

## DECISION NOTICE OF AN INDIVIDUAL MEMBER OF GWYNEDD COUNCIL CABINET

<b>DATE OF DECISION</b>	16.6.2025
<b>DATE DECISION PUBLISHED</b>	30.6.2025
<b>DATE DECISION WILL COME INTO FORCE</b> and implemented, unless the decision is called in, in accordance with section 7.25 of the Gwynedd Council Constitution	07.7.2025

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### NAME AND TITLE OF THE CABINET MEMBER

Councillor Medwyn Hughes, Cabinet Member Economy and Community

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**SUBJECT** - Adopt the Archives Service's Collections Development Policy and Forward Plan to comply with Accreditation which is the National Archives Standard.

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### DECISION

To adopt the Archive Service Collections Development Policy and Forward Plan.

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### REASON WHY THE DECISION IS NEEDED

Please see attached Officer Report.

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

Not relevant

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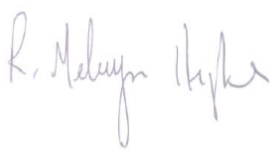
### ANY CONSULTATIONS UNDERTAKEN PRIOR TO MAKING THE DECISION

Consultation with  
Gwynedd Council Statutory Officers

The results of the consultations are reported upon in the attached report

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## INDIVIDUAL MEMBER OF CYNGOR GWYNEDD'S CABINET DECISION FORM - OFFICER'S REPORT

Name and title of the Cabinet Member/s	Councillor Medwyn Hughes, Cabinet Member Economy and Community
Name and title of Report Author:	Lynn C. Francis, Archives Manager
Date the Decision was Approved:	16.6.2025
Cabinet Member/s Signature:	

**Subject:** Adopt the Archives Service's Collections Development Policy and Forward Plan to comply with Accreditation which is the National Archives Standard.

*"Archives Services Accreditation is the UK standard for archive services. The standard defines good practice and identifies agreed standards thereby encouraging and supporting development."*

*Benefits of the Scheme:*

*Professionalism: an approach to developing and reinforcing the professionalism of the UK archives sector.*

*Performance: a UK-wide quality standard that provides a benchmark and incentive to measure performance, recognize achievement, ensure value for money and drive continuous improvement*

*Profile: a method of raising awareness and understanding of archives, building confidence and credibility within the parent organization and externally.*

*People: a process to help archive services adapt and respond to users' needs and interests and to support workforce development.*

*Partnerships: a way to help archives adapt and respond to users' needs and interests and to support workforce development.*

*Planning: a robust framework to facilitate forward planning, improve procedures and policy, and reduce risk to the organisation*

*Sponsorship: recognition that demonstrates quality services to supporters, donors and grant-making bodies, strengthening applications for funds, attracting philanthropic donations and building investor confidence.*

### Recommendation for the Decision:

To adopt the Archive Service Collections Development Policy and Forward Plan.

**Reason for the need for the Decision:**

- Accreditation Standards state that the documents need to be officially approved in order to receive Accreditation.
- Ensure that the Archives Service has appropriate and professional procedures in place and are followed.
- Ensure that the Service is recognised as a designated place of deposit for public records.
- Maximize opportunities to receive grants.

**Rationale and justification for reaching the Decision:**

Ensure appropriate and standard procedures for the Archives Service and receive full approval from the National Accreditation Panel

UK Archives Services follow the guidelines of national Accreditation standards where it is required to have a Collections Development Policy and Forward Plan.

The Collections Development Policy sets out the purpose of the Archives Service. It notes what is statutorily required for the Service to collect, the range of what is collected, and what is not collected, how the collections are developed and the guidelines that are followed.

The Forward Plan places the Archives Service within its context and conveys the Service's vision from the point of view of implementing the Service's purpose over the specific period, namely to protect the county's archival heritage by collecting, preserving, giving access and promoting the use of the archives so that everyone can discover, learn and understand more about themselves and their local area.

**A record of any interest declared by any Cabinet Member consulted and any dispensation by the Standards Committee:**

Not relevant

**Any consultations carried out before making the Decision:**

Chief Finance Officer –

“I support the decision sought. I am satisfied that the decision sought will not create a direct expenditure commitment.”

