or simply not flagged up in the same way that a surveying conservator would closely assess a survey sample item, this figure would seem realistic. It is further strengthened by the BL’s UK aggregate of surveyed items being categorised as PPB5, which is 0.5%. Given that SRO requests are almost invariably for documented material, while sample surveys tend to cover undocumented as well as documented, and documented material may have already had remedial attention if damaged, this may further support the 0.25% figure. If the figure were extrapolated, it would therefore indicate that there are in the region of 12,590 items requiring specialist remedial conservation attention.

As can be inferred from the above (especially reflecting that no PPB5 items were found in the PAS survey while possibly over 12 thousand could be present across the many millions of records,) what an overview survey cannot establish is which actual records are damaged and which discrete collection needs what attention if it is to be widely

²² This system has only been formalised since mid-2015 and the consistency is stronger in the Ipswich branch where the Conservator is based

²³ Chartered Institute of Public Finance and Accountancy. CIPFA gathers and publishes annual data on services.

accessible. We only know the likely aggregate picture across SRO's total holdings. Given the scale of the holdings, with nearly 11,000 separate defined collections, choosing which discrete collections to survey first must be driven by their significance and likely interest in their use, because, with some few exceptions (such as known large caches of deteriorating acetate negatives in a collection, or known magnetic media soon to be unusable), these factors are the most meaningful tools for prioritisation.

In reviewing the significance of collections and their documentation and Activity Plan needs, a series of over 50 priority collections amongst the 11,000 were identified. These would, over time, be surveyed for their condition and usability. Such survey work started in 2017 with an initial group of 10 'star' collections. In addition, a map survey was undertaken in parallel, as a part of the Sharing Suffolk Stories project, a photographic and audio-visual materials survey was started and surveys of rolled material, large flat materials and unboxed volumes are underway in order to safely decant the holdings to the new building. A summary of the findings of the 10-star collections can be seen in Appendix 5 and documentation, conservation and digitisation work on these will feature in the Management and Maintenance Plan.

Shelf numbers (quantities of shelves) of loose volumes have been surveyed for boxing during decant. However, more detail is needed to identify the nature and sizes of packaging necessary for the unboxed material. As a part of the decant packing, data will be gathered on sizes, condition and whether red rot is present so that longer term operations can be phased to locate, consolidate and provide bespoke boxes for suitably damaged volumes. This survey approach, happening as volumes are cleaned and packed, is efficient and ensures that knowledge is improved for prioritising ongoing works.

Appendix 5 provides the details of the surveying work completed for the preparation of this Conservation Plan, and that which is in process. It reveals:

- What SRO has found out about its collections as a result of surveying
- What SRO still does not know about its collections that requires further surveying/data gathering
- What risks and opportunities for improvement have been identified through surveying, which have then been addressed through policy development (see Section 5 below – Risks, Opportunities & Policies)

The information shown below provides a much shorter summary of the surveys conducted and the key lessons learned which SRO will carry forward.

Collections surveyed:

Pre-1700 Maps	Enclosure Maps	Enclosure Awards
50" OS Maps	Boxed archives	Loose volumes
Photograph albums	Loose mounted photos	Loose paper based photos
Loose paper based digital print photos	Glass negatives	Lantern slides
Plastic negatives, sheet transparencies, slides, negatives	Video and audio cassettes	CDs and DVDs
Audio Reels	Large rolled items	Large flat items
Elizabeth Garrett Anderson letters (notable collection)	De Saumarez collection (notable collection)	Iveagh Manuscripts (notable collection)
Old Poor Law collections (notable collection)	Suffolk Photographic Survey (notable collection)	Stopher collections (notable collections)
Rous Collection (notable collection)	Tayler & Green (notable collection)	Garrett of Leiston

Key lessons learned:

For maps:

- do enough conservation work just to enable digitization (e.g. cleaning, flattening, repair to edges/running tears, tidy up old repairs, re-adhere sections),
- improve packing
- renumber items stored separately
- do not reattach detached maps from awards etc.

For boxed archives and photograph albums:

- box/re-box as part of decant process, then continue as necessary following cataloguing
- photo albums only – digitise in page view and as individual photos, repackage originals

For loose volumes on strongroom shelves:

- carry out more detailed surveying as part of decant process, and simple clean & box at same time
- consolidate volumes with Red Rot
- minor repairs can be done by trained volunteers

For loose photographs/digital print photographs/glass plate negatives/lantern slides/negatives

- improve boxing for decant and place in suitable secondary /microclimate packaging
- glass negatives – store vertically not horizontally

For video and audio cassettes, CDs and DVDs, Audio Reels:

- digitize all prior to decant process, due to instability
- ingest content into 'Preservica' for long-term digital preservation
- dispose of insignificant Audio Reels once digitized

For large, rolled items, large, flat items:

- rolled - improve long-term packaging for decant process, provide archival inner core and protective outer wrapper
- flat – improve long-term packaging for decant process
- digitize deposited plans

For Elizabeth Garrett Anderson letters:

- minor remedial conservation and tear repair prior to digitization

For De Saumarez:

- minor remedial conservation, flattening and consolidation
- significant re-boxing and secondary packaging
- digitise according to needs of Activity Plan and Exhibition and Interpretation Plan as well as conservation

For the Iveagh Manuscripts:

- significant remedial conservation, including flattening, cleaning, major repair
- some phase boxing and re-boxing, secondary packaging

- digitise according to needs of Activity Plan and Exhibition and Interpretation Plan as well as conservation

For the Old Poor Law collections:

- remedial conservation; cleaning and consolidation of bindings, flattening and tear repair
- reboxing
- digitise according to needs of Activity Plan and Exhibition and Interpretation Plan as well as conservation

For the Suffolk Photographic Survey and Stopher collections:

- cleaning and some consolidation, flattening (Stopher) prior to digitization
- repack in Melinex sleeves and archival standard envelopes

For the Rous collection:

- remedial conservation; flattening, cleaning, consolidating
- 2 items = major treatment required
- significant re-boxing and secondary packaging

For Taylor and Green collection:

- remedial conservation; flattening, cleaning, tear repair, consolidation
- 7 items = major treatment
- Repacking, including Melinex sleeves
- Some re-boxing

The surveys also revealed examples of the following typical condition descriptions:

- Folded material that requires unfolding
- Historic insect damage
- Mould damage
- Acidic papers
- Poor quality tracings actively deteriorating
- Weak material damaged by being rolled
- Large flat items unprotected

- Weak and at-risk bindings
- Significant Red Rot evident on ledger bindings
- Damaged glass plates
- Deteriorating plastic negatives

3.4.4 Conservation

Conservation - SRO

SRO employs one FTE conservator based at the Ipswich branch of SRO where the Conservation Studio is located and who also supports conservation activity across the sites. The conservator is an accredited conservator-restorer (ACR) under the Professional Accreditation of Conservator-Restorers (PACR) scheme administered by the Institute of Conservation (ICON)²⁴. The Conservation studio is well equipped, including fume cabinet, vacuum table and leaf caster. Priorities for interventive conservation have been driven by user demand. External funding has been sought for some work e.g. the Isaac Johnson Collection was repacked with a grant from the East of England Regional Archive Council (EERAC).

All SRO searchroom staff and volunteers are trained in handling collections and visitors are encouraged to use good handling techniques with guidelines and staff guidance. All staff actively identify archives which may be damaged or at risk from further handling and all staff will be involved periodically in placing items in protective packaging and boxing collections, particularly during accessioning and cataloguing.

The majority of the boxes examined during the overview survey carried out for this Plan revealed the significant requirement for secondary packaging (sleeves, folders etc.). Very substantial inroads have been made for packaging photographic material, and especially glass plate negatives (though the extent of degrading plastic negative material requires further quantification and an appropriate freezing and copying programme established).

One of the key recommendations of the PAS report was that the SRO increases secondary protection of the collections, that is sleeves and folders for loose papers etc. and bespoke archival boxes for smaller manuscript volumes (in 2008, 80.73% of the items surveyed needed secondary packaging). Whilst significant resources have been

²⁴ Institute of Conservation [online] <https://icon.org.uk/what-is-conservation/careers-training/professional-accreditation> [accessed 29th June 2017]

made available for the packaging of the collections, this has primarily resulted in an extensive 'outer' boxing programme for papers etc. rather than individual folders and sleeves etc. As can be seen from the latest estimates, the main area for improvement is the protection of larger volumes that are at risk, weak or suffering from acidic degradation of the leather covers (Red Rot) and which are currently shelved with no form of outer protection.

A space will need to be set aside in the new conservation facilities for first-aid types works for volumes, including safe ventilation for cleaning and consolidation of red rotted and other damaged volumes. There is currently insufficient space for this kind of large scale ongoing programme of work which, with suitable training and safety measures, could be undertaken by volunteers.

The Red Rot condition can be treated by using a consolidant to seal the leather surface, but this is most effective when used in parallel with a bespoke boxing programme – individual archival boxes for each volume – as this not only contains the dust, but also provides increased support and secures the damaged volumes. In addition, a boxing programme also improves the economic shelving of the volumes. While much boxing and re-boxing will be done as part of the decant, secondary 'bespoke' boxes for damaged volumes will need to be carried out steadily over the long term, as a part of accessioning, cataloguing and arising from condition data gathered during the decant works referred to above.

The weaknesses in the old BL/PAS survey system, plus the need to update condition data over time (the collection has grown in the 9 years since the PAS survey was undertaken and will continue to grow), suggests that further global surveying and needs assessment should be carried out as a periodic conservation routine, as well as targeted surveys of individual collections sought for use and outreach etc. Repeating this overview periodically is in line with best practice and BS 4971:2017²⁵. This should be done in two ways:

- *Short-term* - during delivery phase decanting, which will involve re-boxing very large numbers of poorly boxed materials and boxing up of currently unboxed material. Key condition/remedy data can be quickly recorded as work progresses. This will include levels of dirt, basic condition grading and previously highlighted issues such as red rot. This data will further improve the understanding of the SRO collections and inform future conservation programmes;

²⁵ British Standards Institution. (2017). BS 4971: 2017. *Conservation and Care of Archive and Library Collections*, London.

- *Medium and long term* - a new PAS-style global sample survey every five years, with a stronger population calculation, to which newly acquired material can be added over time using an improvement in condition documentation at the time of accessioning, to allow for overview statistics and real figures to be ascertained quickly;
- *Ongoing for the long term* – gathering together the data from the periodic targeted surveys carried out on priority ‘project’ collections, as a means of comparing global sample data with actual collection data. This will require a standardised methodology for these surveys to ensure consistency of data interpretation across them.

In addition to surveying and assessing needs periodically, conservation resources continue to need to be focused on addressing the condition of items deemed Red and so unfit for use without attention. Sometimes that attention can be digitisation, with minimal ‘digi-prep’ work to make them safe to be copied. Other items need extensive treatment works, but with digitisation carrying some of the burden to make things available these become a manageable range of mini-projects that, if prioritised, make formerly unusable material available for the first time. An early estimate of the time necessary to address the backlog for this material has been carried out and is set out as budget commitment in the Management & Maintenance Plan.

When collections are accessioned, they are placed in archive boxes wherever appropriate. During cataloguing work, items that need secondary packaging, such as sleeves and folders, are given these routinely by the staff and volunteers undertaking the cataloguing. Information about condition and likely usability are generally included in the catalogue but this should be reviewed to ensure that data on condition is maximised wherever it can be captured.

Diminishing public funding in the years since 2008 has led to greater use of volunteers and external funds to help with repackaging, cataloguing and basic conservation work. Examples of collections that have been improved this way include:

- Isaac Johnson map collection, grant-aided by the East of England Regional Archive Council and packaged and catalogued by a volunteer
- Cautley Barefoot Architects collection, funded by the TNA Cataloguing Grants Programme and packaged with volunteer assistance
- Will registers of the Archdeaconry of Suffolk and Ipswich Probate Registry have been boxed through funding given in memory of Peter Northeast, a local historian and author

- Ashburnham Collection cleaned and repackaged with the help of 3rd year University of Suffolk students during a volunteer work placement and a grant from the owner
- *Bury St Edmunds Past and Present Society* cleaned and repackaged the Spanton-Jarman collection of approximately 4,000 glass plate negatives

These on-going preventive conservation operations are a part of all archive collection services and a major resource commitment that SRO already makes and benefits from.

In its conservation work SRO recognises and seeks to comply with to the following key standards and guidelines:

- PD5454:2012 *Guide for the storage and exhibition of archival materials* and its replacement EN 16893 from February 2018²⁶
- PAS 198: 2012 Specification for managing environmental conditions for cultural collections²⁷
- BS 4971: 2017 Conservation & Care of Archive & Library Collections, a British Standard, Code of Practice
- *Benchmarks in Collection Care*, published by Collections Trust and NCS
- Control of Substances Hazardous to Health (COSHH)²⁸

The primary method of ensuring that the collections are preserved is to provide sound building facilities with stable and appropriate environmental management in line with BS 4971:2017 and PD5454:2012. IRO uses a building management system supplemented with Eltek data loggers. Tiny Tag loggers are used at BRO and LRO. Information from the Eltek and Tiny Tag systems are regularly downloaded to Excel and graphical information generated to show fluctuations in relative humidity (RH) and temperature. The Conservator compiles reports on the conditions within each strongroom on a regular basis, which are sent to the management team quarterly. A summary of the environmental inadequacies of each site is set out in 3.5.8.2 below. derived from current and historic monitoring records.

²⁶ British Standards Institution (BSI). (2012). PD 5454: 2012. *Guide for the storage and exhibition of archival materials* and EN 16893:2018 *Specifications for the location, construction and modification of buildings or rooms intended for the storage and use of heritage collections*.

²⁷ BSI. (2012). PAS 198: 2012. *Specification for managing environmental conditions for cultural collections*, London.

²⁸ Health and Safety Executive [online] <http://www.hse.gov.uk/coshh/> [accessed 29th June 2017]

In addition, the Searchroom teams monitor the strongrooms 2-3 times a day using simple readers. This allows them to identify problems, but there is little that can be done to remedy them. There is currently no systematic data recording of conditions in the reading room, as required by BS4971:2017, so an improvement in staff understanding of reading room climate risks has been identified with a first meeting held to address this and strong room environmental strategy.

In addition to managing the storage repositories, there is a Suffolk Record Office specific disaster recovery plan based on a publicly available model published by Polygon Plc ('Harwell'). Suffolk Record Office has the usual annual Priority User Plus subscription with Polygon Plc for the Harwell Drying Restoration Service and has insurance to cover some conservation costs in the event of an emergency. SRO is also represented on the SCC Business Continuity planning group and contributes information to the development of action plans for specific events.

Money to pay for the conservation work is from time to time raised from other sources. A small amount of external conservation work is bought-in when external funding has been secured and when the Conservator does not have the capacity to undertake the work in-house. SRO encourages researchers wishing to access any restricted items to explore if external funding may be available to fund conservation work. For example recently money was raised from local people, parish council and Suffolk charities after an appeal was made by the Ubbeston Local History Recorder for the conservation of the Ubbeston 'Town Book', containing information on the parish and town of Ubbeston 1652-1744 (<https://www.suffolkarchives.co.uk/suffolk-stories/stories-from-our-conservator/ubbeston-town-book/>).

In summary, the conservation strategy that will be used by SRO to protect and make usable its holdings over time will comprise the following elements:

- A better storage environment and a more protective building provided by The Hold, which will also support decision-making about which collections are stored where and in which conditions, appropriate to their needs;
- A continuing regime of secondary packaging and outer archive boxing carried out routinely as part of accessioning and cataloguing, involving core staff and volunteers and under direction the Conservator, with increased activity achieved by a growth in volunteer engagement;
- Assessment of and response to damaged items flagged up when cataloguing and if requested for searchroom use, requiring ongoing scheduled remedial works and digitisation for access;
- Periodic targeted condition surveys of priority 'project' collections, especially those which are likely to gain external funding support to make then accessible, both for research use (original and digital) and for exhibitions, and follow-up conservation and digitisation works that improve their condition;
- Improved packaging of collections as part of the decant phase and through implementation of routine boxing, cleaning and red rot consolidation of items identified by data gathered during decant preparation;
- Priority programmes of re-housing for freezing plastic photographic materials in line with BS4971:2017, made possible by the inclusion of freezer capacity in The Hold.

Conservation - SCCAS

SCCAS maintains its archive stores in accordance with the national guidelines published by the Archaeological Archives Forum, *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (2007) and ensures that all incoming archives also adhere to those standards by providing *Archive Guidelines for Depositors* (2017). The paper and sensitive finds stores are purpose-built and environmentally monitored.

3.4.5 Staffing and Volunteers

Staffing and Volunteers - SRO

Currently SRO has a FTE complement of 21.71 staff across its three branches. 6.4 FTEs

are posts that require professional or a professional postgraduate qualification. The breakdown of the staffing posts is as follows:

- IRO 10.14 FTE (based on Fourth Streets allocation of central staff across the branches based on size of collections)
- BRO 7.33 FTE
- LRO 4.24 FTE

The Record Office Manager, who has overall responsibility for all three branches, is based at IRO, as are the Collections Manager and the Conservator. The Searchroom Services Manager, who has responsibility for all three public services, is based at the BRO branch (5 FTE in total). Each branch has a Public Service Manager (2.81 FTE) and there are 2.4 FTE Archivists to work across the three branches. Non-professional searchroom assistants and digitisation assistants make up the remainder of the staffing quota.

There are also a number of casual/relief Searchroom, research and digitisation assistant posts for staff who are called in to cover customers' orders, holidays and sickness. This equates to about 2.45 FTEs.

Staff can access Council and external training to achieve continual professional development. Three members of staff have been supported to gain a professional postgraduate archival qualification via distance learning courses.

In 2014, the adjustment to SRO opening hours also led to staff resources being refocused to allow more efficiencies, including the introduction of ten zero hours research assistant and digitisation posts that are dependent on income generation to cover their staffing costs. There is also one zero hours project archivist post who helps with unexpected fluctuations in the archivists' workloads.

Volunteers are important. In the year 2015/16 85 volunteers provided 7,894 hours (equivalent to £68,598, nearly 4 FTE's) working either at home or in one of the three branches. Volunteers include school work experience students, third year University of Suffolk work placement students, people aspiring to careers in heritage, retired people, and people seeking to return to work.

Volunteers undertake collections work such as listing of documents, packing and re-packing collections, inputting catalogue information onto the CALM database, simple

cataloguing of small collections, and cleaning collections. They also act as SRO champions at outreach events. Volunteers receive full training on an on-going basis and are given projects that match their own interests, skills and commitment. Volunteers can work on very focused projects e.g. the *World War One Project* created a large project database of over 34,880 names taken from all manner of records e.g. school log books, local newspapers, County Roll of Honour Queries, Prisoner of War committee records.

The Friends of the Suffolk Record Office purchased laptops for volunteer use facilitating the refocusing of volunteer activity to support the improvement of digital access to catalogues and digital surrogates e.g. The Suffolk Local History Council Thursday group working on a Poor Law index project which now has 26,000 names.

Overall, I have definitely enjoyed my Work Experience here. I have discovered so much about the behind-the-scenes world and being able to watch the cogs that make the Record Office function has been fascinating. It is a vitally important resource for the town, both as an invaluable archive and a place where visitors can uncover more about Suffolk's vibrant history. Thank you all for making me feel so welcome! [REDACTED]

Staffing and volunteers - SCCAS

The SCCAS also works with volunteers, schoolwork experience students, internships and student placements. They all engage in aspects of archive work on the CAA and recently SCCAS hosted an HLF-funded bursary post in Archaeological Archives.

Engaging with volunteers working on external partner projects is also an aspect of SCCAS's public engagement and two recent examples have been²⁹:

- Touching the Tide
- Breaking New Ground in the Brecks

3.4.6 On-Site Public Facilities

On-Site Public Facilities - SRO - Ipswich

IRO public facilities are housed in part of a listed, Grade II, former Victorian school

²⁹ Touching the Tide (2015) [online] <http://www.touchingthetide.org.uk/> and <http://www.breakingnewground.org.uk/> [accessed 29th June 2017].

building situated in Westgate Ward. Further office space and strongrooms were built in 1990 on space previously used as playgrounds.

The remainder of the listed school building houses the Sir John Mills Theatre. The theatre and the SRO share the gated public entrances and car park. The internal space in the school building has been physically divided along one corridor. There are glass panels set into this linking corridor and there is a connecting door between the two that is kept locked.

On-Site Public Facilities - SRO - Lowestoft

LRO public searchroom is housed within the first floor of main Lowestoft Library building, which is in the centre of the town and researchers have the use of public lifts. It is close to the town centre car parks and railway and compliant with disabled access requirements. The archives are housed in the basement and the part of the local studies collection is housed on the second floor. For outreach events, including talks and workshops, the library meeting room is hired by SRO staff (for a charge).

On-Site Public Facilities - SRO - Bury

BRO public facilities are housed in a two storey, Grade II listed, former library building situated approximately one mile away from the railway station, main town centre and amenities. There are two floors and a basement within the building. The strongroom, part of the public area housing microform machines, the education room, public toilets and rest/eating area and staff room are all housed on the ground floor. On the first floor are staff and volunteer offices and main public searchroom. The basement is used to store empty archive boxes, other archive supplies and displays. It also houses the gas cylinders that would be discharged into the strongrooms in the event of a fire.

On-Site Public Facilities - SCCAS

In 2016 SCCAS moved to new offices in the Bury Resource Centre, Bury St Edmunds. There is no designated current public access, so researchers must make an appointment to use the SCCAS archives held there (the paper, digital and small finds archives) and there is room in the Hollow Road Offices for small groups of researchers and individuals. SCCAS loans parts of the collection whenever possible to local museums.

3.4.7 Storage Facilities

Storage - SRO generally

Strongrooms at Bury and Lowestoft are full and the Ipswich office has 64m³ of accrual

space that is scattered across the storage areas (i.e. not one clear area of storage). TNA withdrew their higher 'full approval' status for all SRO branches under the requirements of *The National Archives Standard for Record Repositories* (2004), in 2012 as the lack of accrual space was a serious concern. SRO has managed to maximise capacity by installing a small quantity of additional shelving in Lowestoft, vigorously implementing the collecting policy and appraisal. In addition, deposits of local public records were slower to come in than anticipated following changes from the 30 to the 20-year rule in 2015.

None of the storage meets PD5454's requirement to maximise air tightness and provide a high level of thermal stability with minimal air conditioning and is therefore is not sustainable long term. There are no special freezer storage facilities in any of the SRO strongrooms for decaying plastic materials although extensive photographic collections and records other than paper and parchment are held in all of them.

Storage - Ipswich

At the IRO the strongrooms were built in 1990 and were designed to conform to the old BS5454 standard³⁰ then in force. There are two strongrooms in the linked repository block, one situated above the other. They are constructed on a concrete frame encased in double-cavity brick walls with an insulation layer and airbricks designed to achieve high thermal inertia. The structure failed to achieve the stability it was intended to provide, having a number of flaws (such as windows). Various modifications have been made since 1990 to remedy the weaknesses, including installing an air conditioning plant in the roof space. The windows and fire doors have been blocked and insulated to prevent solar gain and are no longer in use and hot water pipes originally running around the walls to provide low level heating during cold weather have been removed.

A flood barrier has been fitted to the entrance of the lower strong room of the IRO. Deployment is however dependent on staff being notified of the flood risk. Airbricks in the walls have been sealed to prevent ingress of water to the lower strong room and non-return valves have been fitted to the drains. There is no automatic water flood or leak detection alarm system despite the on-going risk. An inert gas automatic fire fighting system was installed in 2007. Additional shelving in 2012-2013 to ensure these rooms are used to maximum capacity. Air conditioning plant was installed in 2007/8 to try to improve the environmental conditions and this has improved the stability of the temperature, which remains in the recommended range with minor seasonable adjustment. However, as revealed by monitoring, the air conditioning system employs

³⁰ BS 5454, "Recommendations for the storage and exhibition of archival documents", British Standards Institute, withdrawn in 2012 and replaced with PD5454

a high level of fresh air make-up and air circulation such that it cannot control RH conditions in the summer, placing collections at risk of mould outbreak and increased hydrolytic decay. The building structure is incapable of achieving the low air infiltration levels required for the types of collections housed and exacerbating the RH problems. This means that simply turning off the air conditioning does not improve conditions.

Storage - Lowestoft

At the LRO the strongroom forms part of the basement of the library building where LRO is located with the remainder of the basement shelved for library reserve stock. The strongroom storage area consists of two interconnected sections of roughly equal size with brick and concrete walls. Off the strongroom is an additional, smaller room (formerly a photographic dark room) that has been upgraded for use as archival storage. Next door to this is a former walk-in safe shelved to hold non-archival material.

There are a number of flooding and damp hazards present in the strong room area due to its basement location and other issues. LRO closed again on 13-14 January 2017 due to warnings from the Environment Agency of a high risk of flooding and more vulnerable collections were moved higher up in the building. A drainage pipe for overflow rainwater runs at ceiling height along an internal wall and has had several recent leaks from joints, which have been picked up by a leak detection system as was a leak from an air conditioning drip tray.

The adjoining former dark room has no environmental controls and contains a groundwater drainage sump, with a float and pump device, alarmed to the staff area to indicate if it comes into operation.

Fire protection is basic and fire resistance is not believed to achieve the necessary resistance, particularly to structural collapse, the structure being pre-formed concrete blocks sitting on a steel skeleton³¹. There is no automatic extinguishing system or smoke extraction. The basement location and inadequate facilities for dealing with the rapid egress of water mean that collections are at risk from water damage as a result of any fire-fighting or water leaks in the library above. Two air conditioning units are employed, wall mounted, one in each section of the strong room. The temperature is reasonably stable but the relative humidity tends to be at the higher end of the range, as evidenced by monitoring readings. There is no expansion space left and some archives are stored in plastic containers on the floor against the back wall and others at IRO.

³¹ PD 5454 recommends 4 hours

Storage - Bury

The main strongroom is located on the ground floor of the Raingate Street record office, built in the 1960s to mimic a 19th century structure. The strongroom extends along most of the west side of the building, a small section of it at the north end separated by an internal wall, is called the annex. There are three split chiller units serving the main strongroom and annex that have a small dehumidification capability.

The building was built to have a CO₂ fire extinguishing system, but this was a danger to human life. As consequence of this and the poor design for escape, the doors to the main strongroom were kept open during office hours to reduce the risk. This system was replaced by an IG55 inert gas system, which requires pressure venting in the walls, causing air infiltration to the main strongroom. Access through the original doors remains problematic. These are still opened during the day, and although plastic curtains reduce the flow of air from other heated areas of the building, it is not ideal.

The environmental conditions appear to be reasonably stable within the main strongroom within the acceptable range despite the need to keep the doors open. Temperature has varied between about 15½-18°C between winter and summer. Humidity has varied between 46 and 57% relative humidity year-round. The relative humidity in both rooms increases during the winter months due to air infiltration.

It is difficult to maintain control over the conditions in the annex due to its construction making it more susceptible to external climatic conditions. It has poor insulation, a flat roof and two external walls, resulting in exposure to cold external conditions in winter, in contrast to the adjoining main strongroom. The lowest winter temperatures recorded are about 10.2°C with winter lows normally at about 11½ -12°C. Humidities at 63-64%RH maximum are outside of the upper 60%RH limit. While if these are exceptions, they are levels recorded in free air and not inside boxes so the actual mould risk for example is not easy to assess without a more rigorous monitoring regime. During summer time the conditions stabilise and match those for the main strongroom.

Measures could be taken to reduce the impact of the poor design by improving the partitioning and insulation to create a more thermally stable box better isolated from external conditions. There is an argument that the most vulnerable and valuable material should not be stored there indefinitely, and instead the area be used as a temporary secure strongroom for material requested from the new purpose-built IRO.

The BRO outstore is a one-storey brick built conversion of a former mobile library van

garage. Its single-skin brick construction has little thermal stability. Overall the structure is porous and provides very little air tightness, a long way from the expectations of PD5454 and BS4971, resulting in markedly fluctuating environmental conditions.

Various pieces of equipment have been installed and replaced over the years. The current two chiller units do not work well. Monitoring shows a pattern of exaggerated conditions instead of a stable middle ground. The chillers fight against each other particularly during changes in the seasons and cannot be linked together to ensure they work better. Over the last couple of years, they have cooled more than necessary in summertime between 15-17°C and warmed unnecessarily in the wintertime to 18-20°C. This has a knock-on effect on the relative humidity which also fluctuates markedly with variation between 38% and above 60% RH.

The outstore benefits from a detection system only, linked to a monitoring and alert service. The security class is likely to be very low indeed although the building is alarmed when not being accessed. There is no gas suppression system in this unit.

The threat of flooding is taken very seriously as the building sits on the flood plain of the Rivers Lark and Linnet. Flood defences have been installed for mounting a flood barrier and sealing the building. Both custodians and archive staff have been trained on how to install it. Installation of the flood barrier, is however dependent upon staff being notified of the flood risk. Staff are fully aware of Floodline contact details for monitoring flood warnings. There is no automatic water flood or leak detection alarm system despite the on-going risk.

There are concerns associated with the production route for documents to and from this outstore, which is some distance from the main building. It is on the other side of a former county council site that has been sold off and developed as a hotel and housing, making it impractical and time consuming for staff to retrieve documents for public access. It is also located within the curtilage of a new pre-school site making it difficult to co-ordinate vehicular movements to load/unload documents. For safeguarding these need to be managed against the presence of pupils in the playground.

An acute lack of accrual space in the main strong room, annex and outstore is a significant problem. Operating space has only been created by moving some large collections to IRO i.e. the Diocesan collection.

3.4.8 Workspaces

Workspaces – SRO - Ipswich

Staff and volunteers work in numerous small office spaces located in the modern strongroom block and the listed former school building. Two offices on the first floor of the strongroom block are used by the management team and for meetings. There is no dedicated meeting room. On the ground floor of the same block there are two offices for the County Council Archives, volunteers, the Public Service Archivist, Public Service Manager and Conservator.

There is no dedicated document reception, sorting, cleaning or drying space. A small storeroom accessed from the County Council Archives Office is used for isolating deposits and is not equipped for the purpose. A small domestic freezer in the conservation workshop is also used for damp, mouldy or contaminated items.

There is no dedicated accessioning and cataloguing space. The archivist uses a very small amount of bench space in the shared office/workroom for sorting, accessioning and cataloguing. The Education Room is booked to sort large or complex collections often, competing with courses, workshops, talks etc.

IRO has a conservation studio that serves all three branches of SRO. This consists of three linked rooms in the former school building and is located next to the public Education Room rather than being close to the strongrooms. Noisier conservation activities cannot be carried out when courses, workshops etc. are taking place. The facilities are cramped, inflexible and out-dated although new equipment such as such as a vacuum table and leaf caster are available.

Workspaces – SRO - Lowestoft

The main searchroom is situated on the first floor of the library building and some cataloguing and the majority of data inputting is done at the searchroom desk. Set behind the searchroom desk is a small office with two workstations, staff lockers and the photocopier/printer and this is used by staff and volunteers.

The office for the Public Service Manager, volunteers and visiting staff is located in a former projection room overlooking the searchroom, where a large window provides a clear view of what is happening and has a little more desk space.

A small room located off the searchroom is used for sorting, accessioning, packing and cataloguing by both staff and volunteers especially those from the Port of Lowestoft Research Society as it contains their photographs, indexes, research notes, etc. Large or complex collections are sorted in the searchroom on closed Wednesdays or by booking the Library Meeting Room. Material that is damp, mouldy, or contaminated is

bagged and securely sealed and stored elsewhere in the library until it can be taken to the Ipswich Conservation Workshop.

Workspaces – SRO - Bury

There are five staff offices/workrooms on the ground and first floors, one of which houses the photocopier/printer that are used by record office staff and volunteers for data inputting, listing and cataloguing. There is no dedicated meeting room.

There is no dedicated document reception, sorting, cleaning, drying or accessioning and cataloguing space. The archivist uses a large table in the room shared with the Public Service Manager and volunteers for sorting, accessioning and cataloguing or books the Education room for larger collections working around any talks, courses etc.

Material that is damp, mouldy, or contaminated is bagged and securely sealed and stored in the basement until it can be taken to Ipswich for processing.

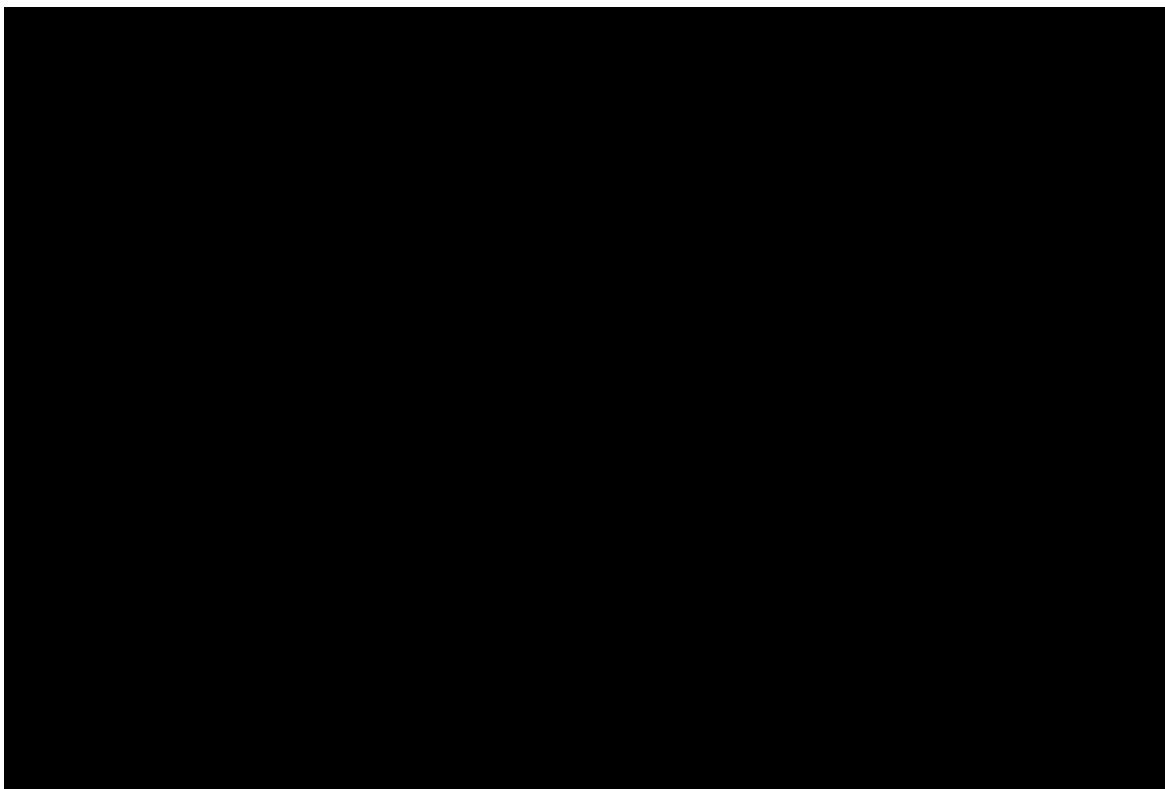
3.4.9 Digital Preservation

SRO has been working on developing a robust digital repository and digital preservation function. At the time of writing, SRO has purchased and begun to implement specialist digital preservation software with integrated storage. This will replace storage on enterprise servers, and ensure that born digital and digitised records are properly curated. The system will integrate with SharePoint, so that SCC's own "born digital" records can be ingested, and synchronised with CALM to mirror the catalogue structure. The above-mentioned system meets Trusted Digital Repository ISO 16363:2012 and Open Archival Information System (OAIS) Standards ISO 14721 (2012).^{32 33}

As a result of its work on implementing digital preservation systems, SRO was a finalist in The National Archives Award for Safeguarding the Digital Legacy, at the prestigious Digital Preservation Coalition (DPC) Awards Ceremony 2016.

³² International Organisation for Standardization (ISO), *ISO16363:2012* [online] <http://www.iso.org/iso/home/about.htm> [accessed 29th June 2017]

³³ ISO, Open Archival Information System (OAIS), ISO 14721 (2012) [online] <http://www.iso.org/iso/home/about.htm> [accessed 29th June 2017).



4. Statement of Significance

This statement provides a concise overview of the significance of the SRO and SCCAS collections. Because the collections are so numerous, wide ranging and detailed, a fuller statement is given in Appendix 1, where greater detail is given both about the nature of the significance and illustrative collections.

4.1 Introduction

The historic environment ‘contains a unique and dynamic record of human activity’³⁴ and this is as true for archives as it is for other strands of heritage, for example the natural or built environment. The SRO and CAA collections reflect the lives, traditions and experience of communities across the county and down the centuries, and enable those who engage with them to have a sense of identity, place and continuing history. They show what makes Suffolk and its people distinct and help to give meaning and worth to the county as it is now, through the mirror of past events and experience. They also illustrate the contribution of Suffolk and its people to national and global events ranging from exploration and trade, through slavery and war, to being a place where people from many countries settle and call home. Using and enjoying these collections, especially through learning, will help to sustain them as more people become aware of their value and the need to care for them. The value of these unique and irreplaceable collections has been assessed under the following value criteria recommended by Historic England:

- Evidential: the potential of the collections to yield evidence about past human activity
- Historical: the way past people, events and aspects of life can be connected through the collections to the present
- Aesthetic: the ways in which people draw sensory or intellectual stimulation from the collections
- Communal: the meanings of the collections for the people who relate to them including social value, distinctiveness, identity and sense of place

Appendix 1 contains the narratives for selected archives and printed local studies material that highlight ‘value’ in these four categories and demonstrate importance at a local, national and international level.

³⁴ Historic England *Conservation Principles, Policies and Guidance* (2008) p19

4.2 Evidential value

The rich collections held at SRO date back 900 years and hold a coherent body of information that traces the history of the county even further back. Only the SRO archives and local studies collections provide an unbroken record of this distinct and nationally significant county over a millennium. The SRO holds the written memory of Suffolk and continues to add to that memory on an almost daily basis. The CAA contains information relating to the full span of human history from Palaeolithic sites on Pakefield Cliffs to Cold War sites at Orford Ness. Together such unique sources of information about the county of Suffolk, its people and the wider world with which it interacts are of immense evidential value.

Suffolk has changed and evolved over time and the collections held at SRO tell this story for global audiences of today and tomorrow. This can be illustrated by looking at three broad themes:

- The development of the Suffolk landscape
- The growth and decline of businesses and industry
- Suffolk's role in national and international events

4.2.1 *The Development of the Suffolk Landscape*

Today Suffolk is still predominantly a county rooted in its rural landscape. It has no city or motorway or large urban spread. Its distinctive pastoral image may make it seem a world away from modern urban life, yet it is within easy access of London and has experienced transformations in technology, economy and society that have been central to the story of Britain's development. Many factors have been instrumental in moulding such a landscape including the influence of manorial landholdings and development of large landed estates and vernacular architecture. These changes can be traced through the records of the important land-owning families e.g. the Marquesses of Bristol, de Saumarez, Cranbrook, Grafton, Adair and Rous, which include maps and plans and manorial records. The CAA and the HER captures information relating to human settlement in Suffolk nearly $\frac{3}{4}$ million years ago, and the subsequent shaping and adaptation of the landscape.

Recording the important changes to the Suffolk landscape over the centuries was the work of nationally eminent topographers, surveyors, antiquarians and more recently, photographers. Their collections often provide a visual reference to enhance written sources and are a snapshot in time. Examples include the Suffolk Photographic Survey which covers the whole county and has comprehensive subject files on the majority of

Suffolk's trades and industries, with a particular depth and breadth relating to agriculture, and the Iveagh Manuscripts, which contain detailed antiquarian notes on the buildings, topography, heraldry and ecclesiology of the county recording much which is now lost.

4.2.2. The Growth and Decline of Businesses and Industry

Although Suffolk is largely a rural county, farming is not the only industry to have thrived and declined over the last 900 years. In the medieval and early modern periods East Anglia was probably the richest region of England, the county of Suffolk prominent in the lucrative wool and cloth trades. Subsequently, the economic and commercial history of the county has been associated with a rich agricultural sector tempered by relative industrial stagnation. By the early 19th century little remained of the extensiveness and wealth of the textile industry and there was a shift to a more diverse industrial base with many firms being of national importance and producing products renowned and exported throughout the world.³⁵ Originally founded to supply local agricultural machinery, by the early 20th century Suffolk's engineers had captured worldwide markets and by the outbreak of World War 1 were exporting the greater part of their production.³⁶ SRO holds key collections for firms such as Fison's, Garrett & Sons, Eastern Coach Works, Ransome and Rapier and Clays Printers, which are known around the world.

Fishing, trading and the east coast ports have always been important for the economic benefit of England. Fishing, especially for herring, has been recorded since the Middle Ages. The collection of the Port of Lowestoft Research Society is an amazing record of thousands of vessels, from all over the world, both trading and fishing which have used the port over the past 200 years. Photographs, information cards, official numbers, records of voyages all build into a comprehensive record for researchers tracing the development of the industry or family historians trying to track down an image of a vessel their ancestor worked on. Complementing this are the other maritime records held by SRO that capture all aspects of maritime life. Crew agreements list the men who worked the fishing and trading boats, Port Registers, including those for Lowestoft and Ipswich, record the arrivals and departures of vessels and records of the exports of canned fish to all corners of the world (including the Scott polar expeditions).

³⁵ Clark, C and Manning, (2000) *Suffolk Enterprise, A guide to the County's companies and their historical records*, R. University of East Anglia, Norwich, p10.

³⁶ Clark, C and Manning, (2000) *Suffolk Enterprise, A guide to the County's companies and their historical records*, R. University of East Anglia, Norwich p13

4.2.3 Suffolk's Role in National and International Events

SRO collections contain material that tells the story of all aspects of life including politics, literature, art, music, religion and science. Many collections refer to national and international figures and events both happy and sad. Many other collections provide more detail, cementing the important role the people of Suffolk have played on the national and international stage during the last 900 years.

4.3 Historical value

The wealth of collections at SRO provide a comprehensive picture of all aspects of the history of the county and beyond through printed material, official records from all tiers of local government, archives of organisations from across Suffolk and papers of families and individuals including diaries, correspondence, photographs and oral history. Many of the collections illustrate national and international connections, which help to illuminate and expand on human stories and provide a more rounded and coherent view of events.

For example, the Garrett's of Leiston collection includes Russian advertising posters because they used to export threshing sets there. SRO also cares for an oral history recording from Garrett's worker, W S Rope, who says:

'of course the thing that killed Garrett's was the Russian Revolution..... before the revolution we used to export trainloads of threshing sets [they were the property of a village not a farm]..... but after the revolution Russia wasn't in a position to import anything from anyone'³⁷.

Another aspect of the historical value of the collections is that they provide the often-neglected rural experience for national and international events. These range from Caribbean workers being recruited to bolster the county's workforce in the 1960s to the experiences of local soldiers in the First World War. SRO holds a rare series of letters sent home from the front from two brothers from the village of Sweffling in Suffolk, George and Albert Stopher who were killed on the Western Front within a few weeks of each other, in the spring of 1917.

'The quality of immediacy and familiarity in the writing within the Stopher correspondence makes it so unusual. 'I've read so many collections of soldiers' letters,' says Rachel Duffett, lecturer in History at University of Essex 'but these really are

³⁷ Oral History recording L401/1/297 W S Rope

special. You come to feel that you know the Stopher brothers personally.'

4.4 Aesthetic value

Suffolk is and has been magnet for artists for centuries including those of international renown such as Thomas Gainsborough and John Constable who recorded the county's unique landscape in their paintings and Benjamin Britten whose compositions are so evocative of the Suffolk coast and countryside and are rooted in the county's musical heritage. Though the SRO's collections relating to these great artists are not of inherent aesthetic value per se, they nonetheless prompt audiences to draw sensory or intellectual stimulation from the material; in short, they inspire an aesthetic response.

It would be impossible to list here all those who have been inspired to paint, draw, write or compose in response to the inspiration the county has provided, but the local studies collection held by SRO is the premier collection of its kind, holding both published works by Suffolk poets, writers and composers and articles and biographies about them. The archival Suffolk Ephemera Collection contains thousands of examples of 'grey' matter such as art exhibition posters and programmes, theatre programmes, entry tickets to events, celebration dinner menus, written reviews and much more, providing another dimension to creative work in the county through records which often do not survive because of their ephemeral nature.

Apart from inspiring artists of all types, some of the items within our collections are works of art in their own right. Individual pieces such as the magnificent Bury Psalter, the Wortham Worthies volume illustrated by the Reverend Richard Cobbold or the Humphry Repton Red Books, including the one for Shrubland Hall, are part of some of the collections that we have identified as 'notable' and have both national significance and great potential for engaging audiences in a visual way. From illuminated initials, decorations and seals on charters and grants of arms, through cartouches and illustrations on maps and stunning drawings in architects' collections, to photographs, hand cut valentines and doodles in the margins of manorial court books and rolls, there is a wealth of aesthetic value to be found across our holdings. Also, the sheer beauty of the handwriting on some of the medieval documents in particular is something that we sometimes forget is every bit as inspiring as the meaning of the written word.

The CAA includes cultural material and information on it for all periods in human history. The collection supports research into artistic development in metalwork, jewellery, coinage and provides examples of changing taste and fashions in the region. It also provides evidence of national and international connections from Suffolk's north-sea maritime heritage.

4.5 Communal Value

In the 2013 TV series, *The Great British Story*, the historian Michael Wood stated that *rulers and royals, lords and ladies have all had their say down the centuries (but) what were the last 1,600 years like for everyday Britons?*

The collections at SRO cannot go back with information quite that far, but they certainly hold a wealth of detailed information of great depth and breadth for understanding how life has been for the common man over the past centuries. In essence, 'all life is here'. This provides huge benefit to people across the globe who have links with Suffolk and who want to connect to their past and understand their place in the world. They also illustrate how everyday preoccupations such as family, food, health, love and death have been and are the same for people from communities across the globe.

Suffolk people are fiercely proud of their history and shared heritage. The SRO collections offer countless opportunities for them to connect to the place where they live and to explore their collective memories. Oral history recordings, photographs, newspapers, parish records, maps and printed histories all link to tell the stories of communities both large and small, while gaol books, wills and inventories, hospital records, correspondence and diaries reveal individual narratives.

Immigration and the movement of peoples through invasion, war or for economic reasons is certainly not a new phenomenon in England and most certainly not in Suffolk. It is a primary aim for SRO to ensure the collections continue to reflect the diverse ethnic makeup of the society it serves. In the 1950s and 1960s people emigrated from the Caribbean to this country and here in Suffolk many came to Ipswich to work in local industries. The Ipswich Caribbean Experience (ICE) oral history project was set up in 2005 to record the experiences of this first generation of newcomers. A parallel project was the HLF funded Curry & Culture project, recording the experiences of the Bangladeshi community in Suffolk many of whom migrated to England in the 1960s and 1970s. The archives for these projects are now in the SRO as a permanent record of the amazing stories of how these people made Suffolk their new home.

4.6 Importance of collections

4.6.1 How importance has been assessed

Having established the value of its collections, SRO has then assessed their ‘significance’, by applying the methodology of the UCL Collections Review Toolkit³⁸. SRO elected to examine:

- Frequency of usage
- Current and potential usage
- Intended use in terms of the Activity Plan for The Hold
- Exhibition and interpretation potential

The value and significance assessments have then helped SRO to give an overall ‘importance’ ranking to collections, confirming the desirability (or otherwise) or making this material more accessible to the public.

In other words:

Value (informed by Historic England Conservation Principles ‘value’ assessment)



Significance (informed by UCL ‘Collections review toolkit’ style assessment)



Overall importance ranking (local, regional, national, international)

All elements of the assessment, when combined, has revealed a number of ‘key collections’ (which are termed ‘Notable’ and explained in more detail in 4.7 below) **the composition of which demonstrates how varied the SRO collections are in content, chronology and formats.**

Given the enormous scale of SRO’s collections, the assessment has been applied at collection ‘classification’ level in many cases. It can be seen that even though some collections assessed at classification level have lower ‘importance’, they still have wide-ranging value and are, or have the potential to be, used with a diverse range of audiences. **This demonstrates the richness and complexity of the SRO collections.**

³⁸ https://www.ucl.ac.uk/culture/sites/culture/files/cr_toolkit_final.pdf

Table 1 (p65 – 73) below presents the SRO's assessment of collections against the 4 Historic England value criteria. Table 2 (p74 – 97) then presents the SRO's assessment of collections using the UCL 'Collections Review Toolkit'-style assessment, yielding their significance rating and overall 'importance' rating.

It should be noted that two collections, the local studies collection and the de Saumarez family archive, have a wide ranging, rich and diverse contents both in terms of subject and date. This means that discrete elements of these collections actually have very different levels of value, significance and importance. Therefore, they have been split into different sections to make the analysis clearer and more meaningful.



