

May 2010 – Closure Week Report

Appraisal of Collections and Cataloguing

During the May closed week Worcestershire Record Office continued the appraisal work begun in previous closed weeks and a further 10 parish council deposits were appraised. Permissions have now been received to dispose of the material identified in previous closed weeks as not worthy of permanent preservation, their disposal will release valuable, much-needed storage space.

Cataloguing of the following collections was completed during the closed week:

- Lechmere archives
- HWCC Planning records
- HM Inspectors' reports on Independent Schools
- Parish records of Broughton Hackett, Ipsley, Rock with Heightington, Beoley, Elmley Castle and Pebworth parishes
- Whately Weston and Fox solicitors

Work continued on the Education Department records, the DVDs from the film project, Social Services adoption and other files, Whitbread archives, Feckenham parish records and Bewdley High School records. We also started but did not complete a deposit of Defence Evaluation and Research Agency (DERA) records and some Rous family papers. We will need to continue work on these collections in future closed weeks. The projects to catalogue the Croome and Worcester City archives continued as usual.

We also began to sort and repackage some early-mid 20th century Tenbury newspapers which we received from Hereford Library. Whilst we do not normally collect sets of newspapers there does not seem to be a microfilm copy of these newspapers in the British Library so we will store them temporarily until they enter our microfilming/digitising programme.

Searchroom and Index Activity

We are pleased to announce that during this closure week work was completed on the long-term project to re-package all our rolled maps with archive-friendly bleach-free calico.



Maps in old-style, brown paper packaging

The maps had previously been wrapped in brown paper packaging, which was damaging to the maps, and a project to replace this was started 9 years ago and carried out on an ad hoc basis. The closure weeks have allowed us the opportunity to devote more time and resources to this and now all maps (including the Worcester City public health map, our largest map at 24ft!) have been bagged. This is much better for the documents and will give greater protection to them when they are moved to the new site.



Maps in new calico packaging

Work continued on:

- The electronic index of patients at Powick Asylum (1857-1906). Entries were

completed for the pauper patients, and private patients have started to be added. 325 entries were added in total, and work commenced on the checking of the entries for the pauper patients.

- County Hall Branch library. Four shelves were thoroughly checked, resulting in 21 volumes withdrawn for accessioning, 6 for further review and 78 volumes withdrawn for disposal.

Work also commenced on:

- An electronic index of Ordinations from 1913 – 1940 to complement the earlier electronic index for Ordinations 1837-1912 (completed during April closure week). 107 entries were input from a paper-based index that was previously inaccessible. Once completed this will be added to our online resource.

38 enquiries were received and completed, in addition to our usual work of retrieving adoptions and legal paperwork for Worcestershire County Council colleagues.