Monitoring Officer

“No observations to add in relation propriety.”

Local Member/s - Not applicable

# **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 to and promoting the use of archives so that everyone can discover, learn and understand more about themselves and their community.

### **Collections Development Policy Aims**

The main aim 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:

- Community Council Records where there have been no recent deposits
- Parish Records – targeting parishes where churches have closed or where there is no specific incumbent.
- The stories of individuals and communities from the 1960's onwards are under-represented. It is planned to collect oral history through a project in conjunction with the National Slate Museum targeting 3 slate valleys and concentrating on the role of women in the slate industry in one valley.

### **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 publicly 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.



## Gwynedd Archive Service Forward Plan 2025-2028





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*Photos from left to right: The Education Officer taking at a local Primary School; thank you card and comments from the pupils of Llandygai Primary School; a lecture celebrating the 150th anniversary of the North Wales Quarrymens' Union.*

## **Purpose of the Archive Service**

The purpose of Gwynedd Archives Service is to protect the archival heritage of the county by collecting, preserving, giving access to and promoting the use of archives so that everyone can discover, learn and understand more about themselves and their community.

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 National Archives, Welsh Government, Cyngor Gwynedd, the Department and the Service 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 Merionethshire in 1952. The Gwynedd Archive Service was established when the county boundaries were changed in 1974. The Service runs two Record Offices, 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 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

The Caernarfon Record Office and the Meirionnydd Record Office have been identified as designated places 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 policy
- Protect material to national standards
- Catalogue material to international standards
- Maintain research rooms
- Maintain stores to British standard
- Provide a website with online archive catalogue
- Digitize material to improve access
- Facilitate research for individuals, public and private bodies, media and publishers
- Answer enquiries
- Advise on various issues e.g. planning, personal data, 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 Caernarfonshire 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

- Hold workshops in the archives
- 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. For 2023-2026 74 of the 78 Primary Schools, 7 of the 12 Secondary Schools and both Special Schools have signed up to the Service Level Agreement.

### 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:

- Conservation and preservation of the collections
- Monitor the environment of the archives according to the British Standard
- Provide a book binding service for the authority and clients
- Deliver emergency management planning for the service
- Raise income for the unit

## Analysis of Service Strengths, Weaknesses, Opportunities and Threats

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Rich collections full of potential</li> <li>• Maintaining a Conservation Section</li> <li>• Maintaining an Education Service for Schools</li> <li>• Delivering a Service that is considered valuable by users</li> <li>• Percentage of catalogues available online</li> <li>• 2 buildings meet the expected standards</li> <li>• A bilingual service</li> </ul>	<ul style="list-style-type: none"> <li>• Following previous cuts to budget, opening hours are limited and small number of professional staff in proportion to the size of the collection</li> <li>• Cataloguing backlog</li> <li>• Need to address digitising collections and digital preservation.</li> <li>• Low profile within the Council</li> <li>• Staff and small budget trying to meet the aspirations and expectations of the public</li> <li>• Maintain a service on 2 sites to meet the requirements of the National Archives with a tight budget and restricted staffing structure.</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• Opportunities to address the county's objectives in terms of heritage and culture</li> <li>• Conservation Section provides the opportunity to generate income</li> <li>• Opportunities to work with other units within the Council and with various organizations</li> <li>• Strong links with other organizations in the County</li> <li>• Links with the media and publishers</li> <li>• Digitize collection to improve access and create income</li> </ul>	<ul style="list-style-type: none"> <li>• Few resources to deal with digitisation and digital preservation challenges, that could result in the Service being irrelevant in the future</li> <li>• Continuous threat to budgets</li> </ul>

## **Gwynedd Council**

The Archive Service is part of the Gwynedd Council Economy and Community Department. The Department comprises of a range of services that aim to improve the economic, social and cultural well-being of Gwynedd communities.