Table 1 – Value Assessment

Reference	Collection group of collections	Collection type	Communal (High/Medium/Low)	Historical (High/Medium/Low)	Evidential (High/Medium/Low)	Aesthetic (High/Medium/Low)
HA93	De Saumarez family archive (naval papers)	Estate, Family & Personal	Low	High	High	Medium
HA93	De Saumarez family archive (North Carolina papers)	Estate, Family & Personal	Low	High	High	Low
HA93	De Saumarez family archive (estate management, maps, manorial and deeds)	Estate, Family & Personal	High	Medium	High	Medium
HA93	De Saumarez family archive (Repton Red Books and Charles Barry Garden drawings)	Estate, Family & Personal	Medium	High	High	High
HA93	De Saumarez family archive (family correspondence and papers)	Estate, Family & Personal	Low	Medium	Medium	Low
E5/9/608.7	Bury Psalter	Item within Educational collection	Low	Medium	Medium	High
L401	The Oral History collection	Tape recordings (digital)	High	High	High	Low
Various	Map collections (overarching 'collection')	Across a range of collections types	High	High	High	High
Various	Manorial collections (overarching 'collection')	Across a range of collections types	Medium	High	High	Medium

Reference	Collection group of collections	Collection type	Communal (High/Medium/Low)	Historical (High/Medium/Low)	Evidential (High/Medium/Low)	Aesthetic (High/Medium/Low)
HD1538	The Iveagh Manuscripts	Artificial & Miscellaneous	Medium	High	High	Medium
GB554	Suffolk Regiment Archives	Charities	High	High	High	Low
HA436	Elizabeth Garrett Anderson letters and papers	Estate, Family & Personal	Medium	High	High	Low
HC30	Garrett's of Leiston	Businesses	High	High	High	Medium
ID407	St Audry's Hospital	Hospitals	High	High	High	Medium
C	Ipswich Borough Archives	Borough	Medium	High	High	Medium
HD3096	Basil Brown Archive	Artificial & Miscellaneous	Medium	High	High	Low
941, HA507 and HA558	The Ickworth collections	Estate, Family & Personal	High	High	High	Low
HD825 and HD3012	The Stopher collections of WW1 letters and papers	Artificial & Miscellaneous	High	High	High	Low
K681	Suffolk Photographic Survey	Photographs and Illustrations	High	High	High	Medium
Various	The Local Studies collection Local places	Library collection	High	High	High	Low
Various	The Local Studies collection Local newspapers	Library collection	High	High	High	Low
Various	The Local Studies collection Illustrations	Library collection	High	High	High	High
Various	The Local Studies collection Local authors	Library collection	High	High	High	Medium
Various	The Local Studies collection periodicals	Library collection	High	High	High	Low

Reference	Collection group of collections	Collection type	Communal (High/Medium/Low)	Historical (High/Medium/Low)	Evidential (High/Medium/Low)	Aesthetic (High/Medium/Low)
Various	The Local Studies collection Local people	Library collection	High	High	High	Low
552	Port of Lowestoft Research Society	Societies and organisations	High	High	High	Low
GC684	Ipswich Caribbean Experience	Societies and organisations	High	High	High	Low
GC843	Bangladeshi Centre, Ipswich - Curry and Culture	Societies and organisations	High	High	High	Low
194/F1/1	The Farce of Sodom	Item within solicitor's collection	Medium	High	High	Low
GF419	Ipswich Freehold Land Society	Friendly Societies	High	High	High	Medium
HG3	Tayler and Green architects	Architects	High	High	High	High
HA11	the Rous family archives	Estate, Family & Personal	High	High	High	Medium
HA513	The Grafton family archives	Estate, Family & Personal	High	High	High	Low
E2	The Cullum Family archives	Estate, Family & Personal	High	High	High	Low
ADA, 611 (BRO) 34 and 36 (LRO)	16 Old Poor Law collections	Transferred records	High	High	High	Low
CUL	The Cullum Library	Library collection	Medium	High	High	Medium

Remaining collections – analysed by type only (NB Bury and Ipswich follow an alpha-numeric scheme, but has Lowestoft numeric only):

Reference	Collection group of collections	Collection type	Number of collections	Communal (High Medium Low)	Historical (High Medium Low)	Evidential (High Medium Low)	Aesthetic (High Medium Low)
A1, A2 and A3	East, West and Suffolk County Councils	County Council records	3	High	High	High	Low
A, ADB, DC5/6 and LRO	Schools	School records	538	High	High	High	Low
B and BA	Quarter Sessions	Sessions records	2	High	High	High	Low
BB and LRO	Petty Sessions	Sessions records	40	Low	Medium	Medium	Low
BC and LRO	County Courts	Sessions records	4	Low	Medium	Medium	Low
D, EE and LRO	Borough records	Borough records	13	High	High	High	Low
DG, EC, A and LRO	Coroners	Statutory & special authorities	19	High	High	High	Low
DF, ED and LRO	Police	Statutory & special authorities	4	High	High	High	Low
EF and LRO	pre-1974 District Councils	Statutory & special authorities	46	Medium	High	High	Low
EG and LRO	Civil Parish collections	Statutory & special authorities	332	High	High	High	Low
EH and LRO	post-1974 Borough & District Councils	Statutory & special authorities	11	Medium	High	High	Low

Reference	Collection group of collections	Collection type	Number of collections	Communal (High Medium Low)	Historical (High Medium Low)	Evidential (High Medium Low)	Aesthetic (High Medium Low)
EK and LRO	Land Drainage Board	Statutory & special authorities	19	Low	High	High	Low
EL	Ipswich Dock Commission	Statutory & special authorities	1	Medium	High	High	Medium
EM and LRO	Navigation Commission	Statutory & special authorities	3	Low	High	High	Low
EN	Turnpike Trust collection	Statutory & special authorities	1	Low	High	High	Low
EP	Fisheries Boards	Statutory & special authorities	1	Low	Medium	Medium	Low
EQ	Corporation of Trinity House collection	Statutory & special authorities	1	Low	Medium	Medium	Low
FAA, FAB, FAC and FAD	Archdeaconries	Ecclesiastical & Religious Bodies	4	Low	Medium	Medium	Low
FB, FC, FL and LRO	Parishes	Ecclesiastical & Religious Bodies	508	High	High	High	Low
FDA, FDB, FE, FF, FG and LRO	Diocesan records	Ecclesiastical & Religious Bodies	12	Medium	High	High	Low

Reference	Collection group of collections	Collection type	Number of collections	Communal (High Medium Low)	Historical (High Medium Low)	Evidential (High Medium Low)	Aesthetic (High Medium Low)
FH and LRO	Rural Deaneries	Ecclesiastical & Religious Bodies	27	Low	Low	Low	Low
FK and LRO	Nonconformist churches collections	Ecclesiastical & Religious Bodies	125	High	High	High	Low
FM	Church Commissioners	Ecclesiastical & Religious Bodies	2	Low	Medium	Medium	Low
FN	Roman Catholic Parishes	Ecclesiastical & Religious Bodies	11	High	High	High	Low
FP	Missionary Societies	Ecclesiastical & Religious Bodies	3	Low	Medium	Medium	Low
GA	Ipswich Charities	Societies & organisations	14	High	High	High	Low
GB and LRO	Suffolk Charities (non-Ipswich)	Societies & organisations	204	High	High	High	Low
GC and LRO	Societies	Societies & organisations	555	High	High	High	Low
GD	Independent Educational Bodies	Societies & organisations	16	High	High	High	Low
GF and LRO	Friendly & Co-operative Societies	Societies & organisations	53	High	High	High	Low
GG and LRO	Trade Unions	Societies & organisations	24	Medium	High	High	Low

Reference	Collection group of collections	Collection type	Number of collections	Communal (High Medium Low)	Historical (High Medium Low)	Evidential (High Medium Low)	Aesthetic (High Medium Low)
GH and LRO	Women's Institutes	Societies & organisations	216	High	High	High	Low
GK and LRO	Political Organisations	Societies & organisations	14	Medium	High	High	Low
GL and LRO	Scouts	Societies & organisations	3	Medium	High	High	Low
HA and LRO	Estate, Family & Personal	Private records	410	High	High	High	Low
HB and LRO	Solicitors	Private records	288	High	High	High	Low
HC and LRO	Businesses	Private records	311	High	High	High	Low
HD and LRO	Artificial & Miscellaneous	Private records	3646	High	High	High	Medium
HE and LRO	Estate Agents & Auctioneers	Private records	24	High	High	High	Low
HF	Banks	Private records	6	Low	Medium	Medium	Low
HG and LRO	Architects	Private records	20	High	High	High	High
HH	Insurance	Private records	7	Low	Medium	Medium	Low
IA	Military	Local Public records	1	High	High	High	Low
IC	Probate	Local Public records	7	High	High	High	Low
ID and LRO	Health	Local Public records	31	High	High	High	Low
IE	Taxation	Local Public records	11	High	High	High	Low

Reference	Collection group of collections	Collection type	Number of collections	Communal (High Medium Low)	Historical (High Medium Low)	Evidential (High Medium Low)	Aesthetic (High Medium Low)
IG and LRO	Registry of Shipping & Seamen	Local Public records	7	High	High	High	Low
IH	Gas	Local Public records	5	Low	Medium	Medium	Low
IK	Electricity	Local Public records	3	Low	Medium	Medium	Low
IL and LRO	Valuation	Local Public records	8	Medium	High	High	Low
IM	Water	Local Public records	3	Low	Medium	Medium	Low
IN and LRO	Charity Commissioners	Local Public records	4	Low	Medium	Medium	Low
IP and LRO	Board of Trade	Local Public records	2	Medium	High	High	Medium
IQ	Rural Development Commission	Local Public records	1	Low	Medium	Medium	Low
IR	Justices Advisory Committee	Local Public records	1	Low	Medium	Medium	Low
IS	Commissioners of Income Tax	Local Public records	3	Low	Medium	Medium	Low
IT	Environment Agency (Anglia Region)	Local Public records	1	Low	Medium	Medium	Low
IV and LRO	Ministry of Defence	Local Public records	2	Low	High	High	Medium
IW	Customs and Excise	Local Public records	1	Low	Medium	Medium	Low

Reference	Collection group of collections	Collection type	Number of collections	Communal (High Medium Low)	Historical (High Medium Low)	Evidential (High Medium Low)	Aesthetic (High Medium Low)
IX and LRO	Ministry of Works	Local Public records	3	Low	Medium	Medium	Low
IY and LRO	Her Majesty's Prison Service	Local Public records	2	High	High	High	Low
J and LRO	microfilms	microfilms	206	Medium	Medium	Medium	Low
K and LRO	photographs & illustrations	photographs & illustrations	724	High	High	High	High
L and LRO	tape recordings	tape recordings	25	High	High	High	Low
M and LRO	maps	maps	162	High	High	High	High
N	cine-film	cine-film	18	High	High	High	Low
P and LRO	transcripts, facsimiles & photocopies	transcripts, facsimiles & photocopies	526	Low	Low	Low	Low

Table 2 – Significance and Importance Ratings (applying ‘UCS Collections Review Toolkit’ style assessment)

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
HA93 De Saumarez (naval papers) Estate, Family & Personal	several times a year	National and international researchers Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Highest	International	1.3, 1.4, 1.6, 2.11, 2.12, 3.2	<ul style="list-style-type: none"> Exchange Catch (Blockbuster) 	Links with objects at the National Maritime Museum Requires work to get the catalogue online (links to documentation plan)
HA93 De Saumarez (North Carolina papers)	several times a year	National and international researchers Academics	Research Teaching Public Activities Partnership working	Highest	International			Requires work to get the catalogue online (links to documentation plan)
HA93 De Saumarez family archive (estate management, maps, manorial and deeds)	monthly	Family and local researchers Interest groups Display Public activities	Display Research Teaching Public Activities	Moderate	Local	1.1, 1.2, 1.3, 1.4, 1.6	<ul style="list-style-type: none"> Exchange 	Requires work to get the catalogue online (links to documentation plan)
HA93 De Saumarez family archive (Repton Red Books and Charles Barry Garden drawings)	several times a year	National and international researchers Local researchers Interest groups Academics Display Public activities	Display Research Teaching Public Activities Partnership working	Highest	International	1.3, 1.4, 1.6, 1.7	<ul style="list-style-type: none"> Exchange Wonder 	Requires work to get the catalogue online (links to documentation plan)

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
		Learning						
HA93 De Saumarez family archive (family correspondence and papers)	several times a year	Family and local researchers Display Public activities learning	Display Research Teaching	Moderate	Local		<ul style="list-style-type: none"> Exchange 	Requires work to get the catalogue online (links to documentation plan)
E5/9/608.7 Bury Psalter Item within Educational collection	monthly	Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Highest	Regional	1.3, 1.4, 1.6, 1.7, 2.11, 2.12, 3.2	<ul style="list-style-type: none"> Port Illuminate (Blockbuster) Wonder 	
L401 The Oral History collection Tape recordings (digital)	monthly	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.3, 1.7, 1.8, 1.9, 1.10, 2.1, 2.10, 2.11, 3.1, 3.2, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> Port News Catch (Blockbuster) Exchange Wonder 	Difficult to gauge frequency of use as the recordings are available via the Library service
Various Map collections Across a range of collections types	daily	National researchers Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Highest	International	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 2.11, 2.12, 2.14, 3.5	<ul style="list-style-type: none"> Illuminate (Blockbuster) Arrivals (Blockbuster) Exchange Wonder Mapping Food (Blockbuster) 	Pre 1700 maps, 50" Ordnance Survey and Enclosure maps and awards to be digitised as part of Sharing Suffolk Stories

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
							<ul style="list-style-type: none"> Catch (Blockbuster) 	
Various Manorial collections Across a range of collections types	weekly	National and international researchers Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	National	1.3, 1.4, 1.6, 1.7, 3.2	<ul style="list-style-type: none"> Illuminate (Blockbuster) Exchange 	Much better access now that the information is on the Manorial Documents Register
HD1538 The Iveagh Manuscripts	monthly	National researchers Family and local researchers Academics Display Public activities	Display Research Teaching Public Activities	Moderate	Regional	1.3, 1.4, 1.6, 2.11	<ul style="list-style-type: none"> Illuminate (Blockbuster) 	Requires work to get the catalogue online (links to documentation plan)
GB554 Suffolk Regiment Archives Charities	weekly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	International	1.3, 1.4, 1.6, 1.7, 2.11, 2.12, 2.14	<ul style="list-style-type: none"> Arrivals (Blockbuster) News Exchange Food 	Links to Suffolk Regiment Museum

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
HA436 Elizabeth Garrett Anderson letters and papers Estate, Family & Personal	several times a year	National and international researchers Family and local researchers Interest groups Academics Display Public activities	Display Research Teaching Public Activities Partnership working	Considerable	International	1.3, 1.4, 1.6, 2.6, 2.11, 2.12, 2.14, 3.1, 3.3	<ul style="list-style-type: none"> Exchange 	Requires cataloguing work (links to documentation plan)
HC30 Garrett's of Leiston Businesses	monthly	National and international researchers Family and local researchers Interest groups Display Public activities	Display Research Teaching Public Activities Partnership working	Considerable	International	1.3, 1.4, 1.6, 1.7, 2.15, 3.2	<ul style="list-style-type: none"> Arrivals (Blockbuster) Food (Blockbuster) Exchange 	Links to Leiston Long Shop Museum
ID407 St Audry's Hospital Hospitals	monthly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	National	1.3, 1.4, 1.6, 1.7, 2.10, 2.13, 3.1, 3.4	<ul style="list-style-type: none"> Exchange 	Complementary displays at Museum of East Anglian Life and Felixstowe Museum
C Ipswich Borough Archives	several times a year	Family and local researchers Academics Display	Display Research Teaching Public Activities	Moderate	National	1.1, 1.2, 1.3, 1.4, 1.6, 2.10, 2.11, 2.13, 3.2	<ul style="list-style-type: none"> Illuminate (Blockbuster) Exchange 	Links with collections of Ipswich and Colchester Museum service

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
Borough		Public activities	Partnership working					
HD3096 Basil Brown Archive Artificial & Miscellaneous	several times a year	Local researchers Interest groups Display Public activities	Display Research Teaching Public Activities Partnership working	Considerable	National	1.3, 1.4, 1.6, 3.5	<ul style="list-style-type: none"> Exchange Arrivals (Blockbuster) 	Links with Suffolk County Archaeological Archive and National Trust at Sutton Hoo
941, HA507 and HA558 The Ickworth collections Estate, Family & Personal	monthly	Family and local researchers Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Moderate	National	1.1, 1.2, 1.3, 1.4, 1.6	<ul style="list-style-type: none"> Food (Blockbuster) 	Links with National Trust at Ickworth Requires cataloguing work (links to documentation plan)
HD825 and HD3012 The Stopher collections of WW1 letters and papers Artificial & Miscellaneous	monthly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Highest	National	1.3, 1.4, 1.6, 2.10, 2.13, 2.14, 3.1	<ul style="list-style-type: none"> Food (Blockbuster) Exchange News 	Links with material at the Suffolk Regiment Museum
K681 Suffolk Photographic Survey Photographs and Illustrations	daily	Family and local researchers Interest groups Academics Display Public activities	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 2.10, 2.12, 2.14, 2.15, 3.2, 3.5	<ul style="list-style-type: none"> Illuminate (Blockbuster) Mapping Exchange Arrivals (Blockbuster) 	Outsize photographs need cataloguing (links to documentation plan)

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
		Learning					<ul style="list-style-type: none"> Catch (Blockbuster) Food (Blockbuster) 	
Various The Local Studies collection Local places Library collection	daily	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.10, 2.11, 2.12, 2.13, 2.14, 3.1, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> News Exchange Arrivals (Blockbuster) Catch (Blockbuster) Food (Blockbuster) 	
Various The Local Studies collection Local newspapers	daily	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.10, 2.11, 2.12, 2.13, 2.14, 3.1, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> News Exchange Mapping Arrivals (Blockbuster) Food (Blockbuster) 	
Various The Local Studies collection Illustrations	weekly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Local	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.10, 2.11, 2.12, 2.13, 2.14, 3.1, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> Arrivals (Blockbuster) Catch (Blockbuster) Food (Blockbuster) Exchange Mapping 	

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
Various The Local Studies collection Local authors	weekly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.10, 2.11, 2.12, 2.13, 2.14, 3.1, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> • Arrivals (Blockbuster) • Food (Blockbuster) • Exchange 	
Various The Local Studies collection periodicals	weekly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Moderate	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.10, 2.11, 2.12, 2.13, 2.14, 3.1, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> • Exchange • News • Catch (Blockbuster) 	
Various The Local Studies collection Local people	daily	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.10, 2.11, 2.12, 2.13, 2.14, 3.1, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> • Arrivals (Blockbuster) • Catch (Blockbuster) • Food (Blockbuster) • Exchange 	
552 Port of Lowestoft Research Society	Weekly	Family and local researchers Interest groups Academics Display	Display Research Teaching Public Activities	Moderate	National	1.3, 1.4, 1.6, 2.14	<ul style="list-style-type: none"> • Arrivals (Blockbuster) • Catch (Blockbuster) 	Requires work to get the catalogue online (links to documentation plan)

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
Societies and organisations		Public activities	Partnership working					
GC684 Ipswich Caribbean Experience Societies and organisations	several times a year	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching Public Activities	Considerable	National	1.3, 1.4, 1.6, 2.11, 2.12, 3.4, 3.5	<ul style="list-style-type: none"> • Arrivals (Blockbuster) • Mapping • Exchange • Food (Blockbuster) 	Requires cataloguing work and work on making digital material accessible (links to documentation plan)
GC843 Bangladeshi Centre, Ipswich - Curry and Culture Societies and organisations	several times a year	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching Public Activities	Considerable	National	1.3, 1.4, 1.6, 2.11, 2.12, 3.4, 3.5	<ul style="list-style-type: none"> • Arrivals (Blockbuster) • Mapping • Food (Blockbuster) 	Requires work on making digital material accessible (links to documentation plan)
194/F1/1 The Farce of Sodom Item within solicitor's collection	less than yearly	National and international researchers Interest groups Academics	Research Teaching Public Activities Partnership working	Highest	International	3.1	<ul style="list-style-type: none"> • Exchange 	Not widespread or local significance but is a key item for academic research
GF419 Ipswich Freehold Land Society Friendly Societies	monthly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.3, 1.4, 1.6, 1.7, 1.8, 2.11, 2.12, 2.14, 3.2	<ul style="list-style-type: none"> • Exchange • Food (Blockbuster) 	Links with Ipswich Building Society

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
HG3 Tayler and Green architects Architects	several times a year	Family and local researchers Interest groups Academics Display Public activities	Display Research Teaching Public Activities	Considerable	National	1.3, 1.4, 1.6, 2.15, 3.2	<ul style="list-style-type: none"> Exchange 	Requires cataloguing work (links to documentation plan). Could be the subject of an external funding grant
HA11 Rous family archives Estate, Family & Personal	monthly	Family and local researchers Academics Display Public activities	Display Research Teaching Public Activities	Moderate	Regional	1.1, 1.2, 1.3, 1.4, 1.6	<ul style="list-style-type: none"> Arrivals (Blockbuster) News Food (Blockbuster) Exchange 	Requires cataloguing work (links to documentation plan)
HA513 The Grafton family archives Estate, Family & Personal	monthly	National and international researchers Family and local researchers Display Public activities	Display Research Teaching Public Activities	Considerable	National	1.1, 1.2, 1.3, 1.4, 1.6	<ul style="list-style-type: none"> Illuminate (Blockbuster) Food (Blockbuster) 	Requires cataloguing work (links to documentation plan)
E2 The Cullum Family archives Estate, Family & Personal	monthly	Family and local researchers Display Public activities	Display Research Teaching Public Activities	Moderate	National	1.1, 1.2, 1.3, 1.4, 1.6	<ul style="list-style-type: none"> Arrivals (Blockbuster) Food (Blockbuster) 	Requires cataloguing work (links to documentation plan)
ADA, 611 (BRO) 34 and 36 (LRO)	weekly	Family and local researchers Display	Display Research Teaching	Moderate	Regional	1.3, 1.4, 1.6, 1.7, 3.4	<ul style="list-style-type: none"> Arrivals (Blockbuster) 	Requires work to get the catalogue online (links to documentation plan)

Reference, Collection or group of collections and Collection type	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local Regional National International)	Links to the Activity Plan	Exhibition themes displaying material from notable collections	Notes
16 Old Poor Law collections Transferred records		Public activities Learning	Public Activities				<ul style="list-style-type: none"> Food (Blockbuster) Exchange 	
CUL The Cullum Library Library collection	monthly	Family and local researchers Display Public activities Learning	Display Research Teaching Public Activities	Considerable	National	1.3, 1.4, 1.6, 2.15, 3.2	<ul style="list-style-type: none"> Arrivals (Blockbuster) Food (Blockbuster) Exchange 	Requires work to get the catalogue online (links to documentation plan)

Remaining collections analysed at collection 'type' level

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (Local regional national international)	Links to the Activity Plan	Notes
A1, A2 and A3 East, West and Suffolk County Councils County Council records	3	daily	Local researchers Interest groups Display	Display Research Teaching Public Activities	Moderate	Local	1.3, 1.4, 1.5, 1.6, 3.5	Used by SCC staff especially adult and children's services , rights of way and legal services
A, ADB, DC5/6 and LRO Schools	538	weekly	Family and local researchers Interest groups	Display Research Teaching	Considerable	Local	1.3, 1.4, 1.5, 1.6, 1.7, 2.14	

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
School records			Display Public activities Learning	Public Activities				
B and BA Quarter Sessions Sessions records	2	weekly	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching Public Activities	Moderate	Local	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.10, 2.13, 2.14	Requires work to get the catalogue online (links to documentation plan)
BB and LRO Petty Sessions Sessions records	40	Several times a year	Family and local researchers	Teaching	Moderate	Local		
BC and LRO County Courts Sessions records	4	Less than yearly	Family and local researchers	Teaching	Moderate	Local		
D, EE and LRO Borough records Borough records	13	Monthly	Family and local researchers Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.10, 2.13, 2.14	Requires work to get Beccles Borough catalogue online (links to documentation plan)
DG, EC, A and LRO Coroners Statutory & special authorities	19	Monthly	Family and local researchers Academics Display Public activities	Display Research Teaching Public Activities	Moderate	Local	1.3, 1.4, 1.5, 1.6	

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
DF, ED and LRO Police Statutory & special authorities	4	Monthly	Family and local researchers Academics Display Public activities Learning	Display Research Teaching	Moderate	Local	1.3, 1.4, 1.5, 1.6	Collections require cataloguing work (links to documentation plan)
EF and LRO pre-1974 District Councils Statutory & special authorities	46	Monthly	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching	Moderate	Local	1.3, 1.4, 1.5, 1.6	
EG and LRO Civil Parish collections Statutory & special authorities	332	Weekly	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching	Moderate	Local	1.3, 1.4, 1.5, 1.6	
EH and LRO post-1974 Borough & District Councils Statutory & special authorities	11	Monthly	Family and local researchers Interest groups Display	Display Research Teaching	Moderate	Local	1.3, 1.4, 1.5, 1.6	
EK and LRO Land Drainage Board	19	several times a year	Local researchers Interest groups Display	Display Research Teaching	Moderate	Regional		

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
Statutory & special authorities			Learning					
EL Ipswich Dock Commission Statutory & special authorities	1	Monthly	Local researchers Interest groups Academics Display Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 1.7, 1.8	Potential to work with the Ipswich Maritime Trust. Key source for the history of the Waterfront
EM and LRO Navigation Commission Statutory & special authorities	3	several times a year	Local researchers Interest groups Display Learning	Display Research Teaching	Moderate	Local		
EN Turnpike Trust collection Statutory & special authorities	1	several times a year	Local researchers Interest groups Learning	Display Research Teaching	Moderate	Local		
EP Fisheries Boards Statutory & special authorities	1	less than yearly	Local researchers Interest groups	Research	Moderate	Regional		
EQ	1	less than yearly	Local researchers Interest groups	Research	Moderate	Regional		

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
Corporation of Trinity House collection Statutory & special authorities								
FAA, FAB, FAC and FAD Archdeacons Ecclesiastical & Religious Bodies	4	Monthly	Local researchers Interest groups Academics Display	Display Research Teaching	Moderate	Local	1.3, 1.4, 1.5, 1.6, 1.7	
FB, FC, FL and LRO Parishes Ecclesiastical & Religious Bodies	508	Daily	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7	
FDA, FDB, FE, FF, FG and LRO Diocesan records Ecclesiastical & Religious Bodies	12	Weekly	National and international researchers Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Moderate	Regional	1.3, 1.4, 1.5, 1.6, 1.7	Requires work to get the FDA title maps catalogues online (links to documentation plan)

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
FH and LRO Rural Deaneries Ecclesiastical & Religious Bodies	27	less than yearly	Local researchers		Negligible	Regional		
FK and LRO Nonconformist churches collections Ecclesiastical & Religious Bodies	125	Daily	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7	Requires work to get the catalogues online (links to documentation plan)
FM Church Commissioners Ecclesiastical & Religious Bodies	2	several times a year	Family and local researchers Interest groups Display	Display Research Teaching	Moderate	Local		
FN Roman Catholic Parishes Ecclesiastical & Religious Bodies	11	several times a year	Family and local researchers Interest groups	Teaching	Moderate	Local		
FP Missionary Societies Ecclesiastical & Religious Bodies	3	less than yearly	Local researchers Interest groups		Negligible	Local		
GA Ipswich Charities	14		Family and local researchers	Display Research	Moderate	Local	1.3, 1.4, 1.5, 1.6, 1.7	

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
Societies & organisations		several times a year	Interest groups Display	Teaching Public Activities				
GB and LRO Suffolk Charities (non-Ipswich) Societies & organisations	204	Monthly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities	Moderate	Regional	1.3, 1.4, 1.5, 1.6, 1.7	
GC and LRO Societies Societies & organisations	555	Weekly Monthly	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 1.7	
GD Independent Educational Bodies Societies & organisations	16	several times a year	Family and local researchers Interest groups	Research Teaching Public Activities	Moderate	Local		
GF and LRO Friendly & Co-operative Societies Societies & organisations	53	Monthly	Family and local researchers Interest groups Display Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 1.7	Potential for partnership working with the East of England Co-op Requires cataloguing work on Oddfellows

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
								collections (links to documentation plan)
GG and LRO Trade Unions Societies & organisations	24	several times a year	Family and local researchers Interest groups	Research Teaching	Moderate	Local		
GH and LRO Women's Institutes Societies & organisations	216	Monthly	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Local	1.3, 1.4, 1.5, 1.6, 1.7	Potential for partnership working with the East and West Suffolk Federations of Women's Institutes
GK and LRO Political Organisations Societies & organisations	14	several times a year	Family and local researchers Interest groups	Research Teaching	Moderate	Regional		Requires cataloguing work on key collections (links to documentation plan)
GL and LRO Scouts Societies & organisations	3	less than yearly	Family and local researchers Interest groups	Research Teaching Public Activities	Considerable	Local		Requires work to get the catalogue online (links to documentation plan)
HA and LRO Estate, Family & Personal Private records	410	Weekly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.10	Requires work to get key catalogues online (links to documentation plan)

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
HB and LRO Solicitors Private records	288	Weekly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Regional	1.1, 1.2, 1.3, 1.4, 1.5, 1.6	Requires work to get key catalogues online (links to documentation plan)
HC and LRO Businesses Private records	311	Monthly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 1.10, 3.5	
HD and LRO Artificial & Miscellaneous Private records	3646	Daily	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Local	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7	
HE and LRO Estate Agents & Auctioneers Private records	24	Monthly	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Local	1.3, 1.4, 1.5, 1.6, 1.7, 1.8	Requires work to get key catalogues online (links to documentation plan)
HF	6	less than yearly	Local researchers		Negligible	Local		

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
Banks Private records			Interest groups					
HG and LRO Architects Private records	20	several times a year	Family and local researchers Interest groups Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 2.15	Requires cataloguing work on key collections (links to documentation plan)
HH Insurance Private records	7	less than yearly	Local researchers Interest groups		Negligible	Local		
IA Military Local Public records	1	several times a year	Family and local researchers Interest groups Academics	Display Research Teaching	Moderate	Local		
IC Probate Local Public records	7	Daily	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 1.7	
ID and LRO Health Local Public records	31	Monthly	Family and local researchers Interest groups Academics Display Public activities	Display Research Teaching Public Activities	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 1.7, 2.10, 2.13	

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
			Learning					
IE Taxation Local Public records	11	several times a year	Family and local researchers Display Public activities	Display Research Teaching	Moderate	Local		
IG and LRO Registry of Shipping & Seamen Local Public records	7	Weekly	Family and local researchers Interest groups Academics Display Public activities	Display Research Teaching	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 1.7	
IH Gas Local Public records	5	less than yearly	Local researchers Interest groups		Negligible	Local		
IK Electricity Local Public records	3	Less than yearly	Local researchers Interest groups		Negligible	Local		
IL and LRO Valuation Local Public records	8	Monthly	Family and local researchers Interest groups Display Public activities	Display Research Teaching	Moderate	Local		
IM Water	3	less than yearly	Local researchers Interest groups		Negligible	Local		

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
Local Public records								
IN and LRO Charity Commissioners Local Public records	4	less than yearly	Local researchers Interest groups		Negligible	Local		
IP and LRO Board of Trade Local Public records	2	several times a year	Local researchers Interest groups Display	Display Research Teaching	Moderate	Regional	1.3	
IQ Rural Development Commission Local Public records	1	less than yearly	Local researchers Interest groups		Negligible	Local		
IR Justices Advisory Committee Local Public records	1	less than yearly	Local researchers Interest groups		Negligible	Local		
IS Commissioners of Income Tax Local Public records	3	less than yearly	Local researchers Interest groups		Negligible	Local		
IT		less than yearly	Interest groups Academics	Research Teaching	Moderate	Local		

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
Environment Agency (Anglia Region) Local Public records								
IV and LRO Ministry of Defence Local Public records	2	less than yearly	Family and local researchers Interest groups	Display Research Teaching	Moderate	Local		
IW Customs and Excise Local Public records	1	less than yearly	Local researchers Interest groups		Negligible	Local		
IX and LRO Ministry of Works Local Public records	3	several times a year	Local researchers Interest groups	Display Research Teaching	Moderate	Regional		
IY and LRO Her Majesty's Prison Service Local Public records	2	Monthly	Family and local researchers Interest groups Display Public activities	Display Research Teaching Public Activities	Considerable	Regional		
J and LRO Microfilms microfilms	206	Monthly	Family and local researchers Academics	Research Teaching	Negligible	Local		Copies of Suffolk documents held at other institutions. Becoming less

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
								important because of increased use of digitisation
K and LRO photographs & illustrations photographs & illustrations	724	Daily	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities Partnership working	Considerable	Regional	1.3, 1.4, 1.5, 1.6, 1.8, 1.9, 1.10 2.10, 2.13, 2.14, 2.15, 3.2, 3.5	Potential for partnerships with Suffolk Museums
L and LRO tape recordings tape recordings	25	several times a year	Family and local researchers Interest groups	Research Teaching Public Activities	Considerable	Regional	1.10	
M and LRO Maps maps	162	Weekly	Family and local researchers Interest groups Academics Display Public activities Learning	Display Research Teaching Public Activities	Considerable	Local	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.8, 1.9, 1.10	
N cine-film cine-film	18	less than yearly	Local researchers Interest groups		Negligible	Local		
P and LRO transcripts, facsimiles & photocopies	526	Monthly several times a year less than yearly	Family and local researchers Academics	Research Teaching	Negligible	Local		Copies of Suffolk documents held in private hands and at other institutions. Becoming less

Reference, Collection group of collections and Collection type	Number of collections	Frequency of use (daily, weekly, monthly, several times a year, less than yearly)	Current use	Potential use	Significance level (Negligible Moderate Considerable Highest)	Importance grading (local regional national international)	Links to the Activity Plan	Notes
transcripts, facsimiles & photocopies								important because of increased use of digitisation.

4.7 'Notable' collections

Within those collections identified as having the highest importance using the methodology described in 4.6.1 there are 27 collections that rank the most highly i.e. they are **truly outstanding**. They have the highest levels of aesthetic, evidential, historical and communal value. They have the greatest potential to be used for research, display and interpretation, and education and thus have the highest priority for SRO's future activities.

SRO's assessment reveals that 'notable' collections exist across a very wide range of collection classifications. This puts SRO in a strong position in terms of audience engagement/activity planning when compared with other archives, which have 'majored' in a particular area (e.g. Business Collections) which may have more limited appeal to target audiences.

It is SRO's ambition to ensure that these outstanding collections are brought to the widest possible audiences. Within the Conservation Plan such collections are designated as 'Notable'. The use of the 'Notable' designation has contributed to the prioritisation of collections for the Management and Maintenance Plan (e.g. Documentation Plan, Conservation Resource Plan) and, of course, the Activity Plan.

Notable collections within the three branches of SRO include:

- *Manorial Records (1200s-1900s)* - Around 70% of Suffolk's identified manorial records are held by the three branches of SRO, within 543 separate collections. These include the early manorial records of Walsham-le-Willows, which have been studied nationally, and internationally for the effects of the Black Death during the plague of 1349.

I have been using the SRO since 1982 for research into the medieval English society and economy. This has formed the bedrock of over 20 articles in academic journals and seven books on the subject, plus wider dissemination through newspaper articles, radio programmes (BBC 4), television (Time Team, and Tony Robinson specials) and, currently, a GCSE History textbook for 14 to 16 year olds studying for the new medieval section of GCSE History. The volume, quality and range of the medieval manorial archive in the SRO are second to no other county archive. It constitutes a rich resource of national standing and importance.

- *De Saumarez Family Archive (1200-2000)* - This gem of a collection contains material preserved under the 'National Treasures' Acceptance in Lieu scheme and includes naval papers consisting of several thousand original letters, dispatches, letter-books and logs

recording the long association of the family with the navy and their involvement in some key international events.

- *Iveagh Manuscripts (1119-1906)* – Prior to their purchase in 1987 for the people of Suffolk, the Iveagh manuscripts were the richest source of archival evidence for the county's medieval history still in private hands and the collection includes a charter of 1119 (SRO's oldest known document).
- *The Farce of Sodom (c.1685)* – Part of the Franey collection this is an unusual and chance survival. It is an erotic play attributed to the Earl of Rochester which recent American research suggests is of international importance. This undated copy appears to be the earliest of ten surviving handwritten copies in existence.
- *Suffolk Regiment Archive* – This extensive collection holds records of the regiment from 1697 to 2008 and reveals how men from Suffolk have been engaged in global conflicts over the past 300 odd years: from the Battle of the Boyne and the Battle of Minden to the Boer War, WW1 and WW2.
- *Ipswich Borough Archives (1255-1835)* – The archives of Ipswich Borough are acknowledged as being particularly comprehensive and are significant nationally as well as locally. The important Portmanmote Roll of 1255-56 pinpoints the Ipswich Borough Archive amongst the earliest of similar collections still in existence in England.
- *Bury St Edmunds Psalter* – This is a wonderful example of an English monastic service book dating c.1400-1410. It belonged to the great Abbey of St Edmund and forms part of the King Edward VI Grammar School collection



Left - C/1/1/8 – Detail of the illuminated initial letter 'R' on the Ipswich Borough Charter of Richard II, 1378;



Right - E5/9/608 – Images taken from the Bury Psalter, c1400-1410

- *Oral History Collection (c1966-2008)* –The original tapes were described by Nick Patrick (Series Producer of BBC Radio 4's *Making History*) as 'possibly one of the most comprehensive oral history projects in the UK'. These recordings capture irreplaceable and unofficial accounts of events in everyday life in Suffolk and the county's contribution to national and international events told by those who witnessed them. They are a matchless source for the study of local dialect.
- *Tayler & Green (1830-1986)* – Lowestoft-based architectural firm who were recognised nationally and internationally for their pioneering rural social housing of the 1940s and 1950s which impacted on the landscape of the counties of Suffolk and Norfolk.

SRO holds some wonderful sixteenth and early seventeenth century maps of Suffolk, which I have used for several years for research and teaching. To my mind, maps are the most visually exciting and accessible of archive sources for this period for everyone to use and enjoy, both as documents containing valuable local historical, geographical and environmental information, but also as images of great beauty. As one of my students once said of them, 'They give you goose- bumps, don't they?'

[REDACTED], University of Suffolk

- *Map collections* - SRO has the finest collection of maps pertaining to Suffolk in existence, as well as some of national and international significance. A 1630 map of Naseby which gives an impression of the how the Civil War battlefield site might have looked and a large-scale plan of Rome from 1781 by Giuseppe Vasi, Rome's foremost engraver for over 30 years are just two examples. There are hand drawn maps dating from the 1580s through to printed ordnance surveys of the 21st century.
- *Ipswich Freehold Land Society (1636-1975)* –The society eventually became the Ipswich Building Society and the collection reflects not only the growth and development of the institution and local housing estates over a period of 130 years, but also records land ownership dating back to the 17th century.
- *Port of Lowestoft Research Society Collection* –Is an amazing record of the thousands of vessels which have used the port of Lowestoft over the past 200 years and compliments other exceptional maritime and naval records held.
- *Elizabeth Garrett Anderson Letters and Papers (1861-1998)* – The letters, photographs and ephemeral items of Elizabeth Garrett Anderson, one of Suffolk's most famous daughters.

They tell the unique story of the first woman to qualify as a physician and surgeon in Britain, a pioneering feminist and the first female mayor and magistrate in Britain.

- *Garrett and Son of Leiston* – This marvellous collection was purchased by SCC in 1982 with grant-aid from the Fund for the Preservation of Scientific Material. This company was a large exporter of agricultural engineering products, including steam traction engines. Their 'Long Shop' assembly hall, now a museum, was one of the world's first flow-line production assembly halls and at one point were the third largest manufacturer of agricultural steam engines in the UK. IRO receives many requests for copies of blue prints of their engines from all over the world.
- *St Audry's Hospital Records (1841-1985)* – The rich Suffolk County Lunatic Asylum collection spans over 140 years and helps to build up a picture of daily life in the hospital. It includes programmes of entertainments organised for the patients and cricket score books. They demonstrate the importance of such activities in the hospital's progressive philosophy in treating the mentally ill, much of which has resonance today.
- *The Cullum Collection* – A fine example of a gentleman's library, containing over 4000 volumes, from the 17th to the 20th century, on travel, topography, social and political sciences, natural history, philosophy and genealogy.
- *Local Studies Collection* – SRO holds the premier collection of over 34,000 local studies books and associated material for the county of Suffolk. Many local authorities do not hold their historical local printed collection with their archives. Having both in SRO saves researchers time, aids their research and provides additional interpretation and an easy way in for those new to archives

In addition to the archival records, all sorts of other resources in the SRO were of immense value – old street directories, cuttings boxes, Census materials, newspapers, the extensive book collection – and of course the helpfulness of staff. I remember particularly being approached by staff once they knew what my area of study was, with possible research ideas. Once or twice I was consulted myself about things that I might know – and this gave me the pleasant feeling of belonging to a place where knowledge is shared.

- *Basil Brown Archive* - SRO and the CAA hold complimentary collections of his diaries, site logs, lecture notes and photographs recording not only his work at Sutton Hoo but also at other important sites across Suffolk.

- *Suffolk Photographic Survey* - started in 1954, by one gentleman, with the aim of collecting images of the county illustrating all aspects of Suffolk life, it now exceeds 19,000 prints and negatives and continues to grow. Subject and parish coverage is comprehensive with rural craft occupations such as flint knapping, silk and horsehair weaving recorded along with men and oxen harrowing and ploughing.
- *Stopher family WW1 letters* - a rare series of letters sent to and from two brothers from the village of Sweffling, George and Albert Stopher' who were killed on the Western Front within a few weeks of each other, in the spring of 1917 (HD825 and HD3012). The collections also contain photographs, black edged memorial cards and papers about the boys' deaths which help to tell this poignant story.
- *Ickworth Estate and Hervey family collections* - three separate collections relate to the Ickworth Estate and Hervey family: 941, HA507 and HA558 dating from 1295 to the 1980s. The collections provide an insight into the creation of a landed estate, its development over time and its gradual decline. They also tell the story of the building of Ickworth House, highlights include plans and drawings of the distinctive rotunda, and are a fascinating glimpse into the lives of one of Suffolk's famous families.
- *Grafton family archive* -the Grafton Collection or FitzRoy Family Papers (HA513) represent another family collection which contains important political papers as well as an extensive estate archive. Henry Fitzroy, 1st Duke of Grafton, was the second natural son of Charles II by Barbara Villiers, Duchess of Cleveland. The collection includes the diaries, journals, letters, drafts of speeches and other political papers of Augustus Henry FitzRoy, 3rd Duke of Grafton KG PC (1735 – 1811), Whig statesman and one of only a few Dukes to have served as Prime Minister.
- *Ipswich Caribbean Experience (ICE) project archive and Curry and Culture Bangladeshi Heritage project archive projects* - SRO was a partner in both projects helping to collect, preserve and make available these vital chapters in the town and county's history. The ICE project set out to document how 25 elders from the first generation came to be living locally, investigate what their motivations for moving were, what the experience of migration was like, and how easy it was for them to integrate into Suffolk life. The Curry and Culture project undertook 30 interviews to remove misconceptions and break down barriers and to research, record and disseminate why Bangladeshi people migrated to Suffolk. It captures and highlight their contribution to the local community - for example two mosques have been established in Ipswich and the community run more than 100 local restaurants/take-aways.
- *Rous family archive* – a key estate collection for the Henham estate of the Earls of Stradbroke where the Latitude Festival now takes place. It includes many early maps, a Humphry Repton Red Book, good series of servants' records as well as correspondence from the period when the Hall served as a WW1 hospital. The collection also contains one of the marvelous mid-19th century illustrated volumes about the village of Wortham and its inhabitants created by the Rev. Richard Cobbold.

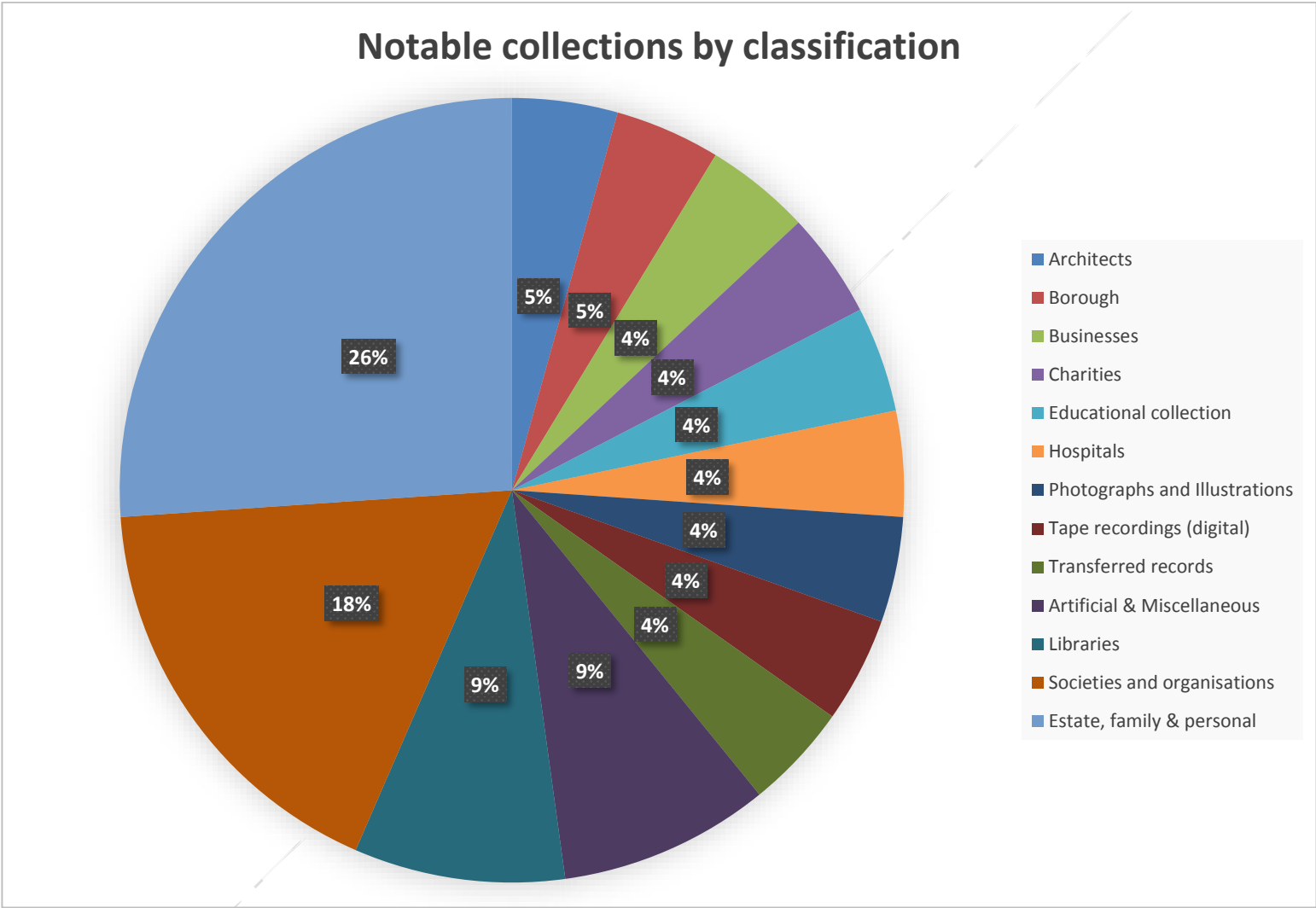


HA11/A13/10 'A Few Parochial Features of Worham' by Rev Richard Cobbold, MA, rector of Worham, dedicated to the Earl of Stradbroke 1828-1870
Margaret Carter July 20 1832

- Cullum family archive - a rich collection of the Cullum family of Hardwick including many of the standard types of records such as deeds, manorial, estate surveys, correspondence, personal papers and household recipes. There are also some naturalists' diaries compiled by Sir John and Thomas Cullum between 1773 and 1785. These include a wealth of information on plants and animal species found in Suffolk at that time and daily records of weather, flowering times etc.
- *Old Poor Law collections* – relate to the incorporations of groups of parishes to administer poor law provision in workhouses before the Poor Law Amendment Act of 1834. This was quite extensive in Suffolk and means that the poor, rather than being a largely ignored part of history, often left more traces than their better-off contemporaries. Such records provide detailed information of the hardships our ancestors endured before the creation of the welfare state.

These notable collections in particular have informed the Activity Plan, and are explored in more detail at Appendix 1.

The chart on the following page shows the notable collections' classification profile, with more than a quarter being part of estate, family and personal collections.



4.8 Impact of the significance assessment process on SRO's collection knowledge

The analytical significance assessment undertaken for this Conservation Plan using methodologies such as the Historic England Conservation Principles and the UCL Collections Review Toolkit, along with ranking analysis for the Documentation Plan, has provided SRO with a more detailed and systematised awareness of its collections. In particular the process has:

- Clearly articulated the depth, breadth and coherence of the entire collections
- Quantified clearly the breakdown of SRO's 9 miles of collections into 11,000 individual archive collections estimated to be around 3 million individual items and over 94 million pages
- Brought to SRO's attention the impressive nature of certain collections of which SRO was not previously entirely aware e.g. the Cautley Barefoot Architects' collection
- Enabled some unexpected connections which will be very useful in engaging new users e.g. the link between the Russian Revolution and the engineering firm Garretts
- Provided, for the first time, accurate quantification of types or classes of records; for example there are over 1,000 societies and organisations including charities, friendly societies, local co-operatives, Trade Unions and Women's Institutes.

The analysis has given SRO a completely new way to discover and present information about its holdings. Firstly, the analytical approach has emphasised the scale – SRO knew they had 9 miles of shelving but now know how this breaks down. It is interesting to note the proportion of records by classification and countywide:

- More than 50% are private records (4,712 collections) – banks, business, solicitors, architects, estate agents, insurance, artificial and miscellaneous
- Over 410 estate, family and personal collections – both from large landed estates and influential local families and smaller collections containing biographical information, private papers, letters and diaries
- 538 school collections – a series of records that were systematically surveyed in the 1980s and 1990s
- Over 700 separate photographic collections apart from the main Suffolk Photographic Survey
- There are 10,800 individual archive collections in all which might be close to 3m individual items and over 90m pages

Second, it has enabled them to evaluate their collections in a different way, looking at archive

collections of all types and at all branches, including the printed Local Studies and Cullum Libraries in this analysis on an equal footing. Previously SRO's approach had been to express the holdings in terms of material that was key for particular types of research, for instance family history, property history, maritime history, the history of crime and so on. In assessing the values, significance, importance and potential use of collections across the board, staff have been able to focus on who the audiences are and might be and what they want and the current and potential uses for the material, including display. The evaluation helped to identify the 27 notable collections and also classes of records which have particular potential, such as the police collections. These findings have fed into the prioritised Documentation Plan (see Management and Maintenance Plan).

