

DECISION NOTICE OF AN INDIVIDUAL MEMBER OF GWYNEDD COUNCIL CABINET

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| DATE OF DECISION: | 14 August 2018 |
| DATE DECISION PUBLISHED | 17 August 2018 |
| DATE DECISION WILL COME INTO FORCE and implemented, unless the decision is called in, in accordance with section 7.25 of the Gwynedd Council Constitution 26 July 2018 | 28 August 2018 |

Cabinet Member: Councillor Craig ab Iago
Cabinet Member for Housing, Culture and Leisure

SUBJECT

Adopt the Archives Services Collections Development Policy and Forward Plan.

DECISION

Adopt the Archives Service Collections Development Policy and Forward Plan in order to comply with Accreditation, which is the National Archive Standards.

REASON WHY THE DECISION IS NEEDED

Please see attached officer report


DECLARATIONS OF PERSONAL INTEREST AND ANY RELEVANT DISPENSATIONS APPROVED BY THE COUNCIL'S STANDARDS COMMITTEE

None

ANY CONSULTATIONS UNDERTAKEN PRIOR TO MAKING THE DECISION

Consultation with
Gwynedd Council Statutory Officers.
The results of the consultations are reported upon in the attached report

**DECISION NOTICE OF AN INDIVIDUAL MEMBER OF GWYNEDD COUNCIL'S
CABINET – OFFICER'S REPORT**

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| Name and title of Cabinet Member: | Cllr Craig ab Iago - Cabinet Member for Housing, Culture & Leisure |
| Name and title of the Author of the Report: | Lynn C. Francis, Principal Archivist |
| Date of Decision: | 14-08-18 |
| Cabinet Member/s Signature: |  |

Subject: Adopt the Archives Services Collections Development Policy and Forward Plan in order to comply with Accreditation, which is the National Archive Standards.

The "Archive Standards Accreditation is the UK standard for archive services. The standard defines good practice and denotes agreed standards and, through this, encourages and supports development."

Benefits of the Plan:

Professionalism: a way of developing and reinforcing professionalism in the UK's archives sector.

Performance: UK wide quality standard that acts as a benchmark and stimulus for measuring performance, acknowledging achievement, ensuring value for money and instigating continuous improvement

Profile: a way of raising awareness and an understanding of archives, fostering confidence and credibility within parent organisations and outside.

People: a process to help archive services adapt and respond to user needs and interests and to support the work of developing the workforce.

Partnerships: process to help archives adapt and respond to user needs and interests and to support the work of developing the workforce.

Planning: strong framework to facilitate forward planning, improve procedures and policy, and reduce risk for the organisation.

Patronage: acknowledgement that shows high quality service to supporters, donors and grant providing bodies, thus strengthening bids for funding, attracting philanthropic gifts, and fostering trust among investors.

Recommendation for the decision:

Adopt the Archives Service Collections Development Policy and Forward Plan

The reason for the need for a Decision:

- The Accreditation Standard states that these documents need to be approved officially in order to receive Accreditation.
- Ensure that the Archives Service has appropriate and professional procedures in place and that these are adhered to.
- Maximise the opportunities to receive grants.

Rationale and justification for reaching the Decision:

Secure appropriate and standard procedures for the Archives Service and receive approval from the National Accreditation Panel.

The UK Archival Services follow the guidelines of the national Accreditation standards where a Collections Development Policy and a Forward Plan are required.

The Collections Development Policy and Forward Plan sets the purpose for the Archives Service. It states what the Service has a statutory requirement to collect, the range of what is collected, and what is not collected, how collections are developed and the guidelines followed.

The Forward Plan sets context for the Archives Services and creates a vision for the Service to implement the purpose of the Service over a specific time, which is to protect the county's heritage through collecting, keeping, providing access to and promoting use of the archives in order to offer experiences that will enrich, inspire, educate and provide enjoyment.

Record of any personal interest by any Cabinet Member consulted and any dispensations approved by the Standards Committee:

None

Any consultations held before making the Decision:

Chief Finance Officer –

"I received confirmation from the author of the report that there will be no financial implications in adopting the Archives Services Collections Development Policy and Forward Plan that is recommended here. Furthermore, I understand that there will be several operational benefits as the Archives Service adopts the Policy, so I support the recommendation. "

Monitoring Officer –

"The steps recommended in the report are sensible and appropriate. No further observations regarding propriety ".