The Department contributes to corporate policies and [The Cyngor Gwynedd Plan 2023-28](#). The Priority Areas in the Plan are the Council's wellbeing objectives. The objectives contribute to achieving the seven wellbeing goals in the Well-being of Future Generations Act (2015).

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

- Collect, Save and Share - Protect the archival documents of Gwynedd
- Sharing, Working Together and Promoting – Access to Gwynedd’s archival documents
- Corporate contribution and collaboration

### **Contribute through the following activities:**

*(The numbered activities can be seen in the forward plan on pages 12-17)*

#### *Prosperous Wales – Priorities 2.2. and 2.5*

Contribution through the maintenance of a School Education Service and offering volunteering opportunities that enable individuals to gain confidence, socialise and contribute towards employability.

#### *Resilient Wales – Priorities 1.1, 1.2, 2.1*

Contribution by accepting and giving access to material which can be used to identify environmental change.

#### *Healthier Wales – Priorities 2.4.3, 2.5*

Contribution by offering volunteering opportunities that can build confidence and improve well-being.

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

Contribution by accepting collections that reflect all elements of society giving impartial face to face and digital access.

*A Wales of Coherent Communities* – Priorities 1.1, 1.2, 1.12, 2.1, 2.2

Contribution by collecting, giving access and promotion of the collections that encourage a sense of place within our communities.

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

Contribution 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

Contribution by receiving, giving access and promoting the use of public and official records that ensure accountability.

**The objectives set out in the Cyngor Gwynedd Plan 2023-2028 are contributed to through the following activities:**

*(The numbered activities can be seen in the forward plan on pages 12-17)*

*Priority Field Tomorrow's Gwynedd* – Giving our children and young people the best possible start in life

The Archives Service contributes to fulfilling the requirements of 'Curriculum for Wales' through our Education Service, priority 2.2.

*Priority Field A Prosperous Gwynedd* – Strengthening the economy and supporting the people of Gwynedd to earn a decent salary

The Archive Service contributes by promoting our culture, priority 1.5, 1.6, 2.1, 2.2, 2.3, 2.4

*Priority Field A Welsh Gwynedd* – Ensuring that we give our residents every possible opportunity to use the Welsh language in the community

The Archive Service contributes by providing opportunities for everyone to use the Welsh language and ensuring access to information and cultural facilities of high quality, priorities 2.1, 2.2, 2.3, 2.4, 2.5.

*Priority Field An Efficient Gwynedd* – Putting the residents of Gwynedd first and treating them fairly and ensuring that the Council performs effectively and efficiently.

The Archives Service is shared by contributing to improving access to the collections, priority 1.4, 1.5, 1.6, 1.10, 1.12.



## Review Forward Plans 2021-2024

The Service has produced a Forward Plan setting out the service's priorities since 2014. Prior to this, a general work programme was created. A Forward Plan was developed for 2021-2023 but as Caernarfon Record Office was closed to the public from June 2023 to June 2024 the Forward Plan was extended. This plan was created in discussion with Service Staff and the Assistant Head Department of Economy and Community.

What has been achieved:

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

- Additional funding was received to purchase and install a new map wall in the conservation room.
- The Conservator completed the ARA Trainer course and a training period was provided for a conservator from the National Army Museum, London.
- 74 primary schools in the county, 7 secondary schools in the county, and the 2 special schools have signed the Service Level Agreement 2023-2026.
- A small exhibition 'Ynysoedd Llŷn' was created for the National Eisteddfod at Boduan and activities for children were held on the Eisteddfod field.
- SPF funding was received to appoint a Digital Archive Assistant to digitize archive collections.
- The Service worked with the National Slate Museum, Caernarfonshire Historical Society, and the LleChi Lle Ni project on a lecture and exhibition to celebrate the 150th anniversary of the founding of the North Wales Quarrymen's Union.
- Funding was received from the Welsh Government to work with Kazky Ltd and the Records Management Unit to develop a Digital Continuity Policy and Digital Asset Register.
- Support the nomination of the Slate Landscape of North West Wales as a World Heritage Site
- Establish a Clip Centre at Caernarfon Record Office in collaboration with the National Library of Wales