Finally, SRO have begun to look at collections differently in terms of audience engagement. For example, the evaluation revealed that there are collections for over 1,000 societies and organisations across the county. These cover a tremendous range encompassing many aspects of past and present activity in the county to which all sorts of people and audiences can connect. The analysis has also shown that collections that SRO have consciously selected to keep (rather than those they must keep for statutory reasons) often have the best material, for example the Stopher WW1 collections, and it is not always the large and high-profile collections that have the highest significance.

5. Risks, Opportunities and Policies

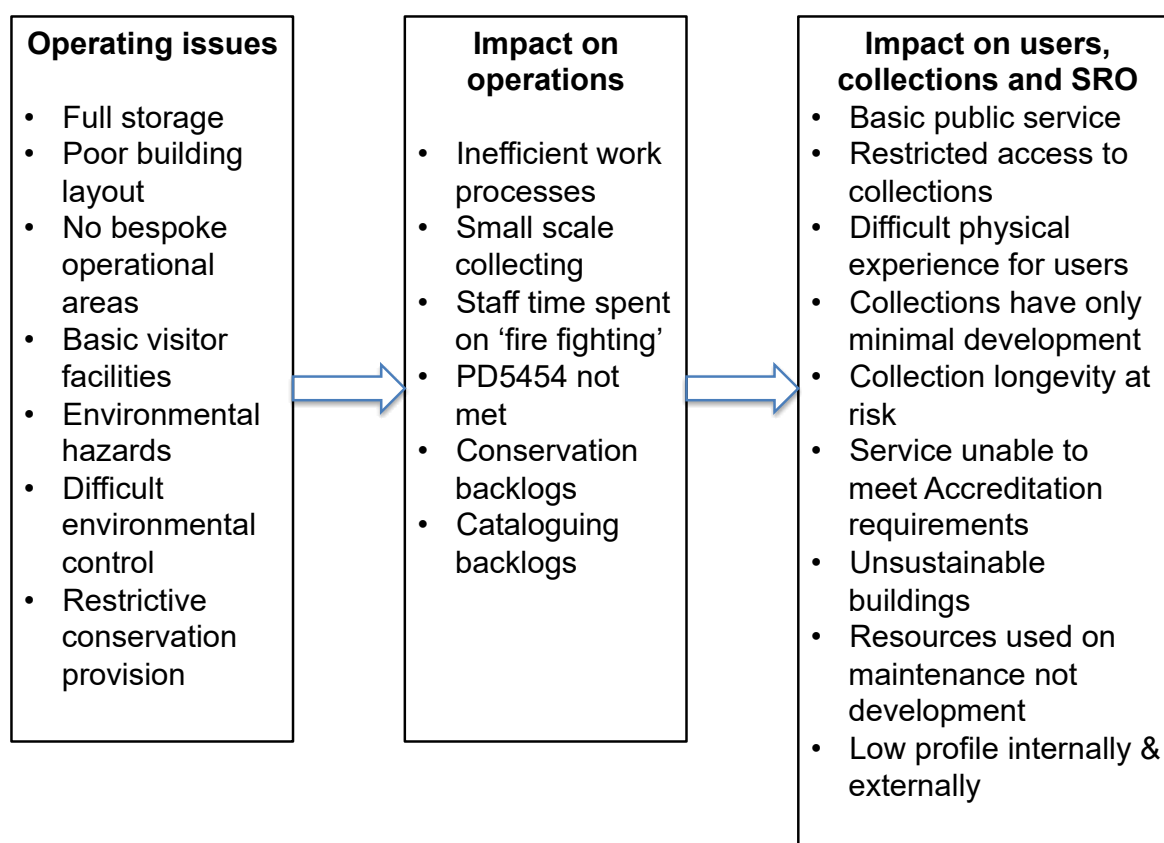
5.1 Introduction

This chapter outlines the risks facing the SRO and SCCAS collections that The Hold project will address. Some of these risks have been revealed through the research undertaken for the development of this Conservation Plan, while others are more longstanding risks, which informed the development of the original business case for The Hold itself. A full risk analysis is given in Appendix 2.

For each risk or group of risks, this chapter also identifies the opportunities open to the SRO for improving the physical and intellectual care of collections, and the policies SRO will adopt to implement these improvements.

5.2 Summary of risks

SRO faces numerous issues in its current operational environment which has numerous impacts, as laid out in the next diagram:



Each area of risk is set out below, with a summary of the opportunities presented, the policies³⁹ developed by SRO as a result, and how they will be implemented.

5.2.1 Poor quality strongroom storage against EN16893⁴⁰

A number of risks faced by SRO relate to the capacity and quality of the collections' storage in the strongrooms, a key driver for the development of The Hold. These problems inhibit SRO achieving professional standards, efficient working, and present a threat to the irreplaceable collections themselves

5.2.1.1 Strongroom capacity

Risks

All three SRO strongrooms are full, prompting TNA to withdraw higher 'full approval' status for all SRO branches

Meaning.... *that SRO is unable to apply for Archives Service Accreditation whilst this status is withdrawn, proactive collecting is severely curtailed and there are unavoidable inefficiencies in collection management operations*

Opportunities

- *To provide extensive accrual space in storage facilities at The Hold for 20 years of accruals countywide*
- *To be able to proactively collect again on a significant scale*
- *To be more selective about how strongroom space is used in the future*
- *To manage collections efficiently*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS1 "With accrual space addressed through provision at The Hold, SRO will undertake large-scale, proactive collecting ensuring the relevance of the archives for a wider audience,

³⁹ Policies are numbered; 'HPS' stands for 'Hold Policy Statement'

⁴⁰ Sector standard PD5454 will be replaced by EN16893 in February 2018

and maintaining a comprehensive collection of Suffolk's history for future generations" ➔⁴¹
Collection Development Policy

HPS2 "SRO will ensure sustainable and efficient use of strongroom space at The Hold, by collecting only material that is of sufficient value and relevance to warrant the resources required to look after it. Some material will not be accepted e.g. duplicates or material that is so heavily damaged it is unusable" ➔ *Collection Development Policy*

HPS3 "SRO will establish a Collections Advisory Committee made up of depositors, partners, stakeholders, and users drawn from national, regional and local experts, to advise on collections management policies and procedures, and acting as an independent authority in complex acquisition, accession, deaccession and disposal matters" ➔ *Collections Advisory Committee (Terms of Reference)*

HPS4 "SRO will allow collections to be appraised or re-appraised against the Collections Development Policy and ensure the strongrooms at The Hold (and branches) are used for optimum benefit. We will consult depositors wherever possible, offering them the chance to receive back unwanted material or consent to its disposal in a confidential manner" ➔ *Deaccessioning Policy*

Implementation

The Collection Development, Collecting, and Deaccessioning Policies (see *Appendix 4*) will need to be clearly communicated to staff, volunteers and depositors to ensure efficient use of strongroom space at The Hold and the prevent repetition of this risk.

The establishment of the Collections Advisory Committee and their input into decisions affecting what is collected and what is disposed of will ensure that precious strongroom space and associated resources are not only devoted to collections that merit that level of care and investment, but also that are representative of Suffolk history for future generations. Representatives from The National Archives, the Lord Lieutenant, the East of England Regional Archives Council and the University of Suffolk have already signed up to the terms of reference for this committee.

5.2.1.2 Strongroom design (environmental control and energy usage)

Risks

No cool storage for audio visual and electronic media; IRO struggles to meet environmental parameters, BRO outstore lacks environmental controls entirely; questions over the long-

⁴¹ ➔ symbol indicates that this 'policy statement' is explored in more depth in the document referred to

term affordability of the environmental control equipment in IRO

Meaning.... *there are negative impacts on the environment arising from wasted energy, the longevity of irreplaceable collections is under threat*

Opportunities

- *To deliver state of the art, energy efficient storage facilities at The Hold, meeting BS4971*
- *To provide environmental conditions appropriate to individual collection formats e.g. cool storage for audio visual, proper shelving and cabinets for large format material*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS5 “The Hold’s building design seeks to minimise its environmental impact, particularly by adopting passive design principles for the new strongroom. The SRO will also conduct its daily activities with consideration of environmental issues” ➔ *Effects on the Environment Policy (see Appendix 4)*

HPS6 “In addition to staff, volunteers will be asked to attend training to meet relevant needs such as strongroom control operation” ➔ *SRO Volunteer Policy (see Appendix 4)*

Implementation

The Effects on the Environment Policy will need to be clearly communicated to staff and volunteers to ensure they understand how to operate the strongroom to maximise energy efficiency (e.g. understanding how to set correct parameters for temperature and RH) and how to use the monitoring systems. This can be achieved through the staff and volunteer training programmes identified in our Activity Plan (see *Activity Plan – Appendix 3*) and through individual staff personal development programmes.

5.2.1.3 Strongroom design (flood and fire)

Risks

Flood risks at IRO and BRO outstore; services passing through LRO strongroom; no automatic fire fighting systems in BRO outstore or LRO

Meaning.... *the longevity of irreplaceable collections is under threat from a variety of flood and fire risks*

Opportunities

- *To deliver state of the art storage facilities at The Hold meeting EN18693, with flood and fire risks vastly reduced through both design and building systems provided*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS7 “The Hold sits outside the Orwell River Flood Zones 2 or 3. Its new drainage system will reduce the current flow rates generated for the site and reduce the overall risk of flooding in the area, both on site and in the immediate vicinity” ➔ *The Hold ‘Design and Access Statement’*

HPS8 “The Hold’s design omits the need for a fire suppression system for the strongrooms. High sensitivity fire detection systems will be provided in the strongrooms, which will have 4-hour fire resistant walls. Its public areas have been designed as single storey spaces, thereby negating the need for a sprinkler system” ➔ *The Hold ‘Preliminary Fire Safety Strategy’*

Implementation

The Hold’s ‘building induction’ will comprehensively cover the detection systems and emergency procedures pertaining to flood and fire and will be delivered to all staff, volunteers, students, trainees and interns.

On the basis of the proposed drawings submitted for planning, a *Preliminary Fire Safety Strategy* has been carried out by Bureau Veritas who are qualified Fire Engineers. The report concludes that Automatic Water Fire Suppression Systems (i.e. sprinklers) are not required at The Hold. It recommends a VESDA⁴² detection system for the strongroom, cut-off mechanisms for power, and a comprehensive suite of measures to ensure fire safety compliance generally. Bureau Veritas also advise a gas suppression system for the strongroom is not required.

5.2.1.4 Strongroom security

⁴² Very Early Smoke Detection Alarm

Risks

BRO outstore does not have restricted access around the whole perimeter; LRO strongroom has difficulty controlling access as part of a public library; library and contract staff can access the strongroom; offsite storage at BRO requires transport of collections for access onsite; LRO collections have to be moved through public library areas when being transported from store to the searchroom

Meaning.... *irreplaceable collections threatened by theft or vandalism*

Opportunities

- *To deliver state of the art, secure storage facilities at The Hold, meeting EN16893*
- *To vastly reduce key existing risks such as theft and vandalism and adopt 'secure by design' principles*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS9 "The Hold's design adopts the principles of 'Secure by Design' and reduces risk of theft and vandalism" ➔ *The Hold 'Design and Access Statement'*

HPS10 "Volunteers in appropriate roles will be asked to attend training to meet relevant needs such as strongroom security" ➔ *SRO Volunteer Policy (see Appendix 4)*

HPS11 "In addition to EN16893, secure design at The Hold will allow SRO to meet the "best level" standard of the relevant MLA43 Benchmarks in Collections Care (buildings - security)"

Implementation

The Hold's 'building induction' will comprehensively cover security and related building systems for all areas of the building, including the strongrooms, and will be delivered to all staff, volunteers, students, trainees and interns.

Its design has considered the impact of design on security, through such things as internal and external sight lines, WC design, treatment of external spaces and party walls, provision of external furniture, barriers, surveillance and intruder detection systems and other alarms (e.g. book gates).

⁴³ Museum and Libraries Association

All staff and volunteers will be trained in best practice for security processes e.g. invigilating use of material, location tracking of collections, restricting access to secure areas, moving collections safely around The Hold.

5.2.2 Inadequate and Inefficient Building Accommodation

All three of the SRO branches are located in buildings which have been adapted rather than being purpose-built for the service they operate. The consequences of this are haphazard and inefficient layouts of the public and staff areas, with poor 'flow' through the site. These problems are further compounded at IRO due to the Grade II listed building status it holds. This building does not allow the SRO to be able to provide a modern, efficient 21st Century service to the public.

5.2.2.1 Layout

Risks

Listed Building Status at IRO restricts development choices on existing site creating inefficiencies and uncomfortable conditions for users, staff and volunteers; lack of space at IRO severely inhibits service development; poor flow & connectivity of building layout creates inefficient work flows and unclear routes for users

Meaning.... resources are diverted from collections care in order to manage inefficient workflows; poor customer experience; opportunities for audience development are curtailed

Opportunities

- *To create logical layout of operational spaces at The Hold leading to a much easier working environment, where processes can be conducted efficiently and logically*
- *To create dedicated, tailored workspaces for specific back-office processes*
- *To create an attractive, 'legible' building with purpose-designed, equipped public spaces and a comprehensible layout*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS12 “The Hold will provide a bespoke workflow layout which will shape operational activity. Spaces will be furnished and used to maximise the utility of their design and thus embed efficient working into The Hold’s long-term operations”.

HPS13 “In considering the maintenance, layout and interpretative uses of the public spaces at The Hold, SRO will make choices that welcome users, encourage them to stay and explore, incite curiosity and draw-in those unfamiliar with archives”

Implementation

The numerous, and often interrelated, operations and activities of The Hold will be embedded in its design. Each space will be appropriately equipped to ensure its purpose is fulfilled. Activities and operations will be organised to ensure they take advantage of the opportunities offered by the building, e.g. using the auditorium to encourage new uses of the archives such as performance work, programming conservation work to take advantage of the larger, better design conservation laboratory.

5.2.2.2 Accessibility (building)

Risks

Very poor disabled access at IRO; IRO’s location is some distance from Ipswich town centre in an unwelcoming area and bordered on two sides by very busy roads

Meaning.... many customers cannot access our services or connect with the collections; emergency services and deliveries not easily able to access the site

Opportunities

- *To develop a new facility in an attractive, high profile, easily accessible location*
- *To create a landmark building in Ipswich that incites civic pride and ready interaction with the public*
- *To welcome all users, incite curiosity, encourage them to stay and explore*
- *To reduce risk through better accessibility for emergency services*
- *To enable deliveries to attend site without trouble*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS14 “The Hold will deliver a programme of displays and exhibitions using original archives, local studies materials and surrogates from SRO collections and those of partner

organisations - including displays on local, national and international events" → Collections Access Policy (see Appendix 4)

HPS15 "SRO is committed to providing the widest possible access to its collections through both physical and digital services. The Hold's searchrooms and website will be free to use and open to everyone and we welcome visitors with a diverse range of interests and research needs" → Collections Access Policy (see Appendix 4)

HPS16 "Staff have received training on sources, customer care, equality and diversity training. SRO will explain holdings, services and conditions of access clearly and as simply as possible, avoiding jargon" → Collections Access Policy (see Appendix 4)

HPS17 "To maximise access to collections and searchroom services, The Hold's searchroom will be open from 9.30am to 5.30pm on Mondays, Tuesdays, and Fridays, with an extended late-night opening (until 9pm) on Thursdays, and with Saturday & Sunday opening hours of 10am to 4pm"

Implementation

Increased accessibility means SRO will be able to diversify its audiences with tailored services. A much wider range of people will experience the sheer thrill of engaging with original material. SRO will be able to bring far more of its collections to public attention on site through exhibitions, outreach and personal research visits. The Hold will become a known destination which the public actively choose to visit.

These principles will be implemented and reinforced through the staff and volunteer training plans detailed in The Hold's Activity Plan as well as individual personal development plans.

5.2.2.3 Accessibility (collections)

Risks

Only 62% of SRO collections are fully catalogued; only 29% of catalogues are available electronically and only 7% of those are available online; only 1% of SRO collections have been digitised; only a fraction (142,821) of documents which have been digitised are available in Jpeg or TIFF format via the website. Furthermore, current accommodation curtails the extent to which volunteers can assist in the production of collections information.

Meaning.... many customers cannot easily find the information they need to support them in connecting with our heritage; staff resource is diverted away from collections care/interpretive tasks into explaining dated, analogue finding aids; collections earmarked to support the Activity Plan may not currently be well documented or digitised

Opportunities

- *To increase the accessibility of collections (both on site and online) and so provide the basis for developing audiences and services*
- *To harness the enthusiasm of volunteers at The Hold to address the cataloguing backlog and support them in developing their skills*
- *To leverage the opportunities for collection discovery offered by digital technologies and collection management software*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS18 “The Hold will maximise access to collections through providing high quality collections information within the building, including increased provision of public PCs and devices to consult catalogues, supporting the creation of collections information itself through dedicated facilities (e.g. accessioning, cataloguing and digitisation suites), and by provide space for volunteers and students to help address the cataloguing backlog” ➔ Collections Access Policy and Collections Information Policy (see Appendix 4)

HPS19 “Documentation priorities will focus on the notable collections to ensure the SRO’s most significant and valued collections are as accessible as possible. The Tithe Maps, Basil Brown notebooks, Poor Law records, Ickworth collections, oral history, Iveagh manuscripts and De Saumarez collections will be the initial priorities for the Documentation Plan” ➔ Documentation Plan (see section 5 of Management and Maintenance Plan)

HPS20 “In all future cataloguing endeavours, SRO will record whether a photograph is in black or white or in colour, to inform digitization plans and storage requirements” ➔ Collections Information Policy (see Appendix 4)

HPS21 “SRO will direct cataloguing and digitisation through its Documentation Plan to achieve a strategic and flexible approach to creating new and improved information about its collections” ➔ Collections Access Policy (see Appendix 4)

HPS22 “SRO will publish annual accession lists on its enhanced website, so that customers can easily see summaries of new material added to the collections” ➔ Collections Access Policy (see Appendix 4)

HPS23 “SRO will constantly seek out new technologies to develop its digital and online services to meet users’ expectations and better serve customers who cannot visit in person”

➔ Collections Access Policy (see *Appendix 4*), see also ‘A Digital Strategy for The Hold’ – Programme #2 ‘Open Up the Online Collection to the World’

HPS24 “SRO will update its digitisation strategy to focus on a) digitising the catalogues and other indexes to make the overall collection more accessible, b) creating digital surrogates of the most popular and searched-for documents in the collection (which also assists with preservation), c) making the documents themselves searchable.

The updated strategy will also reflect the Activity Plan, the exhibition schedule, and focus on the activities in the story collecting / citizen archive activities outlined in its Digital Strategy”

➔ A Digital Strategy for The Hold

HPS25 “The Hold will accommodate groups or individuals wishing to handle individual archives and study them in depth through provision of a dedicated, invigilated searchroom area and Education Room (for supervised group visits). Safe handling procedures will be communicated to customers” ➔ Collections Access Policy (see *Appendix 4*)

Implementation

An extensive **Documentation Plan** (see section 5 of Management and Maintenance Plan) has been developed for The Hold, focused on ensuring prioritised collections are brought up to a standard where they have a sufficient level of collections information to ensure they are accessible online and can be leveraged in SRO’s audience activity (outlined, for example, in The Hold’s Activity Plan). The Documentation Plan will significantly reduce the issue of the SRO’s cataloguing backlog.

The priorities for collections information improvement work are informed by the importance assessment of the collections described in Chapter 4. (Although it should be noted that the plan does include some collections which are not ranked as highly important - because not all important collections necessarily *require* documentation work for example). They are also informed by the requirements of the Activity Plan to make particular material available for certain audiences e.g. maps, for the ‘Sharing Suffolk Stories’ activity strand.

The SRO does have cataloguing backlogs and analogue-only finding aids for a proportion of collections. However, it already has a large proportion of collections catalogued and strategies for transferring analogue to digital resources. It is also very creative at accessing and employing additional resources, particularly volunteers. SRO is constantly working on developing collections information, often with restricted resources, so the Documentation

Plan has been designed to target staff resources, align work with skills and use volunteers where appropriate.

All staff and volunteers will be trained in the safe handling of a wide range of materials as an essential part of preserving collections for current and future use. They will communicate these safe handling guidelines to visitors; guidelines will also be communicated online and displayed in the searchroom.

5.2.3 Conservation

The SRO branches at BRO and LRO have access to the professional skills of a full time Conservator at IRO. Due to only having one FTE Conservator, the amount of conservation and preservation work which can be carried out across the SRO is currently limited.

The various collection surveys and analyses carried out for the development of this Conservation Plan (see above, Chapter 3) have also revealed risks to the collections arising from their packaging (or lack thereof).

5.2.3.1 Collections packaging

Risks

21% of the SRO collections require boxing and/or secondary packaging

Meaning.... deterioration and damage to irreplaceable collections resulting in loss of public access. This risk could increase during the removal of material to The Hold

Opportunities

- *To repackage prioritised collections as part of the decant/recant process for the move to The Hold*
- *To barcode boxes as part of the packaging/repackaging process, thereby making the document productions process at The Hold more efficient (and improving accessibility as a result)*
- *To harness new and existing volunteers to assist in the repackaging, barcoding and decanting processes*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS26 “In preparing for the move to The Hold, SRO will repackage relevant collections into appropriate archival boxes for both transit AND long-term protection. Examples include pre-1700 maps, Inclosure Awards & Maps, and some Photographic Media” ➔ Decant and Recant Plan (see *Management & Maintenance Plan Appendix 1*)

HPS27 “In preparing for the move to The Hold, SRO will barcode items at container level to make both collections management and the process of retrieving items for customers more efficient” ➔ Decant and Recant Plan (see *Management & Maintenance Plan Appendix 1*)

HPS28 “SRO will ensure that loose volumes and outsize material are packaged into suitable long-term protection” ➔ Conservation Policy (*Appendix 4*)

Implementation

The majority of boxes randomly selected during the overview carried out for this Conservation Plan revealed the significant requirement for secondary packaging (sleeves, folders etc.). Whilst significant resources have been made available for the packaging of the collections in recent years, this has primarily resulted in an extensive ‘outer’ boxing programme for papers etc. rather than individual folders and sleeves etc. Analyses for this Conservation Plan indicate the main area for improvement is the protection of larger volumes that are at risk, weak or suffering from acidic degradation of the leather covers (Red Rot) and which are currently shelved with no form of outer protection. In implementing HPS26 and 28, these priorities will be addressed.

5.2.3.2 Conservation capacity

Risks

There is a backlog of fragile material awaiting conservation; lack of space in the conservation suite to treat large format items; no onsite conservator at BRO or LRO; no dedicated isolation or collection cleaning spaces

Meaning.... *backlog of conservations tasks which is growing year on year and threatening the longevity of irreplaceable collections*

Opportunities

- *To use the collection data generated for this Conservation Plan to inform future conservation decisions and make best use of conservation resources*
- *To carry out conservation work and collection management work in tandem rather than having to be curtailed due to the need to share public and work spaces*

- *Dedicated, equipped conservation laboratory; will also allow the taking-on of external conservation commissions (thereby providing a modest income stream for The Hold)*
- *Significantly more efficient conservation processes so more material can be attended to*
- *Improved capacity for volunteer engagement in conservation, boosting staff capacity and helping address the backlog, while providing more opportunities for this popular volunteer area*

Policies developed

To meet best practice in all appropriate standards, SRO has developed the following policies in response:

HPS29 “SRO will use data derived from collection surveys (both those undertaken for this Conservation Plan and future) and benchmarking exercises to assess the extent of risk to collection materials and determine the necessary preventive and remedial work” ➔ Conservation Policy (see *Appendix 4*)

HPS30 “SRO will compile a Conservation Action Plan, drawing on its Conservation Policy, to formulate programmes of work that directly reflect the needs, priorities and resources of the organisation” ➔ Management and Maintenance Plan (*section 5*)

HPS31 “SRO will actively recruit volunteers to carry out conservation tasks, to increase capacity and provide opportunities for skills development in this enduringly popular area of volunteer activity” ➔ Activity Plan (*Appendix 3 – Training Plan*), Management & Maintenance Plan (*section 5*)

Implementation

SRO will ensure its Conservation Policy is promoted, publicised and understood by staff, volunteers, management and stakeholders. This will be achieved through direct communication, advisory leaflets, information on the SRO website and social media channels, as well as training and hands-on demonstrations (e.g. as part of exhibitions, conservation workshops and demonstrations)

An extensive Conservation Resource Plan (see section 5 of Management and Maintenance Plan) has been developed for The Hold, focused on ensuring prioritised collections requiring remedial conservation work are addressed and can be leveraged in SRO’s audience activity (outlined in The Hold’s Activity Plan). Combined with the new conservation suite at The Hold and the planned additional people resources (volunteers, students, trainees), it will significantly reduce the risks around the SRO’s conservation backlog.

Overarching aim

Risks

Current accommodation inhibits achievement of professional standards and efficient working

Meaning.... SRO is unable to effectively leverage the potential of its collections and maximise the skills of its staff to the benefit of users, other stakeholders and the collections

Opportunities

- *With a new building, SRO can achieve best practice, become a national leader in archival management and provide an exemplar to inform service development for other repositories*

Policies developed

HPS32 “In developing The Hold, SRO aims to meet best practice in all appropriate standards”

Other Council policies

Suffolk County Council, as the future owner and manager of The Hold, has a raft of corporate-wide policies, reviewed regularly (some annually, some less frequently), that will also apply to Suffolk Record Office’s operation of The Hold, including:

- Health and Safety
- IT use and web usage
- Data security
- Access for people with disabilities
- Volunteer management (under revision at the time of writing)
- Social media



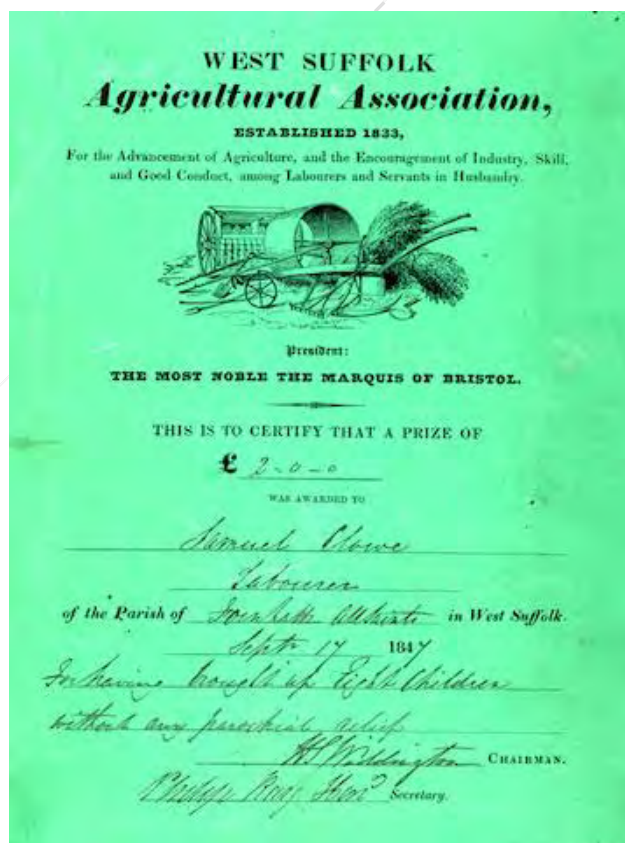
6. Adoption and review

This Plan will be formally adopted by Suffolk County Council Strategic Development Management Team on a date to be confirmed.

SRO's Manager (and future Manager of The Hold) will be responsible for monitoring and reporting on performance. Overall responsibility for implementing and reviewing the Conservation Plan lies with the Suffolk Record Office Management Team.

The Plan will be reviewed annually by the SRO Manager through a process of consultation with staff and key stakeholders.

The Plan will be published at suffolkarchives.co.uk and a link will be sent to The National Archives, The East of England Regional Archive Council, Suffolk Archives Foundation, Suffolk Record Office Collections Advisory Committee, University of Suffolk Department of Arts and Humanities, Suffolk Strategic Heritage Forum, Suffolk Record Office staff and volunteers.



Appendix 1 - Detailed Statement of Significance

A1.1 Introduction

The significance of the unique and irreplaceable SRO collections was assessed by the National Preservation Office in 2008 and 99.76% of the collections are judged to be part of the national documentary heritage. This statement of significance illustrates this depth and breadth, particularly the evidential and historical values, by highlighting selected archives and printed local studies material, including our notable collections. It also demonstrates the aesthetic and communal values of many items and collections from SRO and CAA with examples of how they have been used for:

- Social, artistic & cultural activities
- Education and research

The Activity Plan element of this bid recognises the richness, significance and countywide relevance of the SRO collections and this statement and the significance grading of the collections will help to inform their potential for engagement with both core and target audiences. Community archivists will work with different groups in local communities to explore and promote their local heritage. Links between local history groups, schools and other specialist groups will be strengthened through learning about their joint heritage, through collaboration with each other and with the Record Office, and through sharing events, new on-line resources or exhibitions about their work. By implementing this practice the SRO can make the diverse heritage of Suffolk better recognised and treasured not only within the county but also nationally and worldwide.

A1.2 Historical and evidential value – The development of the Suffolk Landscape

A1.2.1 Manors and landed estates, countryside, parks and gardens

Suffolk has changed and evolved over time and the collections held at SRO tell this story for the people of today and tomorrow. Manorial records are of great importance in understanding the history and development of any landscape and Suffolk is an exceptional example of this. Road layouts, rural and urban development and farming types show that modern Suffolk still reflects much of its medieval past, captured in a wealth of such records dating back to the 1300s. SRO holds 70% of Suffolk's identified manorial records within 543 separate collections. Information on SRO's manorial holdings is available via the Manorial Documents Register.⁴⁴

⁴⁴ <http://www.nationalarchives.gov.uk/archives-sector/finding-records-in-discovery-and-other-databases/manorial-documents-register/>

The development of the Suffolk landscape can also be traced through the records of the important land-owning families. These contain both records relating to the interests of the various family members and manorial records as mentioned above. They also tell the story of those living below stairs living and working on the estate. For family historians and those studying social history this record of life is a rich source of information.



E18/151/1/3 – Court Roll of the manor of Great Barton, 1480

We have lent our [REDACTED] to the Records Office for use and reference by the public and as means of best preserving the documents held within it, many of which have a national as well as local importance. Throughout this period the Suffolk Record Office have been very effective in both protecting the archive but also in managing the process by which the public and indeed the estate makes use of the records in order to complete projects ranging from personal genealogy enquiries up to our own Parkland Management Plan. This plan has helped us to better understand the history of the park and estate and my family's role here and from that build a 100 year plan continuing its restoration and management for the future

[REDACTED]

The de Saumarez family collection is one of the gems in SRO's collections. It contains material preserved under the 'National Treasures' Acceptance in Lieu scheme which was handed over to

SRO in 2008 allowing public access. The estate records date from the 12th to the 20th century, and are especially rich in indentures from the 13th to the 15th century and include a fine series of medieval charters from the Ipswich area. The de Saumarez family seat was Shrubland Hall near Ipswich, and the park and gardens are today listed as Grade 1 on the English Heritage Register of Parks and Gardens of Special Historic Interest.⁴⁵ Included within the de Saumarez collection is material associated with some of the country's finest garden designers and architects who helped create this very special landscape. There are three Humphry Repton Red books, the one for Shrubland being especially important as it is his first commission for Suffolk.

Humphrey Repton (1752-1818) succeeded 'Capability' Brown as head gardener at Hampton Court. His 'Red Books' are valuable evidence of the types of gardens he altered and the landscapes created in their places. The collection also contains an album of designs by Lewis Kennedy (who worked for Josephine Bonaparte, wife of Napoleon) for the garden at Livermere House and drawings for Shrubland by Sir Charles Barry who designed the Houses of Parliament.

When working on research projects relating to the history of agriculture in East Anglia, and to the history of parks and gardens, I made much use of material in the archives of the Suffolk Records Office. Of particular importance were the maps and estate records and especially the material relating to Shrubland Hall, including of course the Repton Red Books in that collection.

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████████████████████, University
of East Anglia



HA93/14688/3 – Detail from 'Red Book' for Shrubland

The National Trust use SRO resources to help tell the story of Ickworth House and Park, Sutton Hoo, Dunwich and Flatford Mill to their visitors. This varies from supporting an extensive study by National Trust volunteers of the 1930's records of the Hervey Family and Ickworth House and Estate, which were used to recreate the environment below stairs as a new visitor attraction in the house to


⁴⁵ Historic England [online] <http://list.historicengland.org.uk/> [accessed 30th June 2017].

providing a single photograph from the Suffolk Photographic Survey to help tell the story of Bridge Cottage at Flatford Mill to tourists.

Ipswich Borough Council received a grant of £2.8M from the Heritage Lottery Fund and Big Lottery Fund for The Holywells 'Parks for People' restoration project. The Holywells estate was opened as a park in 1936 but it has a history dating back to medieval times. Extensive research was carried out in the collections held at IRO to inform the restoration of the park and its gardens. Maps, plans and images including early photographs and postcards were invaluable in the restoration of the conservatory, stables, walled garden, ponds etc. Some were subsequently used on exhibition boards in the Park e.g. HD12:53/3/1 Map of Ipswich 1849.

A1.2.2 Maps

Maps have played a prominent part in the lecturing I've done in Suffolk over the past 23 years, both for the degree work and in continuing education. I think the Suffolk Map collection is really excellent both for its gems as well as the range of overall coverage. I have used maps mostly considering the development of the landscape- agriculture and parks and gardens. For the 18th century, there are some excellent estate maps, showing the evolution of the landscape park.



Maps are vital for analysing landscape development. SRO has the finest collection of maps pertaining to Suffolk in existence which are present in all sorts of collections, ranging from family and estate, through parishes and boroughs to the printed Ordnance Survey maps in the Local Studies collection. Together they form an unrivalled record of changes to the landscape, towns and villages. Systematic aerial photographic surveys of the Suffolk coast also show the effects of such erosion and can be found in the CAA. The continuing story of how the sandy cliffs of the east coast of Suffolk have changed through coastal erosion and accumulations can be shown through the extensive printed map and sea chart collection.

Surveys drawn in 1600 by John Norden for Sir Michael Stanhope reflect Suffolk's place in the history of cartography; Norden is credited with developing key innovations that were adopted nationally. The surveys are works of art in their own right. His survey also records the Anglo-Saxon grass burial mounds at Sutton Hoo, which held the royal burial ship later to be excavated in 1939 by Basil Brown.



EE5/11/1 - Sutton Hoo burial mounds, 1600-1601

Place-names provide evidence of the process of migration and settlement and the county's early history. The framework of towns and villages were established in the four centuries before the Norman Conquest under the East Anglian Wuffinga dynasty who resided at Rendlesham and are buried at Sutton Hoo. Nearly all the village names were created in this period often originating from names for a single Anglo-Saxon family farmstead. Others describe the natural environment e.g. Bramfield – open land (*feld*) with broom. A new publication - *A Dictionary of Suffolk Place-names* – part of a national series of volumes - was a collaborative project with the University of Nottingham and was partly funded by a bequest to SIAH, from Antony Wheeler. It used many sources in the SRO, including the map and manorial collections, and provides people and communities with important information on their origins and 'Sense of Place'.

A1.2.3 Boroughs, buildings and nuclear power stations

SRO holds the records of the ancient boroughs of Suffolk with the archives of Ipswich Borough being acknowledged as particularly comprehensive and significant nationally as well as locally. Recognising the importance of this collection The British Library, the Marc Fitch Fund and many others financially supported the cataloguing of the collection in 2000.

The Ipswich Borough archives are a rich source material for any economic and social historian interested in the Middle Ages... The petty court rolls of the early 1400s, the composite court books of the late 1400s and the leet court rolls are exceptional.

The appeal of the vernacular architecture of Suffolk draws visitors from around the world. There are numerous medieval houses, magnificent flint churches built with the profits of the cloth trade, castles at Framlingham and Orford and large brick built houses such as Hengrave Hall, unusually built in white brick for a wealthy London merchant. Towns include Lavenham with its well preserved timber-framed buildings and Bury St Edmunds with its Georgian houses built around the precinct of the vast Norman abbey. The county also has examples of the rarer round tower flint churches, of which there are only 180 in the whole of England with the majority being in East Anglia.⁴⁶

The history and stories of these important buildings can be pieced together from the myriad of collections held within the SRO. Examples include the collection of the Round Tower Churches Society and from the Peter Northeast collection, will extracts (from the original wills also held in the collections at SRO) for medieval church bequests from residents of Suffolk. From these transcripts of wills originally written in Latin, we can learn of the amounts of money left by individuals for the building of the medieval church altars, towers, stained glass windows and the amounts of money they left for the saying of prayers to see their soul swiftly through purgatory! They also provide a way into these sources for those who don't have the expertise to read the originals and thus have great potential for research and education.

The Suffolk Record Office provided an excellent local coverage for my dissertation, which was primarily using archival evidence from the National Archives. The main archival material I used at SRO, wills and will registers, were helpful in finding more specific information about the people found in the E179 Assessments for Alien Tax at TNA, and gave an extra dimension to the data there. Most importantly, Peter Northeast's transcriptions of some the wills made it possible for me, a non-Latin reader, to access the content of pre-Reformation wills, which made my life much easier. They are a fantastic resource.

██████████, University of York

The Suffolk coast is also home to two 20th century nuclear power stations, Sizewell A and B. Sizewell B is the UK's only Pressurised Water Reactor and also the most modern nuclear power station in the UK. These buildings have had a profound effect on the landscape with the dome of Sizewell B rising above the flat Suffolk coastline and the line of electricity pylons marching inland taking the electricity to the national grid.

SRO holds many records relating to the power stations including records of the public inquiries, the role of the County Council in the projects and published consultation documents. The relevance of

⁴⁶ Round Towers Churches Society [online] <http://www.roundtowers.org.uk/> [accessed 30th June 2017].

this material will take on a new significance with the proposed building of a third reactor and the ensuing public debates.



Sizewell B Power Stations

A1.2.4 Architects to building societies

The work of architects impacts on how a landscape is shaped and SRO holds extensive, important architects' collections. Tayler & Green, of Lowestoft, are recognised nationally and internationally for their social housing which has contributed greatly to the rural landscape in the north of the county. The late Norman Scarfe, historian and writer of the Shell Guides is quoted as saying '*I caught a first astonishing glimpse of one of Tayler & Greens housing layouts...I had never thought of rural council housing as an adornment of the landscape*⁴⁷.

In 2013 SRO was successful in securing £10,500 from the National Cataloguing Grants Programme for Archives to catalogue the Cautley and Barefoot and Peter Barefoot and Partners collection from 1898-1994, comprising papers, plans, specifications, photographs, brochures etc. It records the work of the partnerships and is crucial to understanding the architectural character of Suffolk in the 20th century. Buildings designed or altered by these architects form landmarks in many Suffolk towns and villages connecting local people with the history and development of their area. The catalogue for this collection, containing more than 26,000 individual records, is now online, unlocking its contents for personal, professional and community use.

⁴⁷ Harwood, E. & Powers, A. (1998) *Tayler & Green, Architects 1938-1973: The Spirit of Place in Modern Housing*, p3.



HG400/2/357/23 Ipswich Sanatorium: King Edward VII's memorial entrance by Bishop and Cautley

Birkin Haward, OBE, an Ipswich based architect, whose son, also called Birkin, worked with Norman Foster on the Willis Faber Dumas building in Ipswich, was joint author of 'Dictionary of Architects of Suffolk Buildings, 1800-1914'. In this publication he notes *'in the course of research for this work many fine and interesting architects drawings have been discovered among the Record Office archives and collections'*.⁴⁸ Recently, the work of Geary & Black and Hugh Pilkington, 21st century architects, has been deposited. The tradition of collecting the first-hand evidence of building design continues.

One of the quirkier items in the archive is a bill for dinner at the Crown in Framlingham when a member of the committee travelled there to bid for land auctioned locally, I always feel this could prompt discussion of means of transport/communication throughout the County in 19th century to give a real feel for how people lived & worked. In a few cases there are also original architect's specifications for houses which include instructions that wall plaster should include 'well beaten horse hair' and that front paths should be constructed of black & white tiles laid diagonally. Having looked at how the houses were built, the next step of using directories & census records to 'repopulate' the streets followed on quite naturally so is a good link into other records.

The Ipswich Freehold Land Society (FLS) was formed in 1849 with aims to *'improve the social position and promote the moral elevation of the un-enfranchised of this county'*.⁴⁹ The Friendly

⁴⁸ Brown, C., Haward, B. & Kindred, B. (1991) *A Dictionary of Architects of Suffolk Buildings 1800-1914*, privately published, p9.

⁴⁹ Howlett, I. (1991) *One hundred and fifty years on*, Ipswich Building Society, Ipswich, p5.

Society eventually became the Ipswich Building Society and their comprehensive collection is one of the SRO's gems and reflects the growth and development of the institution over a period of 130 years. For those tracing the history of an ordinary suburban working class dwelling this is a rich resource which covers a wide area of the county from Lowestoft to Felixstowe and Framlingham.

It is possible through early minute books to follow through the whole process of development from the purchase of land to balloting of land/houses to FLS members thus revealing valuable social history.

A1.2.5 Topography, photographs and heraldry

Like maps, the collections of topographers, surveyors, antiquarians and more recently, photographers, are also key to the understanding of changes to the landscape and being visual have great potential when working with primary school children and those for whom English is not their first language. Antiquarian notes make up part of the Iveagh manuscripts, which until their purchase in 1987 for SRO, were the richest source of archival evidence for the county's medieval history still in private hands.

Photographs are a rich visual record source of people, places, events and everyday life. SRO has the largest holdings of photographs and glass plate negatives relating to Suffolk, spread across many collections. One of the most comprehensive is the Suffolk Photographic Survey. Started in 1954, by one gentleman, with the aim of collecting images of the county illustrating all aspects of Suffolk life, it now exceeds 19,000 prints and negatives and continues to grow. Subject and parish coverage is comprehensive, with rural crafts occupations such as flint knapping and silk and horsehair weaving recorded along with men and oxen harrowing and ploughing. Bodies of work by single photographers are also well represented within the collections.

SRO has a fantastic collection of photographs that are hugely important in documenting Ipswich's development over the past 150 years. Without the expertise of the staff and quality of collections at SRO, it would have been very difficult to piece together a representative perspective of Victorian and Edwardian Ipswich in my book Ipswich Through Time. However, I did find the user experience frustrating at times...most of the important information is paper-based and handwritten. I would like to see the photographic collection digitised for increased accessibility and conservation.



K681/1/207/19 Mr Todd the mole catcher aged 90

The Joan Corder Collection of heraldic material is a rich, colourful, illustrative, example of how the visual references for influential families Suffolk were recorded. Consequently, Suffolk is better served for heraldic reference than any other county in the British Isles. Corder also established standards and methods of working for larger surveys, notably the great Dictionary of British Arms. This unique collection of material, which includes pedigrees, grants of arms, visitations and heralds' notebooks, was purchased with grants from national and local organisations and individuals, including the Victoria and Albert Museum Purchase Grant Fund, Heritage Lottery Fund and Friends of the National Libraries.



HD2418 - Various images from the Joan Corder Collection of Heraldic Material

For our work at Suffolk Biological Records Centre understanding past and present distributions of species the records at SRO are extremely useful. When I was researching the county's landscape history for a chapter in A Flora of Suffolk (2010), the Record Office was a fantastic source of material. This enabled me to pull together a summary of 'what makes Suffolk special'. Our ancient countryside, as described by the likes of Oliver Rackham, is steeped in history; the SRO holds the original material on which our 'sense of place' is built and it is a keystone resource for all students of ecological and landscape history.

A1.2.6 Changing Landscapes

SRO collections are of immense importance for tracking the constantly changing biodiversity of the fauna and flora and mapping such traits and trends over many years. Within the Cullum archives collection are naturalists' diaries compiled by Sir John and Thomas Cullum between 1773 and 1785. These include a wealth of information on plants and animal species found in Suffolk at that time. The brothers were keen botanists and their notes include many first records for plants in Suffolk including some species that have since become extinct in this area. There are also daily records of weather, flowering times etc. which are of great value to studies on climate change and phenology.

A1.3 Historical and evidential value - The Growth and Decline of Businesses and Industry

Business records represent some of the richest sources available to historians. The extensive business collections held at SRO enable the research of company histories as well as diverse subjects such as the development of the early plastic 'Xylonite'. The CAA can be used to trace pre-industrial industry from the prehistoric period onwards including Anglo- Saxon metal working, Roman pottery kilns and excavated brick kilns from the 17th century.

A1.3.1 The Cloth Industry

Researchers have used probate records held at SRO to plot the concentration of the workers in the industry and provide vital evidence of its rise and decline. New evidence has emerged from these studies around the rate of decline of particular types of workers called baymakers and saymakers (a 'bay' and a 'say' being specific types of cloth). A recent work *From Wool to Cloth: The Triumph of the Suffolk Clothier* by Dr Nick Amor published in 2016 tells the story of the growth in the county's woollen cloth industry in the second half of the 15th century and the wealth it generated resulting in the great churches at Hadleigh, Lavenham and Long Melford. He discusses the rise of the clothier

and those involved in the various stages of cloth production as evidenced from original records.

A1.3.2 Exports and Docks

During Michael Portillo's Great British Railway Journeys on 13 Jan 2017 the presenter saw an image (HC30/D/2/3) from the Suffolk Record Office Garrett Archive of a Traction Engine exported to Russia <https://www.suffolkarchives.co.uk/collections/>. This archive was purchased by Suffolk County Council in 1982 with grant-aid from the Fund for the Preservation of Scientific Material.



HC30/D/2/3 – Poster of a portable engine and c1920s thresher aimed at the Russian market, nd

He also saw images of Caley's drawings of Ipswich Waterfront from the Ipswich Dock Commission collection, which is vital to the story of the development of the waterfront area. The Dock Commission employed Edward Caley to survey the Waterfront area. His sketch books of 1837 show in exquisite detail the buildings on the quay, some of those in the streets behind, and the quay itself. He noted their condition, the type and colour of the construction materials used, and some of the owners' / occupiers' and premises names⁵⁰.

A1.3.3 Ports and the sea

Fishing, trading and the east coast ports have always been important for the economic benefit of Suffolk and SRO has collections which capture all aspects of maritime life. Key among these are

⁵⁰ Copies of these drawings (EL1/7/12/3-6) are available on the new Record Office website <https://www.suffolkarchives.co.uk/places/ipswich-quay/> and can be compared with modern Ordnance Survey maps.

oral history memories recorded by local historian David Butcher in 1976-1983. The speakers are fishermen and members of their families, whose memories go back to the early 1900s. They cover all aspects of their working and home lives. The recordings form the basis of two of David Butcher's books, 'The Driftermen' (1979) and 'The Trawlermen' (1990). The recordings were digitised as part of the 'Suffolk Voices Restored' project, for which Suffolk County Council was awarded £37,500 by the Heritage Lottery Fund. Another set of the recordings is held by Freiburg University in Germany as part of the Freiburg English Dialect Corpus project ('FRED'), underlining their international significance.

The Port of Felixstowe is Britain's biggest and busiest container port, and one of the largest in Europe. Together with its unrivalled rail and road links connecting the port to distribution hubs in the Midlands and elsewhere in the UK, Felixstowe plays a pivotal role in keeping the UK's trade moving. The dock opened in 1886 and was the brain child of Colonel George Tomline of Orwell Park. Robert Malster when writing about the dock on its 100-year anniversary notes

*'Researching the history of Felixstowe Dock has been a fascinating experience....who could wish to meet a more interesting character than George Tomline the Victorian landowner who was responsible for the building of the Felixstowe Railway and then the construction of the dock. His own diary which he kept during the time he was developing the railway and dock and which is now in the SRO proved enlightening. The old records of the Felixstowe Dock and Railway Company like Tomlines diary are now in the SRO and this research could never have been completed without the help and advice of members of the record office staff.'*⁵¹



K639/1-2 - Construction of the Orwell Bridge, 1979-1984

The Orwell Bridge and associated by-pass roads were opened in 1982 to improve the transport links

⁵¹ Malster, R, (1986) *Felixstowe 1886 to 1986 100 Years a working port*, Port of Felixstowe, 1986, pii.

from the expanding port of Felixstowe. The main span of the bridge is 190 metres which, at the time of its construction, was the longest pre-stressed concrete span in use. The construction of the bridge itself being built across from either side of the River Orwell and meeting in the middle was a major attraction for photographers, as shown by this fantastic image held by SRO.

Historians Dr Colin Heywood and Mohamed-Salah Omri adopted a new micro-historical approach to illustrate the penetration of commercial shipping in to the Mediterranean. This has been conceived through extensive use of the accounts of William Blois (1611-1621), held in HA30, the Blois Family archives (IRO), which hold detailed descriptions of cargoes, fitting out of ships and receipts for voyages.

A1.3.4 Agricultural roots

Surprisingly, considering its remoteness from sources of coal and iron, Suffolk developed a successful engineering industry. Originally founded to supply local agricultural machinery, by the early 20th century Suffolk's engineers had captured world-wide markets and by the outbreak of World War 1 were exporting the greater part of their production.⁵²

In 1982, the Fund for the Preservation of Scientific Material helped IRO purchase the records of Richard Garrett and Sons Ltd, who were large exporters of agricultural engineering products, including steam traction engines. Their 'Long Shop' assembly hall, now a museum, was one of the world's first flow-line production assembly halls and at one point Garretts were the third largest manufacturer of agricultural steam engines in the UK. IRO receives many requests for copies of blue prints of the engines built by Garrett & Sons.

Agricultural enthusiasts from all over the world who are preserving examples of industrial heritage and re-building old steam engines are making use of the original machine part plans which are held within the collection.

Another important engineering company with an international reputation and whose extensive collection (HC427) is held by SRO is Ransome & Rapier plc, which built the first steam engine to be used in China and constructed the Aswan Dam.

