

Explore the Past

Worcestershire Archive & Archaeology Service

Collections Information Plan 2025-2030

The **Hive**



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1.0 Introduction

Worcestershire Archive and Archaeology Service's (WAAS) priority is to ensure the proper management of Worcestershire's heritage for current and future generations. We protect, preserve, manage, record, interpret, share and promote the history and historic environment of Worcestershire. We help the modern county of Worcestershire to achieve its priorities as identified in the Corporate Plan; Open for Business, Promoting Health and Well Being, Protecting the Environment, Supporting Children and Families. We are continuing to develop a sustainable model for the continuance and growth of the service.

2.0 Aims

This plan outlines the steps Worcestershire Archive Service (WAS) needs to take to fulfil the aims outlined in our *Collections Information Policy*, particularly to achieve a reduction in our cataloguing backlog and make our collections fully discoverable to our stakeholders. It is broken down into:

- Short term objectives, which we aim to achieve within one year. This includes steps which we are already implementing.
- Medium term objectives, which we aim to achieve within two to three years.
- Long term objectives, which we aim to achieve within four to five years.

3.0 Short Term Objectives

- Streamline collections information procedures by:

Accessioning archive collections within 60 working days of receipt.

Editing catalogue entries for small collections directly in our cataloguing system rather than exporting to print.

Adding updated and new catalogue records to CALMVIEW on a quarterly basis.

- Reduce the backlog by:

Prioritising collections of Public Records in accordance with the 20 Year Rule with support from external New Burdens funding.

Cataloguing Ombersley Trust (Sandys) Archives with support from external grant funding.

Preparing funding bids for appropriate collections projects, ensuring existing and external resources.

- Tackle the retroconversion of legacy paper catalogues by:

Bringing them into line with current descriptive standards where possible and making them available on our cataloguing system through scanning, re-keying and automative processes as appropriate as part of a 2-year focussed project.

- Delivering digital collections priorities by:

Adding 50% of identified legacy collections in the digital asset register to Preservica

Making 20 collections available to search on access platform

Documenting case studies for 2 born digital internal transfers

4.0 Medium Term Objectives

- Streamline collections information procedures by:

Reviewing our cataloguing system in the light of support for CALM being withdrawn by Axiell at the end of 2027 and migrating our cataloguing data to an appropriate system.

Reviewing missing records list at least annually.

Developing more efficient policies, plans and procedures for the cataloguing and indexing of images in the Worcestershire Photographic Survey.

- Reduce the backlog by:

Using priority scores in a more strategic and consistent way when allocating collections to staff for cataloguing.

Targeting collections of 3 archive boxes in size and under.

- Delivering digital collections priorities by:

Establishing a number of workflows with local government (WCC) departments to receive born digital

5.0 Long Term Objectives

- Streamline collections information procedures by:

Implementing improved procedures for processing images in the Worcestershire Photographic Survey.

Publishing collection level descriptions of everything on the backlog (not just recent accessions) on CalmView.

- Deliver digital collections priorities by:

Fully embedding digital preservation processes into WCC archive transfer processes

6.0– Monitoring progress

Progress against the objectives will be monitored via reports made at monthly team and Archives Management Team meetings. Progress is also reported via performance indicators and as part of the Archive and Archaeology Service Plan. Objectives and any targets will be kept under review bi-annually.

7.0– References

The plan should be read in conjunction with other related policies and plans.

8.0– Review

This plan was written in January 2025 and will be reviewed in January 2030, or earlier if circumstances dictate.

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