### **What could not be achieved:**

The rewiring of Caernarfon Record Office affected the Service's ability to accomplish certain tasks. Before the Record Office closed, the number of users was beginning to rise after a decline due to Covid. This led, after closing for the Service to receive a large number of enquiries as many had resumed their research and university students wanted to use primary sources for their studies. The nature of the enquiries tended to be detailed and complex, and therefore a lot of time was spent dealing with these enquiries. Accessing collections was difficult, and lack of space was a problem as staff had to move collections around the strongrooms as well as moving offices several times. This was all quite time consuming. As engagement was difficult, the Service focused on digitizing material. There has been an increase in expectation in recent years amongst our users for collections to be digitized, and therefore our closure provided time for staff to digitize material. This work has continued with the acceptance of SPF funding to appoint a Digital Archives Assistant to digitize collections. By focusing on other elements of the Service, we failed to create social media accounts, we researched various platforms, but failed to create an account, however, we will reconsider and research which platform would be best for the Service. Also, we were unable to recruit virtual volunteers, and we will therefore revisit this.

### **Forward Plan 2025-2028**

As already noted, the Forward Plan has been drawn up in collaboration with Archive Service staff, and the Assistant Head of the Economy and Community Department. In addition, any feedback from the public following any consultation is considered. The current situation remains financially challenging, and therefore due to resources we will be concentrating on core activities. But, the plan is a developing document and during the period a number of other activities may be added, but at present these are the activities that are planned, or anticipated to develop during the period.

## GWYNEDD ARCHIVES SERVICE – Forward Plan 2025-2028 Priorities

Priority	Field	Description	Tasks	Responsibility	Timetable
<b>1. Collecting, Keeping, Sharing – Protecting Gwynedd’s archival Heritage by:</b>	1.1 Accessioning	Accessioning 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 accession register and acatalogues	Input early accession registers and analogue catalogues on CALM	Collections identified	Archive Assistant Caernarfon Senior Archive Assistant Meirionnydd	Continuous with targets
	1.5 Add to RHAGOROL the on-line catalogue and	Edit catalogues and update collections information	Collections identified	Archive Assistants Caernarfon Senior Archive Assistant Meirionnydd	Continuous with targets

also the Service's web pages			Archive Assistant Meirionnydd	
1.6 Digitise collections	1.6.1 Digitise Caernarfon and Meirionnydd photographic collections	Select material	Archive Assistants Caernarfon (2) Senior Archive Assistant Meirionnydd Archive Assistant Meirionnydd	Continuous with targets
	1.6.2 Receive further SPF funding to continue digitizing collections	Select material	Digital Archive Assistant	2025-2026
1.7 Collections management	1.7.1 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
	1.7.2 Remove printed material from the strongrooms to offices	Books and space identified	All members of staff	2026
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 CALM cataloguing system	System support ending	Research other systems in collaboration with IT Unit and other Welsh Archive Services	Principal Archivist	2025
1.10 Access to digital material	Develop a digital platform to access collections	Work with the IT Unit and Web team	Principal Archivist	2026

	1.11 Work with public organisations to receive public records in accordance with legislation and also official institutions	Prioritise: Health Board Court Records Coroner Community Councils Church in Wales	Continue with the relationship established with the public organizations. Community Councils – contact clerks. Church in Wales – Contact the Diocesan Advisor and Incumbents	Principal Archivist	Continuous
	1.12 Digital Preservation	Research to develop digital preservation processes	Collaborate with the Information Management and IT Units. Attend the Information Governance Panel. Further develop the Digital Asset Register Attend meetings of ARCW's Digital Preservation sub-group.	Principal Archivist Caernarfon Archivist Meirionnydd Archivist	Continuous
	1.13 Decrease the use of air-con in the strongrooms	Continue reviewing the environmental arrangements of the strongrooms at the Caernarfon Archive.	Investigate requirements and establish processes Attend HVAC meetings	Principal Archivist Conservator Caernarfon Archivist	2024→
	1.14 Collaborate with ARCW	1.14.1 Add catalogues to the Archives Hub	Identify collections held on CALM	Principal Archivist Caernarfon Archivist	Continuous
		1.14.2 Archives Revealed Cataloguing Grant	Identify collections and contribute to the application	Principal Archivist	2025
<b>2. Share, Collaborate and Promote – giving access to the archival collections of Gwynedd by:</b>	2.1 Maintain searchrooms	Ensuring adequate supervision to ensure correct access that equates to standards and use	Staff 2 searchrooms	Principal Archivist Caernarfon Archivist Meirionnydd Archivist Senior Archive Assistant Meirionnydd	Continuous