⁵² Clark, C and Manning, (2000) *Suffolk Enterprise, A guide to the County's companies and their historical records*, R. University of East Anglia, Norwich p13



From HC427/8/2/4/1 - a commemorative album of newscuttings relating to the building of the Aswan Dam 1899-1908

A1.3.5 Brewing and printing

With good rail links to national markets in place by the later 1800s many businesses expanded within Suffolk as they did nationally, with brewing and malting being the older established industries expanding at this time. The Pauls Malt archive held at SRO represents the major collection relating to the British malting industry held anywhere in the United Kingdom. SRO also hold the archives of Muntons PLC based in Stowmarket, which today is recognised as 'a leading global player in the supply of malts, malt extracts, flours.....and many other malted ingredients relevant to the food and drinks industry'.⁵³ This is a clear example of SRO continuing to collect material from the big players in business in the county.

Suffolk also attracted several established London based companies who moved to take advantage of cheaper labour costs and cheap rural land for expansion. Two such enterprises whose extensive archives are held by SRO are Clays Ltd of Bungay and British Xylonite Ltd with its successor companies. Richard Clay purchased a small printing company in Bungay, Suffolk in the 1870s and today it is a company of national importance in the printing and publishing world. The company printed the first four Harry Potter novels and recently printed JK Rowling's debut novel as a crime writer. British Xylonite purchased a large site for expansion in 1887 at Brantham, Suffolk and

⁵³ Muntons PLC (2015) [online] <http://www.muntons.com/> [accessed 24th Nov 2015].

became a world leader in developing plastics. Margaret Thatcher worked as a research chemist for a small off-shoot of the company in the early 1950s.



HC410/JI/1/5 - The British Xylonite factory at Brantham

A1.3.6 Women at work and men at war

During WW1 large numbers of women were recruited to jobs vacated by men who had gone to fight in the war. A striking photographic album held at SRO shows women working at Tibbenhams, a manufacturer of aircraft propellers. Diaries held at SRO including one written by Miss O Turney recall her experiences as a lorry driver during 1918 at Ransomes, Simms & Jeffries, agricultural engineers. Business collections often contain unexpected material. For example, because of the anniversary of WW1, SRO has scoped its business collections and found poignant reminders of fathers and sons enlisting via work based recruiting stations, memorials of those killed from specific work places and registers.



Left - Worker at Tibbenhams 1914-1918, HC439/B/A/2/10

Right — ARP Control Post based at W. S. Cowells Ltd, 1943, HC403/1/22

A1.3 Historical and evidential value – Suffolk's Role in National and International Events

Introduction

SRO collections contain material which tells the story of all aspects of life including politics, literature, art, music, religion and science. This can contribute to the understanding and interpretation of national and international events and give them a local context. Other collections provide more detail of the important role Suffolk people, from the famous such as Thomas Clarkson and Elizabeth Garrett Anderson to 'the common man', have played in those events.

A1.3.1 Politics, plague and religion

Papers relating to political careers and life at court are captured in the large Family & Estate collections. A few examples are given here.

Memoires, letters, speeches and political accounts all survive for John Hervey, 2nd Baron Hervey (1696-1743) who is noted as a politician, court wit, pamphleteer and memoirist. He wrote brutally frank memoirs of the court of George II giving unflattering accounts of the King and the Prince of Wales. The manuscript of Hervey's memoirs was preserved by the family and published in 1848. His correspondence with the Prince of Wales, Voltaire and the Prince of Orange also survive within the collections. Hervey had been at one time on very friendly terms with Frederick, Prince of Wales, but in about 1723 they quarrelled, apparently because they were rivals for the affection of one Anne Vane and it is these differences which probably account for the scathing picture he drew of the Prince's callous conduct. The Hervey collection is of great importance nationally as it was accepted in lieu of death duties and 'given to the nation' in 1952.

The diaries, journals, letters, drafts of speeches and other political papers of Augustus Henry FitzRoy, 3rd Duke of Grafton KG PC (1735 – 1811), Whig statesman and one of only a few Dukes to have served as Prime Minister, form an important part of the FitzRoy Family and Estate collection held at SRO (HA513). The political papers and correspondence cover both domestic and foreign policy. They include letters from George III, Admiral Lord Keppel, William Pitt the younger, and many other prominent politicians. One of the many events of international significance covered by these letters is the American War of Independence.

The Black Death (1346-53) was the most devastating pandemic in human history which killed an estimated 30% to 60% of the European population. The manorial court rolls of Walsham-le-Willows have become an important national and international resource for the study of this disease as they record in detail the names of 119 tenants who died of the plague, the whole figure being nearer 500 as children, wives and servants need to be added to that figure. By using other information on the tenants recorded within the court rolls Cambridge professor John Hatcher has used the villagers as

studies in his work on the plague.⁵⁴ The author Ken Follett also credits the records in his 2012 TV programme 'Journey into the dark ages'.⁵⁵ The contemporary relevance of these records became evident in 2013 SRO facilitated a photo shoot for an article in the BBC History Magazine on the Walsham Le Willows court roll of 1349. It explains about a European Health Project, which is analysing the spread of disease and the survivors who are naturally resistant to epidemics. Some of the best evidence for the spread and survival rate of the Black Death can be found in this court roll. The researchers hope to be able to use statistics from it to investigate a cure for Aids based on gene therapy.

A1.3.2 Cardinal Wolsey

Ipswich was the birth place of Thomas Wolsey, later Cardinal Wolsey, the town's most famous son. His father Robert Wolcy ran a tavern and butchery and appears paying fines for selling goods at an extortionate price in the Ipswich Borough records in 1464. Wolsey was a patron of new learning and chose Ipswich to be the seat of his College of St Mary which was to supply his Cardinal College in Oxford. In order to finance his plans, he suppressed a string of small religious houses including that of the Priory of SS Peter & Paul in Ipswich. A late thirteenth century cartulary of this priory is held within the collections. It should be noted that 'The Medieval Cartularies of Great Britain and Ireland' by G. R. C. Davis, (British Library in 2010) contains Suffolk Record Office material.

A1.3.3 Gunpowder Plot, Recusancy and Witchcraft

During the religious turmoil of the 1500s Suffolk was mainly a protestant county with only a small Roman Catholic movement. However, of the 50 or so families who were associated with this recusancy many were important landed families. The Cornwallis Collection contains writs issued by Queen Elizabeth against Sir Thomas Cornwallis who had been a distinguished royal servant to Queen Mary. However, when Elizabeth succeeded to the throne he retired to his Suffolk estates and remained a Catholic but proclaimed his loyalty to the Queen. Another recusant was Ambrose Rokewood of Stanningfield whose fine stable of horses it is said, led him to become involved in the Gunpowder Plot of 1605 and being executed alongside Fawkes. Within the collections are Letters Patent granting his lands as he was 'attainted' for treason. Two new books using SRO material have recently been published: *Francis Young Rookwood Family Papers 1606-1761* (2016) by Suffolk Records Society and the *Gages of Hengrave and Suffolk Catholicism 1640-1767* (2015) Catholic Records Society.

A recent documentary for Channel 5 called *Witch Hunt a Century of Murder* presented by Dr Suzannah Lipscomb, on the witch trials of 1644-1647 looked at documents from two of SRO's borough collections including:

⁵⁴ Hatcher, J, (2008) *The Black Death: an intimate history of the plague*, Weidenfield & Nicholson, London.

⁵⁵ Follett, K, (2012) *Journey into the Dark Ages*, Channel 4 Television Programme

- Payments in the Aldeburgh Chamberlain's Account Book (1624-1649) Ref EE1/I2/2 made to Hopkins and his assistants for the discovery of seven women accused of witchcraft in 1645/6, and for their trial and execution as well as for his expenses on board and lodgings
- C/2/9/1/1/8/7 Ipswich Borough Sessions 1618-1650 C/3/3/2/68 f5v Ipswich Borough Chamberlains Accounts 1644-1645 on Mary or Mother Lakeland's trial and burning in 1645.

A1.3.4 Wars with France, America and Napoleon

SRO's collections provide a first-hand account of these key conflicts that have shaped modern British history.



HA93/13/18 - Cartoons illustrating the capture of 'Chesapeake' published by John Fairburn Jun. c1813

The de Saumarez naval papers consist of several thousand original letters, dispatches, letter-books and logs recording the long association of the family with the navy and their involvement in some key international events. Its two most distinguished members were Sir James Saumarez, first Baron de Saumarez (1757-1836), and Sir Philip Bowes Vere Broke (1776-1841). The former began his naval career in the American War of Independence and rose steadily both in rank and achievement. He was singled out by Admiral Rodney in 1782 as the most distinguished commander at the Battle of the Saints. He fought under Nelson at the Battle of the Nile and commanded the Baltic Fleet from 1808 to 1812. Vere Broke also served in the Napoleonic wars but his finest moment came during the war of 1812-1814 between Great Britain and the United States. The British Navy had suffered three successive humiliating defeats but in June 1813 pride was restored in a brief but decisive action off Boston in which HMS Shannon, captained by Vere Broke, defeated and captured the USS Chesapeake⁵⁶.

⁵⁶ Museums, Libraries and Archives Council, (2009) *Acceptance in Lieu Report 2007/08*, Birmingham, p42.

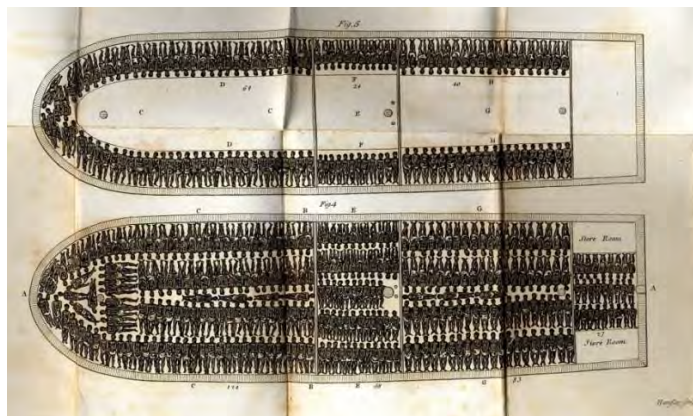
[The] discovery and transcription of hitherto unpublished documents were the basis of a PhD thesis successfully accepted by University of Exeter in 2007 and published the following year by Boydell & Brewer in expanded form under the title "Admiral Saumarez versus Napoleon; the Baltic 1807-1812". This was followed by a further book intended for a wider readership, published by Pen and Sword Books in 2013 under the title "Broke of the Shannon and the War of 1812". This was launched at a large Symposium and Concert held over two days at University Campus Suffolk

[REDACTED]

2015 was the bi-centenary of the decisive Battle of Waterloo. One family collection held by SRO, the Bunbury family, holds significant material relating to Sir Henry Edward Bunbury, 7th Baronet, who served as Under-Secretary of State for War and the Colonies from 1809-16 and was responsible for informing Napoleon of his sentence of deportation to St Helena. The Bunbury Family Collection includes copies of letters, secret intelligence and dispatches from Wellington to Lord Liverpool and Lord Bathurst from 1809 to the cessation of hostilities. The letters outline the progress of the campaign.

A1.3.5 Abolition

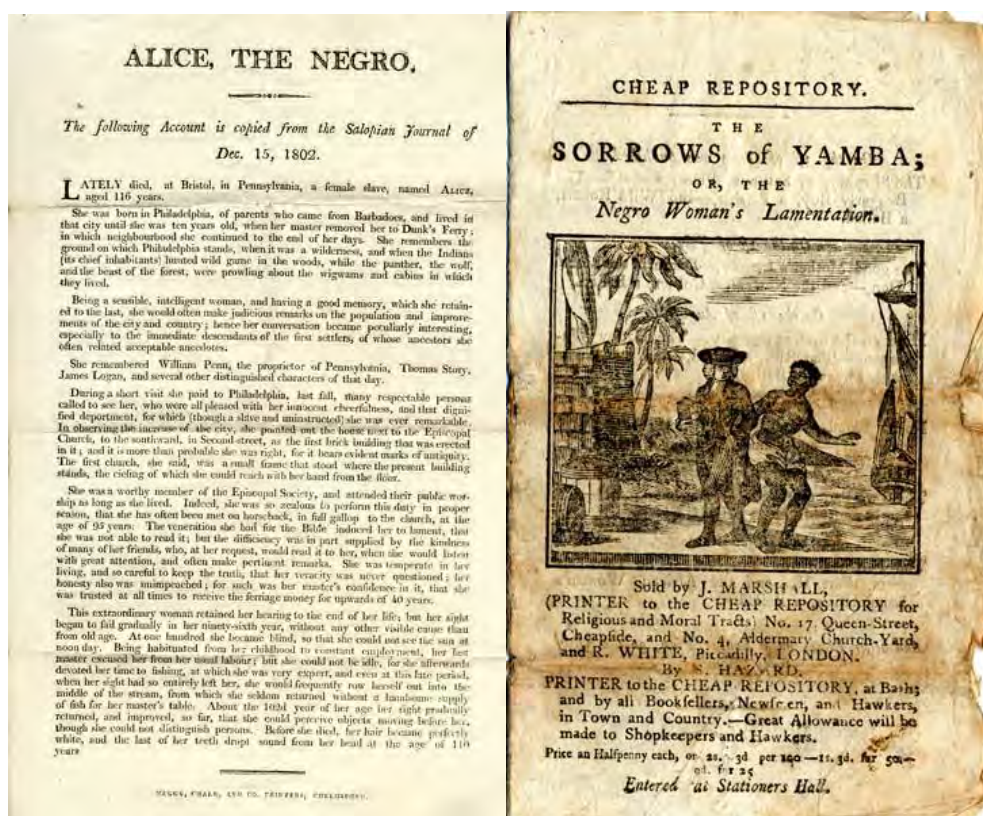
Thomas Clarkson of Playford near Ipswich, known as the 'moral steam engine', was one of the leading opponents of slavery and it was he who first brought the subject to the attention of the M.P. William Wilberforce who, like Clarkson, was an evangelical Anglican and saw slavery as a sin. The Local Studies collection contains many of his anti-slavery books, tracts and pamphlets including the famous illustration in his publication from 1791 called 'The Print' which shows the plan section of a slave ship, showing the cramped and unsanitary conditions.



306.362 – Image of 'The Print', 1791

Images from *The Sorrows of Yamba* or the *Negro Woman's Lamentation* (Poem by Hannah More) HD827/1/1/4/2/8 were included in a chapter of an open access e-textbook produced by the University of Liverpool and was aimed at undergraduate History students as an example of an anti-slavery poem circulated to inform about the horrors of slavery by the abolitionists.

This item and *Alice the Negro* (see below) are amongst the archives of the Quaker families of Alexander, Sims and May. They were staunch abolitionists and friends of Clarkson. These illustrate how chance survivals in family, estate and personal collections can shed light on events and preoccupations of the day.



Left: HD827/1/1/4/2/8 – *Alice the Negro*, Right: HD827/1/1/4/2/8 – *The Sorrows of Yamba*

A1.3.6 Princess Amelia, Women and medicine

Within the papers of the Hon. A J Captain Lowther held at SRO are letters written by the Hon. General Charles Fitzroy to Princess Amelia, the youngest daughter of King George III who died of consumption (tuberculosis) with whom he was having a clandestine relationship. These letters have recently been discovered by Dr C Day, an American professor. The letters have turned out to be of great international significance as they have not been included in any previous research on the subject.

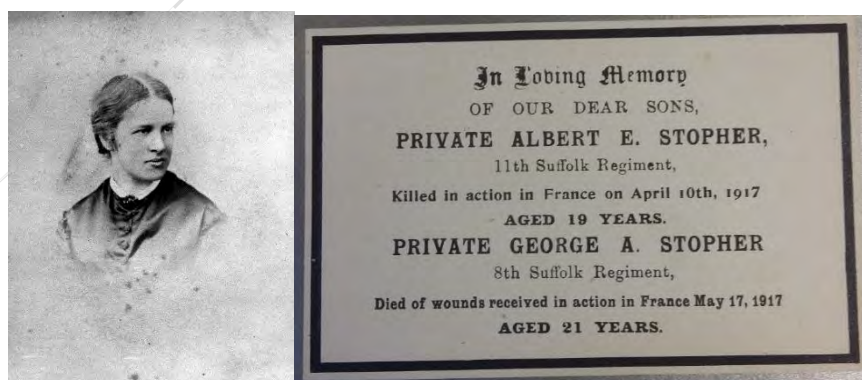
In the summer of 2015, I uncovered a significant cache of Georgian papers, not consulted by any of the recent scholars on Princess Amelia or on the Hanoverians,....due to the sensitive nature of these documents; they had been tucked away in private hands, and then confidentially deposited in 1949.

I have spent a great deal of time in archives and record offices in the United Kingdom.... The staff at the IRO were incredibly helpful, going above and beyond the call of duty to arrange permissions for access of some very sensitive material with both the depositor's family and the Royal Archives under very tight time constraints.

[REDACTED], Furman University, USA

From the medical world, the letters, photographs and ephemeral items of Elizabeth Garrett Anderson help us to understand how difficult life must have been for her as the first woman to qualify as a physician and surgeon in Britain in the late 1800s and also be the co-founder of the first hospital staffed by women. In later life she continued to be a pioneering feminist and was the first female mayor in Aldeburgh and magistrate in Britain. SRO has recently been working with the National Portrait Gallery (NPG) in identifying all her known portraits. Previously unexpected, unknown images from the SRO collection have been catalogued and added to their online database⁵⁷.

Information and scanned images of letters written by Elizabeth Garrett Anderson to her parents and son Alan and a photograph of her as a young woman were provided for Radio 5 Live's website for a feature on remarkable women. Similar material was included in a Mass Twitter campaign with Suffolk Arts and Museums Group members during March 2017 using the hashtags #WomeninSuffolk and #WomensHistoryMonth. On 8th March, further links were made to the official hashtags for International Women's Day: #BeBoldforChange and #IWD2017.



Left: HA436/4/2/4 - Glass Lantern Slide of Elizabeth Garrett Anderson, Right: HD3012/4/2 - black edged memorial card: 'For his Country's sake'

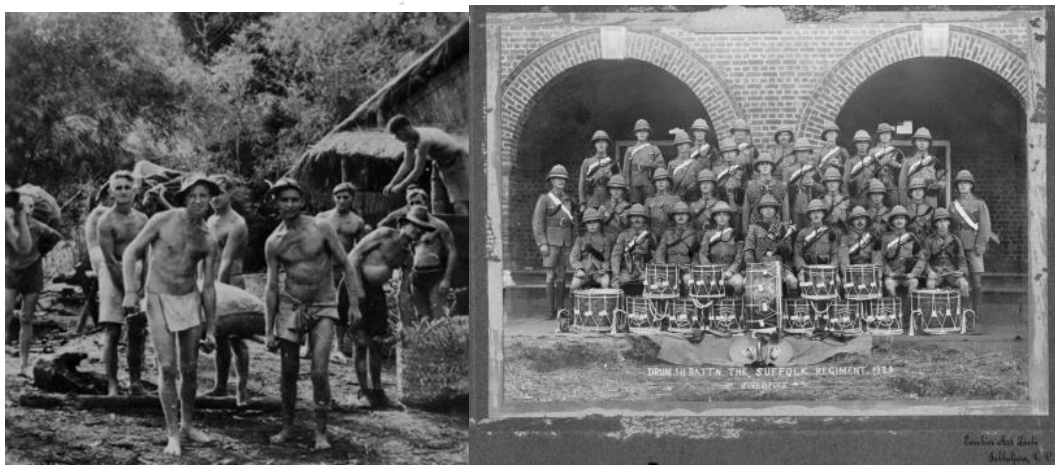
⁵⁷ National Portrait Gallery, <http://www.npg.org.uk/collections/search/personExtended/mp65487/elizabeth-garrett-anderson?tab=iconography> [accessed 30th June 2017].

A1.3.7 Conflict and war again

The effects of WW1 had an impact on all living at the time and for years afterwards. The SRO collections reveal a wealth of stories of individuals and communities. The experiences of officers and those in command are well documented but not those for soldiers from a rural background. SRO holds a rare series of letters sent from the front from two brothers from the village of Sweffling in Suffolk, George and Albert Stopher, who were killed on the Western Front within a few weeks of each other, in the spring of 1917. *'The quality of immediacy and familiarity in the writing within the Stopher correspondence makes it so unusual. 'I've read so many collections of soldiers' letters,'* says [REDACTED] University of Essex *'but these really are special. You come to feel that you know the Stopher brothers personally.'* The letters have also been used with school groups. There have been fifteen-year olds (who can be difficult to engage with) almost in tears. The Stopher brothers were not much older when they left for the front and this collection of letters personalises the conflict for them and allows them to really connect with the story.

The Suffolk Regiment was raised in 1685 by Henry, Duke of Norfolk and the Regimental Collection reveals the story of how men from Suffolk have been engaged in various international conflicts over the past 300 plus years: from the Battle of the Boyne, the Battle of Minden to the Boer War, WW1 and WW2.

As well as these specific battles the collection records service in India, Afghanistan, South Africa, Australia and New Zealand. During WW2 part of the 18th Division were taken prisoners in Singapore and were put to work on the infamous Burma Railway. Their story and those of earlier soldiers can be found in the lists of Prisoners of War, the diaries and biographies written by the men and in Battalion Nominal Rolls.



Left: The Drums, Jubbulpore, India, 1920, GB554/A15/24/C, Right: Japanese Prisoner of War camp, 1942-1945 GB554/B/12/68

A1.3.8 Radar to WW2

The development and testing of radar first took place in Suffolk between the two world wars at

Orfordness and then at Bawdsey Manor. These developments went on to play a vital role in 1940 during the Battle of Britain. Photographs, oral history recordings and collected histories from enthusiasts have been amassed and deposited in SRO to ensure that the work undertaken at these places, often under great secrecy, is not forgotten for future generations.

During WW2 it is claimed that Lowestoft was the most bombed place per head of population. Its proximity to Europe and its maritime connections certainly made it a prime target. One volume within the collections which brings home in brutal detail the horrors of war and of being caught in an air raid is the 'Record of civilian deaths due to war operations'. This lists those lying in the mortuary along with a description of the cause of death. These were people who died whilst in their own homes or running for safety after the warnings had been given.

A1.3.9 Basil John Wait Brown

In the world of archaeology, the Anglo-Saxon royal burial site at Sutton Hoo is of immense significance both nationally and internationally. Basil Brown, archaeologist, amateur astronomer and author is most famously known for excavating the outline of the ship and its treasures just as war broke out in 1939. SRO and the CAA hold complimentary collections of his diaries, site logs, lecture notes and photographs. They record not only his work at Sutton Hoo but also at other important sites across Suffolk. The SRO part of the collection has recently been catalogued in detail with help from two Skills for the Future interns from the Colchester & Ipswich Museum Service and the records scanned to allow greater public access to this nationally important archive.



SWW/1/5 – Image of Basil Brown from the CAA

It is agreed that the CAA Basil Brown archive will move into The Hold and this will join other material in a variety of collections, such as The Sutton Hoo Society Archive deposited in 2016. This includes black and white and colour images of the Sutton Hoo dig led by Rupert Bruce Mitford, 1960s, notes, and sound files of interviews and shows how vital it is to collect the records of local organisations. The Local Studies Library holds most of the printed books about this famous site and there are also newscuttings, photographs, correspondence and other documents across a range of collections

including the treasure trove inquest in the County Council Archives. SRO is therefore developing a critical mass of both primary and secondary information on this unique site.

A1.3.10 Discovery and Exploration

Evidence of discovery and exploration can also be found amongst SRO's collections. In 1606, a small fleet of three ships, the Discovery, the Godspeed and the Susan Constant, left Blackwall in London to become (the founders) of North America at Jamestown, Virginia. The voyage was proposed by a Suffolk man, Bartholomew Gosnold, who lived at Otley Hall. Bury Record Office holds a deed to land in Great Barton, dated 1597, bearing the signatures and seals of Bartholomew Gosnold, his father Anthony Gosnold and his father in law Robert Golding in a family and estate collection.



Left: E18/152/20/6 enlarged view of Gosnold's signature and seal, Right: Otley Hall in 1912 from a Sales catalogue in the Local Studies Library

John Stevens Henslow (1796-1861) was professor of Botany at the University of Cambridge, Rector of Hitcham in Suffolk and tutor, inspirer and lifelong friend to Charles Darwin and founded the new Cambridge University Botanic Garden in 1831. Henslow supported Ipswich Museum in its infancy as well as being concerned with social reform and the education and welfare of the poor. IRO holds a scrapbook (HD654/1) which contains a collection of documents mainly relating to his scientific work. He co-authored the first *Flora of Suffolk* which shows his clear interest in the variability of plant species, an interest that he must have communicated to his best-known student, Charles Darwin, leading inexorably to the theory of evolution.

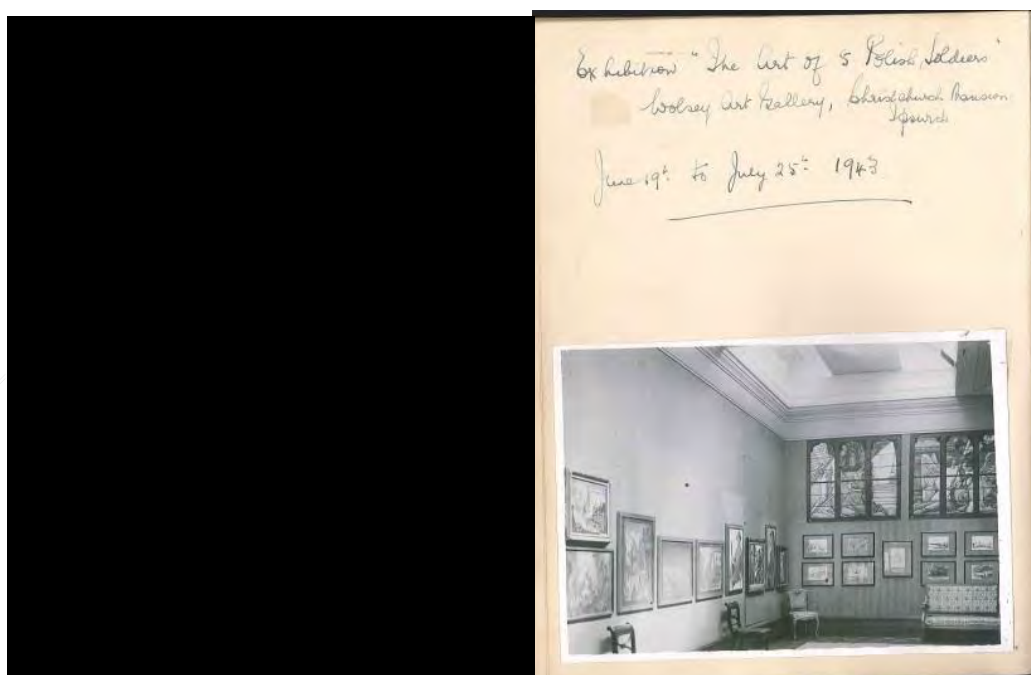
A1.3.11 Suffolk's Immigrants, Ice & Curry

Immigration and the movement of people through invasion, war or for economic reasons is certainly not a new phenomenon in England and most certainly not in Suffolk. It is a primary aim for SRO to ensure the collections continue to reflect the diverse ethnic makeup of the society it serves.

During and after WW2 many Polish people came to Great Britain. The Polish Resettlement Act of 1947 was the first ever mass immigration legislation of this country and it offered British citizenship to over 200,000 displaced Polish troops on British soil. In Suffolk the Suffolk Anglo-Polish Society was founded and SRO holds their record book (GC418/1). On the railway line at Long Melford, a Polish Princess Madeleine von Dembinska was the resident crossing keeper and wrote many entries in the crossing book held at SRO. She became a local celebrity and appeared on British Pathe news items.

From the 1950s onwards people emigrated from the Caribbean, India and Bangladesh to this country and here in Suffolk many came to Ipswich to work in local industries. The Ipswich Caribbean Experience (ICE) oral history project was set up in 2005 and includes personal accounts, contemporary photographs and original photographs collected. Each stage of the project was documented and recorded and this archive along with the primary source material is now in the SRO. The records of a parallel project, the HLF funded Curry & Culture for which SRO provided guidance and support, have recently been deposited. Alongside these collections IRO holds the records of the Ipswich and Suffolk Indian Association, Ipswich and Suffolk Council for Racial Equality and the Suffolk Inter-Faith Resource all of which record a vital area of the county's history.

Now when people learn about black history and learn about people in Suffolk they know it is not just about slavery. I want my children to be able to go into the Record Office and to be able to see where their parents came from and see what experiences their grandparents had.



Left: Extract from one of the display panels from the Curry and Culture project which is now held as a digital archive at

Ipswich Record Office, Right: GC418/1 – Art exhibition by Polish Soldiers at Ipswich, 1943

A1.4 Communal and aesthetic value - Social, Artistic & Cultural Importance

A1.4.1 Introduction

The social, artistic and cultural aspects of the SRO collections, allow SRO to work towards fulfilling SCC's vision and aims for the future. By providing access for records for all in the community it can:

- Help support the most vulnerable in our communities
- Empower local people and local communities
- Support economic growth through heritage tourism

Many of the collections at SRO illustrate 'connections' in various ways which help to illuminate and expand on human stories and provide a more rounded coherent view of events. One of the key collections for this is the main Oral History Collection, which demonstrates that 'spoken history' (as George Ewart Evans, the father of oral history who did much of his work in Suffolk, liked to call it) has a unique part to play in piecing together a picture of the everyday lives of individuals and communities. The recollections are also unique time capsules of everyday life and are something to which everyone can relate. They, along with other records such as correspondence and diaries, record peoples' thought, feelings and preoccupations and show that for centuries human beings have been concerned about the same things – love and death, food and family.

Furthermore, the collection is full of memories of working the land, providing an unbroken link with practices which had remained unchanged for centuries but were about to disappear forever as tractors began to replace horses in the mid to late 1950s. This snippet is from a recording of general memories of Mr W Scoggins made in 1968:

'Oh they used to have a day for that, Whitsun, the Whitsuntide, or have a down match when the down match is on and when the farmers got a spare field you know they used to draw on it. Course that hadn't been ploughed before, they draw on a piece that hadn't been ploughed you see, they could see the furrows but after they'd drilled a furrow, course it's all measured see who can get the neatest and straightest furrow you see and they get a pound, well they used to get a brass kettle or a pound in gold money, for the best ploughman, or the one what won it, that won the prize you see, see the draw.' (L401/1/333)



From the Suffolk Photographic Survey K681/2/33/4

But this immensely rich collection is much wider than that. Not only does it preserve long forgotten words and local dialects, it also preserves memories of the lives and customs of individuals and communities. In addition, events in the nation's history are seen through a local lens, as with these recollections from an interview with Jack Carter of Gipping Farm Stowupland made in 1987:

He recalls a searchlight crew arriving on 24th August 1939:

“they took two meadows down where this searchlight went so I couldn’t take my cows down there to graze.”

And later:

“I can’t recall the date exactly now of the raid on Coventry but what I do know is that right when the Germans raided Coventry their planes all went over here. And they [the searchlight crew] plotted on their light 375 planes, German planes that night”. (L401/1/259)

A favourite snippet from the collection is the man who couldn’t afford a light for his bicycle and had to cycle to work in the dark with a lighted candle in a jam jar tied to his handle bars – you would not normally find intangible history such as this in an official record.

SRO also holds the records of over 1,000 Suffolk Societies and organisations including charities, Women’s Institutes, trade unions and political organisations, sports clubs, music societies and other groups both large and small. These range from the Suffolk Agricultural Association, dating back to 1831, to a 1940s newsletter of the Ipswich and District Goat Club. These records cover many aspects of daily life and activity in communities across the county and many areas of interest for individuals.

The CAA includes cultural material and information on it for all periods in human history. The collection supports research into artistic development in metalwork, jewellery, coinage and provides examples of changing taste and fashions in the region. It also provides national and international connections from Suffolk's north-sea maritime heritage.

A1.4.2 Social Value

In the 2013 TV series, The Great British Story, the historian Michael Wood stated that '*rulers and royals, lords and ladies have all had their say down the centuries (but) what were the last 1,600 years like for everyday Britons?*'

The collections at SRO cannot go back with information quite that far, but they certainly hold a wealth of material for understanding how life has been for the common man over the past centuries. In essence 'all life is here'.

A1.4.3 Supporting the most vulnerable

A vital part of the work of preserving records for the future is to allow people to understand what has happened to them in the past. Helping in allowing access to the child care files, adoption files, adult social care files, coroners files or reform school records held at SRO are all part of the work of staff. These files require sensitive handling and extra security measures to ensure that data protection principles are upheld.

As part of my work I have accessed items from the CCA collection, records created by the social service department and children committees over time. The records provided an invaluable source of knowledge to people who had been in the Council's care many years ago. The collections I accessed were valuable, not only as a historical record but also on a more personal level, to people who had approached us in order to find out more about their childhoods and families.

██
██

The Goddard enquiry, The Independent Inquiry into Child Sexual Abuse, which investigated whether public bodies and other non-state institutions have taken seriously their duty of care to protect children from sexual abuse in England and Wales, highlighting the vital importance of the preservation of records. Additionally, records of bodies like the County Council or the Church who operated many of the homes and institutions under scrutiny will hold the key for many individuals understanding how and why events happened during their childhood.

As part of my Suffolk County Council work I frequently use the services of the Suffolk Record Office to research any historic Children and Young Peoples Service records when they are needed as part of criminal investigations and prosecutions. The recent huge increase in allegations of abuse being made by all members of our community means that any and all records are an essential part of piecing together events that happened many years ago, often when other records have long since been destroyed. It is an invaluable service to my work in helping members of the public, the Suffolk County Council, Police and the Criminal Justice System.

[REDACTED]

A1.4.4 Rights of Way

Public rights of way provide a healthy, safe and sustainable way to access the countryside and other local services. They are used extensively and generate investment in the Suffolk economy through tourism. SRO works closely with both the SCC Rights of Way staff and also individuals (sometimes on opposite sides of the fence) to provide access to the historic maps and plans which are still used today to prove, defend and illuminate rights of way.



B150/1/2.17 – Detail from the Carlton Colville Enclosure plan, 1805

The definitive map team are regular users of the Suffolk Record Offices and the documents you hold are essential to our day-to-day work. The county council has a statutory duty to maintain and update the definitive map, which is the legal record of public rights of way....we have borrowed collections of documents to take to public inquiries so that the original source evidence can be examined by the Inspector.

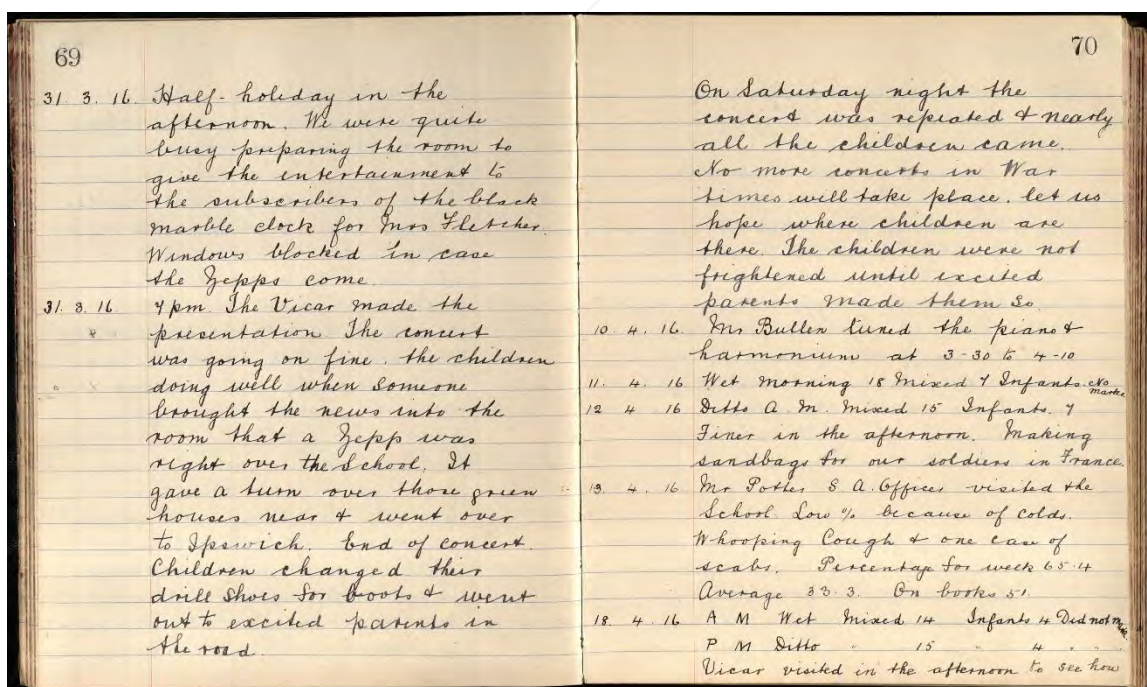
[REDACTED] **SCC Rights of Way and Access Team**

A1.4.5 Parish Records

The parish collections, which we hold for all 508 parishes in Suffolk, hold the crucial building blocks of information for family historians and their importance has already been noted previously in this document. It is in these collections that baptism, marriage and burial information dating back to 1538 can be found. Also, bastardy bonds, settlements certificates, and apprenticeship indentures tell of a way of life before the Welfare State. SFHS volunteers have for the past 20 years worked with the SRO to provide comprehensive indexes of the parish registers covering baptisms, marriages, banns and burials.

These collections are also a goldmine for those interested in the community in which they live and help to give them a sense of place and identity. Many of them contain information about local charities, roads and infrastructure, the fabric of the church and other parish property, parish magazines and histories, local rates and taxes and church run schools.

Alongside these SRO holds the records of over 530 schools in the county which include log books giving a vivid picture of daily life. The extract below is one of many identified and transcribed by a volunteer working on our First World War indexing project, for use by school and community groups.



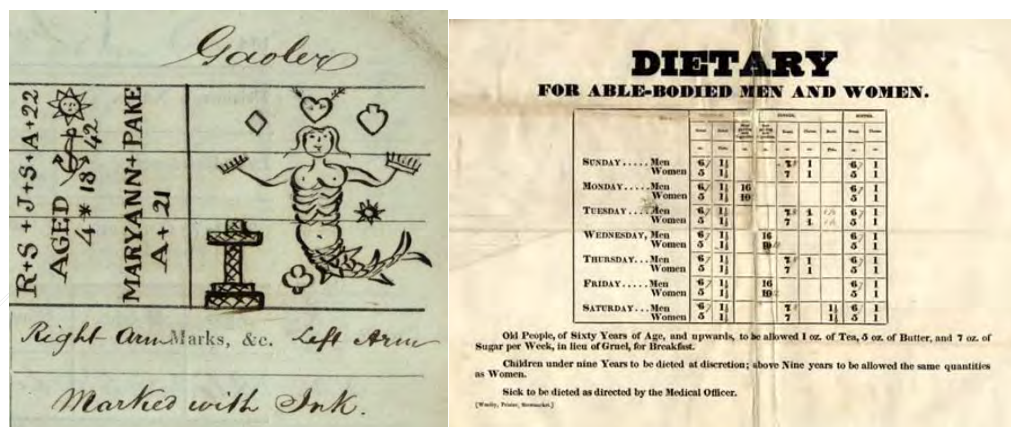
A1053/6 Log Book for Charsfield Primary School 1913-1930

A1.4.6 Gaol, workhouse, and asylums

Not all family members will have stayed on the right side of the law and the comprehensive indexed registers of the gaols at Ipswich, Bury, Woodbridge and Beccles provide evidence of people's misdemeanours and the punishments meted out to them. The Suffolk Local History Council (SLHC) volunteer group have name indexed the Ipswich prison registers for the period 1884-1925, an index containing over 26,500 name entries. This project uncovered suffragettes being imprisoned for arson and IRA prisoners being held in the early 1920s. The programme 'Who Do You Think You Are?' uncovered that the great-grandfather of artist Tracy Emin was held in prison aged just 10 years old.

Our group of Suffolk Local History Council members spend Thursday mornings as volunteers indexing collections at SRO Ipswich. One of our projects was Ipswich Gaol Books. The work was often held up as one or other member called the others to share a new discovery afforded by the fascinating information contained in the registers. Insights into another world, which demonstrated all the poignant, but sometimes, amusing stories of the inmates, many in gaol as a result of Victorian poverty and living conditions. The collection is invaluable ...

Many records from the workhouses in Suffolk have survived. From these records the SLHC volunteer group entering data from admission registers, bastardy registers, creed registers and other records onto the SRO Names Indexes, resulting in tens of thousands of entries. Such records provide detailed information of the hardships our ancestors endured before the creation of the welfare state.



Left: A609/1/34 - Prisoners tattoo from the Ipswich Gaol Book, 1838


Right: ADA8/CD/16/1/1 Weekly Diet Sheet for the workhouse

The Suffolk County Lunatic Asylum collection spans over 140 years from 1841 to 1985. One of the

main series of records is the case books where personal information on each patient is recorded, occasionally including a photograph. The casebooks can make harrowing reading e.g. women incarcerated for years for what we know as today as post-natal depression. Miscellaneous items in the collection paint a picture of how daily life in the institution must have been, including concert programmes and cricket score books.

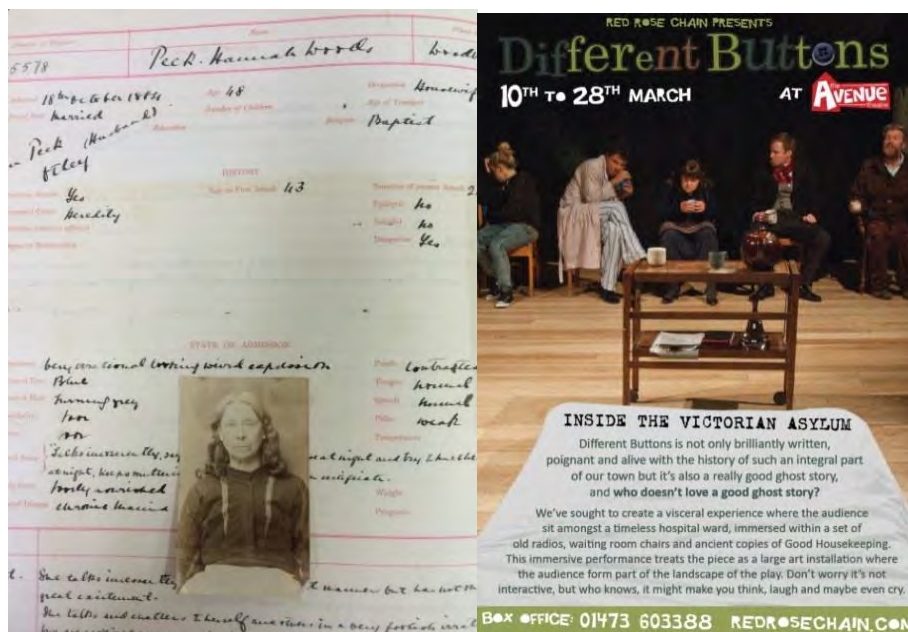
These records were used extensively for a Comic Relief funded project called 'Tell it like it is' which partly involved people experiencing mental health issues using the collection to explore how attitudes to mental health have changed⁵⁸. The comparable collection of the Ipswich Asylum, St Clements was used as a source for writers of 'Different Buttons'⁵⁹ a theatre piece produced by the Red Rose Chain Company which again explored the issues of mental health treatment.

We used the archive (St Audry's) with a variety of different groups, including mental health service users, who visited the SRO to see items and to carry out individual research. We were also able to make an audiovisual installation for permanent display at the museum using extracts taken from some of the historic case books (and later voiced by actors). The archive is vital to our understanding of the story of the hospital and the way in which the treatment of and attitudes to mental health have changed.....The patient case books and photographs were a particularly poignant way of engaging with the past and some were also used in the artwork that was produced during the project.



⁵⁸ The St Audry's Project, Telling it like it is, [online] <https://staudrysproject.wordpress.com/> [accessed 30th June 2017].

⁵⁹ Carrick, J. (2012) *Different Buttons*, <http://www.redrosechain.com/node/149>



Left: ID407/B12/20 - Hannah Peck, 1884, Right: Poster for 'Different Buttons'

A1.5 Artistic & Cultural value

A1.5.1 Introduction

It would be impossible to list here all those who have been inspired to paint, draw, write or compose in response to the inspiration the county has provided. The local studies collection holds both published works by writers and biographies of artists of all types and is constantly being added to. A biography of Ed Sheeran, one of Suffolk's most famous sons, was added last year. The archival Suffolk Ephemera Collection provides another dimension to creative work in the county through records which often do not survive because of their ephemeral nature.

SCC employs an Arts Development Officer with whom SRO works collaboratively on projects to ensure that the collections are made known in the wider art world and can be used where possible for new artistic endeavours. Similar collaborations between SRO and bodies such as English Heritage, The National Trust, local tourist boards, local museums and specialist local archives all help to encourage heritage tourism in the area.

The following artistic and cultural examples of SRO collections material being artworks in their own right or being used for research or inspiration are just the tip of the iceberg.

A1.5.2 Early Influences

In Peter Lasko's⁶⁰ opinion, East Anglia in late medieval England must have been one of the great centres of artistic creation⁶¹. He used four items from the SRO collections to illustrate this fact in an exhibition held at the University of East Anglia (UEA). From the Ipswich Borough Collection three illuminated charters of 1338, 1378 and 1446 illustrate fine decoration and stylistic links to other works held at the British Library and Westminster Abbey Library. The other example of high quality work is shown in the Bury St Edmunds Psalter. Medieval Psalters, comprising 150 Psalms, were often divided into ten sections for daily recitation, with historiated initials and additional decorative treatment marking the main divisions at Psalms 1, 26, 38, 51, 52, 68, 80, 97, 101 and 109. This is exactly the case with the Bury St Edmunds Psalter. The illustration for Psalm 52, 'The fool hath said in his heart: there is no God', is a splendid example of a medieval depiction of an event from the life of King David. It shows David is seated in a deep blue mantle whilst the jester, dressed in red and yellow, dances before him holding a flail. This gives a real insight into the medieval mind and is an item to inspire and amaze and featured in the recent A-Z of Suffolk History on our website to celebrate the first ever Suffolk Day on 21st June. (<https://www.suffolkarchives.co.uk/places/a-z-of-suffolk/j-is-for-jester/>)

In the CAA are several nationally important late-Roman and early Saxon gold jewellery objects which are examples of the superb craftsmanship of the day.



E5/9/608.7 folio 38 Psalm 52 from the Bury Psalter

⁶⁰ Peter Lasko was an Art Historian and chair of art history at UEA who was responsible for persuading Sainsburys to place their collection at UEA. He also secured a place in Somerset House for the Courtauld Institute.

⁶¹ Lasko, P and Hudson, N. (1973) *Medieval Art in East Anglia 1300-1520*, Thames and Hudson, p2.

A1.5.3 Plays and the Theatre

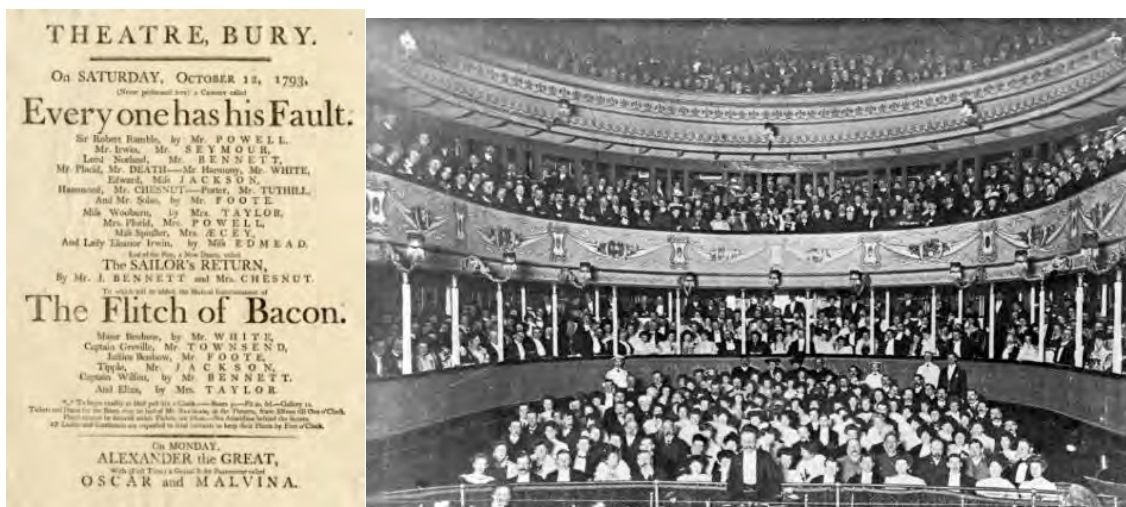
The Farce of Sodom is an erotic play attributed to the Earl of Rochester, nd [c1685] which recent American research suggests is of international importance. A copy held at SRO appears to be the earliest of ten surviving handwritten copies in existence. It holds the 'honour' of being the first literary work ever to be censored in England on the grounds of obscenity, but is considered to be one of the finest erotic satires. In the recent film *The Libertine*, Johnny Depp, playing Rochester, is seen staging *Sodom* in front of an outraged Charles II, with Rochester taking the role of the King of Sodom.

