

EAST OF ENGLAND REGIONAL ARCHIVE COUNCIL

Minutes of meeting held 13 September 2005

**The Lionel Munby Rooms, HALS
(Hertfordshire Archives and Local Studies)**

Present: John Alban (EASA) (Chairman), Michael Farrar (BALH), Richard Harris (EEHoR), Derek Palgrave (FFHS), Kevin Schürer (UKDA), David Short (co-opted), Anthony Smith (TNA), Frances Willmoth (CAG).

In attendance: Monica Halpin (The National Archives – for Item 5), Kate Thompson (AKA Partnership – for Item 4), Christine Shearman (HALS), Susan Flood (HALS), Gordon Chancellor, Erica Dupuy and Terry Turner (all EEMLAC).

1 Archives in Museums

KT gave an introduction to the Archives in Museums project and spoke to the 'Archives in Museums in the Eastern Region' report, focussing attention and elaborating on certain points. A discussion followed and the following points were raised:

- Museum training is encouraging a different way of cataloguing materials
- Access to archive materials in museums could be improved
- Archive materials are not recognised as educational aids in the same way as museum objects
- University museums appear to be under-funded by universities and awareness needs to be raised of the importance of these nationally and, in some cases, internationally significant collections.
- Support was expressed for point 6.2; it was agreed that there should be a collecting policy and dialogue between museums and CROs.
- Some collections are difficult to define so there should be three-way dialogue between museums, libraries and archives.
- An archives curatorial adviser would be beneficial to advise museums on caring for their archive collections.

It was reported that EEMLAC are currently considering how to launch, disseminate and promote the report. Roles and responsibilities need to be explored and defined for EEMLAC, the County Archivists, the CMDOs and the Hub.

EERAC agreed to use some of their funds to support this (proposed DP, seconded KS).

GC and JRA extended their thanks to AKA Partnerships for their work on this report.

2 Archives for All

MH reported that Archives 4 All was a UK programme to make archives more appealing and accessible through activities and projects, focussing particularly on encouraging partnerships between archives and local people with some lifelong learning elements.

A discussion followed where the following points were made:

- Archives 4 All presents great opportunities to develop relationships between communities and archives.
- It is important to have an emphasis on community leadership.
- Users are very enthusiastic about Archives 4 All.
- Definitions of what constitutes a community archives would be useful.
- The drive of this project is for record offices and local repositories to reach out to the community.

EERAC agreed to fully sign up the Archives 4 All project and will work to support it.

3 **Apologies for Absence**

Apologies were received from Gillian Cooke (CAG), Margaret Elbro (HA), Clare Fleck (HHAG), M V Roberts (BRA), Elizabeth Stazicker (ACALG), Gwyn Thomas (SoA), Patrick Zutshi (SCONUL and CURL).

4 **Minutes of the meeting of 7 June 2005**

These were accepted as a true and accurate record of the previous meeting with the deletion of point 3.2 on page 2.

5 **Matters Arising**

5.1 Record Keeping (point 4)

JRA reported that the interview with GC in *Record Keeping* was a very good article.

5.2 Partnership Day (point 9.2)

JRA reported that EEMLAC's Partnership Day had been an enjoyable and useful event for those who attended. JRA extended congratulations to all the staff at EEMLAC for running such a successful day.

6 **RADO Report**

GC spoke to his report, elaborating on detail where necessary and answering questions:

6.1 DARP (point 2.2)

GC apologised that he could not present the report at this meeting and reported that a draft interim report had been completed. This report will be circulated to the partners for comment and the circulated to EERAC members. It was agreed to discuss this in detail at the December meeting.

6.2 Community Archives (point 2.5)

GC reported that there was a need to start arranging a seminar on community archives. JRA and GC agreed to discuss a possible date.

6.3 Collections Audit and Cataloguing Backlog Analysis (point 3.4)

GC reported that the Collections Strategy will develop these projects and discussion was needed on how to scope and move them forward.

6.4 Archive Development Plan (point 3.8)

The EEMLAC *Archives Development in the East of England* leaflet was tabled.

6.5 Workforce Development

GC reported that Roy Baldwin, was keen to give a presentation to EERAC on workforce development within the archive domain. It was agreed for Roy to give a presentation at the December meeting.

JRA extended his thanks to GC for the report.

7 **Treasurer's Report**

Owing to an administrative mix-up, the figures from the June meeting had been circulated, it was agreed to take any discussion on the September figures and the formal Treasurer's report (attached) to the next meeting. The Treasurer would also ensure that his next periodic report at the next meeting would be accurate.

8 **Any Other Business**

8.1 EERAC Venues

ED reported that she had been investigating possible meeting venues for EERAC in 2006. The following venues were decided:

- National Film and Television Archive
- Britten-Pears Library
- Aviva

ED agreed to also contact LS to confirm a meeting at the Cambridge Record Office.

8.2 EERAC Minutes

CS and SF mentioned that there was a lack of opportunity for those in the archives community who were not members of EERAC to see the minutes of EERAC meetings. It was suggested that EERAC minutes could be distributed via the EEHoR list of repositories.

8.3 Ancestry.com

CS reported that HALS had been contacted by Ancestry.com, who have asked for materials which can be scanned and put onto their website.

Concern was expressed that Ancestry.com had previously used materials from archives without permission. A discussion followed.

8.4 Cambridgeshire Heritage Services

Cambridgeshire Archives have been moved from Heritage Services to Libraries and Archives Services. Therefore, the current Head of Service who was County Archivist will be leaving in December as the County Archivist post has been reshaped as Manager of Archives and Library Studies. A recruitment process for this post is currently underway.

8.5 EERAC

KS suggested that a review was needed of EERAC's role, composition and plan for the future. It was agreed to set up a working group to investigate this consisting of JRA, GC, DS and KS. It was agreed that this group would report back at the next meeting.

9 **Dates of Future Meetings**

6 December 2005 – Cambridge Local Examinations Syndicate

The dates for next year's EERAC meetings were pencilled in as:

7th March

6th June

12th September

5th December

These will be confirmed the next EERAC meeting.