Gwynedd Archives Service

Collection Development Policy



Mission Statement

The aim of Gwynedd Archives Service is to protect the archival heritage of the county by collecting, preserving, giving access and promoting the use of the archives to offer experiences that will enrich, inspire, educate as well as enjoy.

Collections Development Policy Aims

The main aims of the policy is to convey how we meet the Service's purpose of collecting and preserving archives and therefore protecting the county's archival heritage. The policy should be read and used alongside the Service's Forward Plan and other relevant policies.

Statutory and Legal Status of the Service

Gwynedd Archives Service collects in accordance with the powers given under the Local Government Acts 1962 and 1972, and Section 60 of the Local Government (Wales) Act 1994.

In accordance with the Scheme made under Section 60 of the Local Government (Wales) Act 1994 the Service has transferred collections proved to belong to Conwy with the agreement of their depositors. Such transfer is subject to the overriding principles that the integrity of the archival groups should be preserved as far as possible and practicable.

Gwynedd Archives Service's Record Offices have been appointed as places of deposit by the Lord Chancellor as repositories for local public records under the Public Records Act 1958.

Gwynedd Archives Service is recognised as a repository for parochial records by the Representative Body of the Church in Wales and to acquire records within the area as defined by its agreement with the Service.

Gwynedd Archives Service is recognised by the Master of the Rolls as an official repository for manorial and tithe records under the Law of Property Act, 1922, the Law of Property (Amendment) Act, 1924 and the Tithe Act, 1936.

Gwynedd Archives Service abides by current archives legislation including:

- Public Records Act 1958
- Local Government Act 1962
- Local Government Act (Wales) 1994
- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Regulations 2004

Scope of collecting

Gwynedd Archives Service will acquire items towards its core collection only if they relate to the historic counties of Caernarfon and Meirionnydd, except for items from outside the area which have a close association with the area or enhance our understanding of Gwynedd.

Documents are defined as hand-written evidence, records in printed form, maps, plans, topographical drawings, photographs, oral evidence, computer generated records, sound, video tapes and films. Gwynedd Archives Service will collect archives in all these formats that relate to the county of Gwynedd that are deemed as unique and of long term historical value.

The Service will therefore acquire:

- Gwynedd Council's own records and those of its predecessors, and any consecutive body.
- Records of other local authorities and statutory bodies operating within Gwynedd
- Public Records as offered to the Service under the terms of the Public Records Act
- Records of organisations, businesses, individuals, and other activities that are relevant to the history of Gwynedd.
- Ecclesiastical records designated by the Bishops of Bangor and St. Asaph.
- Records of all other religious denominations operating within Gwynedd.

The Service will not acquire:

- Records that relate to areas outside of the area as defined above unless:-
 - Such records form an integral part of the collection
 - Where the material adds to specific collections already held
 - Or in exceptional circumstances upon the wishes of the owner and in consultation with any other repository.
- Duplicate material, unless it is deemed of advantage to the collections held.
- Photocopies or copy material unless the original no longer exists.
- Printed or published material unless it complements the collections held.
- Artefacts will be directed to the Museums Service, or if received with archival items will be transferred to the Museums Service.

Development of Collections

The Service will not seek to represent any particular historical, sectarian or other viewpoints in its acquisition of records, but to reflect as objectively as possible all aspects of the county's past and present.

The current collections held have many strengths in particular with regard to industrial, estate and quarter sessions collections. Collections are developed through:

- Contacting institutions that deposit public records;
- Contacting incumbents that deposit parochial records;
- Maintaining contact with existing depositors;

- Conducting collections surveys that identify gaps within our collections;
- Contacting local groups and individuals within areas that are under-represented within our collections;
- Raising awareness through our outreach and education work of gaps within our collections;
- Collaborate with the Council's Information Management Unit

Weaknesses to our collections have been identified and the following areas have currently been prioritised:

- Specific geographical areas are under-represented and we continue to make contacts within these areas in order to receive new acquisitions.
- Hospital records are under-represented and therefore we have contacted relevant Officers within the NHS and are collaborating to identify material for deposit.
- The stories of individuals and communities from the 1960's onwards are under-represented. Documents and oral histories from this period have been identified as an area where the Service should develop.