The manuscript of The Farce of Sodom held at the Lowestoft branch of the SRO is one of only ten manuscripts of this infamous and highly unusual Restoration-era play in the entire world, and quite possibly the earliest of all ten manuscripts. Exactly how the anonymous Sodom came into being and circulated is one of the greatest bibliographical puzzles in the history of English literature. This puzzle, which remains largely unsolved, has preoccupied scholars from the US, Australia, Germany, and the UK. The discovery of the unique Lowestoft Sodom has completely changed our understanding of how this play circulated in manuscript ... any further research into this play or, indeed, into the phenomenon of manuscript circulation in the Restoration period, absolutely must contend with the Lowestoft copy of Sodom

[REDACTED], Hampden-Sydney College (USA)

There are extensive records which tell the history of theatre and drama in Suffolk and the wider context. Play bills survive from the 18th century for the historic Theatre Royal Bury St Edmunds, the last remaining Regency playhouse in the country and one of the most historic theatres in the world. Unpublished scrapbooks collated by E R Eyre and stuffed with ephemeral material tell the story of drama in Ipswich from 1296 through to the 20th century. Dr Eva Griffith has used material in the collections to uncover the story of Anne Bedingfield from Suffolk. Bedingfield became the first female proprietor of a theatre in England in the late 1590s, the Red Bull Theatre in Clerkenwell where it is said that she met Shakespeare⁶².

⁶² Eva Griffith (2013) *A Jacobean Company and its Playhouse, The Queen's Servants at the Red Bull Theatre (c.1605-1619)*, Cambridge University Press, Croydon.



Left: HD912/24 – Theatre Royal poster, 1793, Right: K681/1/81/290 - The Reopening of the Theatre Royal, 1906

SRO collections have also inspired creative work. At the University of Manchester, Martin Harris Centre for Music and Drama used a series of images from the Samford Union Workhouse collection ADA7, including Inmates Admission and Discharge Registers, a Punishment Book and Master's Journals as part of a research performance called "The House: A Curated Portfolio in Five Parts". The performer Carran Waterfield, Honorary Research Fellow, investigated her own family history during her examination of experiences of poverty. The project 'Poor Theatres' was led by Dr Jenny Hughes Senior Lecturer in Drama at the University. These images were used to supplement the published script, other written outputs and online audio-visual material in *Studies in Theatre and Performance*.⁶³

A1.5.4 Suffolk Artists

Many artists who were inspired by the people and landscapes of Suffolk including Thomas Gainsborough and John Constable. Indeed, several of Constable's letters survive within the SRO collections. SRO collections are a valuable resource for studying lesser known artists who nevertheless were influential in their field.

One such example is George Rowe, a Suffolk artist who until recently was only classed as a minor artist from the 'Suffolk School'. His artistic achievements have now been re-appraised by Chloe Bennet after extensive research and he is now rightly placed alongside the pantheon of Suffolk artists who followed in the footsteps of Gainsborough and Constable. Pencil drawings, lithographs and engravings of his work, some never published before were extensively used in a 2014

⁶³ <http://events.manchester.ac.uk/event/event:kbb-ic4rpm-y7nz9f/the-house-a-solo-performance-by-carran-waterfield-triangle-theatre>


publication⁶⁴.

A1.5.5 Music

The composer Benjamin Britten (Baron Britten of Aldeburgh in the county of Suffolk) is Lowestoft's most famous musical son. LRO holds the Benjamin Britten collection of all his published music scores including choral scores and librettos along with film copies of five of his juvenile autograph manuscripts. The original manuscripts belong to Lowestoft Library/LRO and are on permanent loan to the dedicated Britten-Pears Foundation, housed in Britten's old home Red House, Aldeburgh.

At the Britten-Pears Foundation we hold on loan from Suffolk Record Office five music manuscripts written by Benjamin Britten in the 1920s and 1930s, and later given to the Lowestoft Borough. We would like to emphasise the importance of these manuscripts, as well as the Benjamin Britten Local Studies Collection at Lowestoft Record Office, and the valuable connections between these papers and the further Britten collections held at the Britten-Pears Foundation in Aldeburgh.

The Suffolk Record Office headed a joint project in Britten's centenary year in 2013 entitled 'Britten and Suffolk: A survey of records in his centenary year'. We were pleased to work with the Record Office on this extremely worthwhile project, which aimed to carry out a survey of local records to both mark and to document the anniversary celebrations in Suffolk.

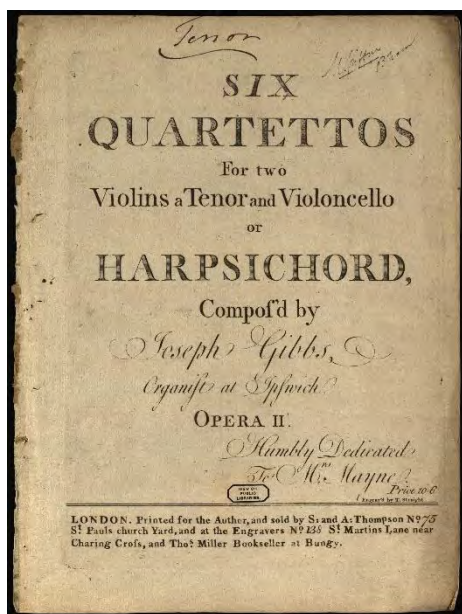


Queer Talk: Homosexuality in Britten's Britain an exhibition running from Feb-Oct 2017 at The Red House, the Suffolk home, of the Composer marks the 50th anniversary of decriminalisation of homosexuality. It uses Suffolk Constabulary Records (ED400) from record office collections to set Benjamin Britten and his partner, the tenor Peter Pears' story against Suffolk events of the time. <http://www.brittenpears.org/news/queer-talk>

18th Century Baroque composer, Joseph Gibbs, spent the latter half of his life in Ipswich, assuming the position of organist of [St Mary Le Tower](#), Ipswich in 1748 and holding this position until he died in 1788. Gibbs was **the** Suffolk musical celebrity of his time and a very important character in the story of Suffolk's musical heritage. His 8 violin sonatas (last recorded around 30 years ago) are

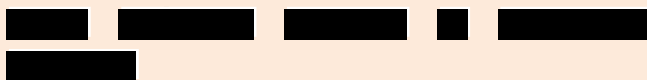
⁶⁴ Bennett, Chloe. (2014) *A Twilight Landscape, The hidden art of George James Rowe of Woodbridge (1804-1883)*, Norwich.

considered to be among the best examples in existence from 18th Century England, and have been compared favourably to Handel's. Gibbs' string quartets are among the earliest to be composed by an Englishman and are still to be recorded. Copies of a number of his compositions are held in the Local Studies collection and some of this music was performed by Eboracum Baroque at SRO's ['Taking Hold of History'](#) gala in March. As a result, the group have continued to perform Gibbs music, alongside two of his contemporaries in Suffolk, Charles Dieupart and John Carr, and SRO are supporting them to record a CD which is due to launch in November.



From the Local Studies collection

We are delighted to have your support for this project and I can't wait to get Joseph Gibbs and his music more well-known! Gibbs was an important musical figure in 18th Century Suffolk and we are looking forward to introducing modern day audiences to his music. The music will be performed in Suffolk for the first time in 250 years and the project will allow the preservation of an important part of Suffolk's musical history'.



A Community Opera performance retold the discovery of the Sutton Hoo treasure in Woodbridge in July 2017, involving town's people, local schools, and professional performers. It celebrated the opening of the community space on the former Whisstocks Boatyard. The composer drew inspiration from visits to the Suffolk Record Office to see Basil Brown's journals and other records. <https://thekingsriver.co.uk/>

A1.5.6 Installations

Archives not only capture the lives of creative and artistic people, they inspire new work. SRO has worked with the artist Les Bicknell on various occasions - most recently on his Arts Council funded project 'unpicking and rebinding' installation work which looked at the 'fold'. It involved working in partnership with The Museum of East Anglian Life (MEAL), Suffolk, Carrow House – Norwich, Norwich Castle Museum, Suffolk Record Office and Norwich University College of the Creative Arts (NUCA). He took examples of early book bindings, manorial document fastenings, paper and vellum folds for seals and worked these into his final installation which was exhibited at various East Anglian

venues including all three SRO branches⁶⁵.



Creased archive volumes provide inspiration and part of the installation at IRO

SCCAS works with museums and local groups to loan objects and provide information for displays. One example of this is an HLF funded display of Anglo-Saxon material from Carlton Colville at Lowestoft museum.

A1.6 Educational and Research Value

Enabling the people of Suffolk and beyond to develop their knowledge and skills through education is one of SCC's prime aspirations. SRO is able to actively facilitate this by ensuring the collections held at SRO are made available to all for research. They also provide the means by which those unfamiliar with using such material are helped to acquire the skills and confidence they need to undertake their own research.

The Hold will provide an accessible space for SRO, SCCAS, UOS and other partners to showcase displays and exhibitions, engage with learners, host seminars and therefore allow the collections held deep in *The Hold* to be seen and to inspire us all.

At present all educational outreach is undertaken or arranged by staff and although there is no dedicated outreach or education post the range of activities, workshops, talks, walks, exhibitions and leaflets produced is quite extraordinary. A programme of events is published on-line and printed twice yearly showcasing all the educational and outreach opportunities on offer. A brief selection of such activities is described below.

⁶⁵ Bicknell, I. *Unpicking and rebinding*, [online] <http://unpickingandrebinding.blogspot.co.uk/> [accessed 30th June 2017].

A1.6.1 Lifelong Learning

SRO has very active programme of lifelong learning which includes a lecture programme, day schools, workshops and courses and guided walks, all inspired by the collections. Subjects including learning how to undertake family and local history as well as palaeography and basic Latin classes to support those who wish to be able to have access to a wider range of archival material.

One key element of this work is The University of the Third Age (U3A). This movement is a unique and exciting organisation where retired and semi-retired people come together and learn together, not for qualifications but for its own reward: the sheer joy of discovery. SRO has welcomed groups of U3A students for many years and provides introductory sessions and tours for those wishing to take family history and house history research further.

U3A in East Suffolk runs a Family History course....Over the past 10 years we have had over 300 members taking part. Although much of the information is now available on line, we believe that it is more meaningful for our members if they are able to see some of the records in their original form. Each time we run the course a visit to the SRO is included during which staff give a talk about the records available and members have a tour of the Office and instruction on how to use the records. We have enjoyed a very good relationship with SRO We would hope that in any future plans, there will be the opportunity to meet staff and have access to original records on a hands- on basis, which we have found gives our family historians a better understanding of the online listings.

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The manorial archives in particular are an excellent educational resource for both the study of the history of Suffolk and for skills courses such as paleography. It is a great advantage to be able to teach students of Suffolk history necessary skills using Suffolk documents.

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A1.6.2 Educational Outreach - Suffolk Voices Restored

The overall aim of this project was to preserve the authentic voice of Suffolk and to make it accessible for current and future generations. One of the educational aims of the project was to encourage the use of the collections in schools as the recordings contain sources on diversity, for example the female and ethnic minority experience. They enabled greater breadth to the curriculum such as looking at change in education, sport, medicine and living and working conditions.

SRO worked with students from two schools and the students' feedback was really interesting and encouraging but what staff found most inspiring was the real buzz in the room with both groups. Teenagers can be a difficult audience with whom to engage. Here are some of the comments about what they thought was valuable about the oral history recordings. They enabled the students to '*gain an insight into individual's feelings*', '*make you think harder about how life was by looking at different peoples' views*' and '*understand peoples' experiences in past events from their perspectives*'.

The evaluation concluded that:

'The project appeared to have had a profound impact on students. The students showed a real passion for history that was reflected in the way they had risen to the challenge of, what was quite an ambitious undertaking and had succeeded in developing a quality resource. The students related strongly with the people in the project and had quite strong feelings about the individuals. To them they had become 'real' people and not merely historical records.'

A1.6.3 Educational Resources

Over the years SRO has either developed school packs, such as *Home Front Heroes* and *Sea Heroes*, or contributed material for resources associated with heritage projects (e.g. Ipswich Caribbean Experience and Curry and Culture). Students from local primary schools trialled the packs; the Home Front Heroes activities included imagining that they were evacuees and examining propaganda which was found in the countryside just outside Ipswich. Some local studies material relating to Thomas Clarkson was used on the Abolition Project website and was used to inspire students from Northgate High School⁶⁶.

⁶⁶ The Abolition Project, [online] <http://abolition.e2bn.org/index.php> [accessed 30th June 2017].

Our experience of using the resources contained within the Suffolk Records Office has been tremendously positive. The collections have intrigued and inspired our students, giving them an opportunity to explore real historical documents and to develop key enquiry skills. The collections have also developed their understanding of key historical concepts such as change and continuity, diversity and interpretations. The collections have helped to foster a real passion for local history and a greater appreciation of the role played by individuals from their local area in key historical events.

████████████████████, Northgate High School, Ipswich

A1.6.4 Primary Schools

SRO collections help current generations understand the experience of past generations and see their relevance in modern life. SRO recently ran workshops with year 5 pupils at Holbrook Primary School to create a poppy heritage trail around the village of the men who fought in WW1 and a piece of drama with a local theatre company. Alongside work at school they looked at resources such as maps, photographs, school plans, school log books and admission registers and the Holbrook Roll of Honour at IRO. We also widened it out to include the original plans of the school, trade directories, Ordnance Survey maps, sale particulars and photographs of the village which they made notes on and photographed with the school iPad. They also compared current life and the school with how life and the school was portrayed in the records. The students engaged really well with the sources and gave some great feedback when asked what their favourite part had been:

'I thought that all of it was good but I thought that looking at the directory was the best part because of reading other people's comments' and 'My favourite thing was looking through the registers and log books and recognising people's names'

SRO was asked to provide local context for some year 12 and 13 students at Copleston High School in Ipswich studying a unit on the Tudors 1485-1603. These students were finding it difficult getting to grips with how ordinary people's lives were affected by the religious and social upheavals. SRO showed them examples of early and late Tudor wills comparing the wording of the preambles and bequests, Elizabethan poor law records and printed copies of churchwardens' accounts for Long Melford which showed evidence of the religious changes. They also looked at printed accounts of the local effects of the Dissolution of the Monasteries. The teacher commented:

'Firstly can I thank you again for the fantastic experience that we had at the record office....Those that came have been telling the others how great it was and reeling off facts about monasteries being dissolved in Suffolk which they refuse to share with those who didn't come. The two students who didn't come on the trip will be visiting you over the summer to conduct some family history research on the strength of the trip and we will definitely be coming again next year'.

A1.6.5 Supplementary Schools

IRO staff have met with staff from the Suffolk Supplementary schools and two visits were held with the Kerala Community Supplementary School (the parents of pupils attending KCSS are mainly from Kerala, SW India but many of the pupils were born in the UK) and with the Achievers supplementary school (the pupils attending Achievers are mainly from an Eastern European background and have been in the UK for a relatively short length of time e.g. three years or less).

Thank you so much for arranging the visit to Suffolk Record Office for supplementary school leaders. The Record Office is a hidden gem.

████████████████████ Achievers supplementary school

A1.6.6 SCCAS

The CAA is used regularly by professional archaeologists, students and researchers of all academic levels, and community groups and individuals. Recently students have used the collections for research on subjects as diverse as Mesolithic flints, Roman intaglios, aurochs' bones and runic-inspired items. The collections of human skeletal material and animal bone are some of the most popular items with university students and they have been used in a number of research projects in recent years.

SCCAS is involved in long term, large scale research partnerships on academic projects, one example being the Anglo-Saxon landscape project at Rendlesham.

SCCAS engage communities throughout Suffolk by providing talks, handling sessions and conferences, as well as by providing work experience for students from both secondary schools and Universities.

They are the main provider of archaeological advice in Suffolk and advise and support the active amateur archaeological groups within the County and externally funded projects which involve archaeology, such as Breaking New Ground I.

SCCAS also have an active loan programme to local Museums so that local people can see their collections.

Having good access to the primary paper records of archaeological excavations, whether published or unpublished, is essential if the full research dividend of investment in archaeological excavation is to be realised. These are primary research materials, and as such must be properly curated and accessible. My own academic research into settlement and society in in early medieval northern Europe, and into the emergence of the East Anglian kingdom, has benefitted enormously from being able to use such archives at SCCAS.

**[REDACTED]
[REDACTED], University College London**

Appendix 2 – Full risk analysis of the SRO accommodation

A2.1 Introduction

SRO currently manages and provides three sites for public access with onsite storage of archival material at IRO, LRO and BRO and the further outstore storage at Bury St Edmunds. The complexities of managing this number of sites lead to inefficiencies of staff time, confusion for users on where to go and an increase in running costs. This Appendix analyses the key issues. They have been grouped under the following headings:

- Poor Quality Strongroom Storage
- Inadequate and Inefficient Building Accommodation
- Conservation Provision
- Intellectual Access, On-line Access and Audience Development

The Suffolk Record Office, in my opinion, is a fantastic Suffolk treasure. I have used the Record Office in Ipswich on a number of occasions . . . and also given talks there on my specialist subjects.

The Record Office is a living museum of Suffolk's history . . . it is invaluable.

But the facilities are a wee bit antiquated and sometimes restrictive . . . the potential use of new purpose-built facilities can only be a Godsend . . . and bring the various sections of the Record Office to a wider audience. SRO is a Suffolk gem . . .

A2.2 Poor Quality Strongroom Storage

The three SRO strongrooms are virtually full. TNA withdrew their higher 'full approval' status for all SRO branches under the requirements of *The National Archives Standard for Record Repositories* (2004), in 2012 as the lack of accrual space was a serious concern. Furthermore, SRO strongrooms and the SCAAS do not comply with the following PD5454: 2012 recommendations as shown in the next table.

Appendix 2 - Table 1.

PD5454 :2012 Ref	Description of Recommendation	SRO branch and /or SCCAS
4.2	Temperature ranges for collections are defined, based on material types	None of the SRO sites maintain conditions within ranges all year around
4.3	Most photographic, audio visual and electronic media require more precise control over moisture content and fluctuation in Relative Humidity and temperature than older traditional archive materials	All three branches and SCAAS do not meet
4.4	A separate area for checking for and isolating insect and fungal infection prior to storage in the repository	All three branches and SCCAS do not meet
4.6	Maintain an acceptable environment with environmental control equipment	IRO & BRO outstore struggle
5.1	Acceptable level of flood risk	Level of risk unacceptable in all SRO three branches
5.2.2	Restricted access around the whole perimeter for free-standing archive buildings	BRO outstore does not meet
5.2.4	Unauthorised people are not able to access the repository	LRO struggles
5.2.5	Services, such as gas, oil, water supplies and drainage pipes should not pass through the repository	LRO does not meet
5.3	Storage sufficient to meet current and projected storage requirements for a minimum of 20 years or there should be space for subsequent extension	All three branches do not meet
6.2	Repository building has a long life with whole term operational costs and plant replacement considered	IRO struggles

7.5	High sensitivity fire detection	BRO outstore and LRO do not meet
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The new strongroom facilities in *The Hold* will remove these problems and risks and ensure that SRO can continue to preserve Suffolk's heritage.

The risks associated with the current three strongrooms are listed in below in table 3.

Appendix 2 - Table 2.

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Risks Across All 3 SRO Branches and for SCCAS			
No accrual space	Critical	Unable to accept new accessions	High
No specific storage for plastic photographs or microclimate packing for other modern media such as audio tapes	Critical	Long term preservation issues with inevitable deterioration of material	High
No separate archive storage area for damaged or quarantined material	Moderate	Currently quarantined material is not stored in archival conditions leading potentially to further damage occurring Quarantine space is very limited and there is only one domestic freezer (at LRO) available to store	Medium
Lack of space for a specific area to clean archives	Moderate	Health and safety risk to staff and volunteers Material is left dirty causing further damage	Medium

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Flood - IRO – Whole site located within the flood plain of the River Gipping and at the bottom of a long hill	Moderate	Possible fluvial flooding to lower strongroom shelving resulting in water damage to the archives Possible flooding from overflowing drains from neighbouring properties with the same result	Low
Flood - BRO – Storage outstore is located within the flood plain of the Rivers Linnet and Lark	Moderate	Possible fluvial flooding to strongroom shelving resulting in water damage to the archives Possible flooding from overflowing drains from neighbouring properties with the same result	High
Flood - LRO – Strong room located in the building basement which has a history of flooding	Critical	Possible fluvial and seawater tidal flooding resulting in water damage to the archives.	Medium
Flood - LRO – Strongroom houses drainage pipes for the building	Critical	Possible flooding from drainage pipes in the strongroom and from water pipes in the rest of the two-story building	High

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Fire – BRO – Storage outstore has poor electrical wiring, low fire resistance qualities, no high sensitivity detection, no suppression and inadequate facilities for rapid egress of water	Critical	Damage to the archives in the event of a fire	Medium
Fire – LRO – Strong room has low fire resistance qualities, no high sensitivity detection, old inappropriate wiring systems running through, and no gas suppression system to extinguish a wiring fire	Critical	Damage to the archives in the event of a fire in the strongroom Water from fire hoses in the event of a fire in the building above would drain into the basement Possibility of further fire damage due to close proximity of library book stacks with a 30-minute fire resistant wall separating the two	High

Branch Specific Risks			
IRO			
The long-term affordability of the environmental control plant in the strongroom due to its current design, reliability and sustainability.	Critical	Damage to the collections	Moderate
BRO – Outstore			
It does not have fit for purpose building structure to ensure temperate and humidity are maintained at correct levels	Moderate	Damage to the collections over the long term	High
Off-site storage which raises the potential for attacks of arson, theft and vandalism especially now custodians are no longer based on site	Critical	Damage to or loss from the collections	Low
Off-site storage requires transportation of archives to the main record office building for public access	Negligible	Increased risk of damage to the archives	Low
Shared accommodation resulting in security threat from unsupervised non-record office staff and contractors having access to the strongrooms	Moderate	Potential loss of archives and breach of sensitive information	Low

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
LRO			
Archives have to be taken on route from the strongroom to the searchroom through public library area and past cleaners sinks	Moderate	Potential risk of damage to the archives	Low

A2.3 Inadequate and Inefficient Building Accommodation

All three of the SRO branches are located in buildings which have been adapted rather than being purpose-built for the service they operate. The consequences of this are haphazard and inefficient layouts of the public and staff areas with poor 'flow' through the site. These problems are further compounded at IRO due to the Grade II listed building status it holds. This building does not allow the SRO to be able to provide a modern, efficient 21st century service to the public.

The NCA Public Service Quality Group (PSGQ) published in 2008, 'A Standard for Access for Archives'⁶⁷. In order to achieve Archives Accreditation under the ASAS, SRO must show that it meets the requirement of this access standard.

At present the IRO building fails to comply with the following important elements of the access standard:

10.2 - The archive service should be conveniently located and accessible to users from its community

13.3 - The archive service should ensure that the physical and /or technical environment for consulting documents is appropriate to the medium of the records

The on-going building maintenance on the listed part of the IRO building is expensive as the fabric is old, scruffy and requires constant renewal.

⁶⁷ NCA Public Service Quality Group (PSGQ) (2008) *A Standard For Access For Archives*, [online], <http://www.nationalarchives.gov.uk/documents/archives/framework-of-standards.pdf>

The lack of space is also evident in the poor facilities for developing and expanding any educational activities, in the lack of exhibition space and in the overall out-dated and constrained public facilities provided for people who have often travelled many miles to undertake their research.

Housing and making archive collections accessible also requires certain workspaces for the purpose of cleaning, packing, copying, cataloguing and inspection. Much of the material can be grubby or infested or difficult to handle if it is oversize. Staff and volunteers need designated spaces to allow these activities to happen. Space is at a premium in all three branches of the SRO inhibiting the ability to expand the service.

The location of a building determines how secure or threatened it may be from flood or vandalism. Visitor numbers and repeat visitor numbers will be determined to some extent by how difficult it is to access the building.

In contrast to the existing Ipswich building *The Hold* will be a new welcoming flagship building in the vibrant and historic Waterfront area of England's oldest, continually occupied town, which will launch people, young and old, on new voyages of discovery and in which Ipswich, Suffolk and the nation can be proud of.

The risks associated with the building accommodation will be looked at under the following headings, see table 4 below:

- Listed Building Status
- Maintenance
- Lack of Space
- Flow & Connectivity
- Uncomfortable Working Conditions
- Accessibility
- Site Security
- Location

Appendix 2 - Table 3.

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Listed Building Status – IRO			
Places restrictions on adaptations and modifications which can be made to the building	Critical	<ul style="list-style-type: none"> • Inadequate and poorly sited cabling for power and data points in public searchroom area restricting service offered • Inadequate audio visual facilities in Education Room due to restrictions on cabling meaning loss of income generation and customer dissatisfaction. Poor ventilation due to original Victorian metal windows being sealed up • Poor siting of overhead lighting leading to 'shady' areas in the searchroom • Book shelving heights have to be lowered resulting in lack of shelf space <p>Inadequate fire and security breaks between record office and theatre part of the building as original partitions have to be retained</p>	High

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Maintenance – IRO			
Backlog of planned maintenance for structural repairs and internal and external decorations	Moderate	<p>Including:</p> <ul style="list-style-type: none"> • New boiler required to replace inadequate and expensive to run heating system • Customer toilets are connected to the Victorian sewage system resulting in blockages and sewage leaking into the public access corridors. Also, no outside ventilation leading to unpleasant odours • Painting & decorating in dire need of updating resulting in a feeling of neglect for staff and customers alike. This undermines the professional image and overall vision of the service 	High

Lack of Space – IRO			
General lack of overall space	Critical	<p>Lack of space and flexible areas to undertake the following: -</p> <ul style="list-style-type: none"> • Education events - currently restricted to using the Education Room which only holds 30 people Unable to expand on outreach events held in the Education Room and unable to hold simultaneous events • Unable to expand volunteer offer due to lack of available working and desk spaces • Only eight indoor seats are available for public refreshments or break area. Customers have to wait or leave the building. A further 6 seats are available in an outside courtyard which is open to the elements • Display space is very limited • Retail space is very limited resulting in poor display and lack of income • There is no loading area for accepting new archives • Archives have to be taken across an uneven car park on a trolley potentially leading to items being damaged • There is no archival standard storage area where damp or infested material can be weeded out before other material goes into the strongroom • There is no area where archives can be acclimatised to the change in temperature and humidity prior to being produced in the searchroom which leads to 	High

		<p>potential damage of the archives</p> <ul style="list-style-type: none">• Only cramped area for temporary storage of archives during their production and return from the strongroom with the potential for damage• There is no area for the storage of empty archive boxes. Currently boxes are taken up into the loft area for storage but this requires staff to climb up and down a loft ladder with boxes which has health & safety implications• No space for further accrual of local studies material	
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Flow & Connectivity – IRO			
The general footprint of the adapted building is not practical and has led to a haphazard and inefficient layout of spaces for customers and staff. The 'flow' of the building is very poor with resulting time and work inefficiencies	Moderate	<p>Examples include: -</p> <ul style="list-style-type: none"> • Having a central courtyard in the building means staff have to take a circular route around the building rather than a direct route leading to inefficient use of time • Confusing layout for first time users with no clear path from the entrance door to the searchroom. It is daunting and off putting for customers • The Conservation Suite is situated adjacent to the Education Room which results in restrictions on access to the Conservation Suite when the room has been hired out for use 	High

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Uncomfortable Working Conditions – IRO			
<p>The listed building status restrictions on modifications and the lack of maintenance on the building result in uncomfortable working conditions for staff and public and unsafe conditions for archives</p>	<p>Moderate</p>	<p>Examples include:</p> <ul style="list-style-type: none"> • Strongroom and searchroom separated by an unheated glass link corridor and customer rest room. The corridor is very hot in the summer and freezing in the winter meaning the archives have to undergo large fluctuations in temperature and humidity which is not good for their long-term preservation. It is also uncomfortable for the public and staff. Archives also have to travel through the customer rest room which contains food and drink and could result in damage • No air conditioning in the public and staff areas resulting in hot temperatures in the summer • Inadequate heating system resulting in cool working environment in the winter months for staff and public • The layout for desks and equipment in the staff working areas and public searchrooms is restricted due to the retention of original building features such as fireplaces and mantelpieces resulting in poor ergonomic design and cramped working conditions • Poor lines of site 	<p>High</p>

		<ul style="list-style-type: none"> Staffing resources spread across five separate public areas 	
No separate document reception area	Moderate	<ul style="list-style-type: none"> Staff and volunteers have to compete with each other for space Professional staff and volunteers have to compete with outreach events in order to use space in the Education Room Risk of mould and pest contamination of collections entering the repository without sufficient checking in quarantine 	High

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Accessibility – IRO			

<p>The provision for disabled access is very poor for both public and staff resulting in a poor overall experience for customers with mobility impairments/disabilities and for those with hearing difficulties</p>	<p>Moderate</p>	<p>Examples include:</p> <ul style="list-style-type: none"> • The accessible public toilet is not wide enough to exceed 'basic' requirements • There is no staff disabled toilet • The accessible parking space is quite a distance from the public entrance • Gravel and brickwork surfaces leading to the main public entrance from the car park are very difficult for wheelchair users to move over • An automatic entrance door is needed for the public entrance. The present door is very heavy to open by hand • Access is over a raised door jam and down a steep step 	<p>Low</p>
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	Critical	<ul style="list-style-type: none"> There is no disabled access to the inner courtyard. Hearing loop and soundproofing are required in the Education Room Wheelchair ramps are needed at fire exit steps in the listed parts of the building 	
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Site Security – IRO			
The perimeter of the site is open and there have been incidents of vandalism and theft	Moderate	Examples include: - <ul style="list-style-type: none"> Lead stolen from the building roof Glass windows smashed by vandals using bricks and shoes 	Moderate

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Location – IRO			
The building is situated in an area which has high levels of unemployment and significant issues with deprivation	Moderate	This is potentially off putting and not encouraging to new researchers as street litter, empty cans and bottles and graffiti are visible in the immediate surroundings	Moderate
Building is situated at a busy road junction with only a narrow pavement separating the main public area from a road with busy vehicular traffic	Moderate	Noise and traffic fumes come into the searchroom if windows are opened resulting in noisy research area and poor air quality	High

Access to the car park is via a narrow residential street with on street parking on either sides	Moderate	Difficulties for public parking, deliveries, emergency vehicles, site contractors and staff access to the car park	Medium
Building is situated quite a distance from the centre of town and from public transport connections		Difficult for staff and public to use rail and bus transport therefore more reliant on car journeys. There is no direct bus route from the railway station to IRO	

Location – BRO Outstore			
The building is located within the flood plain of the Rivers Linnet and Lark	Moderate	Flood barrier has to be activated frequently. There is a risk of water damage to collections	High
The building is located quite a distance from the main BRO building	Moderate	Impractical and time consuming for staff to retrieve documents for public access. Frustrating for researchers who have to order documents in advance or make another visit	Moderate
The building is located within the curtilage of a new pre- school site	Moderate	Difficult to co-ordinate vehicular movements to load/unload documents and these therefore need to be managed against the presence of pupils in the playground	Low

A2.4 Conservation Provision

The SRO branches at BRO and LRO have access to the professional skills of the Conservator at IRO. Due to only having one FTE conservator the amount of conservation and preservation work which can be carried out across the SRO is limited.

The following elements of *The Hold* project will enable SRO to develop the conservation and preservation skills of more volunteers, trainees and students on work placements and conduct more preventative and interventive conservation improving the overall state of collections.

- Development of a Conservation Management and Maintenance Plan
- Creation of a new purpose built, flexible conservation work space within The Hold
- Conservation/preservation and digitisation work carried out as part of the Mapping Suffolk's Stories Activity Plan
- Improvements to the packaging of the collections as part of the move to *The Hold*

Appendix 2 - Table 4.

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Across all three branches			
21% of the SRO collections require boxing and/or secondary packaging	Moderate	Deterioration and damage to the material resulting in loss of public access. This risk would increase during the removal of material to <i>The Hold</i>	High
At IRO			
There is a backlog of fragile material awaiting conservation	Moderate	This material will remain inaccessible to the public	High
Lack of space in the conservation suite to treat large format items	Moderate	This material will remain inaccessible to the public	Medium
At BRO & LRO			
No onsite conservator	Low	Fragile items have to be moved to IRO for conservation work to be carried out with the risk of further damage to fragile items during transit	Low

A2.5 Intellectual Access, Online Access and Audience Development

Although SRO is making strides to improve the accessibility of its information as a result of refocusing the activity of staff and volunteers on cataloguing, data inputting and digitisation, there is still no one central access point for collections information.

Unless SRO improves access to collections information it will not be able to attract new audiences, and collections knowledge will be lost as staff leave or retire.

As with Section 5.3 to achieve Archives Accreditation under the ASAS, SRO must show that it meets the requirement of the NCA PSGQ, Standard with regards to intellectual access, online access and audience development⁶⁸.

At present SRO fails or struggles to comply with the following important elements of the access standard:

- 11.1 – Users are able to find specific records and items of interest in the archive
- 11.2 – There is reasonable access for anyone to consult finding aids
- 11.3 – Users have choices in the means of access to content
- 11.6 - The community benefits from the content in ways other than direct access
- 14.1 – Users can find out about content without visiting
- 14.2 – Remote access services are being maintained and developed to open up the content to a wider range of users

These issues will be addressed through the Documentation Plan and supporting policies and procedures for collections management, particularly around collections information, as well as the development of content for the website which is itself a key element in opening up access.

The Hold will enable collections and resources to be combined to improve collections management, accessibility and audience development: collections from four sites (including the CAA) core staff, enhanced capacity for volunteers, academic support, and paid trainees.

Appendix 2 - Table 5.

Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Risks Across All 3 Branches			
Poor online presence with poor overall visibility	Critical	Customers cannot find our online presence, location details or opening hours	Low

⁶⁸ NCA Public Service Quality Group (PSGQ) (2008) *A Standard For Access For Archives*, [online], <http://www.nationalarchives.gov.uk/documents/archives/framework-of-standards.pdf>

No online information about upcoming talks and courses	Critical	Failure to reach a significant potential market	Low
Website visually unappealing and unintelligible to new audiences	Critical	Failure to reach a significant potential market	Low
Limited access to digitised records online	Moderate	Customers turn to commercial ancestry sites for research instead of visiting SRO	Low
Risk	Rating of Potential Impact	Potential Impact	Likelihood of Risk Occurring
Risks Across All 3 Branches			
Limited access to catalogue information online due to cataloguing backlog	Critical	Customers do not realise that other material exists	High

Appendix 3 – How SRO organises the classification of collection types

SCHEME OF CLASSIFICATION

- A **COUNTY COUNCIL**
 - A County Council
 - B Committees
 - C Departments
 - D Transferred Records:
 - A Poor Law
 - B Schools
 - E Deposited Records
- B **SESSIONS**
 - A Quarter Sessions
 - B Petty Sessions
 - C County Courts
- C **IPSWICH CORPORATION (pre-1835)**
- D **IPSWICH BOROUGH (1835-1974)**
- E **STATUTORY & SPECIAL AUTHORITIES**
 - A Shrievalty
 - B Lieutenancy & Militia
 - C Coroners
 - D Police
 - E Borough Councils: pre-1974
 - F District Councils: pre-1974
 - G Civil Parishes

- H Borough & District Councils: post-1974
- K Land Drainage Boards
- L Ipswich Dock Commission
- M Navigation Commissions
- N Turnpike Trusts
- P Fisheries Boards
- Q Corporation of Trinity House

F ECCLESIASTICAL & RELIGIOUS BODIES

A Archdeaconry of:

- A Suffolk (pre 1932)
- B Sudbury
- C Ipswich
- D Suffolk (post 1932)

B Archdeaconry of Ipswich Parishes

C Archdeaconry of Suffolk Parishes

D Tithe:

- A Diocese of St Edmundsbury
- B Diocese of Norwich

E Diocese of St Edmundsbury

F Diocese of Norwich

G Diocese of Ely

H Rural Deaneries

K Nonconformity:

- 1 Methodist
- 2 Baptist
- 3 Congregational
- 4 Unitarian
- 5 Presbyterian
- 6 Society of Friends
- 7 Salvation Army

L Archdeaconry of Sudbury Parishes

M Church Commissioners

N Roman Catholic Parishes

P Missionary Societies

Q Spiritualist Churches

R Jehovah's Witnesses

G SOCIETIES & ORGANISATIONS

A Ipswich Charities

- B Suffolk Charities (non-Ipswich)
- C Societies
- D Independent Educational Bodies
- F Friendly & Co-operative Societies
- G Trade Unions
- H Women's Institutes
- K Political Organisations

H **PRIVATE RECORDS**

- A Estate, Family & Personal
- B Solicitors
- C Businesses
- D Artificial & Miscellaneous
- E Estate Agents & Auctioneers
- F Banks
- G Architects
- H Insurance

I **LOCAL PUBLIC RECORDS**

- A Military
- C Probate
- D Health
- E Taxation
- F Education
- G Registry of Shipping & Seamen
- H Gas
- K Electricity
- L Valuation
- M Water
- N Charity Commissioners
- P Board of Trade
- Q Rural Development Commission
- R Justices Advisory Committee

S Commissioners of Income Tax
T Environment Agency (Anglia Region)
V Ministry of Defence
W Customs and Excise
X Ministry of Works
Y Her Majesty's Prison Service

J MICROFILMS

K PHOTOGRAPHS & ILLUSTRATIONS

L TAPE RECORDINGS

M MAPS

N CINE-FILM

P TRANSCRIPTS, FACSIMILES & PHOTOCOPIES

Appendix 4 – Full policies

List of policies in this Appendix

- Collection Development Policy
- Collecting Policy
- Conservation Policy
- Digital Preservation Policy
- Collection Information Policy
- Access Policy
- Volunteer Policy
- Effects on the Environment Policy



Collection Development Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Record Office helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th cent to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of policy

1.1 This policy is one of a suite of policies relating to the collections at Suffolk Record Office (SRO) and should be read in conjunction with our Collecting Policy, which describes the statutory and legal basis for Suffolk's archives collections and the standards under which SRO operates.

1.2 This policy will help to ensure that SRO can fulfil its vision to be the physical and virtual heart of Suffolk's past, present and future archives and its mission to collect, conserve and communicate the recorded history of Suffolk from the 12th century to the present day. We will build relationships and work with partners, including the University of Suffolk, to ensure inclusion, collaboration and community participation in our collecting and to maintain a relevant and accurate record.

1.3 This policy covers both analogue and digital material in a variety of formats, including printed Local Studies material, as outlined in our Collecting Policy.

1.4 This policy will enable SRO to develop active and effective collecting.

2. The scope and significance of the current collections

2.1 Suffolk County Council, through SRO, is the only local government authority in the county charged with exercising archive powers. The current SRO collections are the single largest repository of documentary and printed heritage relating to the history of Suffolk and amount to over 11,000 separate collections. As such they are fundamental to describing and analysing the past of this historic county. They include key records of events, the lives and activities of individuals and communities across the county and of public, private and charitable organisations. The county's Local Studies reference collection is distributed across the Record Office branches.

2.2 By maintaining these collections SRO enables a wide range of activities such as:

- Academic, commercial and amateur research
- Education
- Leisure activity
- Business operations e.g. building projects using planning records
- Council operations e.g. answering Freedom of Information requests
- Creative activities inspired by the archives such as works of art, plays and books
- Meeting legal demands e.g. proof of identity through baptism records
- Evidencing past activity and decisions
- Reinterpreting past events through new viewpoints e.g. LGBT history
- Fulfilling ethical responsibility to maintain the cultural identity of the County

2.3 By using SRO collections people experience a whole range of benefits including:

- Educational advancement
- A sense of identity
- A sense of place
- Fulfilment
- Entertainment
- Understanding
- Enabling of transactions
- Trust in the collections and SRO

2.4 To ensure that the collections remain a coherent and relevant record of Suffolk they must be developed on an on-going basis to capture life as it unfolds and also to fill in gaps that currently exist in the historical narrative held by SRO. SRO will proactively seek to strengthen its holdings through contemporary collecting.

3. Aims, objectives and principles

3.1 The aims of this collection development policy are to:

- Provide a framework for the maintenance and development of SRO archive and local studies collections to ensure they remain an accurate record of the county
- Agree collecting priorities
- Avoid duplication or inappropriate use of resources
- Promote consistency across all collecting activity
- Aim to collect records representing all interests and opinions

3.2 Its objectives are to identify:

- New areas of collecting be that thematic, geographical or social
- Where additional collecting is necessary to fill in gaps or further augment existing collections e.g. strengthening expertise in maritime history
- Which parts of SRO's existing collections may not be relevant to SRO's Vision and Mission and thus should be appraised

3.3 The following principles will apply in SRO's collection development work:

- The primacy of informational significance – all material will be judged primarily on its significance as documentary heritage relating to Suffolk ahead of any other consideration
- A holistic approach which assesses the relevance and significance of a potential acquisition within the context of the total collections and SRO's Vision
- Recognition of resources – SRO will not develop collections where it does not and will never realistically have the resources to ensure their longevity. Instead it will seek to find an alternative home for such material.
- It recognises that people from many different cultural backgrounds play a significant role in the history and culture of Suffolk and therefore priority will be given to communities which are currently under represented in our collections, thus generating new audiences.

In so doing the Collection Development Policy will support the SRO's Vision and its Mission.

4. Current collecting

4.1 Profile of the collections

SRO has built up a diverse, rich record of many aspects of Suffolk life. The collections date from c1119 to the present, the earliest archive being a Charter held at Ipswich Record Office (IRO). The collections cover the geographical area of the county of Suffolk and many are of national and international importance as well as of local and regional significance.

The organisations and bodies SRO collects archives from include:

- Suffolk County Council and its predecessor bodies which include records from social care departments, schools and the old poor law institutions or workhouses
- Court records including those from petty sessions, magistrates and county courts
- Borough, District and Parish Councils. Some borough records date back to 1215
- Coroners records covering a period of 673 years from 1329 to 2002
- Suffolk Constabulary and earlier Police forces
- Other statutory bodies such as the Ipswich Dock Commission and The Corporation of Trinity House
- The Church of England ecclesiastical records from the Diocese, Archdeaconries and individual churches from over 500 parishes
- Nonconformist church records from Methodists, Baptists and others
- Societies including charities, friendly societies, local co-operatives, Trade Unions and Women's Institutes
- Local businesses both small and large; from heavy engineering firms to village shops; banks, architects, and solicitors
- Family records from large landed estates and influential local families
- Family records containing biographical information, private papers, letters and diaries
- Hospital records which include those for the County Asylum

- Registry of Shipping and Seamen who recorded the careers of men serving on trading and fishing vessels operating from Suffolk's coastal ports
- Prison and prisoner records from gaols at Beccles, Woodbridge, Bury St Edmunds and Ipswich dating back to 1790s
- Probate records including wills dating from 1361 through to 1941
- Local studies printed matter relating to the history and life of the county of Suffolk and its inhabitants including:
 - Books and pamphlets on any aspect of the history of Suffolk or of individual places within the county
 - Biographies or autobiographies of Suffolk people
 - Works of the imagination (e.g. fiction, poetry) by Suffolk-born authors or those who had strong connections with the county
 - Periodicals, either commercially published or produced by Suffolk-based organisations
 - Parish and village magazines; sale particulars; Ordnance Survey maps; commercially-produced maps; newspapers; annual reports, yearbooks and accounts of local authorities, organisations and societies; church guides; sermons; school magazines; newsletters.

The Collections cover a huge variety of types and formats:

- Local studies printed bound books and pamphlets
- Photographs and glass plate negatives including the Suffolk Photographic Survey (SPS) of over twenty thousand images, recording all aspects of Suffolk life from the middle of the 19th century onwards
- Paper and parchment documents, many with early wax seals, decorative handwriting and colourful embellishments
- Printed maps and plans
- Hand drawn maps and plans many of which are of a large physical size
- Newspapers, periodicals and ephemeral items such as posters and programmes
- Digital material
- Older AV formats of material such as cassette tapes, videos, reel to reel tapes and vinyl records waiting to be converted to more sustainable formats

4.2 History of collection

The record office collections in the west of the county have their origins in the Evidence House in the Guildhall of the Candlemas Guild in Bury St Edmunds, in which the borough records were kept from its incorporation in 1606. In 1935 a muniment room to house old corporation records, other historical records in the care of the council and any West Suffolk records deposited for preservation and use was created. This was approved as a place of deposit for manorial records in 1951 by the Master of the Rolls and as the repository for the deposit of Archdeaconry of Sudbury parish records by the Bishop of St Edmundsbury and Ipswich two years later. Following the Public Records Act of 1958 the record office was appointed by the Lord Chancellor as a place of deposit for local public records. Following the 1962 Local Government (Records) Act, West Suffolk County Council became the statutory authority for records. As a result of these

approvals and the legislation the collections grew and in February 1974 the County Library Headquarters building was especially converted for the record office.

In the east of the county the Clerk to the Quarter Sessions took in records for safe custody. In the late 19th and early 20th century records were also deposited in the East Suffolk County Council strongrooms and with the Ipswich Borough Library. In 1926 Ipswich Borough Library was recognised by the Master of the Rolls as the sole repository for Suffolk manorial records. During 1939-1945 the Borough Library was recognised by the Bishop of St Edmundsbury and Ipswich as the Diocesan record office. Major private collections began to be received alongside the official borough and county archives. In 1951 the Ipswich and East Suffolk Muniment Room was approved as a place of deposit for manorial records and in 1952 the record office was appointed the Diocesan Record Office for the parishes in the Archdeaconries of Ipswich and Suffolk.

In 1974 Suffolk Record Office was created by the unification of the former Bury and West Suffolk Record Office with the Ipswich and East Suffolk Record Office with offices still based in Bury St Edmunds and Ipswich. It also took over the local studies collections which included a very strong collection built up by Ipswich Public Library from the 1920s. Each branch continued to collect records from their historic collecting areas i.e. the former counties of East and West Suffolk. In 1985 a third branch of Suffolk Record Office was opened in Lowestoft Library to increase access to the local records for that area and to encourage local organisations to deposit their archives. The local studies collection for that part of the county was also added to the Lowestoft Record Office collection including the Benjamin Britten collection. The Lowestoft branch collecting area covers the north east of the county and some records were transferred from Ipswich Record Office.

4.3. Profile of audiences

- **Existing audiences**

Suffolk Record Office (SRO) has three branches at Ipswich, Bury St Edmunds and Lowestoft and, with 18,000 visitors a year, is one of the most visited record offices in Britain. The table below shows the breakdown of visitors in 2015/16:

User type	Number
Visitors in person	18,033
Telephone enquiries	6,237
Postal and email enquiries	4,035
Internal outreach	3,859
Digital engagement: Website visits	507,770
Digital engagement: Website individual users	72,282
Twitter followers	1,229
Facebook likes	190

CIPFA⁶⁹ reporting for 2014 revealed that users of the Record Office were 53% male, 97% White with 78% aged between 45 and 74 years. They had travelled

⁶⁹ Survey of Visitors to UK Archives 2014, Benchmarking Report; The Chartered Institute

an average of 24 miles, had specifically come to the Record Office and stayed for an average of 3.5 hours. Most people were researching local history and, to a lesser extent, family history.

A survey of 440 users in 2015, testing the ideas in Round 1 HLF submission, revealed that 68% were interested in researching the history of local places, 57% were interested in working with maps and 43% wanted to learn how to use online resources.

They were most interested in attending talks and courses about historic subjects and visiting changing exhibitions. They wanted hands-on opportunities to learn archival skills, such as conservation and cataloguing, and were interested in history trails and guided walks around the Waterfront. Most people prioritised easy access to parking and longer opening hours.

- **Target audiences**

Based upon the market assessment and consultation undertaken for the Activity Plan, the following target audiences have been agreed, reflecting the gaps in existing audiences:

low income older adults (65 years+)
families with children aged 5 – 12 years
diverse communities
people with dementia
university students
young people aged 18 – 24 years
school children (primary schools and 6th form students)
visitors to the Waterfront and to Ipswich.

The action plan lays out the activities that are specifically aimed at these 'gap' audiences, using the most significant collections as inspiration, whilst continuing to nurture and grow its existing audiences.

4.4 Methods of current collecting

- **a donation or bequest transferring ownership to Suffolk County Council**
- **a statutory deposit or an official transfer or presentation from the Record Management service of Suffolk County Council in accordance with agreed retention schedules.** It will also seek to acquire records belonging to the council as a Commissioner/Funder of other agencies
- **by Permanent Direction issued under Section 9 (2) of the National Heritage Act 1980 for archives accepted by HM Commissioners of Revenue and Customs under the Acceptance in Lieu scheme**
- **under the Cultural Gifts Scheme**
- **under Conditional Exemption Tax Incentive Scheme**
- **a deposit on indefinite loan**

- **through purchase** – only collections and individual archives of outstanding importance to the county will be considered for purchase, dependent upon the availability of grants or other external funding.

For Local Studies, we prioritise acquiring small publications by local authors, especially those which have used our archive collections and the publications of local organisations. We occasionally move manuscript material from local studies to the archives collection if we feel they will be better preserved and more accessible.

More detail can be found in our Terms of Donations, Bequests, Deposits and Transfers.

5. Priorities for collecting

See 'Hold Policy Statement' (HPS) 1 "With accrual space addressed through provision at The Hold, SRO will undertake large-scale, proactive collecting ensuring the relevance of the archives for a wider audience, and maintaining a comprehensive collection of Suffolk's history for future generations"

&

HPS2 "SRO will ensure sustainable and efficient use of strongroom space at The Hold, by collecting only material that is of sufficient value and relevance to warrant the resources required to look after it. Some material will not be accepted e.g. duplicates or material that is so heavily damaged it is unusable"

SRO will continue to collect those core records that form the backbone of its collections including council records, church records, family, estate and personal papers. However, life in Suffolk is continuously evolving. People interact in different ways, have new experiences and leave behind past ways of living. New technologies, industries and businesses emerge whilst older industries and technologies change or disappear. New communities enter the county, and existing communities reshape. The collections must capture both the constant and evolving in the county to fully reflect a balanced representation of Suffolk society. Furthermore, SRO is keen to be relevant to as wide a proportion of the residents of Suffolk as possible. It recognises that people from many different cultural backgrounds play a significant role in the history and culture of Suffolk and therefore priority will be given to communities which are currently under represented in our collections, thus generating new audiences.

SRO has undertaken a review of its existing collections to identify the weaknesses in its current collections and to prioritise in which areas it should focus collecting resources. It should be recognised that collecting in new areas is a long-term activity both to establish trust and relationships with those individuals and groups creating collections, and to identify and collect records, possibly over many years.