			Caernarfon and Meirionnydd Archive Assistants (3)		
2.2 Maintain an Education Service for schools	2.2.1 Collaborate with schools	Full work programme set (separate document)	Education Officer	Continuous with targets	
	2.2.2 Collaborate with LleChi LleNi project	Promote the slate collection in the county's schools	Education Officer	2025→	
	2.2.3 Collaborate with the Education Department	Produce a Service Level Agreement for 2026-2029	Principal Archivist	2026	
	2.3 Promotion of collections and Service	2.3.1 Conduct outreach work at both offices	Principal Archivist Caernarfon Archivist Meirionnydd Archivist Education Officer	Annual	
		2.3.2 Outreach in the community	Principal Archivist Caernarfon Archivist Meirionnydd Archivist	As required	
		2.3.3 Establish social media accounts	Principal Archivist Caernarfon Archivist Meirionnydd Archivist	2025	
		2.3.4 Exhibit material in the exhibition cases at both Record Offices	Caernarfon Archivist Caernarfon Archive Assistant Meirionnydd Archivist Meirionnydd Senior Archive Assistant	Continuous	

2.4 Promote collections and Service through collaborating with others	2.4.1 Quarterly article for 'Gwreiddiau Gwynedd'	Select material and write text	Principal Archivist Caernarfon Archivist Meirionnydd Archivist	Quarterly
	2.4.2 Contribute to exhibitions at Storiel	Select Material	Caernarfon Archivist	As required
	2.4.3 Collaborate with other Council Departments and Units	Select Material	Principal Archivist Caernarfon Archivist Meirionnydd Archivist	As required
	2.4.4 Collaborate with the slate Museum and LleChi LleNi project	Oral History project	Principal Archivist	2025→
	2.4.5 Collaborate with Archives and Records Council Wales on marketing project	Identify activities and material for 'Explore Your Archive'	Principal Archivist Caernarfon Archivist Meirionnydd Archivist	Continuous
	2.4.7 Broadcast Archive – Clip Centre - collaborate with the National Library	Promote the Clip Centre	Principal Archivist	2025-2028
2.5 Volunteers	2.5.1 Offer volunteering opportunities	Offer various volunteering opportunities depending on the service's requirements.	Principal Archivist Caernarfon Archivist Meirionnydd Archivist	Continuous
	2.5.2 Investigate the idea of setting up a virtual volunteer group	Conduct research of organizations that have already undertaken a similar activity	Principal Archivist	2026

<b>3. Corporate Contribution and Collaboration</b>	3.1 Contribute towards corporate priorities	3.1.1 Deliver 'Ffordd Gwynedd'	Self-challenge Consult with public	ALL STAFF	Continuous
		3.1.2 Be responsible for self-development	Staff appraisal Promote e-learning sessions Promote MALD courses	ALL STAFF	Continuous
		3.1.3 Review the operational arrangements of the Archives Service to ensure effective operation for the benefit of the people of Gwynedd and the Service for the future.	Consider Service procedures	Principal Archivist Assistant Head Economy and Community Department	2026
	3.2 Collaborate with the North Wales Archive Partnership Assistant Head of Economy and Community	Lead the project to establish a Digitization Strategy and Action Plan	Deliver the Partnership's priorities and lead on the 'Digitizing collections of significant impact' workstream	Principal Archivist	2021-2026
	3.3 Collaborate with Archives and Records Association	Collaborate on the conservator training scheme	Offer training opportunities	Conservator Principal Archivist	As required