Acquisition of Collections

Gwynedd Archives Service will acquire documents by gift, purchase, and on deposit according to the general conditions of the Service's Condition of Deposit, with any additional conditions negotiated with depositors individually. The Service will also acquire documents through transfer from the Information Management Unit of Gwynedd Council.

Appraisal and accessioning

All collections are appraised according to the Service's Appraisal Policy by qualified archival staff prior to being accessioned manually and electronically.

Access

Collections will be catalogued according to the Service's cataloguing priorities and relevant legislation before being made available for public consultation subject to any requirements of confidentiality and / or the wishes of the depositor.

Access restrictions on collections or items by private depositors shall be negotiated at the point of deposit in order to ensure that material is publically accessible within a reasonable period of time.

Disposal

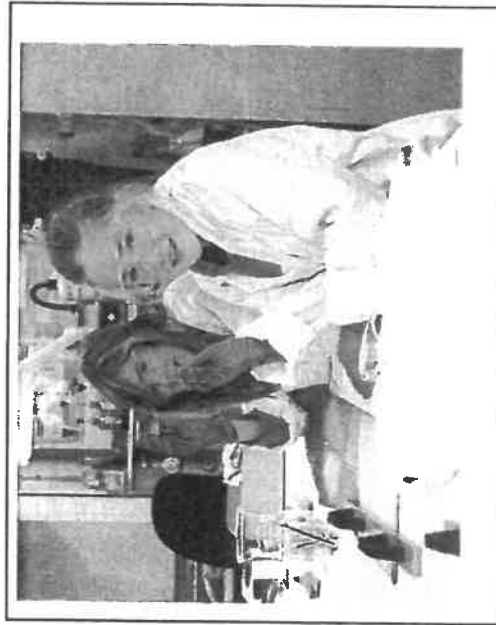
The Service shall adhere to its Appraisal Policy and Conditions of Deposit and will therefore:

- Evaluate and select for return or destruction any documents not deemed to be worthy of permanent preservation in accordance with the wishes and requirements of depositors.
- Transfer groups of archives to a more suitable repository if it is felt that the documents and the users of those documents would benefit from their re-location.

Review

This policy was written in October 2017 and approved by the Head of Economy & Community and the Cabinet Member for Housing, Culture and Leisure in August 2018. It will be reviewed within 5 years or sooner if circumstances dictate.

Gwynedd Archives Forward Plan 2017-2019



Y Penwyllnos Achrabel
—Sodid Ddiol 100—

—Tocyn Aur—

Diolch am gymeryd rhan, cofiwech alw eto.
www.gwynedd.llyw.cymru/archifau

Creu o'r archifau Archive created

Celf wedi'i ysbrydoli gan rasgliadau'r archifau
Art inspired by the archives collection

23 Ebrill / April – 1 Mehefin / June, 2016
Canolfan Maenofferen Centre Blaenau Ffestiniog

☎ 01766 800 415
Yn ymgyrch gyhoeddus i ymuno â'r celfwedd hon. Rhannwch gyda ni'n creu'r celfwedd hon. Rhannwch gyda ni'n creu'r celfwedd hon. Rhannwch gyda ni'n creu'r celfwedd hon.

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Photos on cover from left to right: Takeover Day; Golden Ticket - every child who attended the 'Enormous Weekend' activities to celebrate Roald Dahl's centenary were given a ticket; Poster advertising (i) exhibition of the work of Reginald Hallward repaired with an NMCT grant (ii) exhibition o glass work with local schools inspired by the Hallward collection (iii) exhibition by the artist Morgan Griffith inspired by material from the collections.

Purpose of the Archive Service

The aim of Gwynedd Archives Service is to protect the archival heritage of the county by collecting, preserving, giving access to and promoting the use of the archives to offer experiences that will enrich, inspire, educate as well as enjoy

Arising from the above objective are the activities of the service. In order to deliver its work the Service works within the policies of the Council, the Department and the unit and also works in partnership with others within and outside the archive community.

Work of the Service

Caernarfonshire established a Record Office in 1947 and a Record Office was established in Meirionnydd in 1952. Gwynedd Archives Service was established when the county boundaries were changed in 1974. The Service runs two Record Offices at Caernarfon and Dolgellau, an Education Service, and a Conservation Service.

