

## March 2011 – Closure Week Report

### Cataloguing the Collections

The cataloguing of the following collections was completed during the closed week:

Reference	Accession Number	Description
899:1497	14050	Worcestershire Parish Record Society CDs
899:1497	15258	Worcestershire Parish Record Society CDs
899:1613	15026	Mason deposit re Hawkesley House, Kings Norton
705:1554	13308	Prowting Homes deposit re Besford Court Estate development
899:1349	13167	Agreement re Orchard Farm and Cottage, Broadway
705:1553	13929	Broadwas and Cotheridge Millennium Committee deposit

In addition, work continued on collections started in previous closed weeks such as the

- Swan Theatre archives
- Whitbread archives
- Croome collection
- Adoption files
- Sewage work plans.

As these collections are quite big, work will continue on them for several closed weeks to come. The project to catalogue Worcester City archives continued as usual.

### Working on the Collections

Staff also continued to work on the Education Department records, locating records on an existing manuscript list and boxing them up. These records consist of several hundreds of mainly administrative files, volumes and bundles of papers from the c1940s to the 1980s documenting the work of the Council's Education Department both centrally and with individual schools.



*Education Department records prior to reboxing and after*

The identification of material in need of the specialised cleaning provided by Harwell was also progressed this week. It continues to be very painstaking work as the mould is not always apparent. Staff were able to move on quite rapidly as they examined a run of very modern records, although at the end of the week another pocket of mould affected records were encountered. In total 28 bays of records were checked, which was a tremendous achievement, and a number of volumes were cleaned.

Time was also spent assessing items held at the History Centre branch library, but which are not classed as books. These items will be checked to see if they are appropriate to accession as part of our archival holdings, or to see if they should be removed from the collections. Time has also been spent preparing books ready for sale.

Work also continued this week on an existing project to appraise old postal and email enquiries to the Record Office. All enquiries received are kept for the current year plus 5 years, according to the County Council disposal schedule. After this time they are appraised and any considered of future archival interest are retained, whilst the rest are securely disposed of. We also currently hold enquiries which date from the 1940s through to the 1980s which are being appraised using the same process.

### **Accessing the Collections**

Work has now begun on repackaging our 'draft guide' i.e. boxes containing information about our holdings sorted by reference number. This work is being undertaken in order to make this valuable resource easier and clearer to access. By re-labelling and re-packaging the boxes our users will be able to see plainly where holdings are grouped together by reference number without having to know all the individual Bulk Accession (BA) numbers.



*'Draft Guide' boxes prior to and following repackaging*

The existing old folders are being replaced with new card files to keep them neat and to prevent the pages within from becoming further damaged. Some boxes are being split up to ensure that they are not over-filled, therefore making searching easier.

Work continued checking the index to admissions for Powick Asylum. A total of 70 entries were checked and altered.

In addition to this, a total of 38 written and email enquiries were responded to throughout the week, along with telephone enquiries.