SRO has identified three categories or priority:

- **Fundamental** – these are critical to the historical record and will be the first priority for the service's collecting

- **Substantial** – these collections are important and are the second tier of priority
- **Useful** – these collections add interesting detail to the historical narrative held by the Record Office but are of lesser importance than fundamental or substantial collections.

SRO's new collecting will focus primarily on modern records i.e. 20th and 21st centuries as the complexity of this period needs better reflection in the SRO's collections. We recognise, in particular, that we face a huge challenge in collecting and preserving digital records as they can quickly become inaccessible - see our digital preservation policy for more details.

Fundamental collections

Personal experience

How individuals live life has changed enormously over the last century through both technological and social change. The new areas of focus will include:

- New communities notably from Eastern Europe and Portugal
- Refugees
- The experience of being a young person in Suffolk
- The experience of staff and students at the University of Suffolk
- LGBTQ+

Businesses and technologies

- Digital technology companies both in production, and research and development
- Green energy companies in both production and research and development
- Computer games companies
- Food production e.g. farms, farming practice and diversification, breweries, ice cream
- Shipping industry and Felixstowe Port
- Businesses that emerge as a response to a particular social trend e.g. nail bars
- Major individual employers e.g. BT
- Records relating to the businesses of under-represented professions such as dentists and opticians

Local government

- Post 1974 local authorities including the records of proposed structure changes

Creativity

- Paper of individuals – writers, musicians, artists, composers,
- Music venues and festivals
- Film – film makers and independent cinemas
- Contemporary theatre

The University of Suffolk

- Records of predecessor bodies
- Records relating to the establishment of the University of Suffolk and its development, activities and principle functions

- Records of significant individuals employed by or associated with the University of Suffolk
- Records regarded as suitable to support the research and teaching of the University
- Administrative records of the University and its departments which are of permanent legal, administrative, financial or historical value
- Records that relate to the University's role within the local community

Wildlife and conservation

- Including records of the AONB and organisations throughout the county which are dedicated to the conservation of wildlife and the landscape

The SRO will also specifically focus on the experience of individuals and communities from Black, Asian and Minority Ethnic (BAME). Rather than having a specific BAME collecting priority SRO believes that by emphasising these communities across all its collecting areas it will reflect their everyday experiences in work, education, business, education and leisure.

Substantial

Non-Christian beliefs

- Hindu
- Muslim
- Humanist
- Atheist

The modern experience of war

- Military bases, members of the military and their families
- Refugees

Modern personal papers

- Clubs, societies, community groups and sports groups
- Records of more ad hoc groupings that reflect diverse social interests however short lived
- Individual papers, photographs and oral histories which reflect everyday life and experience for local families and individuals

Useful

- Smaller political organisations
- Divested bodies of local and central government
- Local radio
- Famous people of Suffolk
- Heritage groups
- Pressure and interest groups with a focus on environmental and feminist interests

What SRO will not collect

Ensuring the longevity and access of collections requires highly specialized skill and dedicated resources. To ensure the most effective management of collections and the most effective use of resources SRO must decide what it will not collect. The key areas that SRO will not collect and may remove from its existing collections are:

- Parish magazines – in future these will be sampled
- Photocopies
- Research papers of local historians
- Press cuttings as these are already captured in the SRO's collections of complete newspapers
- Bank statements
- Ephemera – will only be collected on a very selective basis
- More of the same e.g. Individuals' photographic collections of Suffolk churches
- Films – SRO does not have the capacity to care for this complex format and recommends that film collections are offered to the East Anglian Film Archive
- National material e.g. periodicals, national material of political parties
- Duplicates
- Collections with long closure periods, complex access restrictions or limitations on the disclosure of catalogue information for reasons of confidentiality
- Archives in a format or language which require for their preservation, consultation or interpretation, storage conditions or specialist skills or equipment which SRO does not have, or does not plan to provide.
- Digital archives in proprietary file types or which use proprietary software e.g. MS PowerPoint presentations, family history programmes etc.

6. Development

6.1 *How development will happen*

- Regularly reviewing the strengths and weaknesses of its present holdings and collecting activity.
- Implementing an active acquisitions policy (including surveying in the field, questionnaires) to fill gaps
- Targeted promotional activity especially online including using social media channels
- Developing selection/retention schedules within the main classes of archives (such as parish, civil parish, district council, school and charity) to enable stricter and more uniform criteria for selection.
- Maintaining contacts with depositors and donors to ensure existing archive collections grow over time.
- Identifying and consulting with under-represented groups to make new contacts, identify new collections that are worth preserving and raise awareness of archives among new audiences.
- Working with communities to identify collections that may need to be kept more secure in our care.
- Working closely within a national network of archive services so that collections are acquired by the most appropriate service and information about them is widely available.

- Liaising with The Friends of the Suffolk Record Office and other local groups to secure significant archive material that is being offered for sale privately or at auction.
- Purchasing and obtaining new local studies stock.

6.2 Approaches to selection

We select collections to be preserved by:

- Appraising collections offered to us, where possible using our micro-collecting policy, to ensure that we only keep records of historical importance
- Following national guidelines on selecting archives
- Liaising with owners about what they consider to be significant records
- Consulting users, especially through our Collections Advisory Committee
- Liaising with Museums, heritage organisations and community archives throughout the county to ensure that our collecting activities are complementary and that we share information about collections

6.3 Disposition

- We dispose of unwanted material in accordance with our Collecting Policy and may advise owners of more appropriate repositories for their material.
- Existing collections or items within them may be retrospectively appraised or re-appraised against the then current Collecting and Collections Development policies to ensure the available resources are used for optimum benefit - see Deaccessioning Policy. We will consult depositors (if up to date contact details are available) during this process offering them the chance to receive back any unwanted material or consent to its disposal in a confidential manner.
- The Record Office reserves the right to dispose of donations and bequests and to sell duplicate local studies materials.

7. Access

SRO accepts archives on the presumption that the donor or depositor is willing for them to be made available to users within the context of relevant legislation. Archives and local studies materials are free to use in our searchrooms and open to everyone. We aim to provide as wide an access to our holdings as possible and we welcome visitors with a diverse range of interests and research needs - see Access Policy.

7.1 Onsite access

SRO operates and will continue to operate its invigilated reading rooms and reference sections. It will also continue to deliver outreach to a wide range of community audiences including schools and universities, lifelong learning groups, and social organisations within its buildings.

7.2 Access out in communities

SRO will work with people and communities to fulfil their potential, build resilience, improve their quality of life and emotional wellbeing by finding new, interactive, exciting and efficient opportunities for them to engage with collections at home, school, college,

university or work etc. This includes interpreting collections for communities right across the county.

7.3 Online access and social media

The establishment of a dedicated website (<https://www.suffolkarchives.co.uk/>) has created a flexible, bespoke platform for accessing SRO's collections remotely. Delivering collection information, content and mediation via the website is now a fundamental element in all access strategies and work.

7.3 Inclusion

SRO wants to be an inclusive public service, available and accessible to anyone who could benefit from its collections and expertise.

8. Sustainability

8.1 Ownership of the collection

Ownership varies with each collection. Whilst the SRO prefers to have both physical and intellectual ownership this is not always possible. Therefore, SRO will always seek to negotiate ownership terms that ensure a collection can be bought under its care and made accessible. All ownership will be clearly documented.

8.2 Safekeeping now and in the future

SRO is committed to the safekeeping of all its collections, ensuring both their physical and intellectual security. To enable this security the SRO will always work to the highest professional standards underpinned by robust procedures.

8.3 Partnership and collaboration

SRO will work to support other collecting bodies in Suffolk such as community archives and museums. It will provide advice and seek partnership projects where appropriate. SRO collections already have strong links to those in the Ipswich and Long Shop Museums, the Museum of East Anglian Life, Britten Pears Library, and the Norfolk, Essex and Cambridgeshire Record Offices. It will work in collaboration with them on collections development.

In particular, the SRO will focus its efforts on those areas identified as Fundamental and Substantial in this policy. SRO will work with the University of Suffolk, especially those in Learning Services and Arts and Humanities to create a university archive, which captures the establishment, development and most significant functions and activities of the university and reflects and enhances its research and teaching strengths.

8.4 Managing

The SRO Management Team, supported by the Collections Team is responsible for managing collections development. It will use this policy to set priorities for collections development and ensure collections continue to be a unique resource for anyone researching Suffolk's past, present and future. The Management Team will consult the Collections Advisory Committee, which includes users, internal and external stakeholders, academics and local experts, a representative from The National Archives

etc. where appropriate especially when collections or items appear on the open market, are offered for transfer or are being considered for deaccessioning. They will also be asked for their advice when collections involve particular challenges e.g. those that are in a specialist format or language, or require specialist storage, skills or equipment or with long and complex access restrictions.

8.5 Using and sharing best practice

SRO will always work to the highest professional standards underpinned by robust procedures, collaboration and advice wherever practicable including:

- The National Archives Collections Strategies including Archives Unlocked Releasing the Potential 2017, <http://www.nationalarchives.gov.uk/documents/archives/Archives-Unlocked-Brochure.pdf> especially to ensure the rich diversity of Suffolk society are reflected in our collections.
- Offering advice and support on creating and caring for collections
- Working with and supporting community archive projects
- Liaising with museums and other heritage organisations throughout the county especially those who are members of the Suffolk Strategic Heritage Forum so that our collecting activities compliment each other and we share information about collections.
- Identifying and consulting with under-represented groups to make new contacts, discover new collections and raise awareness of archives among new audiences.
- Researching, developing and sharing strategies and tools to help meet new challenges e.g. preserving digital records especially within Suffolk and the Eastern Region by collaborating with other members of the Eastern Regional Archive Council.

9. Action plan, benchmarking and measuring success

This policy informs the Collection Development Plan which will form part of SRO's work plans and will be reviewed on an annual basis as part of the annual performance review of the SRO.

10. Review period

This policy will be reviewed every three years or earlier if a response is needed to any changes in legislation. The associated action plan will be reviewed every year.



Collecting Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Record Office helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th cent to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of policy

1.1 This policy is one of a suite of policies relating to the collections at Suffolk Record Office (SRO) and should be read in conjunction with our Collection Development Policy.

2. Background

Suffolk Record Office is part of Suffolk County Council (SCC)'s Resource Management Directorate. Official record keeping in Suffolk can be traced back to the first significant repository in the Abbey of St Edmund. In the 1930s the first professional local government archivist was appointed. By the 1950s joint archive committees were formed for Ipswich and East Suffolk and Bury St Edmunds and West Suffolk. With local government reorganisation in 1974 the services in Ipswich and Bury St Edmunds joined to become the Suffolk Record Office. Finally, in 1985 the Lowestoft branch opened to serve the north east of the county. SRO has built up a very comprehensive record of Suffolk life and will proactively seek to strengthen its holdings through contemporary collecting.

SRO acquires and preserves for everyone unique and authoritative archives which constitute unrivalled sources for the study of most aspects of Suffolk life and makes them

available to:-

- Support the local economy through heritage tourism
- Offer a variety of learning opportunities that support children and young people to develop knowledge, skills and confidence and promote adult health and wellbeing
- Empower citizens to participate in the development of their communities and to help themselves
- Promote Suffolk's natural advantages and to help protect and improve its built and historic environment

SRO also collects and preserves diverse local studies printed and pictorial resources relating to the county, to foster and promote community identity and cohesion.

It seeks to make all this material more accessible through partnership working.

3. Statutory context and authority to collect

A statutory framework for archive care has developed gradually. Its principle components are:

- **Local Government Act 1888**
- **Public Records Acts 1958 and 1967** – SRO branches have been appointed as 'Places for the Deposit' for particular types of local public records (e.g. Quarter Sessions, coroners, probate, magistrates' courts, hospitals and health authorities).
- **The Law of Property Act 1922 with the Manorial Documents Rules, 1959, 1963 and 1967 and the Tithe Act 1936 with the Tithe Rules, 1960 and 1963** – SRO branches have been approved for the deposit of manorial and tithe records.
- **Local Government (Records) Act 1962** - Empowers SCC, as a principal council, to acquire records of local significance by purchase, donation or deposit, care for them and make them available for study by the public.
- **Public Libraries and Museums Act 1964** – SRO is designated as a public library and acquires printed and illustrative material
- **Local Government Act 1972** - Obliges SCC to make proper arrangements for documents which belong to or are in the care of the Council or any of its officers; including historic records relating to Suffolk and to make them accessible. These include records given to or purchased by the authority, or deposited with them. SRO fulfils this obligation through its public service points and through its county council archives service.
- **Parochial Registers and Records Measure 1978 amended in the Church of England (Miscellaneous Provisions) Measure 1992** – SRO is the designated Diocesan Record Office for the deposit of records of the Diocese of St Edmundsbury and Ipswich and of its constituent archdeaconries, deaneries and parishes.

- **Constitutional Reform and Governance Act 2010**

In addition to the above SRO acknowledges the legislation providing access to information including:

- **Data Protection Act 1988 and General Data Protection Regulations 2018**
- **Freedom of Information Act 2000**
- **Environment Information Regulations 2004**

4. Standards

SRO has adopted as policy the following non-statutory standards:

- The National Archives Standard for Record Repositories 2004
- PD5454: 2012 Recommendations for the storage and exhibition of archival documents and its replacement EN16893:2018 Specifications for the location, construction and modification of buildings or rooms intended for the storage and use of heritage collections
- BS4971: 2017 Conservation & Care of Archive and Library Collections
- Guidance and standards which inform digital preservation strategies and processes including:
 - The Dublin Core Metadata Element Set (ISO Standard 15836)
 - BS 4783 Storage, Transportation and Maintenance of Media for Use in Data Processing and Information Storage
 - The OAIS (Open Archival Information System)
 - Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically

5. Scope of our collections - what we collect

SRO collects both archives and local studies materials. These include but are not limited to the following: manuscripts, printed, typescript and computer-generated text, prints, drawings, watercolours, engravings, posters, glass plates, lantern slides, photographs, recordings, newspapers, microform, music and other notation, maps and plans in hard copy and digital formats.

6. Geographical area

SRO serves the county of Suffolk as defined in 1974 and administered by Suffolk County Council. It comprises the historic counties of East Suffolk and West Suffolk, and the county borough of Ipswich.

SRO comprises three offices, each with its own collecting area. The Bury St Edmunds office covers the old West Suffolk county area, the Ipswich office the old East Suffolk county area, with the exception of that area now included in the modern Waveney District, which is the responsibility of the Lowestoft office.

7. Range

The Record Office provides a broadly based, relevant, multi-disciplinary approach to collecting and recording everyday life in Suffolk and making it accessible to the people of the county and others. It recognises that people from many different cultural backgrounds play a significant role in the history and culture of Suffolk and therefore priority will be given to communities which are currently under represented in our collections, thus generating new audiences.

SRO welcomes archives and printed and published material regardless of date or format (subject to any exclusions noted in section 9), which can contribute to a better understanding of the history of Suffolk and add to the overall picture of the county's past and present. Please note however that whilst we are very interested in collections or documents relating to Suffolk we have limited storage space and therefore assess and evaluate collections before they are accepted in the following categories:

Records of SCC and those of its predecessors which show the economic, social and demographic condition of Suffolk as documented by SCC's dealings with individuals, communities and organisations including :

- formulation of policy and its execution
- management of revenue and expenditure
- external relations
- regulation and support of economic activity
- formulation and delivery of social and cultural policies
- reform of organisational structure
- interaction with citizens and impact on the physical environment

It will also seek to acquire records belonging to the council as a Commissioner/Funder of other agencies.

Public records offered to the Record Office under the terms of the Public Records Acts.

Archives of:

- other historic and current local authorities and statutory bodies operating within Suffolk
- the Diocese of St Edmundsbury and Ipswich and its constituent parishes, rural deaneries and archdeaconries
- non-Anglican religious bodies in positions of influence in Suffolk e.g. Roman Catholic, Methodist, Baptist, United Reform, Jewish, Sikh, Muslim etc.
- organisations, businesses, individuals, clubs, societies, pressure groups, charities, public and private institutions, and other activities relating to the history and life of the county of Suffolk
- all Suffolk communities that record their development and aspirations including ethnic and other minority groups
- past and present Suffolk society which reflect its cultural diversity

Published and printed local studies material relating to the history and life of the county of Suffolk including:

- Books and pamphlets on any aspect of the history of Suffolk or of individual places within the county
- Biographies or autobiographies of Suffolk people
- Works of the imagination (e.g. fiction, poetry) by Suffolk-born authors or those who had strong connections with the county
- Periodicals, either commercially published or produced by Suffolk-based organisations
- Parish and village magazines; sale particulars; Ordnance Survey maps; commercially-produced maps; newspapers; annual reports, yearbooks and accounts of local authorities, organisations and societies; church guides; sermons; school magazines; newsletters.
- Reference material, which will help users of the service to carry out their research

So far the majority of material acquired by SRO has been in traditional formats such as paper or parchment. An increasing quantity is now being received in electronic formats. The Record Office also accepts digital copies in place of original material i.e. scans of photographs.

8. Collections process

Definitions:

Donor – Individual or organisation giving or donating archives or local studies materials to Suffolk Record Office

Owner – Individual or organisation which owns archives or local studies materials, or to

which these items belong or are the property of.

Depositor – Individual or organisation placing archives in SRO for safe keeping on long term loan.

Bequest – Archives or local studies materials left to SRO under the terms of a will i.e. a legacy.

SRO adds to its holdings by responding to offers of archives from organisations and individuals, by actively seeking out material which is at risk of loss, destruction or damage and by liaising with outside bodies:

- **as a donation or bequest transferring ownership to SCC, which is the preferred option for establishing custody for public benefit.** SRO will assume material is offered as a **donation** unless the owner indicates otherwise on the 'entry form'. Those wishing to leave a bequest are encouraged to contact the Record Office for further advice. Published and printed local studies material will only be accepted as a **donation** or bequest.
- **as a statutory deposit or an official transfer or presentation after the records are no longer required for current use from SCC departments, the Records Management Centre, other local authorities, statutory bodies etc**
- **by Permanent Direction issued under Section 9 (2) of the National Heritage Act 1980 for archives accepted by HM Commissioners of Revenue and Customs under the Acceptance in Lieu scheme**
- **under the Cultural Gifts Scheme - The provisions contained in Schedule 14 to the Finance Act 2012 enable an object (or collection of objects) to be donated and held by SRO for the benefit of the public or the nation in exchange for a tax reduction for an individual or company.**
- **under Conditional Exemption Tax Incentive Scheme - The owner of 'designated archives' must undertake to look after and preserve them in the UK and secure reasonable access for the public, including access without a prior appointment by placing them in the safe keeping of SRO.**
- **as a deposit on indefinite loan - ownership remains with the depositor.** Deposits are not normally accepted unless they remain in the custody of SRO for a minimum of twenty years.
- **through purchase** – only collections and individual archives of outstanding importance to the county will be considered for purchase, dependent upon the availability of grants or other external funding. The Friends of the Suffolk Record Office play a key role in raising funds and purchasing archives which otherwise might be lost to the county see <http://www.fosro.org.uk/> A small quantity of local books and periodicals are purchased each year to add to local studies reference collections.

Digital material is accepted as above but due to its nature certain additional specifications relating to file formats, metadata etc are also required for long term preservation and access. See *Terms of donations, bequests, deposits and transfers*.

Staff will check incoming digital material for compatibility with our systems. Owners, donors and depositors are responsible for providing their archives in acceptable file formats. If the Record Office is unable to read a file with existing software, an alternative version will be requested. SRO may be able to provide a migration service for some formats for a charge.

Additional deposits or donations from existing depositors and donors are another means of adding to our holdings.

Those interested in offering material to SRO are advised to read the *Terms of donations, bequests, deposits and transfers* and discuss the collection or items offered prior to making arrangements to bring them in.

All donations and bequests will be subject to future revisions of this *Collecting Policy* and associated procedures without further notification from SRO.

9. Exclusions

SRO will not normally accept

- material: -
 - which falls outside the stated geographical collecting area of SRO, unless forming an integral part of a collection which cannot be divided without loss of archival value, or relating primarily to a Suffolk community.
 - of a low historical or informational value or which does not contribute to an understanding of the creating body or individual.
 - of a highly specialist nature.
 - which is still in semi-current use by the creating body. If storage space is an issue there are commercial storage options and Church of England bodies can make use of the Church of England Records Centre's charged for accommodation.
 - with long closure periods, complex access restrictions or limitations on the disclosure of catalogue information for reasons of confidentiality. It is recommended that owners retain such material until the closure periods and access restrictions can be lifted.
 - whose ownership cannot be reasonably established (unless specifically anonymously donated) or is disputed.
 - which is already well-represented unless it is of exceptional quality or of particular historical significance.
 - That duplicates items already held in SRO collections or held in other publicly accessible collections.

- whose significance is outweighed by serious physical defects, deterioration or other damage.
- Films and video recordings. These fall within the collecting policy of the East Anglian Film Archive.
- Collections that are a specialism of another repository without first consulting that organisation e.g. Britten Pears Foundation.
- Artefacts, specimens and other three-dimensional objects falling within the collecting policies of local museums. Only where there is a special relationship between an artefact and the associated archives will SRO seek to keep the material together.
- Works of art. These fall within the collecting policies of local museums and art galleries. SRO will maintain close links with such institutions to avoid a conflict of interest over topographical views by notable artists or which are of particular artistic merit, which may fall within the collecting policies of both SRO and museums and galleries.
- Archives in a format or language which require for their preservation, consultation or interpretation, storage conditions or specialist skills or equipment which the Record Office does not have, or does not plan to provide.
- Books or periodicals of general historical interest (even if they contain some references to Suffolk) and new collections or library collections of wholly printed published material except where these relate substantially to the wider archival holdings of SRO.
- Duplicate books and periodicals.
- Digital archives in proprietary file types or which use proprietary software e.g. MS PowerPoint presentations, family history programmes etc.
- Frames, tin trunks, deed chests and other containers. These will normally be disposed of by SRO (with permission) or returned to the owner.

10. Other terms and conditions including charges:

- Only collections and items which are judged to be of sufficient quality for permanent preservation will be accepted.
- Priority in acquiring archives will be given to those which are at risk of loss, destruction or damage.
- All material except purchases will be subject to SRO's *Terms of donations bequests, deposits and transfers*. Archives will only be accepted if accompanied by an 'entry form' signed by the person depositing or giving the material or someone authorised to act on behalf of an organisation, business, individual etc. This constitutes the contract for deposit or donation.
- Archives presented as donations will normally be maintained at our expense.
- All correspondence will be sent to the depositors last known address. Where depositors or their agents have not kept SRO informed of any changes in ownership or address and letters have been returned or continue to go unacknowledged, despite reasonable attempts being made to establish contact

by Archivists, after a period of seven years, archives will be presumed to have been donated to SCC.

- The council requires the owner or depositor to offer items or collections in reasonable order. Extraneous material e.g. empty folders, carbon paper and duplicates should be removed. The original filing structure or arrangement of the archives should be preserved where possible to assist researchers to better understand the inter-relationships between items within a collection.
- The council requires the owner or depositor to provide an electronic list or schedule of their material with relevant contextual information e.g. the administrative history and structure of the creating organisation or key individuals at the time of deposit especially where the bulk is likely to render the documents otherwise inaccessible until processed. The council will normally charge for the creation of an initial list or schedule if this is not provided by the owner or depositor.
- The council requires the owner or depositor to provide known information on the intellectual rights e.g. copyright relating to any of the items transferred, presented or offered as a donation, bequest of deposit.
- Donors, owners, depositors or their representatives are required to inform SRO of any known personal or commercially sensitive information contained within material offered, so appropriate restrictions on access can be agreed with an archivist.
- Donors, owners, depositors or their representatives requiring legal advice about their collections, associated rights and access restrictions should approach a Solicitor.
- The council requires donors, owners or depositors to make arrangements for their material to be delivered to the SRO. A charge will be made if record office staff collect the archives.
- When a deposit is accepted, a charge will, in the majority of cases, be made for placing it in archival standard packaging for long term preservation. This packaging can be purchased prior to deposit to help protect collections whilst in transit.
- An annual storage charge will be made for any closed material until it becomes publicly accessible.
- A one off storage charge will be levied to cover the increased server capacity required for larger digital deposits.
- Cataloguing grants are normally only available to SRO if it owns the collection. Those retaining the ownership of deposited material will therefore be asked to contribute towards the costs of cataloguing their collections.
- The owner or depositor is advised to have their collection valued for insurance purposes prior to transferring to the custody of SRO. Items of a high monetary value should be separately identified prior to deposit.
- In the case of collections containing material in need of extensive conservation treatment, the council will request additional financial assistance from the depositor towards any reconditioning, rebinding and repair.
- Material purchased with the assistance of grant aid will be held subject to the terms and conditions of the bodies from which such aid has been received.

- Copies and transcripts are usually only acquired where the originals are not available or are believed to be at risk or are of significant value to archive users. Such material might also be accepted as part of a larger archival group or if it complements another archive held by or likely to be acquired by the Record Office.
- Collections of historical and genealogical notes and pedigrees and one name studies are only accepted if they are judged to be of major importance to the history of the county.
- In order to ensure the long-term survival of digital archives SRO requires digital material to be supplied in open file and uncompressed or widely used formats e.g. TIFF, WAV and XML with associated metadata. Ideally, the original formatting within the document will be preserved. Permission to make multiple copies and to migrate data to new versions of software as necessary for long term preservation is also required. See *Terms of donations, bequests, deposits and transfers*.
- SRO also requires permission to make electronic copies of digital collections available in the searchroom and online for public access.

11. Transfers and presentations of local Public Records

Creating bodies transferring or presenting local public records to SRO as a designated 'Place of Deposit' e.g. prisons, coroner's courts, hospitals etc are advised to read The National Archives guidance on *transferring records of Local Interest to Places of Deposit* prior to contacting SRO.

12. Deposits and transfers from local authorities including SCC

Archives created by SCC, Borough, District, Parish or Town Councils can be deposited directly with SRO or transferred from Records Management Services within Suffolk according to agreed retention guidelines included in local file plans, taxonomies, the Local Government Classification Scheme, Service List etc. Archives requiring long term preservation especially those created in digital format should be transferred at the earliest opportunity to ensure information of evidential value is kept and remains accessible. This protects local government interests and assets and captures how:

- decisions were reached and implemented
- the councils interacted with Central Government, local partners and people and other agencies
- the councils delivered their core business functions to local residents
- the councils met statutory obligations

Material that is not required to be kept for legal, fiscal, business or democratic purposes

may still have an enduring social, cultural, and historic value and therefore should be offered to SRO for appraisal and potential sampling prior to destruction.

Significant archives requiring permanent preservation created by organisations commissioned to deliver SCC services should be deposited in or transferred to SRO to ensure continuity and to meet statutory obligations.

All SCC archives deposited in or transferred to SRO by directorates, departments, sections, individuals or commissioned services etc will become general SCC assets managed by SRO and Suffolk Information Management with advice and support from Suffolk Legal, Information Governance Board and Strategic Information Agents.

13. Public availability

- An annual list of accessions is published on the SRO and The National Archives websites.
- SRO will supply electronic copies of its catalogues to the owners, depositors and The National Archives.
- SRO is committed to providing access to its catalogues in its searchrooms and on its website.
- SRO is committed to promoting access to collections. Archives will not be accepted unless the depositor or donor agrees to them being available for public use either immediately or at the end of a specified closure period. Closure for a short-fixed period of time or restrictions on access may be agreed in consultation with the depositors and donors. Legal and administrative restrictions on access to archives will be observed in compliance with relevant legislation e.g. Freedom of Information and Data Protection Acts and Regulations. Where material is considered to be sensitive personal data it will be closed for 100 years after the date of birth of the 'data subject' where known or calculated as near as possible. Ongoing contact with depositors to consider users' applications to view these archives may also be required. Where data protection issues are concerned SRO will be guided by Suffolk Legal and Information Services.
- Some collections or items within them may not be available if they are in need of conservation.
- Access to uncatalogued collections will be dependent upon prior arrangements being made with the Archivist and may incur a research charge.

14. Selection, disposal and withdrawal

SRO will appraise and select archives offered in line with best practice. When assessing potential acquisitions, it will advise owners and custodians about other organisations

with relevant collecting policies, if this is appropriate. Where there is overlap with other collecting bodies material will be acquired in consultation with them. Local agreements will be negotiated as appropriate. In case of dispute the advice of SRO's Collections Advisory Committee and SCC's legal advisors will be sought.

If depositors withdraw their archives less than twenty years after the date of deposit, SRO will require them to pay towards the storage, packing, cataloguing and conservation costs incurred up to the date of withdrawal. The amounts charged will be determined by Suffolk Record Office Management Team. These will be based on a comparison of the total cost of the services provided and the public benefit derived from access to the collection up to that point. Any payments already made by the depositor towards the packing, storage, cataloguing and conservation of these archives will be taken into account. SRO reserves the right to not return the collection or item until these charges have been paid.

SRO will follow professional practice in evaluating and selecting material worthy of permanent preservation, including the preservation of the integrity of a collection. It may, if considered appropriate, split collections (with the permission of the owners) and transfer material to another branch of SRO or to other repositories subject to any relevant statutory provisions.

Material not required for permanent preservation at any stage of processing (including cataloguing) will either be returned to the owner (or with their consent) offered to another organisation or disposed of in a confidential manner, if necessary otherwise it will be recycled. If owners do not arrange for the collection of unwanted material within 3 months of written notification by SRO, it will be disposed of. Records will be kept of all disposal decisions. SRO will charge depositors for transferring and disposing of more than a box of material.

Future development of SRO's collection policy may include revisions to the criteria for the selection of material for permanent preservation. Existing collections or items within them may be re-appraised against new acquisitions to ensure the available storage is used for optimum benefit. We will consult depositors (if up to date contact details are available) during this process offering them the chance to receive back any unwanted material or consent to its disposal in a confidential manner. The Record Office reserves the right to dispose of donations and bequests and to sell duplicate local studies materials.

If SRO becomes either temporarily or permanently unable to provide proper care for

collections, they will be transferred to another appropriate repository with similar overall objectives on such terms as may be agreed in writing with the consent of the depositor and both governing bodies.

It will only be possible to preserve digital files in the formats outlined in *Terms of donations, bequests, deposits and transfers*. Digital files will be preserved and managed within secure, structured and dedicated folders. However, technology changes rapidly and although every effort will be made to migrate digital files to new formats to prevent obsolescence, make regular backups and store these securely to provide disaster recovery processes some formats might not be capable of future migration, backups may fail or files may become corrupted.

15. Collection policy development

This collecting policy will be developed as priorities and resources allow. SRO may develop its policy by:

- Identifying the strengths and weaknesses of its present holdings.
- Implementing an active acquisitions policy (including surveying in the field, questionnaires and targeted promotional activity) to fill gaps.
- Developing selection/retention schedules within the main classes of archives (such as parish, civil parish, district council, school and charity) to enable stricter and more uniform criteria for selection.
- Making formal arrangements for continuing deposits of county council archives, diocesan archives and transfers of Public Records.
- Maintaining contacts with depositors and donors to ensure existing archive collections grow over time.
- Identifying and consulting with under-represented groups to make new contacts, identify new collections that are worth preserving and raise awareness of archives among new audiences.
- Working with communities to identify collections that may need to be kept more secure in our care.
- Researching, developing and sharing strategies and tools that will help to meet new challenges for example, in preserving digital archives.
- Working closely within a national network of archive services so that collections are acquired by the most appropriate service and information about them is widely available.
- Liaising with The Friends of the Suffolk Record Office and other local groups to secure significant archive material that is being offered for sale privately or at auction.
- Purchasing and obtaining new local studies stock.

15. Action plan, benchmarking and measuring success

This policy informs the Collection Information, Collection Development and Collection Access policies. This policy will be reported on as part of the annual performance review of the SRO.

16. Review period

This policy will be reviewed every three years or earlier if a response is needed to any changes in legislation.



Conservation Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Record Office helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th cent to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of policy

The Conservation Policy is designed to:

- support the long-term preservation of all collections including those in digital formats for current and future access (see the Digital Preservation, Digital Surrogates and Collection Access Policies)
- ensure the highest standards of conservation are followed and codes of ethics adhered to
- reflect the aims and objectives of the organisation including the SRO Vision, and Mission, service transformational plans and Suffolk County Council (SCC) priorities
- facilitate compilation of strategic plans and procedures for the conservation and management and maintenance of collections and the accommodation used to protect and provide access to them
- assist in developing priorities
- provide and maintain documentation systems for both preservation and conservation
- inform a focused use of resources
- identify accountability and responsibility
- raise preservation awareness among staff, volunteers and users through good housekeeping, training, continuing professional development, display including online or via social media
- assist with identifying financial, staff, volunteer etc resources for the efficient and effective care of collections in all formats and policy development

This policy enshrines 'Hold Policy Statements' (HPS) #28 "SRO will ensure that loose volumes and outsize material are packaged into suitable long-term protection"

#29 “SRO will use data derived from collection surveys (both those undertaken for this Conservation Plan and future) and benchmarking exercises to assess the extent of risk to collection materials and determine the necessary preventive and remedial work”

2. Definitions

Conservation includes measures and or actions aimed at safeguarding cultural heritage while respecting its significance, including its accessibility to present and future generations. It can be divided into:

- **preventative conservation** – indirect measures and or actions aimed at avoiding and minimising future deterioration, damage and or loss
- **remedial conservation** – actions applied to an item to prevent or arrest damaging processes

Preservation encompasses the retention and protection of different formats of archive and local studies materials and or their informational content in order to maximise their useful life.

3. Introduction

Suffolk Record Office (SRO) acknowledges that a focused and inclusive approach to the long-term preservation of collections requires strategic development of both preventive and remedial conservation programmes. Priorities for these must evolve in line with the corporate and strategic goals of the organisation. A risk management method will underpin this process, informing decision-making and the establishment of priorities. In this way, conservation procedures and plans (preventive and remedial, also known as collection care) will be appropriately highlighted within the strategic framework, reflecting priorities and the most effective use of resources.

4. Risk management for conservation

SRO is clear that the assessment of risk to the collections is key to the long-term preservation of all collection formats. The purpose of risk management is to identify and address each risk, but this may result in differing responses as each risk and the organisation's capacity to respond to it will vary. Consequently, responses will consist of the following graded objectives to:

- eliminate the risk
- control the risk
- manage the other issues that affect the severity of the risk
- accept the risk; but plan to address the risk in the future

SRO will actively undertake risk management for conservation by:

- assessing the level of risk to the collections at all stages of collection management including controlling and stabilising environmental factors - see the Effects on the Environment and Climate Change policies.
- identifying practical and operational procedures and protocols to address the risks

- developing the awareness and skills of staff to meet the challenges
- carrying out remedial and preventive work in-house and commissioning external specialists where appropriate
- providing alternatives to consulting original material

5. Conservation standards

To underpin this policy SRO is informed and guided by the following professional standards and methodologies:

- **British Standards Institution**, *Guide for the storage and exhibition of archival materials*, PD 5454: 2012 to be superseded by **British Standards Institution**, *Conservation of Cultural Heritage. New sites and buildings intended for the storage and use of collections*, BS EN 16893
- **British Standards Institution**, *Specification for managing environmental conditions for cultural collections*, PAS 198: 2012
- **British Standards Institution**, *Conservation and Care of Archive and Library Collections*, BS 4971: 2017
- **British Standards Institution and the Collections Trust**, *Code of practice for cultural collections management*, PAS 197:2009
- **The Collections Trust**, *Benchmarks in collection care for Museums, Archives and Libraries: A self-assessment checklist*, MLA 2011

These documents will enable SRO to present a:

- consensus for managing collections
- range of benchmarks against which to measure performance
- means by which to assess and evaluate
- process to identify funding, either internally or from external sources

6. Communicating conservation

SRO will ensure that this policy is promoted, publicised and understood by staff, volunteers, management and stakeholders in the following ways:

- via direct communication with users, depositors, donors, local communities, schools, colleges, the University of Suffolk and related corporate departments
- via the production of advisory leaflets and access to advisory information on both the staff intranet and the public website and social media
- via training for staff, volunteers, students and local communities and where appropriate other stakeholders
- via promotion in public exhibitions, talks, demonstrations, hands-on workshops and professional activities

7. Conservation procedures

SRO, having identified the levels of risk to collection materials, will develop procedures to define the extent of risk. SRO will address the identified risks using data derived from collection surveys and benchmarking exercises. These activities will:

- present options for management to address needs and improve access to the collections
- assist in estimating the cost, time and resources (both in materials and staff resources, and including volunteer input) of the different options to address collection needs
- inform preventive and remedial work
- provide vital management information and supporting data for the compilation of funding applications.

8. Identifying and implementing priorities

SRO recognises the importance of having clear lines of responsibility for Collections Care. The SRO Management Team, supported by the Collections Team including the Conservator is responsible for conservation management. It will use these conservation procedures to compile priorities and so inform the development of a strategy to address the risks to collections. It will consult the Collections Advisory Committee, The National Archives and other experts where appropriate. Priorities will be influenced by the following factors:

- availability of resources both financial and staff resources and including volunteer help
- access to specialised services and/or spaces to address collection needs
- the provision of efficient and effective strongrooms, a conservation workshop, sorting, quarantine, drying, cleaning, cataloguing, searchroom and exhibition etc spaces with appropriate equipment and environments
- the overall objectives of the organisation
- enabling access by remedial conservation and digitisation programmes
- reflecting and supporting evolving user needs

SRO will compile a Conservation Strategy that draws on this policy process to formulate programmes of work that directly reflect the needs, priorities and resources of the organisation.

9. Action plan, benchmarking and measuring success

SRO acknowledges that a policy is a time-bound document and that the priorities and objectives of any organisation can change over time. This Conservation Policy must be flexible and able to respond to change – both to local operational impacts and the wider economic and political contexts. This policy will be reported on as part of the annual performance review of the SRO.

10. Review period

The policy and any resulting strategies will need an annual review, which should include:

- a structured programme of assessment for each project deliverable - both quantity and quality
- a monitoring process to analyse the success impacts and any failures/shortcomings

- an assessment of value for money
- a review of the original projections against actual





Digital Preservation Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Record Office helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th cent to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of policy

This policy explains why Suffolk Record Office (SRO) is committed to investing in and undertaking digital preservation, our approach to the ongoing development of and the preservation and management of 'digital archives'.

Digital records due to their format are inherently more vulnerable requiring a separate policy. The purpose of this policy and related guidance is to produce a consistent approach to protect the county's information assets and reduce the risk of unintentional information loss ensuring continued access to digital archive material and/or its informational content.

2. Definition

Digital preservation is a formal endeavour to ensure that digital information of continuing value remains accessible and useable.

3. How digital preservation achieves SRO core objectives

SRO acquires and preserves for unique and authoritative archives which constitute unrivalled sources for the study of most aspects of Suffolk life and makes them available for everyone. Proactively collecting and preserving 'born digital' records as they replace paper archives and making them accessible ensures SRO collections remain a coherent and relevant record of Suffolk for current and future generations.

A responsible approach to digital preservation engenders openness and trust in the authenticity, integrity and reliability of records and ensures confidence in their use and legal admissibility, which helps SRO meet the government's national strategy for

archives expressed in The National Archives: Archives Unlocked, Releasing the Potential, 2017 and the Archives Accreditation Standard.

The targeted expansion of the SRO's digitisation programme facilitates improved collections care and conservation. The planned generation of digital surrogates of original archives, which are then made available online, will help SRO's service transformation and sustainability, encouraging a sense of local and community ownership and raising its profile nationally and internationally.

Digital preservation aligns with and engenders the priority themes of Suffolk County Council including efficient and effective services, economic growth and improved quality of life and emotional wellbeing. Supporting the management of digital records and information by SCC is an important role for SRO as more files are shared across the organization and customers use the material on linked platforms.

4. Benefits and risks of digital preservation

Suffolk's information is one of its most important assets for supporting culture and memory and is required to last longer than the technology on which it is created or currently stored (software and hardware). Failing to engage effectively with digital preservation may lead to informational gaps in SRO's collections which could result in:

- A negative personal and cultural impact on individuals and organisations
- Failure to meet legislative, and business requirements by organisations leading to legal, financial and reputational consequences.

These risks are enhanced by technical, organisational, or business change and increase over time if not managed from the outset. There are also risks associated with people accessing records they are not entitled to see or altering records. SRO will therefore collaborate with Suffolk County Council (SCC) ICT and Information Management to

- ensure born digital records for permanent retention are identified, captured and transferred in a standardised and streamlined process to the archive at an early stage along with their associated metadata
- automatically generate metadata wherever possible
- decide what can be safely stored in the cloud and what needs to be on SCC servers
- move from fragmented data silos towards distributed data having due regard for ethical and legal constraints by providing graduated access i.e. what is available only to certain categories of SCC staff, or depositors/owners, what is only accessible on site in our searchrooms, and what is more widely available through the SRO website by implementing user controls
- implement physical and systems access controls
- redact sensitive information

The benefits are largely covered in sections 2 and 3 above. Preserving and placing digital content online not only improves access for researchers but also encourages reuse of digital content in new and creative ways.

5. Scope

This policy applies to the management of digital information throughout SRO collections. Digital collections are made up of components: the original object, file etc to be preserved and descriptive component or metadata associated with it. All those responsible for collections management, development and access must adhere to this policy for:

- Born Digital records irrespective of the creating organisation
 - Files deposited, bequeathed, purchased or given to SRO under the terms of our standard Collecting Policy
 - Files received from SCC departments, the Records Management Centre, other local authorities, statutory bodies etc as a statutory deposit or an official transfer or presentation after the records are no longer required for current use
- Surrogates created by SRO and others
Digital surrogate/access copy files created from 'original' documents in any media (manuscript, photograph, map, video, audio, digital file etc) for the purpose of permanent preservation
- Web Archiving and Social Media
SRO recognises that expertise lies with The British Library and other publication libraries and will not seek to duplicate their collecting.

6. Security safekeeping now and in the future – Sustainability

SRO is committed to the safekeeping of all its collections and ensuring their long-term physical and intellectual security and accessibility. Best practice in digital preservation is continually evolving. SRO will always work to the highest professional standards underpinned by robust procedures, collaboration and advice wherever practicable.

Standards and codes of Practice – to be used as guidance:

- Standard for a Trusted Digital Repository ISO 16363/TDR
- OAIS (Open Archival Information System) Reference model ISO 14721:2012: <https://www.iso.org/standard/57284.html>
- Dublin Core Metadata Element Set Part 1 – Core Elements (ISO Standard 15836-1: 2017) <http://dublincore.org/documents/dces/> <https://www.iso.org/standard/71339.html>
- BS 10008 Evidential Weight and Legal Admissibility of Electronic Information <https://www.bsigroup.com/en-GB/bs-10008-electronic-information-management/>
- BS4783 Storage, transportation and maintenance of media for use in data processing and information storage – various media.
- Data Protection Act 1988 and General Data Protection Regulations 2018
- Freedom of Information Act 2000
- Environment Information Regulations 2004

Sources of advice

- The Digital Preservation Coalition <http://www.dpconline.org/> including the Digital Preservation Handbook <http://www.dpconline.org/handbook>

- The Digital Curation Centre <http://www.dcc.ac.uk/>
- The National Archives <http://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/guidance/> including the PRONOM technical registry of file formats and software products
<https://www.nationalarchives.gov.uk/PRONOM/Default.aspx#>
http://www.nationalarchives.gov.uk/documents/information-management/redaction_toolkit.pdf
- UK Data Archive <http://www.data-archive.ac.uk/>

Business Continuity

SCC, its ICT providers and SRO will make all reasonable efforts to ensure all digital archives are preserved. Business Continuity Plans describe the actions to be taken to secure electronic data in the event of a major disaster. These are regularly reviewed and updated.

SRO's current digital preservation system – Preservica - provides a resilient and secure storage environment in line with established standards. Digital files will be migrated to new storage media and accessible versions of software as required.

File formats including audio and image

Digital archives can be received in many different formats. SRO will maintain and regularly review a list of acceptable file formats for long-term preservation. These will include files created within open format, or very widely used non-lossy software. Archivists will ensure all incoming deposits are checked for interoperability/compatibility with our systems. If Archivists are unable to read the file an alternative version will be requested from the depositor. The depositor will also be required to provide descriptive, structural, administrative and technical metadata. SRO should be involved as early as possible in the life cycle of an electronic record or in advising on digitisation projects to ensure future long-term preservation.

Files will be regularly reviewed for obsolescence, signs of corruption and deterioration and appropriate measures taken to ensure born digital files remain in an accessible state. A surrogate copy will be made for public access in an appropriated format in the searchrooms and online. We will explain what we have done so users can understand the provenance of a record.

Long term storage and migration costs

Although costs are reducing they are not insignificant, therefore owners will be asked to contribute a one-off payment towards the costs associated with their collections.

7. Responsibilities

SRO Managers and Archivists will work with colleagues across SCC especially in Information Management and ICT to ensure digital continuity issues are considered and included in relevant strategies and projects e.g. SharePoint. They will collaborate to facilitate good management of information throughout its lifecycle e.g. by contributing to retention schedules.

The Collections Manager will have overall responsibility for the 'Digital Archive'. Archivists will be responsible for the daily management of digital preservation and access working in conjunction with SCC ICT, external providers e.g. Preservica, Axiell (metadata), Orangeleaf (web access to digital files and images) and partners e.g. University of Suffolk and other local authorities. They will advise depositors and partnership projects where appropriate.

SRO will work in consultation with the SRO Collections Advisory Committee in the selection of digital material for long term preservation. It will also support other collecting bodies in Suffolk such as community archives and museums. It will share best practice, provide advice and seek partnership projects where appropriate. SRO will develop the digital skills and knowledge of current and new staff, trainees and volunteers, in conjunction with the University of Suffolk to meet the skills needs of the archives/heritage sector in Suffolk. They will be supplemented by and learn from externally funded project staff.

8. Digital preservation strategy

SRO will use this policy, to inform the development of priorities, a strategy and procedures for digital preservation in line with best practice, standards and SCC Information Management and ICT policies and procedures
<https://www.suffolk.gov.uk/about/privacy-and-data-protection/>.

9. Action plan, benchmarking and measuring success

This policy informs the Digitisation, Collecting, Collection Development and Collection Access Policies and work plans and will be monitored and reported on as part of the annual performance review of SRO. We will monitor projections for data volumes being stored for permanent preservation with SCC ICT as part of business planning to manage data storage in a cost-effective way.

10. Review period

This policy will be reviewed every three years. The associated action plan will be reviewed every year.



Collection Information Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Record Office helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th cent to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of policy

This policy lays out how Suffolk Record Office (SRO) will fulfil its commitment to high quality collections information for all its collections, across all its collection management processes. It explains what information SRO will gather about archive and local studies collections and should be seen in conjunction with the Collecting Policy and Collection Development Policy. It outlines the history of collections information and cataloguing at SRO and the current cataloguing systems and professional standards used. The policy is supported by a separate Collections Information Plan which sets out the objectives through which SRO will achieve its aims.

This policy enshrines 'Hold Policy Statements' (HPS) #18 "The Hold will maximise access to collections through providing high quality collections information within the building, including increased provision of public PCs and devices to consult catalogues, supporting the creation of collections information itself through dedicated facilities (e.g. accessioning, cataloguing and digitisation suites), and by provide space for volunteers and students to help address the cataloguing backlog"

#20 "In all future cataloguing endeavours, SRO will record whether a photograph is in black or white or in colour, to inform digitization plans and storage requirements"

2. The importance of collections information

Collections information is all those resources that describe and explain the content of SRO's archive and local studies collections and is vital for explaining what SRO holds and enabling people to identify relevant collections.

Maintaining accurate documentation of our archival holdings is central to SRO's mission to conserve and communicate the recorded history of the county and this information consists of two parts: accessioning information and cataloguing information both of which are collected and stored using a central specialist archive software system CALM used by all branches. SRO also has catalogues and indexes in analogue format and handwritten and typed accessions registers. There is a policy to add these to CALM to create one overall source of information about its holdings. A procedural manual for CALM guides all staff and volunteers in their collections information work.

The Local Studies Library collections information is held on and added to the Suffolk Libraries online catalogue. SRO also has card indexes and catalogues in analogue format and handwritten and typed accessions registers for some parts of the Local Studies collection.

SRO recognises that accurate, detailed, accessible collections information is fundamental in enabling the SRO to fulfil its Vision and Mission. It enables collections to be accessible and meaningful and provides the basis for developing new services and audiences. Robust collections information is also fundamental to ensuring the security of collections and managing their physical and intellectual care as well as prioritizing the use of resources in collection care. SRO is committed to ensuring that it develops appropriate collections information for all the archives in its care.

3. Historical approach to collections information at SRO

The collections of the former Bury and West Suffolk Record Office and the Ipswich and East Suffolk Record Office grew piecemeal from the late 1920s onwards and each had their own classification and numbering systems and cataloguing procedures. In 1974 the Suffolk Record Office was created by the unification of the two offices and a new alpha-numeric classification and numbering system was adopted. In 1985 a third branch of the Suffolk Record Office was opened in Lowestoft Library to serve the north-east corner of the county and area equivalent to that of the new Waveney District Council. Lowestoft has its own numeric classification system and collections from the Ipswich Record Office were moved up to Lowestoft and re-numbered.

CALM was introduced across all branches in 1996 and has been used since then for all accessioning and new cataloguing. Alongside this there has been a programme of retro-conversion of analogue catalogues and indexes using staff and volunteers and all backlog cataloguing has been done onto CALM. There has also been a programme of adding earlier accessions information onto CALM.

In common with all record offices SRO has a cataloguing backlog as staff have been unable to keep pace with cataloguing incoming material. There have been a number of attempts to address this. In 1993, there was a 5-year programme which reduced it from 28.9% to 16.7%. The backlog began to grow again but SRO made further inroads between 2000 and 2005 as a result of Access to Archives (A2A) funding. In 2009-2010

SRO used temporary project staff, volunteers and permanent staff to reduce the cataloguing backlog by a further 10.77%.