Archive Service

The Council has a statutory duty to provide a service to keep and provide access to records, in compliance with the following legislation:

- Public Records Act 1958
- Local Government (Records) Act 1962
- Local Government (Wales) Act 1994 – Section 60
- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

Both Caernarfon Record Office and Meirionnydd Record Office have been designated as places of deposit to retain and give access to public records in accordance with the Public Records Acts 1958 and 1967. The Service has been recognized by agreement with the Representative Body of the Church in Wales as a designated place to keep church records.

The main activities of the Service are to:

- Collect material related to Gwynedd history in line with our collection policies
- Protect material to national standards
- Catalogue material to international standards
- Maintain research rooms
- Maintain stores to standard
- Provide a website with online archive catalogue
- Facilitate research for individuals, public and private bodies, media and publishers
- Answer enquiries
- Advise on various issues e.g. planning, personal data on what needs to be archived for legal and historical purposes
- Deliver lifelong learning and day school workshops
- Access courses
- Meet statutory duties e.g. courts, Freedom of Information, Data Protection
- Deliver exhibitions
- Contribute significantly to the work of the Education Officer
- Deliver lectures / talks in the community
- Facilitate access to material in other organizations
- Deliver a reproduction service

Education Service

An Archive Education Officer was first appointed by the former county of Caernarfon back in 1973. After local government reorganisation, the post was developed over the years to include the Archives Service and the Museums Service.

The main activities of the Service are to:

- Provide material to schools and colleges
- Visit schools
- Conduct workshops in the Record Offices

- Raise awareness of history and culture
- Advise teachers and lecturers
- Promote cross curricular work
- Contribute to Lifelong Learning

The Service is part funded by Schools in the county through a Service Level Agreement. 88% of the county's primary schools have entered into the agreement for 2017-2020.

Conservation Service

The Conservation Service was established during the 1950's. In accepting and collecting material it is important that it can be protected for the future regardless of its condition, here the role of the Conservation Service is essential through assessment, advice and repair. Through the Conservation unit, collection care needs can be directly addressed. It is an integral element of the protection that we provide.

The main activities of the Conservation Service are to:

- Monitor the environment of the archives according to the British Standard
- Preserve and conserve the collection
- Provide a book binding service for the authority and clients
- Deliver emergency management planning for the service
- Raise income for the unit by offering a conservation service to outside bodies.

Analysis of Service Strengths, Weaknesses, Opportunities and Threats

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| <p>Strengths</p> <ul style="list-style-type: none"> • Rich collections full of potential • Maintaining a Conservation Unit • Maintaining an Education Service for Schools • Delivering a Service that is considered valuable by users • Percentage of catalogues available online • 2 Record Offices attaining the expected standards • A bilingual service | <p>Weaknesses</p> <ul style="list-style-type: none"> • Cuts to the budget have led to a reduction in hours and staff • Cataloguing backlog • Need to address digital collections and digitising of collections • Low profile within the Council |
| <p>Opportunities</p> <ul style="list-style-type: none"> • Opportunities to address the county's objectives in terms of heritage and culture • Conservation Section provides the opportunity to generate income • Opportunities to work with other units within the Council and with various organizations • Strong links with other organizations in the County such as the National Park and the University • Links with the media and publishers | <p>Threats</p> <ul style="list-style-type: none"> • More cuts on the horizon • Few resources to deal with digitisation and digital preservation challenges, failure to respond could result in the Service being irrelevant in the future • Number of users decreasing |

Gwynedd Council

The Archive Service is part of the Gwynedd Council Economy and Community Department. The Department's work is divided into three areas. The Archive Service area is identified as 'Supporting Strong Communities' which also includes the Community Regeneration unit, Library Service, Youth Services, and the Museums and Arts Service.

The mission statement for this area is: "The Department provides services to the people of Gwynedd that will help to create resilient communities; support the inclusion of people in their communities and tackle poverty. We ensure access to information, support and facilities for residents to develop their skills and achieve their full potential. In order to create attractive communities, the Department also promotes access to the arts and protects and celebrates our culture and heritage."

The Department contributes to corporate policies and the Council's Strategic Plan, <https://www.gwynedd.llyw.cymru/cy/Cyngor/Dogfennau-Cyngor/Strategaethau-a-pholisiau/Cynllun-Gwynedd-2017-2018/Cynllun-Gwynedd-2017-18.pdf>. The Strategic Plan 2017-2018 is an extension of the 2013-2017 Strategic Plan. The Plan has been prepared to meet the requirements of the Well-being of Future Generations Act <http://www.thewaleswewant.co.uk/sites/default/files/150623-guide-to-the-fg-act-cy.pdf> and refers to how the Council contributes to the aims of the Act setting out 13 objectives to achieve well-being outcomes. There are 7 well-being goals:

1. A prosperous Wales
2. A resilient Wales
3. A healthier Wales
4. A more equal Wales
5. A Wales of cohesive communities
6. A Wales of vibrant culture and thriving Welsh language
7. A globally responsible Wales

The Archive Service contributes to the Strategic Plan through 3 priority areas:

- Collect, Preserve and Share - Protect the archival documents of Gwynedd
- Share, Collaborate and Promote – Access to Gwynedd's archival documents
- Corporate contribution and collaboration

The well-being aims outlined in the Strategic Plan are contributed to through the following activities:
(The numbered activities can be seen in the forward plan on pages 12-20)

Prosperous Wales – Priorities 2.2. and 2.5

The Service contributes through maintaining an Education Service for schools, offering volunteering opportunities that enable individuals to gain confidence, socialise and contribute towards employability.

Resilient Wales – Priorities 1.1, 1.2, 2.1

The Service contributes by accepting and giving access to material which can be used to identify environmental change.

Healthier Wales – Priorities 2.4, 2.5

The Service contributes by supporting health and well-being projects, and offering volunteering opportunities that can build confidence and improve well-being.

More Equal Wales – Priorities 1.1, 2.1, 1.4, 1.5, 1.6

The Service contributes by accepting collections that reflect all elements of society, and by giving impartial face to face and digital access.

A Wales of Coherent Communities – Priorities 1.1, 1.2, 1.1.1, 2.1, 2.2

The Service contributes by collecting, giving access and promoting the collections that encourage a sense of place within our communities.

A Wales of Vibrant Culture where Welsh is Thriving – All priorities 1 a 2

The Service contributes by accepting, giving access and promoting the collections held to preserve the county's unique culture and heritage.

A Globally Responsible Wales - Priorities 1.1, 1.2, 2.1, 2.3, 2.4

The Service contributes by receiving, giving access and promoting the use of public and official records that ensures accountability.

The objectives set out in the Strategic Plan are contributed to through the following activities:
(*The numbered activities can be seen in the forward plan on pages 12-20*)

Poverty, Economy, Housing

E3. Working together against poverty – Priorities 2.4.8

The Service contributes by participating in the county's Fusion activities and providing opportunities and experiences for families that are hard to reach.

E7. World Heritage Site – Priorities 2.4.16

The Service contributes by providing and submitting information for the application and contributing to activities associated with the application.

Promote the use of Welsh in Gwynedd

I1. Communities Promoting the Welsh Language - Priorities 2.1, 2.3, 2.4

The Service contributes through service delivery in Welsh.

I2. Welsh language and Public Services – Priorities 1.9, 1.11, 2.1, 2.4

The Service contributes through collaborating with other public services through the medium of Welsh.

Putting the people of Gwynedd at the heart of everything we do

FfG3 Engagement – Priorities 3.1

The Service contributes by asking the public's opinion about our Service through internal and national questionnaires.

FfG4. Extend the use of self-service – Priorities 1.4, 1.5, 1.6, 1.10

The Service contributes through digitised material on our website, digitising original material, and through the Archives Hub.

Review of the Forward Plan 2015-2017

The Service has produced a Forward Plan setting out the service's priorities since 2014. Prior to this, a general work programme was created. These are internal documents drawn up in discussion with the staff of the Service, the Senior Manager and the Head of Service.