In 2010 SRO launched its first online catalogue on the Suffolk Heritage Direct website which contained catalogue information for all 508 parish collections and a selection of large and significant collections from all three branches which were catalogued on CALM, such as the Suffolk Photographic Survey and The Suffolk Regiment Archive. However, it was difficult and time consuming to upload catalogues and was replaced in 2016 with the Suffolk Archives website which has a much easier process for uploading catalogue information.

4. The impact of legislation and standards

Suffolk County Council (SCC) and SRO have to meet a range of legislative and professional requirements that are only possible if there is high quality collections information to enable ready access to the content of collections.

- *Public Records Act (1962 and subsequent revisions)* – requires that any Place of Deposit make ‘arrangements to be made for their inspection by the public comparable to those made for public records in the Public Record Office’ (now The National Archives), which includes to ‘compile and make available indexes and guides to, and calendars and texts of, the records’.
- *Freedom of Information Act (2000)* - requires that SCC is able to respond to FOI enquiries promptly, which is only possible if those records are appropriately described. The National Archives also expects that Places of Deposit may well create their own descriptions of public records in line with their in-house cataloguing systems.
- *Data Protection Act (1998) and General Data Protection Regulations (2018)* - requires very careful collecting and processing of personal data of living individuals. It also requires that a body have the capacity to report to an individual what data is held about them and to make amendments where necessary. This is only possible if an organisation understands what information it holds in the first place
- *Manorial Documents Rules* - owners or custodians of manorial documents must provide the Secretary of The National Archives: Historical Manuscripts Commission with brief details of any documents in their possession for inclusion in the Manorial Documents Register. Any change in ownership of manorial records must be notified to him. They are also required to ensure that any manorial documents for which they are responsible are kept under safe and proper conditions.
- *Parochial Registers and Records Measure (1978)* – requires that certain records are readily available for public research which requires a Diocesan Record Office to know what parochial records it holds.
- *Archive Service Accreditation Standard (2014)* – requires that accredited archive services have a comprehensive system of policies, plans and procedures to ensure the creation and accessibility of appropriate collections information.

5. Systems for recording collections information

SRO staff gather information at all stages of the deposit, accessioning and cataloguing processes. Both the archive and local studies material have different but related procedures in place. The information is recorded and maintained in a variety of formats, depending on the date of deposit, which include:

- Accession Registers (paper and electronic)
- CALM Collections Management database
- Correspondence files (paper and electronic) which include signed copies of gift receipts
- Entry forms
- Locations indexes (card and electronic)
- Paper catalogues
- Other finding aids including handlists, specific indexes (analogue and electronic)
- Marking and labelling of objects
- Document request slips
- Transfers and loans paperwork (paper and electronic)

6. Point of deposit and accessioning

All new accessions receive a unique accession number. Since 1996 the CALM accessions database has been used to record information about every donation, loan, purchase and bequest of records, which is key for preserving the integrity of Suffolk's archival heritage. The CALM database is backed up daily. There has been a programme for adding earlier accessions information to CALM and only the very earliest accessions for Bury and Ipswich are outstanding. These tend to have less detail and are more complex and sometimes difficult to interpret so need to be completed by archivists.

At the point of deposit a triplicate entry form, with a unique entry number, is completed and signed by the donor/owner/depositor and staff (this system has been in operation since 2007) for any item/s, including Local Studies material. One copy is given to the donor/owner/depositor, one stays with the material and one copy is the control. It records the depositor date and contact details, basic information about the provenance, size, conditions of deposit including intellectual property rights and legal status, any restrictions on access, dates of creation and a brief description. SRO asks owners to supply a list or schedule and welcomes all relevant information regarding a collection that they can supply at the point of accession.

SRO also records information about the physical condition of collections at the point of deposit and during accession. This information is used to inform future work programmes to catalogue, conserve and provide access to material. For catalogued material this information is recorded on the CALM catalogue record which is then linked to the CALM conservation record, which outlines any work done to make the item accessible.

For archives, the accession information forms the basis of the CALM record when the material is accessioned and an accession number and reference number are allocated. Other information recorded includes the title, accession category (gift, loan, transfer, bequest) and administrative and custodial history.

Additional deposits are recorded in the *Details* field. The *Custodial history* field in CALM will be used to record actions relating to the evaluation of the accession for permanent retention, as well as the quantities of any material confidentially disposed of. The *Copyright* field records any specific information relating to any known intellectual property rights; where no information is given staff are guided by the terms of Copyright, Designs and Patents Act 1988 and the Copyright and Related Rights Regulations 2003. The *Priority* field in CALM is used to record cataloguing complete for that accession and noting if the accession includes nationally and internationally significant material. This will enable staff to make more informed judgements when it comes to prioritising collections for cataloguing.

Donors/owners/depositors are encouraged to provide a list of the material in spreadsheet format which can be imported directly into CALM. We aim to send a formal receipt, which includes SRO's 'Terms of Deposit' and is legally binding, within 4-6 weeks of deposit.

Creating bodies transferring or presenting local public records to SRO as a designated 'Place of Deposit' e.g. prisons, coroner's courts, hospitals etc are advised to read <http://www.nationalarchives.gov.uk/archives-sector/our-archives-sector-role/legislation/20-year-rule-and-records-of-local-interest/guidance-for-places-of-deposit/> prior to contacting SRO.

To make information about our new accessions as widely available as possible, lists are published annually on the Suffolk Archives website and advertised at the Friends of the Suffolk Record Office AGM. SRO also participates in The National Archives' annual accessions to repositories survey.

To comply with the Data Protection Act and General Data Protection Regulations and confidentiality of the deposit agreement, full details of the accession register will not normally be made available to the public. Some historic catalogues still retain depositor names and an indication of residence.

For Local Studies printed material SRO maintains a spreadsheet for items which are donated and ordered through Suffolk Libraries.

7. Finding aids

The catalogues and indexes at SRO are an amalgamation of a number of various classification systems that evolved over the years as the Record Office has developed. Each branch has created handlists, typed and card catalogues and indexes to help researchers navigate their way through the variety of formats and styles. These include card indexes for name, place and subject that direct the user to the catalogues, which

provide additional information. There are also specialist indexes for material such as wills, manuscript maps, photographs, illustrations and prints. The catalogues themselves vary in their details and can be categorized as follows:

- Fully catalogued (in accordance with at the mandatory elements of ISAD (G) see below)
- Fully catalogued (but to a lower standard than ISAD (G) see below)
- Box-listed or roughly-listed material, or collections for which only collection-level descriptions exist
- Completely unlisted collections

Work to improve access through converting the catalogues and indexes to an electronic format is part of SRO's Cataloguing Plan. As analogue catalogues are added to the CALM database the aim is to upgrade them to meet the necessary standards (see below) and to upload them to the Suffolk Archives website. SRO's catalogues are also available on TNA Discovery website, though some catalogues are still only accessible in hard copy format.

8. Cataloguing

Cataloguing the material in its care is essential for the effective management of SRO's collections, to enable public access as appropriate and to help to inform and devise engaging activities for all audiences. SRO directs cataloguing through its Cataloguing Plan to achieve a strategic and flexible approach to creating new and improved information about its collections, whether this be traditional archive collections or born digital archives.

Cataloguing since 1996 has been undertaken using CALM software with a manual outlining in-house procedures and styles. All new cataloguing and indexing conforms to current professional standards:

- The mandatory elements of International Council on Archives, General International Standard of Archival Description [ISAD(G)]
- International Council on Archives, International Standard Archival Authority for Corporate Bodies, Persons and Families [ISAAR(CPF)]
- National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names [NCA Rules]
- the UK Archival Thesaurus (UKAT) for subject definitions

Before 1996 some standardisation of approach was informed by an in-house manual, but in the early years cataloguing was undertaken following a variety of individual styles, resulting in great variation in the quality and level of detail of these earlier catalogues and indexes.

SRO aims to catalogue parish and nonconformist registers on receipt, as well as smaller accessions (up to the size of a small archive box), using a combination of staff and volunteers. External funding is also sought to support cataloguing work. Larger

accessions and backlog collections are prioritised based on demand and availability and skill levels of staff and volunteers.

Accruals to existing collections are catalogued separately but linked to previous deposits from the same source through their reference numbers, hierarchical arrangement in CALM and cross-referencing within the catalogue entries.

9. Restrictions on access

SRO's collections include records subject to certain access restrictions or periods during which the records are closed. These may be determined by legislation such as the Data Protection Act and General Data Protection Regulations, advice and guidance from The National Archives and the Information Commissioner's Office or imposed by the depositor or depositing organisation. SRO will review existing catalogued collections when closure periods or legislation change to ensure that sensitive or personal information is not released and update any accession and catalogue entries.

10. Locations, loans and transfers

SRO aims to maintain up to date information on the locations of all the collections in its care. Each branch has a location index which is kept up to date and lists of missing or mislaid document is maintained. If archive material is temporarily withdrawn by the depositors or donors a duplicate form is completed and signed by them and SRO staff and a copy kept with the proof of ID or authorisation for withdrawal. Regular reviews of the list of withdrawn material ensures that material is returned as agreed.

11. Disposals and withdrawals

On deposit, SRO captures depositors'/owners'/donors' permissions to destroy or transfer to another repository any material that we are unable to keep. Where appropriate, these permissions are reconfirmed prior to disposal. SRO records details of any disposals including their rationale.

SRO has a micro-collecting policy which outlines recommendations for permanent preservation and disposals and uses schedules produced by organisations such as the County Council, Archives and Records Association, Church of England, The Methodist Church and The National Archives. See the *Collection Development Policy* and the *Collection Development Plan* for further information about disposal of archives.

12. Staffing and funding

Since October 2014 SRO branches have been closed to the public on a Wednesday to support our digitisation strategy which includes conversion of paper and card catalogues to electronic format. All staff are engaged in these activities. The archivist team work on all accessioning and cataloguing small new collections and additional deposits. They and the Collections Manager also support volunteers, students on work placement and other staff on backlog cataloguing, including checking electronic catalogues and

preparing them for upload to the website. Spreadsheets are maintained to monitor accessioning work and progress with uploading catalogues.

SRO receives a regular cataloguing grant from the Friends of Suffolk Record Office and seeks external grant funding where appropriate e.g. Heritage Lottery Fund, National Cataloguing Grants Scheme, working with partners to support these applications. Where project staff are employed they are usually supported by volunteers.

13. Protecting your collections information

SRO ensures the security of its collections information to avoid loss or compromise as it recognises the importance of this information and its duty of care to depositors and donors. CALM is backed up daily and the electronic files such as receipts, correspondence, copyright permissions, draft lists and catalogues are stored on SCC's networked data centre and are therefore subject to the Council's overall data backup, security and disaster recovery routines. SCC plans to move to using SharePoint in the near future. Paper files are held in lockable filing cabinets in staff areas and hardcopy accession registers are stored in our strongrooms with copies stored at other branches.

14. Action plan, benchmarking and measuring success

This policy informs the Collecting, Collection Development and Collection Access policies. This policy will be reported on as part of the annual performance review of the SRO.

15. Review period

This policy will be reviewed every three years or earlier if a response is needed to any changes in legislation. The associated action plan will be reviewed every year.



Collection Access Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Record Office helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th cent to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of policy

This policy helps to ensure Suffolk Record Office (SRO) provides the best possible onsite and remote access within available resources to our rich collections for users from all backgrounds. SRO will comply with all necessary legal responsibilities including Data Protection, Copyright and Freedom of Information. This includes:

- Developing an audience focused approach to foster the retention of existing users and encourage new users
- Enabling access for all by breaking down barriers to access, providing an open, safe and secure environment for all, that inspires trust in the authenticity and reliability of our collections
- Consulting, working with, supporting and being responsive to the needs of staff, local organisations, communities, individuals and stakeholders e.g. University of Suffolk, to help them find and navigate collections and use them in new and creative ways
- Exploring the use of technology to continually improve and enhance remote and onsite access
- Raising awareness of the relevance and value of collections encouraging discovery and creativity to enrich lives and enhance wellbeing
- Creating and providing a range of interactive, fun, and inspiring activities and new learning and development opportunities for people of all ages, including curriculum-linked resources for schools
- Working with other individuals and organisations to showcase, link and reunite collections relating to Suffolk that are not held by SRO, through exhibitions, outreach activities, digitisation etc

This policy enshrines the following 'Hold Policy Statements' (HPS)

#14 “The Hold will deliver a programme of displays and exhibitions using original archives, local studies materials and surrogates from SRO collections and those of partner organisations - including displays on local, national and international events”

#15 “SRO is committed to providing the widest possible access to its collections through both physical and digital services. The Hold’s searchrooms and website will be free to use and open to everyone and we welcome visitors with a diverse range of interests and research needs”

#16 “Staff have received training on sources, customer care, equality and diversity training. SRO will explain holdings, services and conditions of access clearly and as simply as possible, avoiding jargon

#18 “The Hold will maximise access to collections through providing high quality collections information within the building, including increased provision of public PCs and devices to consult catalogues, supporting the creation of collections information itself through dedicated facilities (e.g. accessioning, cataloguing and digitisation suites), and by provide space for volunteers and students to help address the cataloguing backlog”

#21 “SRO will direct cataloguing and digitisation through its Documentation Plan to achieve a strategic and flexible approach to creating new and improved information about its collections

#22 “SRO will publish annual accession lists on its enhanced website, so that customers can easily see summaries of new material added to the collections

#23 “SRO will constantly seek out new technologies to develop its digital and online services to meet users’ expectations and better serve customers who cannot visit in person”

#25 “The Hold will accommodate groups or individuals wishing to handle individual archives and study them in depth through provision of a dedicated, invigilated searchroom area and Education Room (for supervised group visits). Safe handling procedures will be communicated to customers”

2. The collections

SRO collects and holds material that is relevant to the history of Suffolk. This includes the records of:

- local authorities and bodies in Suffolk
- businesses, societies, institutions, and individuals in Suffolk
- published material related to Suffolk

SRO is legally responsible for many different types of records from across Suffolk, including:

- parish, district, borough and county councils’ records
- probate records
- magistrates’ courts records

- coroner's and health authority's records
- manorial and tithe records
- church records

SRO significant collections include:

- Oral history recordings
- Cullum Gentleman's Library
- Iveagh Manuscripts a rich source for medieval history
- Richard Garrett and Sons Ltd engineering records
- Suffolk Regiment
- Suffolk Photographic Survey and other photographic collections
- Local studies materials including newspapers
- Family and estate
- Societies

3. Principal of universal access

SRO is committed to providing the widest possible access to its collections through both physical and digital services. SRO searchrooms and website are free to use and open to everyone and we welcome visitors with a diverse range of interests and research needs.

Staff have received training on sources, customer care, equality and diversity training. SRO will explain holdings, services and conditions of access clearly and as simply as possible, avoiding jargon.

4. Accessing Suffolk Record Office's onsite services

SRO is open 9.30am – 4.30pm Monday, Tuesday, Thursday, Friday and Saturday. For information see www.suffolkarchives.co.uk, free leaflets are provided in the searchroom and by email. SRO is closed on Wednesdays, Bank Holidays, Sundays and Suffolk County Council (SCC) closed days.

Booking of searchroom tables is not required but recommended for microfiche and microfilm machines. Although visitors don't need a reader's account to use microfiche or film at one of SRO's branches, they will need one if they want to look at original archival material and some local studies books and maps. Suffolk is one of the authorities participating in CARN - the County Archives Research Network. To obtain a CARN ticket visitors must provide some form of official identification, see www.suffolkarchives.co.uk for more details.

Online, a Suffolk Archives account is useful for managing wishlists, saving searches and requesting copies or digital downloads. Visitors can register through www.suffolkarchives.co.uk or at a branch. Visitors can pre-order documents to view in branch.

On arrival at a branch visitors are expected to sign the register and in doing so agree to abide by our Searchroom regulations and place all their bags in the lockers provided.

Free viewing of local studies books and other published works, catalogues, indexes and guides on open display, access to the Internet including Ancestry.com, Findmypast.com and digitised archives on www.suffolkarchives.co.uk is provided in the Searchrooms. A Suffolk Libraries borrower card is required for using Ancestry and FindmyPast. Staff at the searchroom desk can provide day borrower/visitor cards and are available to provide helpful, informed advice on research.

A rest area for visitors for the consumption of food and drink is provided where there is no café or other seating area in the building.

Visitors can expect to see displays using original archives, local studies materials and surrogates from SRO collections and those of partner organisations. These include displays on local, national and international events.

5. Cataloguing and intellectual access

SRO aspires to have all its collections documented and accessible. SRO directs cataloguing through its Documentation Plan to achieve a strategic and flexible approach to creating new and improved information about its collections. SRO in common with many other record offices has a cataloguing backlog. New material is sorted and the contents summarised in our annual accessions lists, which are published on the website. Larger accessions and backlog collections are prioritised for more detailed cataloguing based on demand and the availability and skill levels of staff and volunteers. SRO aims to catalogue smaller accessions (up to the size of a small archive box). External funding is also sought to support cataloguing work. See Collection Information Policy for more details.

All new cataloguing and indexing conforms to current national and international professional standards and is carried out using CALM software. Before 1996 some standardisation of approach was informed by an in-house manual, but in the early years cataloguing was undertaken following a variety of individual styles resulting in great variation in the quality and level of detail. Many older catalogues have been updated and can now be searched using www.suffolkarchives.co.uk. Others are still only available on paper and index card in the relevant branch.

In all three branches there are card indexes for name, place and subject. These direct the user to the catalogues, which provide additional information. There are specialist indexes for material such as wills, manuscript maps, photographs, illustrations and prints.

6. Remote access to SRO collections

SRO is committed to ensuring it maximises remote access to its collections to ensure the widest possible availability given the resources available to the service. SRO website provides information on our collections and services, projects, future plans, news, events and activities, guides, helpful tips and hints that is well organised, and in

plain English. Access is key to opening up our collections, but SRO recognizes that not all current and potential users can visit in person. The online catalogue to some of our collections can be accessed remotely via our website www.suffolkarchives.co.uk and The National Archives Discovery website enabling users to identify and order documents before they visit. New catalogues are continually being added, but there are many collections which are not yet online. Users are encouraged to contact SRO by e-mail or telephone or visit in person if they cannot find what they are looking for. In order to increase access to some documents SRO produces digital surrogates - See Digital Surrogates Policy. Online forms help customers order copies, and research.

SRO will constantly seek out new technologies and develop its remote services to exploit those technologies and meet users' expectations.

7. Access to original documents

SRO provides free reference only access to original documents, local studies materials, microfilm and microfiche etc within its Searchrooms. Some restrictions are however inevitable due to the nature, contents, or physical condition of the unique and irreplaceable archives SRO cares for. No documents can be removed from the searchrooms.

7.1 Archive production procedure

SRO will always ensure that its production procedures follow professional standards and will regularly review those procedures to ensure they are fit for purpose.

A document request slip should be completed for each item required. The reader's CARN ticket should be handed to the searchroom assistant with the first order of each day. Searchers may order a reasonable number of items each day, at the discretion of the searchroom assistant, but no more than four will be issued at any one time. A bundle of deeds or papers will be regarded as one item.

Documents may be pre-ordered by 2pm the previous working day or through www.suffolkarchives.co.uk. There are no productions between 12:45 and 14:00. Requests for documents must be submitted by 12.45pm to be produced for the lunch period and productions start again at 14:00. Documents may be ordered up to 30 minutes before closing time.

Documents required on the following day may be held over, on request to the searchroom assistant. All items ordered by document request slip should be returned to the searchroom assistant when finished with; when they have been returned and checked, the reader's CARN ticket will be handed back.

Requests to view material held in the Bury St Edmunds out store should be submitted at least 72 hours in advance. This includes, but is not limited to, the following collections:

- K505 Jarman glass plate negatives
- HG500 Architects
- Workhouse minute books

Documents may not be produced if they are uncatalogued, fragile, closed as a result of legislation e.g. Data Protection, at the request of the owner or the discretion of the Record Office Management Team. Requests to view this material should be submitted in writing to the relevant branch. SRO will seek to find a solution which allows access to the required information, this may involve redaction of confidential content.

Heavily used material may only be available in the form of surrogate copies e.g. microfilm to minimize the wear and tear on the original.

7.2 Good Handling practices

SRO is dedicated to ensuring the longevity of its collections through good practice. All staff and volunteers are trained in the safe handling of a wide range of materials as an essential part of preserving collections for current and future use. Staff will monitor handling and self-service photography within SRO Searchrooms and will offer advice including the use of book supports, cushions, weights, gloves and other equipment. Continued access to study and photograph original archives depends on users following staff advice and Searchroom and Self-Service Photography Guidelines, which are clearly displayed.

7.3 Closure periods

Whilst SRO is committed to free access it recognises its responsibilities to observe legal, ethical and contractual restraints on access. It will constantly monitor those restrictions and seek to ensure any closure is not unduly onerous or without justification. SRO holds a range of collections, which are subject to different legislation, rules, etc which result in a range of closure periods and dates. These include but are not limited to, adoption records, children's homes, coroners inquests, health records, council records, Methodist and Masonic records, Petty Sessions, Poor Law institutions, Roman Catholic records, schools and reformatory schools. For more information please see Appendix 1. Further advice is available from the SRO Collections Team and through SCC Information Management Team.

All closure periods are calculated from the date of the original (most recent date in a volume, file or bundle). Closed material is opened on 1 January the following year e.g. if the last date in a closed volume is 12 Nov 2011 and it is closed for 100 years under the Data Protection Act because it contains personal sensitive information it will be opened on 1 Jan 2112.

8. Commercial research, transcription, translation, copying, certification and publication

SRO charges a higher rate for any research, transcription and translation work carried out by SRO staff for commercial clients and commercial publication. Professional Records Searchers and Genealogists using SRO collections to research information for their clients should ask their clients to sign the copyright declarations on SRO copying order forms if the copies are for their clients own private study and research, or ask their

clients to order any copies directly from SRO. SRO can also provide officially certified copies of many documents, for a fee, if required for legal purposes.

9. Education and outreach

Education and outreach is a key methodology for SRO to broaden access to its collections and SRO is committed to a diverse and dynamic approach. SRO develops and promotes a bi-annual outreach programme that caters for different learning styles and hosts visits by the University of Suffolk, colleges, schools, local organisations and societies. Through these informal events, courses, workshops, talks, walks, open days, family learning activities and more formal learning opportunities SRO encourages awareness amongst a wide range of audiences and fosters the use of archives and local studies collections by all ages to:

- help local people to understand and use their documented heritage
- inspire an interest and pride in and connection with people, places and our shared histories and experiences
- help people and communities to help themselves, improve educational attainment, knowledge, skills, confidence, employability, quality of life, wellbeing, and etc.

10. Copying records for private research, publication, commercial and official uses

Copies can be made from many of the items in SRO collections as long as the original is in good physical condition and a suitable size and format and the relevant declarations have been completed acknowledging compliance with copyright. See Appendix 2 for guidance on what can be copied.

Users can photograph records themselves after paying for a photo permit and filling out a copyright form. This facility is designed only for a modest number of photographs to aid private research because of the inherent risks of poor document handling and copyright violation. Users can also make copies from microfilm/fiche using SRO printers. When copying items from collections for users or advising users making their own copies, SRO is guided by:

- Copyright Law - Copyright Designs and Patents Act 1988, is the main statute
- The rights of owners or depositors and donors
- The rights of living people that can be identified in the archives must be safeguarded under the Data Protection Act 1988 and General Data Protection Regulations 2018
- The size, format, condition and amount of copying an item might be exposed to to protect it from damage. SRO will only allow copying that is suitable for the nature of any items

For more information, see

<https://www.suffolkarchives.co.uk/services/copying-service/>

Any publication of copies must be agreed in advance with SRO, who advise if owners, depositors or donors permission should be sought. Users who wish to copy large

amounts of original documents, fragile items, or those in large format should discuss their requirements in advance of their visit, or at an early stage, with the Searchroom Team so they can be advised on the best solution. All enquiries regarding copying should be sent to the relevant branch; contact details are available on www.suffolkarchives.co.uk

11. Enquiries

11.1 Free enquiries

All written enquiries (letters and e-mails) will be acknowledged within 5 working days and a fuller response sent within 20 working days. Staff will undertake a free five-minute search using sources, which appear to be relevant to the enquiry and are available in the searchrooms. Any enquiries requiring longer than 5 minutes or access to original records and local studies materials kept in the strongrooms will be referred to the paid research service. SRO will usually answer letters by email if an email address is given to encourage sustainability. Enquiries received by telephone will be treated in the same way as letters and emails.

11.2 Research service

Requests for paid research will be acknowledged within 5 working days. The acknowledgement will include an estimated completion date for the full research. During busy periods, this may be up to 6 weeks. SRO warns enquirers that the nature of archive research may often find no answers. It does not refund where it has spent the agreed time searching through the agreed sources, but found no relevant information. SRO therefore reserves the right to turn down requests for paid research, when it considers no specifically relevant sources have been identified or that, in its view, the chances of finding any relevant information are slight. It might suggest another repository, organisation etc is approached instead. Further details about the service can be found on www.suffolkarchives.co.uk

12. Loaning of Archives

Due to the unique and irreplaceable nature of SRO collections and the expectations of users who may visit to see them, SRO does not loan archives and local studies materials unless there are exceptional circumstances. Loans are either:

- made back to the owner/depositor
- or to an individual/organisation who has the written permission of the owner/depositor, the Archivist or a member of the Record Office Management Team.

Any person borrowing archives and local studies materials accepts full responsibility for the condition and safety of the items. Owners/depositors are advised that items will not be covered by SRO/SCC insurance whilst they are outside the custody of SRO staff or not on SRO premises listed in the insurance agreement. Borrowers undertake to meet

the cost of any drying, decontamination, cleaning, repairs which may become necessary as a result of damage incurred during the period of loan.

SRO ensures any items taken out on loan are suitably packaged for their protection during transit. Owners/depositors/borrowers are given advice on how to keep the items safe whilst they are out of custody. This includes transporting, displaying, using and storing them correctly e.g. they should be kept in a cool dry location and away from radiators, pipes and direct sunlight in the folders and enclosures provided, when not on display.

13. User involvement

SRO places the needs of users at the centre of its service development and is keen to incorporate their views into its decisions.

- SRO users are invited to make comments, suggestions and complaints by talking to staff and filling in feedback forms. They can also use the SCC comments and complaints procedures available at <https://www.suffolk.gov.uk/about/give-feedback-or-make-a-complaint/>. The Branch, Searchroom Services, Collections and Record Office Management Teams regularly consider these contributions and use them to inform improvements to the service where appropriate and changes made as a result are communicated to users and to staff. SRO also participates in the Public Service Quality Group national surveys of users of UK archives of personal visitors and distance enquiry users. SRO managers' analyse the results and look for areas for improvement.
- Volunteers are invaluable to SRO. Volunteers enable SRO to do work that would not otherwise be possible, and they often contribute specialist knowledge or skills to projects. Working with volunteers provides an opportunity for SRO to engage directly with its users, and to increase SRO's understanding of user requirements and how SRO's activities and services meet their needs. See Volunteer Policy.
- The Friends of Suffolk Record Office (FOSRO) and Suffolk Archives Foundation (SAF) committee members also provide the SRO management team with invaluable feedback. Whilst the SRO Collections Advisory Committee provide helpful insight and advice on potential acquisitions, disposals etc. SRO also works with local interest groups such as the Suffolk Family History Society (SFHS) and Suffolk Local History Council (both of which also have volunteer groups who work in the IRO) and the Suffolk Institute of Archaeology and History (SIAH) and receives and contributes to all three organisations' newsletters. The SFHS library is housed at IRO and the library of the SIAH is housed at BRO. SRO also works with the Suffolk Records Society. Members of the SRO management team sit on the committees of all of these organisations as well as the Ipswich Heritage Group and the Suffolk Strategic Heritage Forum which enables us to hear their news and to keep them informed about our work and projects and to identify areas where we can work together.

- We publicise news about our collections, interesting usage of our holdings, forthcoming events etc via social media as well as on our website and in our annual report to FOSRO and we respond to user Facebook posts and tweets.

14. Action plan, benchmarking and measuring success

SRO will constantly seek to develop and expand access. This policy informs the Conservation, Digital Preservation, Digitisation, Collecting, Collection Development, Collection Information and Volunteer policies and work plans and will be monitored and reported on as part of the annual performance review of SRO.

15. Review period

This policy will be reviewed every three years. The associated action plan will be reviewed every year.

Appendix 1 Closure Periods

Adoption records

75 years closure. Access can be obtained through Suffolk Adoption Agency.

Advisory Committee on JPs

75 years closure

Children's homes

We hold 2 catalogued collections in the archives for children's homes in Ipswich – they are Hope House and St John's.

If people want access to these records (for themselves or a 3rd party) within the 100-year closure, then they need to apply direct to the archivist at IRO in writing including the following information:

- Name, address, date of birth
- if they wish to access their own records
- or if they are records of someone else, we need to know if the person is living and details of why they cannot apply themselves and proof of the relationship to this person.

Proof of identity is required under the Data Protection Act 1998 and the General Data Protection Regulations 2018. Documents which may provide proof are: Passport, UK birth certificate, UK driving licence, EU national identity card, Adoption certificate.

If people want access to other children's home/care records and they think the homes were run by SCC, then they need to submit a Subject Access Request direct to SCC. Some of these records may be held in the County Council Archives at IRO but the SAR needs to go to SCC.

Details on how to submit a request are on the SCC website at

<http://www.suffolk.gov.uk/about/contact-us/freedom-of-information/privacy-and-data-protection>

Coroners' records [public records deposited under s.4 (1)]

Inquest files and papers relating to deaths – 75 years

Inquests relating to treasure trove – 30 years

Diocesan collection

- FE500/1/1 Orders in Council - There is immediate access to the Orders in Council themselves but 20-year closure on the papers in the rest of the files.
- FE500/2/3 Ordination files, 1922 to date - there is a 30-year closure on all files except for files on matters dealt with under the Clergy Discipline Act which are closed for 50 years.
- FE500/6 Faculties - 30-year closure for cases contested in court
- FE500/9 Registrar's fee book, 1970-1975 (30-year closure)
- FE500/10 Diocesan Board of Finance: Registers of diocesan trusts, 1960-1986; Files relating to trusts, 1983-1988 (30 years closure)

- FE500/11 Diocesan Board for Social Responsibility: Adoption case files, 1957-1973: reports, correspondence and related papers. (75 years closure: refer to Diocesan House for access)

East Suffolk, West Suffolk and Suffolk County Council records

- Minutes, agendas and reports are open unless they are Part 2 minutes
- Social Services and other client case files – 100 years closure
- Personal information held around employees – wages books 30 years

Hospitals

Records containing sensitive medical information - 100 years closure. Please see SRO leaflet No.53 - Access to the Patient Records of St Audry's Hospital and St Clement's Hospital for more information.

Methodist records

- Published material e.g. circuit plans, newsletters, published accounts, books, leaflets, orders of service, newspaper reports, photographs - open
- Material already in public domain e.g. baptism, marriage and burial registers – 30 years closure
- Records of confidential or sensitive nature e.g. complaints, discipline records, interviews, invitations, stationing, pastoral matters, case studies, assessment files – 75 years closure

Masonic records

- Items including sensitive personal information may be subject 100 years closure
- most other resources subject to a 70-years closure

Petty Sessions records [public records deposited under s.4 (1)]

- Court registers, licensing registers, pardons – 30 years closure
- juvenile court registers – 75 years closure as some adoption material may be included

Poor Law Institutions

- Records containing sensitive medical information - 100 years closure
- All other records including creed registers, admissions registers etc – 30 years closure

Roman Catholic records

- Sacramental registers - 110 years closure

Schools

- Log books and admission registers - 30 years closure
- Managers minutes/governors' minutes and punishment books - 50 years

Kerrison Reformatory School, later a SCC Community home

- Log books, punishment books, admission, licence and discharge

- registers - 75 years closure
- Medical records – 100 years closure

Scouts

- Minutes - 30 years closure, except for the Appointments Committee, which is 50 years closure
- Directories - 50 years closure
- Census material - 100 years closure.

Specific collections – the catalogues for these collections are marked up with the closure periods agreed with the depositors.

- HA558 Ickworth
- HA572 Archives of the 8th Marquess of Bristol

Appendix 2 What can be copied?

Copying of documents

Copies can be made from many of the items in the collections as long as the original is in good physical condition and suitable in size and format. There may be restrictions on what can be copied. Customers will be asked to complete the relevant order form, including a copyright declaration before any copying can be provided.

Unpublished material that is still in copyright can be copied for the customer by one of the staff under “Library Privilege”. For more information about the duration of copyright in unpublished works, please refer to the duration of copyright chart in *Copyright for Archivists and users of archives* by Tim Padfield.

Customers must complete and sign the relevant declaration form prior to any copying taking place. This must be fully completed by the customer or copies cannot be supplied.

Copies of artistic works (such as photographs) cannot be copied unless they are illustrations to literary, dramatic or musical works that are intrinsic to the understanding of text.

Copies can be made providing that:

- The copyright owner has not prohibited copying. If copying has been prohibited, this is an infringement of copyright and the staff cannot provide any copies of the requested material
- A copy of the same material has not been supplied to the customer by the staff or someone else

Types of copying

Photocopies

Items which are too large, heavy, frail, tightly bound, or awkward in format to be placed on the copier without risk of damage cannot be photocopied but such material may be suitable for digitisation. Items that cannot be photocopied include, but are not limited to:

- parish registers
- Will registers
- bound newspaper volumes
- Enclosure maps and awards
- Tithe maps and awards
- more than 10% of the sheet area of Ordnance Survey maps within the last 50 years.

Fiche and film

Reader-printer copies can be made from microfilm or microfiche, either by customers or staff. International Genealogical Index (except for individual surnames), certain microfilms from British Library or other institutions (though permission is held from the National Archive) cannot be copied. For copyright reasons photographs cannot be taken of images on the fiche or film screen.

Duplifice

Copies of existing microfiche can be supplied.

Digital scans

Digital or print copies can be provided, as long as the original is in good condition and of a size and format that is suitable for the bookscanners.

Self-service photography

Self-service permits must be purchased before any photographs are taken. Permits are valid for a full day in the issuing branch. Customers must complete the self-service permit form detailing what material they have photographed. The resulting images should only be used for private study and non-commercial research. Customers wishing to use the photographs in any other way should contact the archivist as detailed in the standards below.

Unless special arrangements are made, advance payment is necessary on all orders. Customers should give full and accurate references including date, page and column for newspaper articles otherwise research charges may be incurred.

How much can be copied?

Staff are only permitted to provide single copies of each item for customers. However, there are no limits on the number of items that can be copied.

What can copies be used for?

Staff can only supply single copies for non-commercial research or private study purposes. They are not obliged to ask what the purpose is, but the customer must declare that the purpose for which they are requesting the copy is not directly or indirectly

for commercial purposes. More information about the type of activity, which might constitute commercial research, can be found on the British Library website: <http://www.bl.uk/services/information/copyrightfaq.html>.

If copies are required for any other purpose, such as publication, web use or commercial purposes, staff can inform you about the provision of copies for these purposes under Suffolk Record Office's Professional Services.

Who should sign the form?

Staff should ensure that the signature on the declaration form is that of the person making the request, i.e. the final user of the copy not a third party acting on their behalf.

Professional researchers may not request copies of records on behalf of their clients unless they present a declaration signed by their client, as that is the person will be the final user of the copy.

What if the item I wish to copy is out of copyright?

We do not own many of the unpublished works that are available to view at Suffolk Record Office. Companies, organisations, families and individuals deposit them with us. They are kind enough to allow their archives to be viewed free of charge by the public. We have a responsibility to protect the rights of the owners of these archives. We therefore ask that the same declaration form be signed even if the item is out of copyright. The same terms and conditions will apply.

Why are customers charged?

Under the *Copyright Regulations 1989*, the customer can be charged for the copies at a level which covers the costs of production as well as including a modest contribution to the general expense of the archive.



Volunteer Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Record Office helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th cent to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of policy

1.1 This policy is one of a suite of policies relating to the work of the Suffolk Record Office (SRO) and should be read in conjunction with other policies, which describes the statutory and legal basis for Suffolk's archives collections and the standards under which SRO operates.

1.2 This policy will help to ensure that SRO is able to offer a meaningful and fair range of opportunities for all volunteers, which contribute to the ongoing development of SRO's activities and resources.

1.3 This policy refers to volunteers as defined in appendix 1. It is not applicable to work experience students or interns.

This policy enshrines 'Hold Policy Statements' (HPS) #6 "In addition to staff, volunteers will be asked to attend training to meet relevant needs such as strongroom control operation"

#10 "Volunteers in appropriate roles will be asked to attend training to meet relevant needs such as strongroom security"

2. The importance of volunteers to SRO

2.1 Volunteers are invaluable to SRO. Volunteers enable SRO to do work that would not otherwise be possible, and they often contribute specialist knowledge or skills to projects.

2.2 Working with volunteers provides an opportunity for SRO to engage directly with its users, and increase SRO's understanding of user requirements and how SRO's activities and services meet their needs.

2.3 SRO welcomes volunteers and aims to provide a fulfilling experience for each volunteer that also enables SRO to fulfil its Vision and Mission and is committed to managing volunteers within guidelines as recommended by the National Council for Voluntary Organisations and Suffolk County Council (SCC) policy.

3. The volunteer relationship with SRO

3.1 The relationship of a volunteer with SRO is defined as a 'gift', with time given freely and willingly, without expectation of financial reward or other benefit. Neither the volunteer nor SRO regard this relationship as a contract of employment. Any volunteer's relationship with SRO may be terminated by either side for any reason.

3.2 The relationship is based on the principle that volunteers add value to SRO's work by performing a wide range of roles, and by contributing specialist skills and a flexible approach.

3.3 Volunteers should support SRO's Vision, Mission and aims and declare any conflict of interest that may arise.

3.4 There is no enforceable obligation, contractual or otherwise, that can be imposed on the volunteer to attend, give, or be set a minimum amount of time, or carry out any tasks provided. Yet, there is a presumption of mutual support and reliability.

3.5 Likewise, there is no obligation on SRO to provide regular work or benefit to the volunteer for any activity undertaken. Volunteer activity is dependent on staff capacity to manage, supervise and support the volunteers.

3.6 Volunteers may also from time to time work under the aegis of a voluntary organisation or group.

3.7 Volunteers work under the supervision of SRO staff and do not have the authority to represent SRO or make any commitments on its behalf. Letters and communications written by volunteers must be authorised by a member of SRO staff.

3.8 SRO recognises that volunteers are not substitutes for paid staff, who remain the backbone of service provision.

4. Principles for volunteer management

4.1 This policy sets out the basic principles of volunteering at SRO and forms the foundation for good-practice in volunteer management across the organisation.

- We aim for fair and equal treatment for all volunteers

- We aim to match volunteers with projects or tasks that suit their skills and experience, ensuring that we gain from the activities of the volunteers and the volunteers gain from working with us
- Each volunteer (or volunteer group) will be appointed a volunteer supervisor to guide and advise them in their tasks
- The volunteer supervisor will provide the necessary induction, training, and ongoing development, so that volunteers can be effective in their role
- In return, we expect that volunteers will provide their time and help us deliver our projects

4.2 This policy is relevant for all current and potential volunteers, along with any member of staff concerned with selecting, supporting and developing volunteers, managing volunteer projects, or promoting volunteer activity within SRO. This policy is available to download from the SRO website – printed copies are available on request.

5. Selection of volunteers

5.1 SRO will use a fair and consistent process for selecting volunteers that is relevant and appropriate to each project. SRO volunteering communications will use language that is easily understood. Communications will be made available in a variety of formats and messages ensuring they are accessible and attract a diverse range of applicants.

5.2 SRO will select volunteers based on project needs and look to match volunteers' skills, knowledge, experience, and availability to provide identifiable benefits and motivation for volunteers. Volunteer supervisors will discuss individual volunteer requirements and make reasonable adjustments to ensure that volunteers feel adequately supported in their role.

5.3 Volunteers will be invited to an informal interview with the project supervisor, who will explore their skills, experience, interests, and suitability with the aim of setting up teams that are best suited for projects.

5.4 Project supervisors will give potential volunteers a clear understanding of their role to support them in starting an appropriate placement. This will be set out in a role description prepared by their volunteer supervisor and used to recruit for the project.

5.5 SRO will consider reasonable adjustments to the selection methods to suit the particular access requirements of applicants with disabilities.

6. Equal opportunities and diversity

6.1 SRO values diversity and aims for equality among volunteers, as well as employees and users. Volunteers are actively sought from a wide cross-section of cultures, backgrounds, lifestyles, skills and experiences. SRO does this to help ensure it is representative of the society it serves and provides accessible opportunities to an increasingly diverse range of people.

6.2 SRO values and respects individuals, aiming to provide equal opportunity for all people to participate in volunteer projects, which are delivered within the needs and resources of the wider organisation.

6.3 All staff and volunteers, contractors and partner organisations are expected to actively support SRO in its commitment to diversity and equality.

6.4 An offer to accept volunteer assistance for a role will be made based on suitability and availability. The selection criterion being the individual's suitability to carry out the specified tasks subject to the needs and restrictions of the location, along with their availability in line with the needs or restrictions of the project. Reasonable adjustments will be considered for a volunteer with a disability in accordance with SCC's disability policy.

6.5 There is no minimum age requirement for volunteers, provided they are only undertaking tasks for which there is no legal minimum age, they are supervised and a parent or guardian has given permission if they are under 16. SRO has no upper age limit for volunteers, recognising the contribution made by older volunteers in terms of knowledge and experience. Irrespective of age, SRO has a responsibility to ensure no activities take place which are detrimental to an individual or the health, safety and wellbeing of other volunteers, staff, and users.

7. Security and screening

7.1 Volunteer work at SRO often takes place in areas that are not normally accessed by the public or may require login to secure IT networks. Some projects may require volunteers to be security cleared, which will be explained by the project supervisor at interview and arranged as appropriate for the tasks agreed.

8. Induction and training

8.1 New volunteers will be provided with an informal induction to make them feel welcome, familiarise themselves with the site and give them a chance to meet others volunteering on projects.

8.2 All volunteers will be assigned to a named supervisor who will be responsible for the management of their traineeship and will be the volunteer's primary contact with SRO. Volunteers should ensure that they provide SRO with up to date contact and emergency contact details.

8.3 New volunteers will be given time to settle in. This settling in period will allow them to learn about the organisation and their specific project tasks. This time will also give their volunteer supervisor the opportunity to assess how their involvement is contributing to SRO's project goals.

8.4 At the end of the settling in period an informal discussion will be held between the volunteer and project supervisor to record experiences, as well as discuss any areas of concern or difficulty.

8.5 Volunteers may be asked to attend training to meet relevant needs and any other training activities relevant to their involvement in projects.

8.6 A volunteer can be asked to act as a team leader under the supervision of the project supervisor, if this is properly specified and it has been established that the volunteer has the necessary skills, potential and wishes to.

9. Support and supervision

9.1 SRO respects volunteers, is keen to listen and to learn to create a clear two-way dialogue between staff and volunteers.

9.2 Volunteer supervisors are encouraged to discuss progress with their volunteers on a regular basis. This provides an opportunity to monitor their contribution, establish whether the volunteer would like to change their current contribution, and ensure that they feel valued and satisfied with their volunteering. We also ask volunteers to complete anonymous surveys to measure our success.

9.3 Volunteers can end their involvement at any time. Where possible, an end date should be agreed with the volunteer supervisor. Supervisors will look to hold an exit interview to understand why a volunteer is leaving, note any learnings from their experiences, and establish grounds for return should the volunteer wish to be involved in the future.

10. Expenses

10.1 Reasonable travel expenses will be reimbursed in line with SCC policy. However, any additional costs should be discussed with the supervisor prior to making the expenditure.

11. Health and Safety

11.1 SRO is committed to ensuring the health, safety and welfare of SRO volunteers. SRO wants to help volunteers understand the health and safety risks associated with their role. SRO supports volunteers by providing appropriate information, training, supervision and equipment to work safely and keep the environment safe for other users.

12. Insurance

12.1 All volunteers engaged in activities are indemnified under SCC's public liability insurance.

12.2 SRO ensures that volunteers are covered for insurance purposes in respect of personal injury. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

13. Confidentiality, copyright and data protection

13.1 Volunteers will be advised of the need for confidentiality where they have access to sensitive information which is not public knowledge or are working with confidential information in closed records. A signed agreement is required to be completed before volunteering begins.

13.2 Volunteers are expected to assign any original copyright works they may produce while volunteering to SRO and will be asked to sign a copyright agreement.

13.3 Personal information recorded about volunteers will be stored and maintained with appropriate safeguards for confidentiality.

14. Resolving problems

14.1 SRO aims to treat all volunteers fairly, objectively and consistently. Volunteer supervisors are responsible for handling any problems regarding volunteer conduct or complaints and SRO actively supports volunteer supervisors by providing relevant training. They will seek to ensure that volunteers' views are heard, noted and acted upon promptly and will aim for positive and amicable outcomes.

14.2 If a problem cannot be resolved by the volunteer supervisor, it will be referred to the appropriate management team for them to make any decisions as appropriate.

15. Related documents

15.1 The policy informs the Volunteer Handbooks and agreements with and workplans for individual volunteers. Volunteers at SRO are also subject to all relevant Council policies such as Health and Safety, Customer Care and Data Protection.

16. Action plan, benchmarking and measuring success

User interactions with and feedback on volunteer projects will be monitored to inform and expand future developments. SRO will research what other record offices have done with volunteers and review their successes and lessons learnt to inform its associated action plan. This policy will be reported on as part of the annual performance review of the SRO.

17. Review period

This policy will be reviewed every three years. The associated action plan will be reviewed every year.

Appendix 1

Definition of volunteer:

A volunteer is anyone who, without compensation, or expectation of compensation beyond reimbursement of expenses incurred in the course of volunteer duties, performs a task at the direction of and on behalf of SRO.

A distinction is drawn between the role of the volunteer and that of a work experience placement, which is a time-limited placement that allows a person to gain on-the-job experience as though they are a member of staff. A work placement may be framed by the requirements of a course of study or by other factors such as pre-application for a course of study.

A distinction is drawn between the role of the volunteer and a young person, typically under the age of 18, who has a short period of unpaid work experience within SRO.

Volunteers may also from time to time work under the aegis of a voluntary organisation, or group. In these cases, arrangements for the voluntary work and volunteers would be made between the relevant section of SRO and the volunteering organisation or group rather than between SRO and the individual volunteers. SRO and the volunteering organisation or group will make appropriate arrangements for the management of the volunteer project(s), usually by exchange of letters.



Effects on the Environment Policy

Our vision

Working with partners to be the physical and virtual heart of Suffolk's past, present and future archives and to encourage all those interested in the county's history in their journeys of discovery.

Our mission

Suffolk Record Office helps residents and visitors engage with our county's rich heritage. It collects, conserves and communicates the recorded history of Suffolk from the 12th cent to the present day, empowering people in exploring their roots, remembering their past, and planning their future.

1. Purpose of policy

This policy explains how Suffolk Record Office (SRO) is committed as part of Suffolk County Council (SCC) to reducing carbon emissions, supporting the development of climate resilience and the sustainable management of the local and global environment. SRO recognises its activities impact on the environment through the energy and water used, the waste it produces, and the travel and work patterns it encourages amongst its staff, volunteers, users and suppliers. It therefore believes it is important to manage its direct and indirect environmental impacts and will encourage staff, volunteers, visitors to its buildings and events and users of its services to do the same by demonstrating, to them the benefits of improving environmental practices, reducing carbon emissions and effectively managing resources.

This policy enshrines 'Hold Policy Statement' (HPS) #5 "The Hold's building design seeks to minimise its environmental impact, particularly by adopting passive design principles for the new strongroom. The SRO will also conduct its daily activities with consideration of environmental issues"

2. How an environmental policy achieves SRO core objectives

SRO acquires and preserves for everyone unique and authoritative archives which constitute unrivalled sources for the study of most aspects of Suffolk life and makes them available. It is essential this material is managed, preserved and accessed long-term in an efficient and sustainable way to support vibrant communities, growth in our local economy and the health of Suffolk's population to meet [Suffolk County Council](http://www.suffolkcc.gov.uk) (SCC) priorities. SRO supports the main SCC Environmental Policy and Suffolk's ambitions to

- a. Be the Greenest County <http://www.greensuffolk.org/about> and an exemplar in tackling climate change

- b. Be the county with the greatest reduction in carbon emissions, by working in partnership to reduce carbon emissions by 60% (from 2004 levels) by 2025 see Suffolk Carbon Charter <http://www.greensuffolk.org/charter/>
- c. Support the development of climate resilience within communities and businesses
<http://www.greensuffolk.org/assets/Greenest-County/SCCP/Climate-Change/Suffolk-Climate-Action-Plan-2-FINAL.pdf> and the Local Enterprise Partnership's plans to deliver a prosperous green economy
<http://www.newanglia.co.uk/wp-content/uploads/2013/11/Green-Economy-Manifesto.pdf>.

Many items within SRO's collections can help local communities to manage and improve natural assets sustainably e.g. by conserving their landscapes and wild spaces and protecting their historic buildings and environments.

This policy covers those areas that are particularly pertinent to an archive service over which it has control, is all-encompassing from the culture of the staff and the fabric of the buildings, to the visitor experience and engagement with our collections. It helps SRO meet national and international standards, specifications and guidance for managing collections in an energy efficient way to achieve Archive Accreditation.

3. Risks of not having an environmental policy

Suffolk's documentary information is one of its most important assets for supporting educational attainment, skills development, improved quality of life and emotional wellbeing (culture and memory) inclusive growth and economic development. It is essential the right material is preserved and made accessible sustainably. Failure to do so will result in SRO contributing to a negative impact on local and global environments, ecosystems, human health etc.