What has been achieved:

Many of the Service's activities are ongoing due to the nature of the work and the size and extent and use of our collections. But there are also project activities which have been achieved within a defined period. The highlights are noted below:

- The work to retro-cover small catalogues and accession registers on CALM has begun. This work will help to strengthen our accession information and allow wider access to the collections.
- Storiell – collaborated with Gwynedd Museum and Gallery on 4 new exhibitions in their new home following a grant from the Heritage Lottery Fund, as well as contributing material for the purpose of interpretation in their new galleries.
- Collaborated with the Anglesey Record Office and the Holyhead Maritime Museum to create a digital exhibition interpreting the relationship between Wales and the Easter Rising in Ireland.
- Collaborated with Snowdonia National Park and a local committee to create notice boards interpreting the Frongoch Camp where a number of Irishmen were imprisoned following the Easter Rising.
- 'Maritime Wales', a journal that celebrates the maritime history of Wales, is published annually. To celebrate the 40th anniversary of its publication in 2016 an exhibition was produced in collaboration with the National Museum.
- As part of the county Fusion Network, Family Learning Signature sessions were held with families from Communities First areas, and an exhibition was created.
- Following a grant from the NMCT in 2015 a series of artist Reginald Hallward's designs were repaired. To promote this work, a series of glass workshops were held with the artist Rhian Haf in Meirionnydd area schools.

Some opportunities have arisen during the year:

- To buy CALM View following an underspend
- To take part in 'The Enormous Weekend' activities to commemorate Roald Dahl at 100
- Collaborated on the North Wales Archive project to identify priorities and models for collaborative work across North Wales Services.

What could not be achieved:

The Service received cuts in the 2016-2017 budget and there was considerable preparation in planning and then implementing the cuts that took longer than anticipated. This affected some elements of the Forward Plan where time and resources could not be provided:

- Following a lack of time, the Facebook page and Twitter programmes have not been established; this is now planned for 2017-2019.
- In addition, the numbers of volunteers in the Meirionnydd Record Office are not as numerous as at Caernarfon Record Office, more time and resources are needed during 2017-2019 to address this.

Also:

- We weren't successful in attracting funding to catalogue one of our largest uncatalogued collections, Breese Jones and Casson solicitors' collection.
- Collaboration has not been possible with the Cofis Bach community group following the departure of their Project Manager, but there are arrangements to conduct a project during the Summer 2018.
- Collaboration has not been possible with Bryn Seiont Newydd on the planned Dementia project, but there are arrangements in place to hold a similar project at Plas Maesincla Residential Home.

Although the period in question has been difficult in terms of cuts, the Service has been fortunate to take part in a number of activities, strengthening community links and strategic planning in terms of wider access to the collections.

Forward Plan 2017-2019

As noted, the Forward Plan has been drawn up in conjunction with the staff of the Archives Service, the Senior Manager and the Head of Service. In addition, any feedback from the public is considered following any consultation. The plan is a developing document and during the period a number of other activities can be added, but these are the currently planned or anticipated activities during the period.

GWYNEDD ARCHIVES SERVICE – Forward Plan 2017-2019

| Priority | Field | Description | Tasks | Responsibility | Timetable |
|--|--|--|---|--|-------------------------|
| 1. Collect, Preserve, Share – Protecting Gwynedd's archival Heritage by: | 1.1 Accessioning | Accession material received | Accessioning on CALM and maintaining an accessions register | Principal Archivist | Continuous |
| | 1.2 Catalogue | Catalogue newly accessioned material and collections that have previously been deposited | Catalogue according to priority | Principal Archivist Caernarfon Archivist Meirionnydd Archivist | Continuous with targets |
| | 1.3 Index | Index identified material | Index according to priority | Archives Assistants Caernarfon (2) Senior Archive Assistant Meirionnydd Archive Assistant Meirionnydd | Continuous with targets |
| | 1.4 Retro-convert catalogues and accession registers | Input early accession registers and collections on CALM | Collections identified | Archive Assistant Caernarfon Senior Archive Assistant Meirionnydd | Continuous with targets |
| | 1.5 Add to Rhagorol the on-line catalogue | Edit collections | Collections identified | Archives Assistant Caernarfon Senior Archive Assistant Meirionnydd | Continuous with targets |

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| 1.6 Digitise collections | Digitise Meirionnydd photograph collections | Select material | Senior Archive Assistant Meirionnydd | Continuous with targets |
| 1.7 Collections management | Caernarfon: weed collections Meirionnydd: weed and move collections | Collections identified | Principal Archivist Caernarfon Archivist Meirionnydd Archivist Senior Archive Assistant Meirionnydd Archive Assistant Caernarfon | Continuous with targets |
| 1.8 Maintain a Conservation Service | Implement preservation work and prioritise conservation work | Full work programme set (separate document) | Conservation Officer | Continuous with targets |
| 1.9 Work with Archives and Records Council Wales | Research / digital preservation processes | Test software | Principal Archivist Caernarfon Archivist | Continuous |
| 1.10 Work with Archives and Records Council Wales | Add to the Archives Hub | Identify collections on CALM | Principal Archivist Caernarfon Archivist | Continuous |
| 1.11 Work with institutions to receive public records in accordance with legislation | Prioritise Health Board documents | Arrange initial visits to Betsi Cadwaladr Health Board sites with the Board's Corporate Governing Officer | Principal Archivist | 2018-2019 |
| 1.12 Implement CALM View | Background work to institute CALM View on the public website | Determine appearance and content | Principal Archivist and IT Officers | 2018-2019 |