4. Scope

SRO seeks to manage its collections, buildings and activities to promote environmental stability, conserve and enhance natural resources and prevent environmental pollution. This policy therefore covers:

- **Collections** - SRO will adopt a sustainable energy efficient approach to the management and conservation of collections
- **Buildings** – SRO will seek to reduce energy consumption in its buildings, and to improve their environmental quality through thermal efficiency
- **Landscaped areas and gardens** – SRO will seek to improve the environmental quality of the land adjacent to or surrounding its buildings
- **Waste** – SRO will reduce waste sent to landfill by improving recycling, reuse and responsible disposal
- **Water** – SRO will reduce fresh water consumption and recycle rain and waste water where appropriate
- **Travel and transport** – SRO will encourage modes of transport that minimize environmental impact

- **Procurement** – In line with SCC policies, SRO will encourage suppliers and contractors, through appropriate specifications, to supply where practicable, products and services that cause least harm to the environment i.e. have less CO2 embedded in them as a result of their manufacture and delivery
- **Pollution** - SRO will seek to prevent environmental pollution

5. Criteria, standards and codes of practice to be used as guidance for environmental management

SRO will always work to the highest professional standards underpinned by robust procedures, collaboration and advice. As part of SCC it will comply with relevant environmental legislation and officially approved codes of practice and other regulatory requirements. It will regularly monitor the air, within and outside its buildings, water and land.

SRO will use the criteria expressed in:

- PAS 198:2012 Specification for managing environmental conditions for cultural collections
- BS 4971:2017 Conservation and Care of Archive and Library Collections
- BS EN 16893 Conservation of cultural heritage – new sites and buildings intended for the storage and use of collections
- The Government Indemnity Scheme
- ISO 15686-5: 2017 Buildings and constructed assets - Service life planning, life-cycle costing
- UK Climate Change Act 2008 national legal commitment to reduce emissions by 80% (on 1990 levels) by 2050.
- Building Research Establishment Environmental Assessment Method - BREEAM – Where SCC has influence over a project it expects a minimum standard of BREEAM 'Very Good' or equivalent is met and will aim at 'Excellent' in particular aspects of BREEAM e.g. energy
- ISO 20121:2012 Sustainable events management
- ISO 14001:2015 Environmental management systems

Sources of advice:

- The National Archives - advice from TNA will be sought particularly on environmental control
- Archives and Records Association UK and Ireland
- SCC Environmental Strategy Team

6. Methods that will be adopted to mitigate the effects of SRO on climate change and the environment

SRO will strive to reduce its environmental impact locally, nationally and globally through general SCC good practice by:

- Reducing the use of energy and carbon dioxide emissions directly linked to our activities.
 - The energy use of staff, volunteers and users travelling to SRO buildings will be taken into account when planning events and moving archives and local studies materials for exhibitions, conservation, digitisation. Public transport information will be provided (where available) and cycle racks on our sites.
 - SCC/SRO will continue to explore the use of technology to improve sustainability e.g. smart metres, electronic sensors, cloud servers, digitisation of collections to make them available on the internet, using video conferencing for meetings and delivering outreach activities etc.
 - SCC/SRO will implement small practical steps to reduce energy consumption e.g. by using natural daylight (but blocking direct sunlight) energy efficient bulbs and cold LED (Light emitting diodes) where possible. SRO will turn on lights and equipment only when needed, use energy efficient IT and exhibition lighting and interactives. It will use curtains and blinds to improve heat retention in offices.
- Reducing reliance on fossil fuels and increasing the proportion of energy coming from renewable, low and zero carbon technologies.
- Increasing awareness of environmental responsibilities amongst staff, volunteers, contractors, users, stakeholders and partners including by education, communication of this policy and ensuring that environmental sustainability and biodiversity messages are included where appropriate in exhibitions and displays to influence visitor attitudes and behaviour.
- Using digital marketing and e-communications as a means of reaching audiences rather than increasing print.
- Avoiding using, where possible, environmentally damaging substances, products and services. It will also try to purchase energy efficient equipment ensuring it is regularly maintained for optimum efficiency.
- Encouraging staff, volunteers and visitors to separate waste for recycling.
- Maintaining its grounds and buildings in an environmentally sensitive way, and protecting, enhancing and increasing their biodiversity where possible through the use of appropriate low maintenance drought resistant, native planting, composting etc. Vegetation will not be incorporated into the structure of any building or against its external walls.

SRO will also use more specific archival good practice to reduce likely long-term impact on the environment by:

- Monitoring and recording the air inside and outside its strongrooms and buildings on a regular basis and analysing the results to ensure it meets the specifications set for temperature and RH and also for gaseous pollutants. It will use the results to put in place the necessary control measures and adjustments to achieve environmental standards for the preservation of collections in less energy intensive ways. Energy is needed to change the temperature and adjust the RH. Meeting very tight specifications around constant set points requires energy use throughout the year especially when adjoining spaces have conflicting requirements or outdoor conditions are

different from the constant required. The relationship between the collections storage environment and that in which they are used is a major consideration in sustainable energy use. SRO will experiment with settings on BMS and air conditioning systems to try to reduce energy consumption.

- Surveying its collections to better understand the specific materials within them, their scale or extent, nature or format, general condition, packing and vulnerability to
 - Better understand the environmental requirements of the different material types.
 - Identify and evaluate any risks to these collections and their likelihood and impact and find possible mitigating measures.
- Using this survey and risk information to
 - inform the development of appropriate long-term storage, preservation and handling environments that balance the collections conservation requirements, use and energy consumption.
 - specify temperature and humidity levels that foster energy efficiency by allowing for gradual change on an annual seasonal cycle and a broader bandwidth in the strongrooms as well as the minimum requirements for cold storage and items in transit. SRO will seek where possible to protect collections through passive or low energy means wherever practicable rather than immediately specifying the use of high energy consumption air conditioning systems etc.
 - identify the quantity of RH-sensitive items e.g. audio tape, photographic transparencies and negatives made from plastics that require microclimate packages and specialist cold storage for long-term protection. Where ongoing energy use is needed to protect collections such as cold storage or background heating in a strongroom then SRO will explore the use of renewable energy sources.
 - inform business continuity planning to deal with any foreseeable environmental incident.
- Using sealed display cases.
- Packing collections and items to reduce the rate of any RH changes caused by temperature fluctuations or unexpected moisture sources.
- Reusing materials in collections care packing, exhibitions and conservation work as much as possible.
- Carrying out regular inspections for pests, mould etc – higher summer temperatures and a warming climate increase the risks, prevalence and variety of pests, moulds and bacteria likely to attack collections.
- Regularly reviewing and updating business continuity plans to take account of any increase risks of flooding associated with sea level rises, and higher winter rainfall leading to greater risks of surface water and flood-plain flooding.

SRO will ensure sustainable design is a fundamental element considered in any refurbishment or renovation of its existing buildings and in designing any new buildings e.g. by working to prevent heat loss through wall, roof or floor insulation, improved glazing, draught proofing etc. Conflicts may arise between the imperative to conserve the character and fabric of our existing listed buildings and the need to accommodate

new elements that contribute to environmental sustainability. In these cases, SCC will explore design options and the one which has the least adverse impact on the significance and key features of the building will be the preferred option.

In considering the sustainability of its new heritage centre – The Hold - the whole life cost (WLC) will be used i.e. the projected energy use, water consumption, carbon emissions and maintenance costs over the life of the building as well as the capital costs. The Hold will also be planned to allow for the projected growth of collections and possible future extension of the site and to:

- Provide thermal stability through highly efficient, sustainable heating and by ensuring seasonal temperature changes in the strongroom adjust as slowly as possible to keep the RH stable including by
 - Inhibiting or preventing external temperature influences within.
 - Minimising internal heat sources.
 - Maximising air tightness and controlling air exchange to reduce the dehumidification load.
 - Minimising the effects of air infiltration caused by exposure to strong winds and sunlight through the orientation of the building, windows, doors etc. More extreme weather conditions associated with climate change are likely to cause increased heat and high winds which can damage infrastructure.
 - Keeping the temperature in the Searchroom, Conservation Workshop, Accessioning and Cataloguing Room and other work spaces as cool as the comfort of users, staff and volunteers allows when the buildings are open and turning the heating off when the building is closed.
SRO will seek to achieve a strongroom structure within which the temperature changes not more than 1°C in any 24 hour period without the use of air conditioning plant.
- Prevent moisture penetration from the outside and use more energy efficient hygroscopic buffering materials on the inside to moderate internal RH fluctuations.
- Reduce internal sources of moisture.
- Keep the RH the same or slightly higher in the Searchroom, Conservation Workshop, Accessioning and Cataloguing Room and other work spaces than the RH in the strongrooms to both help prolong the life of SRO collections and safeguard the environment.
- Develop and implement a Travel Plan that aims to reduce pollution and traffic congestion around the site.
- Encourage the sourcing of food from local suppliers i.e. by developing a local food supply chain, and by limiting packaging and food waste through the specifications for the contract to run the café and other events.
- Promote Suffolk's natural heritage to local people and visitors by selling locally sourced goods in the shop and encouraging them to go on walks and cycle trails by using apps etc.
- Respect the flora, wildlife and the natural environment on the site and actively work to maintain and enhance it.
- Reduce water consumption by recycling rainwater, waste water etc.

7. Responsibilities

Overall responsibility for compliance with SCC's Environmental Policy, Greenest County and Carbon reduction ambitions lies with the SCC Corporate Management Team overseen by the Cabinet Member responsible for Environment and Public Protection. The Environmental Strategy Team within SCC have responsibility for ensuring SCC's climate and environmental policies, targets, plans, procedures and guidelines are followed, and recording the energy consumption and performance of SRO buildings. SRO Management Team and the Public Service Managers (responsible for specific buildings) must ensure staff, contractors and visitors are aware of and comply with this policy. The Conservator, Archivists and Collections Manager are responsible for ensuring the temperature and RH of the strongrooms are regularly monitored, recorded and reported on and will normally call the Property Helpdesk when there are problems. They are helped in the monitoring by the Searchroom Assistants, who are required to understand and comply with the policy.

8. Action plan, benchmarking and measuring success

This policy guides the Conservation, Management and Maintenance, Collection Development and Collection Access policies in particular and other policies, strategies and work plans. It will be monitored and reported on as part of the annual performance review of the SRO.

9. Review period

This policy will be reviewed every three years. The associated action plan will be reviewed every year.

Appendix 5 – Full Results of Collection Surveys undertaken for this Conservation Plan

Acronyms used:

- MMP Management and Maintenance Plan
- AP Activity Plan
- EIP Exhibition and Interpretation Plan
- SSS Sharing Suffolk Stories
- DP Documentation Plan

Conclusions drawn = red text

Actions that will be undertaken = blue text

Collection surveys undertaken for this Conservation Plan:

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
Pre-1700 Maps including rolled, volumes, folded or flat sheets, paper, parchment & printed	163	SRO	5 good, stable needs no attention 188 fair, disfigured, damaged but stable, could benefit from conservation, 50 poor, probably unstable, action desirable, restrict use, 12 unacceptable, highly unstable, deteriorating, immediate action needed. (NB some items consisted of 1 or more sheets and there were 3 bound vols of maps)	Completed June 2017	Conclusion: do enough conservation work to digitise i.e. cleaning & flattening, repair to edges and running tears, tidy up old repairs, re-adhere sections, 549 digital images/scans Improve packing Small amount of volunteer input	AP SSS
Enclosure Maps including rolled, bound into a volume, removed from volume, folded & flat, paper, parchment	141	IRO and BRO	81 fair, disfigured, damaged but stable, could benefit from conservation, 54 poor, probably unstable, action desirable, restrict use, 6 unacceptable, highly unstable, deteriorating, immediate action needed.	Completed June 2017	Conclusion: do enough conservation work to digitise i.e. cleaning & flattening, 484 digital images/scans Conclusion: decision not to reattach 28 maps that were detached from awards & 25 detached from vols for scanning better to keep separate for long-term preservation Renumbering of items that are being stored separately. Improve packing	AP SSS

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
					Small amount of volunteer input	
Enclosure Awards including rolled, volumes, flat sheets, paper, parchment	100	IRO and BRO	1 good, stable needs no attention, 80 fair, disfigured, damaged but stable, could benefit from conservation, 10 poor, probably unstable, action desirable, restrict use, 9 unacceptable, highly unstable, deteriorating, immediate action needed.	Completed June 2017	Conclusion: do enough conservation work to digitise i.e. detaching from plans, cleaning, repair weak edges, & hold together areas of text 7055 digital images/scans Renumbering of items that are being stored separately Improve packing Small amount of volunteer input	AP SSS
50" OS Maps	130	SRO	102 fair, disfigured, damaged but stable, could benefit from conservation, 28 poor, probably unstable, action desirable, restrict use	Completed June 2017	Conclusion: do enough conservation work to digitise i.e. detaching from plans, cleaning, repair weak edges, & hold together areas of text 260 digital images/scans Improve packing Small amount of volunteer input	AP SSS

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
Boxed archives according to size of /type of box (see below for glass plate box info)	100% of strongrooms	SRO	<p>More items now boxed than in 2008 - Quantify no boxes of various sizes and leather board, Records Management, box files, ring binders and other non-archival quality boxes still being used that need to be replaced Some boxes over packed need to rebox Some boxes too heavy need to rebox</p> <p>Results: 41,110 standard archival boxes (19,654 small, 13,319 tall, 4,948 square, 1,234 will, 1,653 map and 302 a variety of special small sizes). Of which c33,448 will move into The Hold. Known locations of 4,722 non-archival boxes, ring binders, box files etc which will need replacing by archival boxes. Of which 4,620 will require reboxing as part of the move to The Hold.</p>	Completed Nov 2017	<p>Box, re-box accelerated as part of decant/recant plan for all material moving to The Hold using volunteers. MMP – box and re-box at BRO using volunteers Conclusion: depositors asked to contribute towards boxing of new deposits during accessioning. Continue to re-box as necessary following cataloguing. Searchroom Assistant/Volunteer to support archivists with boxing during accessioning and cataloguing so situation doesn't get worse.</p>	Decant/Recant
Loose archive volumes on strongroom shelves	100% strongrooms	SRO	<p>Quantity of unboxed volumes & percentage of holdings. Identified all shelves with loose volumes for more detailed condition surveying for damaged or loose/spines, damaged or loose boards Red rot or combinations of above and measuring vol sizes.</p> <p>Results:</p>	Completed Nov 2017	<p>More detailed surveying as part of decant recant planning and implementation for items going to The Hold. During survey box any items needing a box for protection if they will fit in standard box sizes. Gain</p>	Decant/Recant

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
			33,532 loose archival volumes. Of which 29,535 will require reboxing as part of the move to The Hold.		<p>understanding of bespoke boxes needed right across SRO to inform MMP.</p> <p>Plan phased move and shelves needed for small & large vols in The Hold.</p> <p>Staff and volunteers to do simple clean of vols before placing in new boxes for decant or as part of MMP at BRO.</p> <p>MMP – all SRO consolidation of vols with red rot & minor repairs by trained volunteers.</p> <p>Conclusion: Searchroom Assistants to report and record all vols with damaged and loose spines and boards and red rot encountered during productions, or packing following accessioning or cataloguing to quantify extent of problem for items already boxed and new material for volunteer work as above so its</p>	

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
					addressed.	
Printed Local Studies book stock, magazines, pamphlets etc		SRO	Quantify different sizes, to inform decisions on which will be on open access and which stored in the strongrooms, duplicates etc.		More detailed surveying as part of planning new shelves needed in The Hold with architects, formulate decant recant plans and implement. Staff and volunteers to do simple clean of vols before placing on the new shelves MMP as above Conclusion as above (some local studies books have leather bindings)	Decant/Recant
Printed Local Studies maps except 50" above		SRO	Quantify different sizes, to inform decisions on which will be on open access and which stored in the strongrooms, duplicates etc.		More detailed surveying as part of planning new map tanks, shelves etc needed in The Hold with architects, formulate decant recant plans and implement. Staff and volunteers to do simple clean/repairs.	
Photograph albums	99% of IRO photographic collections plus BRO and LRO significant photographic collections	SRO	Identify those not boxed, for boxing, and measured for size of box needed. Identify self-adhesive volumes. Estimate total of images by counting the leaves in an album and multiply by the estimated average amount of photos on a leaf for the whole album	Started May 2017	Box in appropriate sized boxes as part of decant recant as above for going to The Hold. MMP – box BRO albums and identify which require	Decant/Recant AP

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
			Results: 479 albums, (of which 399 are in IRO.) 184 are unboxed. 20 self-adhesive albums identified Total number of images in albums is c51,160 so far		digitisation across SRO Conclusion: self-adhesive vols will be digitised in page view and as individual photos, and originals repackaged.	
Loose mounted photographs	99% of IRO photographic collections plus BRO and LRO significant photographic collections	SRO	Number and dimensions Results: c4,500 loose mounted photographs (of which c15-20% are colour) Dimensions collated and possible new box size identified, (dimensions 520x635mm internally and 540x655mm externally inclusive of lid.)	Started May 2017	Improve packing for protection during decant recant as necessary for collections going to The Hold. MMP – improve packing in BRO. Volunteer input Conclusion: remove from frames and glass, repack and store flat unless high value for exhibition purposes then use hanging storage. Digitise if larger than A2 for ease of access.	AP, EIP
Loose paper based photographs	99% of IRO photographic collections plus BRO and LRO significant photographic collections	SRO	Estimate number of prints to gain a sense of scale. Identification of potentially more vulnerable colour prints Results so far: 199,708 loose prints which need repackaging (of which 136,158 at IRO of which c22-25% are colour.)	Started May 2017	Improve boxing for decant recant as necessary for collections going to The Hold. MMP - Improve boxing at BRO and secondary packaging across SRO	Decant/Recant AP EIP

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
					including if necessary packing more vulnerable items into micro-climate packaging to stabilise RH as necessary. (Latter dependant on further analysis of the significance of vulnerable items. Conclusion: if vulnerable not of high significance will just digitise.) Some volunteer input.	
Loose paper based digital print photographs	99% of IRO photographic collections plus BRO and LRO significant photographic collections	SRO	Estimate number of prints or digital outputs e.g. records with colour text or graphics. Discovered SRO does not have much of this material. Results so far: 955 prints identified.	Started May 2017	Improve packing for protection as necessary for decant recant for collections moving to The Hold. MMP – improve packing of items in BRO. Conclusion: monitor during accessioning of new deposits to influence future planning and digitisation.	Decant/Recant AP EIP
Glass negatives	100% strongrooms	SRO	Packaging has improved since 2008. Survey to assess the scale and variety. There are still glass plates that aren't in specialist boxes e.g. in margarine tubs, or require boxing.	Completed Nov 2017	Box is appropriated glass plate boxes (whole, ½, ¼ plate etc) for decant recant if moving to The Hold and	Decant/Recant AP EIP

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
			Results so far: 49,377 glass plate negatives (of which 37,543 are in IRO) 8,630 identified as needing proper glass plate boxes, the contents of 193 boxes (156 in IRO, 3 in LRO and 34 in BRO Outstore). 873 archival standard glass plate boxes across SRO		locate on static shelves in The Hold. MMP – Reboxing at BRO and secondary packaging across SRO will be improved on rolling programme by volunteers. Conclusion: all glass plates should be stored vertically not horizontally. Original photographic boxes will only be kept if information in/on box informs way collection originally ordered – useful in cataloguing.	
Lantern slides	100% strongrooms	SRO SRO	As above As above Results so far: 2,321 lantern slides identified (of which 2,289 are in IRO) c900 need reboxing (included in boxes listed above under glass negatives)	Completed Nov 2017	As above Conclusion: as above	As above
Plastic negatives, sheet transparencies, 35mm slides, and negative strips	99% of IRO photographic collections plus BRO and LRO significant photographic collections	SRO	Survey to assess the scale and variety and gain a better understanding of the number of nitrates and acetates and their approximate dates Results: 101,743 pieces of plastic negative film 22,205 mounted film transparencies/slides	Started May 2017	Inform planning for micro-climate packing and storage of plastics at -20 degrees C in The Hold roof space as part of decant recant for all SRO collections. MMP – Digitise across	Decant/Recant

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
					SRO. Conclusion: all plastics from across SRO collections will be digitised and the originals stored at -20 degrees C in The Hold if significant.	
Video and audio cassettes i.e. items with a polyester type emulsion		SRO	Survey to assess the scale. Estimate number of audio cassettes not covered by British Library Save our Sounds Project Results: 286 audio cassettes and 38 videos which would need digitising	Completed Nov 2017	Digitise all SRO holdings prior to move to The Hold as part of the decant recant due to instability. Conclusion: Digitise for storage and access in Preservica and dispose of originals due to inevitable deterioration and obsolescence unless very important and then package for microclimate storage in The Hold.	Decant/Recant AP EIP
CDs and DVDs	99% of IRO photographic collections plus BRO and LRO significant photographic collections	SRO	Quantify CD's and DVD's not yet saved in the trusted digital repository – Preservica c381 CDs and DVDs	Completed Nov 2017	Repack if necessary to protect during move as part of decant recant if IRO or LRO. MMP – repack BRO if necessary prior to storage in the Cloud. Conclusion: Move on to Preservica for ease of access to content and	Decant/Recant

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
					longer-term preservation.	
Audio Reels		SRO	<p>Estimate number not covered by British Library Save our Sounds Project. Likely to be a very small quantity of acetates.</p> <p>Results: 7 audio reels which would need digitising</p>	Completed Nov 2017	<p>Digitise all SRO prior to move to The Hold as part of the decant recant due to instability.</p> <p>Conclusion: Digitise and move on to Preservica for ease of access and long-term preservation. If significant micro-climate pack and freeze otherwise dispose of.</p>	Decant/Recant AP EIP
Large rolled items	100% of strongrooms: 1,479 rolls	SRO	<p>All relevant cantilever shelves surveyed to assess scale i.e. length, diameter; format; single or multiple sheets; outer wrapper and if so, whether it's suitable for long-term preservation; rolled on an inner tube/core for protection and if so, is core suitable for long-term preservation.</p> <p>Results: 569 are wrapped, of those 386 are in suitable long-term material (26% of overall total). 375 are rolled around a tube, of those 175 are on suitable long-term material (12% of total)</p>	Completed Nov 2017	<p>Improve packaging for decant recant and plan suitable shelving in The Hold for IRO and LRO material.</p> <p>MMP – improve packing of BRO</p> <p>Volunteer input 1,093 need archival wrapper 1,304 need archival inner core</p> <p>Conclusion: All large rolled items to have an archival inner core and protective outer wrapper.</p>	Decant/Recant AP SSS
Large flat items	100% of	SRO	Identified all shelves with large flat and	Started Sep 2017	Improve packaging with	Decant/Recant

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
	strongrooms		<p>surveying to access scale, estimate number of items won't fit on standard shelving</p> <p>Gain a better understanding of how they are stored now i.e. in a container/frame/sleeve etc Y/N if Y is it suitable for long-term preservation</p> <p>Dimensions of item or container/frame</p> <p>Will it fit into one of the standard SRO box sizes Y/N</p> <p>Is the item a photograph, if so is it colour Y/N. If item is folded should be kept flat, should it be rolled?</p>		<p>affordable long-term storage and production formats where possible, and plan suitable outsize shelving, drawers etc in The Hold for IRO and LRO material as part of decant recant e.g. tithe apportionments.</p> <p>MMP – continue to improve packaging in The Hold and BRO using volunteers.</p> <p>Investigate and implement suitable long-term packing and storage solutions including digitisation for deposited plans, building plans, tracings etc e.g. IBC planning applications.</p>	AP
Elizabeth Garrett Anderson letters HA436 Notable Collection	1.0668 linear meters 100% surveyed	IRO	<p>Establish overall state of preservation quantities of photographs and pages and therefore number of digital images.</p> <p>Some items not packaged in archival standard envelopes and not in 4-flap folders and so are at risk.</p>	Completed Aug 2017	<p>MMP- Some minor remedial conservation and tear repair prior to digitisation, approx. 3172 digital images – intern project</p> <p>Improve packaging in 4-flap folders and rebox</p>	AP EIP DP
De Saumarez collection	17.3736 linear	IRO	Establish overall state of preservation of a	Completed Aug 2017	MMP-Some remedial	AP

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
(old & new accessions) 2 surveys combined in one summary HA93 Notable Collection	meters of old accessions 15% surveyed 95 boxes in collection; 14 surveyed 27.432 linear meters of new accessions 148 boxes in collection; 16 boxes surveyed		large collection described in 9 volumes of paper catalogues. A proportion of vols suffering from red rot, many bundles have no secondary packaging, boxes are overfilled and too heavy.		conservation involving flattening and consolidation Significant re-boxing and archival secondary packaging Items for digitisation will be determined by AP and EIP as well as condition.	EIP DP
Iveagh Manuscripts HD 1538 Notable Collection	13.716 linear meters 18% surveyed 85 boxes in collection; 15 boxes surveyed	IRO	Establish overall state of preservation of outstanding antiquarian collection. Bundles have pendant seals protruding, vols in poor condition and difficult to use, including large vol with oldest Suffolk document with little overall protection for items guarded into it. Many folded items.	Completed Aug 2017	MMP-Significant remedial conservation including flattening; cleaning, major repair and tear repair Some phase- boxing and reboxing. Secondary packaging in 4-flap folders. Items for digitisation will be determined by AP and EIP as well as condition.	AP EIP DP
Old Poor Law collections Notable Collection	51.816 linear meters 3% surveyed 112 boxes + 593 volumes = 705 in collection; 22		Establish overall state of preservation of outstanding antiquarian collection – significant number of volumes (77% of what was surveyed) with high instances problems and red rot (58% of volumes surveyed) whilst 16% of volumes surveyed had visual damage to the bindings	Completed Aug 2017	MMP-Remedial conservation of cleaning and consolidation of bindings of volumes, also flattening and tear repair.	AP EIP DP

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
	units surveyed		requiring cleaning and consolidation. Poor boxing or lack of boxing and lack of secondary packaging		Reboxing including putting some items in phase boxes Improved location planning in The Hold so volumes and loose items in boxes aren't stored on top of each other on shelves. Items for digitisation will be determined by AP and EIP as well as condition. Major family history sources e.g. birth registers will be digitised.	
Suffolk Photographic Survey K681 Notable Collection	5.833872 linear meters 16% of collection surveyed 31 boxes in collection; 5 boxes surveyed (20,000 electronic CALM records)	IRO	Gain a better understanding of the overall condition of the collection following the repacking done several years ago by volunteers. Discovered some files were still in non-archival wallet folders. Some remedial conservation needs identified.	Completed Aug 2017	MMP-Cleaning and some consolidation prior to digitisation. More repacking in Melinex sleeves and archival standard envelopes.	AP EIP DP
Stopher collections HD825 and HD3012 two surveys combined in one summary Notable Collection	0.2286 linear meters 100% surveyed	IRO	Establish over all state of preservation prior to digitisation. Some repacking already completed in melinex sleeves other material still requires secondary packaging. Some minor remedial conservation identified.	Completed Aug 2017	MMP-Minor remedial conservation of flattening and tear repair prior to digitisation of c768 images.	AP EIP DP

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
					Complete secondary packaging in archival folders and melinex sleeves and rebox	
Rous collection HA11 Notable Collection	38.4048 linear meters 14% of collection surveyed 198 boxes in collection; 27 boxes surveyed	IRO	Establish over all state of preservation. significant quantity of rolled material that has a high incidence of red labels (not fit for production) these have no secondary packaging. Paper based material in non-archival quality folders that is being damaged by tape ties. Volumes require more protection. Some microfilming and digitisation already completed.	Completed Aug 2017	MMP-Remedial conservation flattening, cleaning and consolidating; x2 major treatment Significant re-boxing and archival secondary packaging in 4-flap folders and phase boxes. Further items for digitisation will be determined by AP and EIP as well as condition. Investigate digitising the microfilm.	AP EIP DP
Tayler & Green collection HG3 Notable Collection	49.3776 linear meters 8% of collection 301 boxes + 139 rolls + 132 packets = 572 units in collection; 43 units surveyed	IRO	Establish over all state of preservation. Significant quantities of poor quality tracing papers and other draughtsman's formats, requiring remedial conservation High proportion of repacking requirements	Completed Aug 2017	MMP-Remedial conservation flattening, cleaning, tear repair and consolidation; x7 require major treatment Repacking requires significant planning and the use of archival Melinex sleeves and/or archival 4-flap folders some envelopes for flattened items and some re-boxing.	AP EIP DP

Type of material surveyed	Quantity	Branch or whole SRO	Summary results	Progress	Actions to carry forward into MMP (presumed decant recant is start of MMP)	Links to other plans
					Pilot to investigate feasibility of obtaining a cataloguing grant including elements of digitisation.	
Garrett of Leiston HC30	105.15 linear metres 4% of collection 250 boxes – 3659 boxed items + 1202 unboxed items = 4861 items in total, 200 units surveyed	IRO	Establish over all state of preservation. Predominant formats are large volumes and rolled and multi-sheet items, inc. blueprints and draughtsman's papers. Conservation issues include volumes that have been damaged by fire, poor quality tracing papers. Significant need for boxing of volumes.	Completed Nov 2017	MMP – Remedial treatments for rolled items and damaged volumes. Rolled items require flattening and repacking. Damaged volumes require bespoke boxes. Glass plate negatives require secondary packaging and special boxes. Minimal quantity of major treatments.	AP EIP DP
Suffolk County Council Archaeology Service Archive		Bury St Edmunds Hollow Road	Establish over all state of preservation. Initial quick assessment completed to establish overall size and range of materials e.g. prints, slides, negatives, X-rays, fiche, drawings, journals, and papers done in March 2016.	More detailed surveying still to be completed		AP EIP DP

Appendix 6 - Photographic materials survey, 2017

Introduction

Photographs are a visual record source of people, places, events, and everyday life. They are not only an adjunct to illustrate the written word but are primary archive resources in their own right. Suffolk Record Office (SRO) has the largest holdings of photographs and glass plate negatives relating to Suffolk dating from the middle of the 19th century to date, which are housed across many separate collections.

The main photographic collections include the archives of professional photographers e.g. Spanton-Jarman collection, collections of photographs made by individuals, families, and organisations e.g. Suffolk Regiment Archive or the Port of Lowestoft Research Society. Some Suffolk business collections contain a significant quantity of photographs relating to the activities of the organisation. Most of these collections are catalogued, often in detail.

SRO already had some understanding of the main photographic types held:

- **Direct Positives:** From the earliest decades of photography, these unique images arrange the original negative exposure to create a positive image (e.g. daguerreotypes, ambrotypes/collodion positives, and tintypes etc.)
- **Prints,** 19th century albumen prints, whether in standard sizes like *cartes de visite*, 'cabinet' or 'stereo' cards, or mounted on boards in albums or for framing. SRO albumen prints tend to be mounted on board due to their sensitivity to humidity.
- **Prints,** 19th and early 20th century based on gelatine emulsions. These generally are simpler print styles, and unlike albumen prints are not normally mounted onto board.
- **Prints,** 20th century, modern/contemporary types, based on a gelatine emulsion. Images are either black-and-white using silver chemistry, or colour using dyes. The most common form of prints is on 'resin-coated' or 'RC' paper with a polyethylene coating front and back to facilitate quick wet processing. The most commonplace colour process was first developed in the 1930s-1940s but wasn't widely used until the 1970s, and gives 'chromogenic' or 'C-print' prints.
- **Negatives,** 19th and early 20th century styles on glass plates
- **Negatives and transparencies, 20th century:** awareness of the threat to images on plastic film

Survey Methodology

The objective of the survey carried out by the SRO Conservator supported by other staff was to understand more about the format, condition, size, and treatment options available for the thousands of photographs held. The survey methodology was discussed with the National Conservation Service.

The large photographic collections were surveyed first (K classifications in Bury Record Office (BRO) and Ipswich Record Office (IRO) including K681 Suffolk Photographic Survey – a notable collection and their equivalents in Lowestoft Record Office (LRO) including 552 Port of Lowestoft Research Society – a notable collection). The collections of glass plate negatives classified as JI at IRO and aerial photographs classified as KA were also surveyed. Sample collections from other types of holdings, specifically the notable collections, known to contain large quantities of photographs were also selected for surveying including: -

GB – Charities e.g. GB554 Suffolk Regiment - notable

GC – Societies e.g. GC684 Ipswich Caribbean Experience – notable, GC412 Ipswich Arts Theatre, GC491 Suffolk Agricultural Association

GH – Women’s Institutes e.g. GH445 Kesgrave Women’s Institute

HA – Estate, Family and Personal e.g. HA93 de Saumarez – notable, HA203 Frank Girling Collection, architect, and amateur photographer

HC – Businesses e.g. HC30 Garrett of Leiston - notable, HC427 Ransomes and Rapier PLC, Engineers, Ipswich

HD – Artificial and Miscellaneous e.g. HD2650 Captain Dunlop Collection of photographic material, associated notes, press cuttings and ephemera relating to East Anglia and Suffolk

IK – Local Public Records, Electricity – Eastern Electricity

Collections known to be closely linked with notable collections were also surveyed e.g. K839 Shrubland Hall Photographic Collection, which relates to the HA93 de Saumarez collection.

99% of the large K and JI collections at IRO were surveyed together with the most significant collections held at BRO and LRO.

Survey findings - What have we learnt about our collections and why it is significant

Through the comprehensive survey of SRO photographic collections they now have a better quantitative and qualitative understanding of the true nature of the materials within them, which allows SRO to develop enhanced plans for the management, use and preservation of the originals and the information they convey. See Appendix 5 for the statistical information on; photograph albums, loose mounted photographs, loose paper based photographs, glass negatives, lantern slides, plastic negatives, sheet transparencies, 35mm slides, negative strips etc, conclusions drawn and agreed actions resulting from the survey. Having a specific area within The Hold for the storage of plastics at -20 degrees C will create a step change in SRO’s photographic collections care and management.

The wide range of photographic formats contained within SRO collections present a variety of problems which have different requirements for copying, storage, and preservation. Through an improved understanding of the type and extent of these holdings we can now identify a range of solutions including:

- The use of different skills, approaches and equipment for digitising the various formats
- Planning the specific methodology for the low-temperature (sub-zero) storage required in The Hold for some photograph types as a result of the information gathered on the size and extent of these
- The extent of specialist packaging required to provide improved physical protection both during the transfer of the photographic archive to new premises, and to prevent physical and chemical deterioration during long-term storage.

As a result of the enhanced understanding gained of the material nature of SRO photographic collections, we will be able to ensure the use and enjoyment of the photographic information held, by everyone, for many years to come.

Specific details learnt

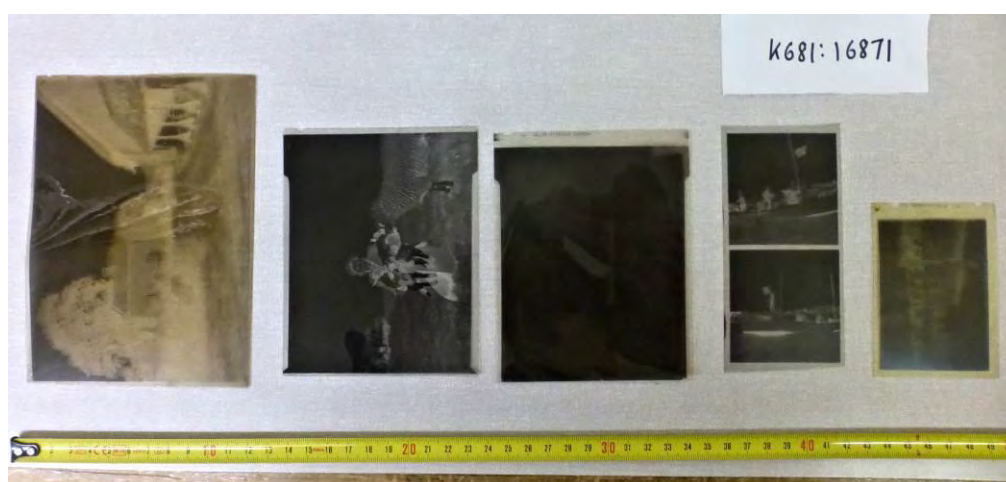
Principally the team has gained a greater understanding of the different 20th century film formats found within SRO collections, the characteristic ways in which they can deteriorate, enabling us to identify items or collections with specific problems, and the actions that can be undertaken to help preserve them and make them accessible. This new knowledge will be shared with volunteers, local

community groups, trainees, etc as part of the Activity Plan through workshops, talks, study days and hands on or general advice and guidance sessions around the county. Photographs have a primary role to play in the Activity and Exhibition and Interpretation Plans – a picture is worth a 1,000 words, it is therefore very important we spread the word on how to look after them. The following information illustrates areas of improved knowledge with examples of some of the discoveries made in all three branches of the record office during the course of the survey.

Different 20th century film formats

SRO was already aware of the common 35mm film format for still photography, but now has greater knowledge of the wide range of different film types in the 'medium format' and 'large format' size ranges. The survey showed SRO has a variety of film pieces: -

- singletons originally made as 'cut sheets',
- pieces cut from multiple-exposure 'rolls',
- individual cut sheets used as multiples in 'film packs'ⁱ.



Images of cut sheet and roll film pieces, dating from the 1930s/40s-1950s found during the survey. Sizes range from at left a 4½ x 6¼" cut sheet, through the middle two 4x5" sheets, to two bits of film on the right of about 2½" width. The double-exposure piece (second from the right) comes from a roll of the '120' or '220' film size, whilst the far right is a cut sheet single negative of the same width. The far-left sheet is on nitrate film and all the others are on acetate. The 3 on the left are 'large format' sheets while the 2 on the right are 'medium format'.

'120' film

The survey helped SRO understand the extent of '120' and '220' negative and transparency film within our collections. First introduced by Kodak in 1901, this film size was used throughout the 20th Century and is widespread in SRO collections^{ii iii}.



The format is multi-purpose allowing images of different ratios including square (shown above, also called '2¼ inch square' negatives); rectangular (approximate sizes of 4½x6, 6x7, 6x8 or 6x9cm; see above right for the 4½x6cm size); and 'panoramic' (6x12, 6x17 and 6x24cm sizes; of which printed examples were found in the K839 Shrubland Hall Photographic Collection)^{iv}.

Images: upper left, from K405 'Suffolk And Norfolk Subjects' (a collection dated 1890-1938) and lower right colour negative from IK400/8:14973 Eastern Electricity (1953-1990s), specifically ref.12512, dated 1995.

The negatives are all cut from longer rolls of film. The film is unperforated and on rolls from at least the first half of the century. There is no frame numbering as this was printed on the paper backing, which was removed before developing. Until about 1940s these are usually on a cellulose nitrate film base; and after this on cellulose acetate^v.

All the testing done so far during the survey on films dated to the 1950s and later (after nitrate was no longer used) has shown them to be on acetate not polyester bases into the 1990s. It is therefore probably safe to assume that all SRO's later examples of these are also on acetate bases.

35mm film

This was also known when sold in the once-commonplace canisters as '135 film'. After first gaining popularity in the 1920s^{vi}, it became the most widely-used film size in the 20th century. SRO has significant amounts of 35mm film. The earliest examples dating from about the 1930s, but examples become more common in SRO collections from about the 1970s after colour photography became widespread. It was also used for transparencies (35mm 'slides'). The survey identified that SRO has more colour than black and white transparencies. The bulk of these start slightly earlier, from the 1960s onwards.



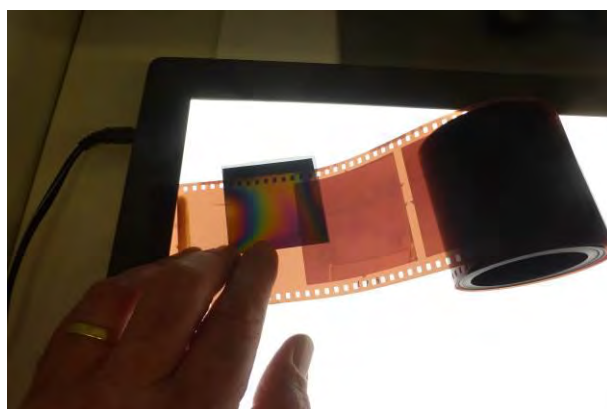
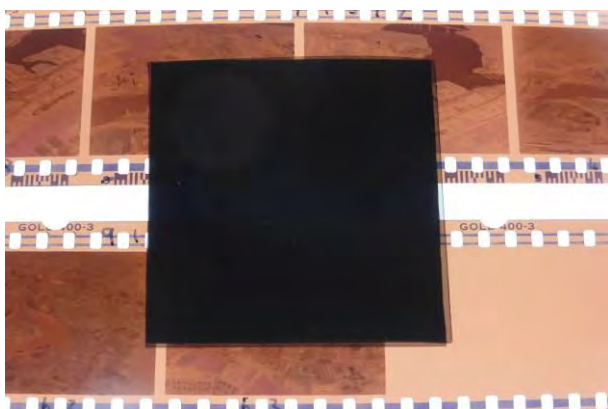
Images: clockwise from top left: 35mm b/w nitrate negative strip, HA203:3242 Girling collection 'Cavendish' packet, undated negative but dates in packet spanning 1926 to 1960; K687:12749 'Aerial Photographic Negatives' colour negative film of aerial surveys of Ipswich docks and Felixstowe harbour 1990-1991, showing 35mm and 70mm gauge film; slide from K445 'Tower Ramparts School, Ipswich', slides dated Dec 1969 and stored in PVC enclosures; general view of unpackaged slide collections - K634:10273 Suffolk Churches 1967-1989 and IK400/8:14973

'Eastern Electricity' of 1953-1990s.

How to identify plastic film base

Staff used appearance and deterioration characteristics to identify cellulose nitrate and cellulose acetate plastic film bases see 1.3. Both plastics deteriorate eventually causing complete loss of the photographs which SRO hopes to prevent. SRO initially concentrated prior to the survey on the identification of cellulose nitrate negatives as they are a potential fire risk. More recently the approach to still photography on nitrate has shifted, as in some cases it appears more stable than cellulose acetate, but both materials are unstable.

Polyester film was first developed in 1955 and has since been used for photographic applications that specifically require dimensional stability and permanence; such as medical, graphic art and microfilm archival photography^{vii}. In the late 20th century given the known instability of other film bases it seemed logical that polyester would have been used for all plastic photographic film. However, research showed this was not the case. During the survey the SRO Conservator therefore used polarising filters to detect polyester film. (Polyester film becomes directional during manufacture, so unlike cellulose nitrate and acetate it shows 'birefringence' and colours when viewed through cross-polarised filters^{viii}.) The tests showed that even the more recent film held in SRO collections is generally cellulose acetate. It will therefore be subject to the same deterioration as earlier films unless action is taken.



Testing of samples from K687:12749 'Aerial Photographic Negatives'. Above left: 35mm negative colour film shows no birefringence so it is not polyester and is no doubt cellulose acetate (dated 1991). Above right: the 70mm film (dated 1990) is identifiable as polyester through the rainbow colours and transmission of light through crossed polarised filters. (Polyester film base will be stable for centuries but as colour dyes are present it still needs special preservation measures, even though these dyes will be more stable than earlier dyes.)

The decay characteristics of 20th century plastic film formats, which can be used for identification purposes

1. Distinguishing plastic negatives

During the first stage of the photographic survey the SRO team used appearance and other

information to roughly distinguish between cellulose acetate and cellulose nitrate plastic film, which both require specialist packaging and storage at -20°C. The 4 ways used were:

- Date: the date that Kodak ceased making nitrate film (1951) is seen as a watershed after which any film is almost definitely acetate, not nitrate.
- Edge Printing: sometimes 'nitrate' or 'safety' is stamped on the edge of the film ('safety' always indicates cellulose acetate).
- Deterioration: acetate and nitrate have distinguishable deterioration traits: although deterioration is not desirable, this is an effective form of identification.
- Notch codes: with some 'cut' film (for single exposures only, not roll film), notches were placed in the top right of the negative to help the photographer distinguish the emulsion side in the darkroom. Many variants exist, but for Kodak film, generally 'V'-shaped notches indicate nitrate, and 'U'-shaped notches indicate acetate. SRO also discovered during surveying that 'rectangular'-shaped notches also appear to indicate acetate.

The Northeast Document Conservation Centre "[A Short Guide to Film Base Photographic Materials](#)" was also used to help identification.

SRO examples discovered included:

Edge printing

'SAFETY' edge printing on negatives (SPS box 34(pt). 62mm width):



'NITRATE' edge printing on nitrate film and 'V' shaped notch code:



On 35mm film (left: 'SAFETY', IRO negatives; right: 'NITRATE', Port of Lowestoft Research Society negatives, at LRO):



Deterioration - characteristic to each type of film, was found to be a reliable form of film base identification.

2. Cellulose acetate

A wide range of distinctive deterioration patterns was discovered within SRO collections including:

- i. smell - Acetate decomposes giving off acetic acid with a distinctive vinegary smell; hence the name "vinegar syndrome".
- ii. 'channelling' - *As volatile compounds are emitted, the substance of the film reduces, and it physically shrinks. The gelatine layers on each side however, do not shrink so form 'channels' to adjust to the reduced dimensions of the film substrate in the middle.*



A 'U'-shaped notch code used in Kodak negatives to indicate an acetate film is just visible in these negatives.

- iii. *distortion - Film loses its flatness due to shrinking/loss of substance.*



- iv. *bright exotic colours - Anti-halation (anti halo-ing) dyes convert from colourless to coloured forms as a result of increasing acidity of the decomposing plastic layer.*



- v. *plasticisers leaching out from the plastic film underneath gelatine layer.*



Plasticisers in a plastic film can help keep it pliable; but as the acetate film changes these precipitate out of the film and coalesce as liquids or solids under the gelatine layer.

Notch codes

The 'V' shaped notch for nitrate and 'U' and 'rectangular' shape for acetates are shown above but many notch codes exist most of which are not easily attributable.

3. Cellulose nitrate

If nitrate decomposes to its maximum extent, it has a reputation that it can literally 'burn the house

down'. However, some of the deterioration seen at SRO so far has been relatively mild.

- vi. *smell – even where the deterioration seen so far within SRO collections has been comprehensive it has not been associated with a particularly noxious smell.*
- vii. *brown colour - In the first half of the 20th century various versions of cellulose acetate were introduced in an attempt to produce a more stable film base that would be a commercial success. Some of the discoloured films from these decades found in SRO collections during surveying could be nitrate or acetate. Further testing is necessary to be sure.*



- viii. *Stickiness - During decay cellulose nitrate gives off nitric acid causing breakdown of the gelatine layer and stickiness. The image below left: shows sticky and softening film components have migrated into the enclosure papers, and the acid components have caused breakdown of the paper (K400, "Felixstowe"). On the right, multiple nitrate negatives, held tightly together have stuck to each other in blocks. The blocks are damp with exuding plasticiser (camphor?), with a mild musty smell and the silver image has been bleached away (HC427:8445, 'Box 22' or 'Box 30', shelf CQ53/CQ57). The images at right are permanently lost and should be disposed of following regulations*



A new box size will help to preserve large flat photographic material

The survey uncovered smaller items that were stored in folders with large flat items in the same collection, which could be separated out and stored in standard size archival boxes. Further examination showed many large flat items conform to either standard Imperial or metric board mounts, or paper sizes. These included 16 x 20", 20 x 24", 20 x 30" (approximately, 'Imperial' board size) and 22 x 32" ('Large Imperial' board size) and mounted panoramas made up of a series of four or five photographs designed to be displayed on A1 size boards ^{9,10}.

A new box size measuring 520x635mm internally and 540x655mm externally inclusive of 20mm deep lid appears to meet the requirements of much of SRO's large flat photographic material and if implemented, would be a cheaper way of managing the long-term preservation of many of these items. SRO will wait until it has finished surveying the large flat material other than photographs before taking a final decision. The introduction of a new box size will entail further discussion with the architects and shelving contractors to ensure new shelves in The Hold can accommodate this suggested box size either side by side or in association with smaller box sizes.



Image on left of smaller items within a large, unboxed folder that could go into smaller folders in standard size small boxes. Image on the right showing the current largest SRO box, which is too small to take a range of standard size photographic material encountered during the survey.

ⁱ Reilly, James M. 1993. *IPI Storage Guide for Acetate Film*. Rochester : Image Permanence Institute, 1993. pp. 21-22, pp. 21-22.
<https://www.imagepermanenceinstitute.org/imaging/storage-guides>

ⁱⁱ Anonymous. Medium format (film). Wikipedia. [Online] [Cited: 11 13, 2017.]
[https://en.wikipedia.org/wiki/Medium_format_\(film\)](https://en.wikipedia.org/wiki/Medium_format_(film))

ⁱⁱⁱ Anonymous. 120 film. Camera-wiki.org. [Online] [Cited: 11 20, 2017.] http://camera-wiki.org/wiki/120_film

^{iv} Lavédrine, Bertrand. 2009. *Photographs of the Past: Process and Preservation*. [trans.] John McElhone. Los Angeles : The Getty Conservation Institute, 2009. pp. 254-259 for film and common formats.

^v Reilly, James M. 1993. *IPI Storage Guide for Acetate Film*, as 1 above

^{vi} Anonymous. 35mm film. Camera-wiki.org. [Online] [Cited: 11 21, 2017.] http://camera-wiki.org/wiki/35mm_film

^{vii} Valverde, Maria Fernanda. 2005. *Photographic negatives: Nature and Evolution of Processes*. s.l. : George Eastman House / Image Permanence Institute, 2005

^{viii} Lavédrine, Bertrand. 2003. *A Guide to the Preventive Conservation of Photograph Collections*. [trans.] Sharon Grevet. Los Angeles : The Getty Conservation Institute, 2003.

⁹ Standard Photographic mount sizes: Page 419 (Chapter 12) in: Wilhelm, Henry with contributing author Carol Brewer, *The Permanence and Care of Colour Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures*. Grinnell, Iowa 1993. Free online: http://www.wilhelm-research.com/book_toc.html .

¹⁰ Historic English paper and board sizes: British Association of Paper Historians "Old English Paper Sizes" online at: <http://baph.org.uk/reference/papersizes.html>