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| <p>1.13 Work towards Accreditation Standard</p> | <p>Complete Standard</p> | <p>Identify gaps and review policies</p> | <p>Principal Archivist Caernarfon Archivist Meirionnydd Archivist Conservation Officer Education Officer</p> | <p>March 2018</p> |
| <p>2.1 Maintain search rooms</p> | <p>Ensuring adequate supervision to ensure correct access that equates to standards and use</p> | <p>Staff 2 search rooms</p> | <p>Principal Archivist Caernarfon Archivist Meirionnydd Archivist Senior Archive Assistant Meirionnydd Archive Assistants, Caernarfon and Meirionnydd (3)</p> | <p>Continuous</p> |
| <p>2.2 Maintain an Education Service for schools</p> | <p>Collaborate with schools</p> | <p>Full work programme set (separate document)</p> | <p>Education Officer</p> | <p>Continuous with targets</p> |
| <p>2.3 Promotion of collections and Service</p> | <p>2.3.1 Conduct outreach work at both offices</p> | <p>Conduct family history courses Conduct general taster sessions Conduct thematic taster sessions</p> | <p>Principal Archivist Caernarfon Archivist Meirionnydd Archivist</p> | <p>Caernarfon: twice yearly Meirionnydd: quarterly</p> |
| <p>2.3.2 Outreach in the community</p> | <p>2.3.2 Outreach in the community</p> | <p>Talks as required</p> | <p>Principal Archivist Caernarfon Archivist Meirionnydd Archivist</p> | <p>As required</p> |
| <p>2.3.3 Establish and maintain Facebook and Twitter accounts</p> | <p>2.3.3 Establish and maintain Facebook and Twitter accounts</p> | <p>Select content</p> | <p>Principal Archivist Caernarfon Archivist Meirionnydd Archivist</p> | <p>March 2018 →</p> |

2. Share, Collaborate and Promote – giving access to the archival collections of Gwynedd by:

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| 2.4 Promote collections and Service through collaborating with others | 2.4.1 Monthly article in local paper 'Caernarfon and Denbigh Herald' | Select material and write text | Principal Archivist Caernarfon Archivist | Monthly |
| | 2.4.2 Quarterly articles in local newspaper 'Cambrian News' a'r 'Dydd' | Select material and write text | Meirionnydd Archivist | Quarterly |
| | 2.4.3 Quarterly article for 'Gwreiddiau Gwynedd' | Select material and write text | Principal Archivist Caernarfon Archivist Meirionnydd Archivist | Quarterly |
| | 2.4.4 Contribute to Storiell (Gwynedd Museum and Gallery) Exhibitions | To be arranged | Caernarfon Archivist | To be arranged |
| | 2.4.5 Take part in 'Open Doors' - Cadw | Identify activities and promote open day to relevant groups | Principal Archivist Caernarfon Archivist Meirionnydd Archivist Senior Archive Assistant Meirionnydd Archive Assistants Meirionnydd and Caernarfon (3) | September 2017 September 2018 |
| | 2.4.6 Take part in 'Taking Over Day' | Identify school in Dwyfor area, identify activities | Principal Archivist Caernarfon Archivist Education Officer Conservation Officer | November 2017 November 2018 |
| | 2.4.7 Collaborate with Plas Maesincla and the | Memory activity for dementia patients | Principal Archivist | January -- March 2018 |

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| Community Art Unit 'Pictures and Words' 2.4.8 Gwynedd Fusion Network | Identify audience, conduct activities | Principal Archivist Education Officer | January – March 2018 |
| 2.4.9 'Discovery Day' – Collaborate with Edau to conduct a workshop for teachers and creative practioners | Identify material, conduct activities | Principal Archivist Education Officer | February 2018 |
| 2.4.10 Collaborate with National Trust and ISWE on Penrhyn Project | Taster sessions for volunteers and identify material | Principal Archivist Caernarfon Archivist | February-March 2018 |
| 2.4.11 Collaborate with Snowdonia National Park to promote Dolgellau cultural heritage | Select material | Meirionnydd Archivist | March 2018→ |
| 2.4.12 Collaborate with Caernarfonshire Historical Society | Content selection on the theme of passengers in Snowdonia in the C19th | Principal Archivist Caernarfon Archivist | October 2018 |
| 2.4.13 Work with a community group on a maritime themed project | Identify audience, material and activities | Principal Archivist Education Officer | 2018 |
| 2.4.14 Prosiect Lle Arbennig – Gwynedd Slate Valleys | Identify material, conduct activities | Education Officer | 2018 |
| 2.4.15 Collaborate with Snowdonia National Park on Carneddau project | Identify material, conduct activities | Principal Archivist | 2018 - 2019 |

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| <p>2.4.16 Collaborate with other Council Departments and Units</p> | <ul style="list-style-type: none"> World Heritage Site nomination - update Llechwefan, present material, conduct activities Heritage Forum - contribute to the forum's programme | <p>Principal Archivist Caernarfon Archivist Meirionnydd Archivist</p> | <p>Continuous</p> |
| <p>2.4.17 Collaborate with the Council's Communication Unit with Twitter / Instagram for 'Throwback Thursday'</p> | <p>Identify material</p> | <p>Caernarfon Archivist Meirionnydd Archivist</p> | <p>Continuous</p> |
| <p>2.4.18 Collaborate with ARCW on marketing projects</p> | <p>Identify various activities</p> | <p>Principal Archivist Caernarfon Archivist</p> | <p>Continuous</p> |
| <p>2.5 Volunteers</p> <p>2.5.1 Continue with Caernarfon maritime project. Establish a conservation project in Meirionnydd.</p> | <p>Hold volunteer sessions Produce suitable documentation Identify material</p> | <p>Principal Archivist Caernarfon Archivist Meirionnydd Archivist</p> | <p>June 2017 →</p> |
| <p>2.5.2 Curate exhibition cases on both sites</p> | <p>Select and interpret material</p> | <p>Principal Archivist Caernarfon Archivist</p> | <p>December 2017 →</p> |
| <p>2.5.3 Collaborate to produce an exhibition based on World War One material</p> | <p>Search for sponsorship, identify and interpret material, write text</p> | <p>Meirionnydd Archivist Principal Archivist Caernarfon Archivist Meirionnydd Archivist</p> | <p>January 2018</p> |
| <p>2.5.4 Investigate the idea of establishing a virtual volunteer group</p> | <p>Undertake Research with organisations that have carried out similar activity</p> | <p>Principal Archivist</p> | <p>April 2018</p> |

| 3. Corporate Contribution and Collaboration | |
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| 2.5.5 Curate digital exhibitions | <p>Select material and write text</p> <p>Principal Archivist Caernarfon Archivist</p> <p>June 2018 →</p> |
| 2.5.6 Support from volunteers to maintain Facebook and Twitter | <p>Identify suitable volunteers</p> <p>Identify material</p> <p>Principal Archivist Meirionnydd Archivist</p> <p>June 2018 →</p> |
| 3.1.1 Deliver 'Ffordd Gwynedd' | <p>Challenge</p> <p>Consult with public</p> <p>Meirionnydd Archivist ALL STAFF</p> <p>Continuous</p> |
| 3.1.2 Contribute to Strong Communities | <p>Contribute to collaboration and collect measures</p> <p>Principal Archivist</p> <p>Continuous</p> |
| 3.1.3 Be responsible for self-development | <p>Staff appraisal</p> <p>Promote e-learning sessions</p> <p>Promote MALD courses</p> <p>ALL STAFF</p> <p>Continuous</p> |
| 3.2 Implement an Education Service Level Agreement | <p>Introduce agreement in collaboration with the Education Department</p> <p>Principal Archivist Education Officer</p> <p>April 2017</p> |
| 3.3 Collaborate with North Wales Archives Services | <p>Approve the Business Plan</p> <p>Agree on priorities</p> <p>Principal Archivist Senior Manager</p> <p>April 2018 →</p> |

