

## Catholic Archives Society Publications Archives Advice Leaflet 7

### Useful contacts and sources of information

#### Standards

The National Archives/TNA Standard for Record Repositories <http://www.nationalarchives.gov.uk/archives/framework/repositories.htm> gives details of best practice and desirable standards for management, storage and preservation of archival collections. It is supported by the Framework of Standards <http://www.nationalarchives.gov.uk/archives/framework/standards.htm> which offers pointers to best practice in every field relevant to the operation of publicly and privately funded repositories

ISAD(G) is the International Standard for Archive Description (General) and provides guidance for archival description and gives details and examples for the elements required to create a clear, concise, accurate and meaningful description of a collection [http://www.ica.org/biblio/cds/isad\\_g\\_2e.pdf](http://www.ica.org/biblio/cds/isad_g_2e.pdf)

ISAAR is the International Standard Archival Authority Record for corporate bodies, persons and families and is produced by the International Council on Archives <http://www.ica.org/biblio.php?pdocid=2>

EAD or Encoded Archival Description is an international standard for the storage of archival descriptions in electronic format <http://www.archiveshub.ac.uk/arch/ead.shtml>

BS5454 is a British Standard that makes recommendations for storage and exhibition of archival documents. British Standards may be ordered at <http://www.bsi-global.com/index.xalter>

#### Collections

The National Register of Archives/NRA contains information on the nature and location of manuscripts and historical records that relate to British history <http://www.nationalarchives.gov.uk/nra/>

The ARCHON Directory includes contact details for record repositories in the United Kingdom and also for institutions elsewhere in the world which have substantial collections of manuscripts noted under the indexes to the National Register of Archives <http://www.nationalarchives.gov.uk/archon/>

The Access to Archives/A2A database contains catalogues describing archives held locally in England and Wales and dating from the eighth century to the present day. <http://www.a2a.org.uk/>

The Directory of Irish Archives, 4th edition (Ed S. Helferty & R. Refaussé) is available from <http://www.four-courts-press.ie/>

## **Preservation and conservation**

The Institute of Conservation/Icon is the lead voice for the conservation of cultural heritage in the UK. It committed to public benefit through promoting public understanding of and access to all the diverse elements of cultural heritage  
<http://www.icon.org.uk/>

The National Preservation Office/NPO provides fact sheets and training days and is a focus for the preservation of and accessibility to cultural heritage materials in libraries, archives and museums in the United Kingdom and Ireland  
<http://www.bl.uk/services/npo/npo.html>

The Conservation Register holds information on conservators and restorers in the UK and Ireland <http://www.conservationregister.com/index.asp>

Collections Link is an online library information from over 600 guidelines and fact sheets. It managed by the MDA, NPO and Icon together with professional organisations, eg the TNA and NCA <http://www.collectionslink.org.uk>

## **Professional organisations**

The Society of Archivists/SOA is the principal professional body for archivists, archive conservators and records managers in the United Kingdom and Ireland  
<http://www.archives.org.uk>

The British Records Association/BRA aims to encourage and assist with the preservation, care, use and publication of historical records  
<http://www.britishrecordsassociation.org.uk>

The National Council on Archives/NCA aims to bring together major bodies and organisations (service providers, users, depositors and policy makers) in the UK that are concerned with archives and their use. It aims to develop consensus on matters of mutual concern and provide an authoritative common voice for the archival community <http://www.ncaonline.org.uk>

The Irish Society for Archives exists to promote the place of archives in Irish society. It publishes *Irish Archives* annually, a twice-annual newsletter and organizes lectures on topics of interest and concern to archivists, users of archives and the wider public  
<http://www.ucd.ie/archives/isa/isa-index.html>

## **National and regional advisory organisations**

The following bodies provide advice and information:

British Library/BL <http://www.mla.gov.uk>

Museums Libraries and Archives Council/MLA <http://www.mla.gov.uk>

National Archives of Ireland/NAI <http://www.nationalarchives.ie>

National Archives advisory service <http://www.nationalarchives.gov.uk>

National Archives of Scotland/NAS <http://www.nas.gov.uk/recordKeeping>

National Archives/TNA <http://www.nationalarchives.gov.uk>

National Library of Wales/NLW <http://www.llgc.org.uk/index.htm>

Public Record Office of Northern Ireland/PRONI <http://www.proni.gov.uk>

Local authority record offices are also useful sources of help and advice. Contact details should be available through the local authority

### **Education and training**

Post-graduate courses in archives administration are run by the following institutions:

University of Wales, Aberystwyth <http://www.dil.aber.ac.uk/DILS/archives/archadmi>

University College Dublin <http://www.ucd.ie/archives/>

University of Dundee <http://www.dundee.ac.uk/armms/cais> Dundee University offers distance learning courses in some modules from its course in Archives and Records Management <http://www.dundee.ac.uk/archives/armdl-cpd.htm>

University College London <http://www.slais.ucl.ac.uk> UCL also offers short courses.

University of Liverpool <http://www.liv.ac.uk/lucas>

### **Funding**

Funding for archives may be available from the following sources:

The Arts and Humanities Research Council/AHRC <http://www.ahrb.ac.uk>

The Arts Council of England/ACE <http://www.artscouncil.org.uk/>

The Heritage Lottery Fund/HLF <http://www.hlf.org.uk>

The National Archives/TNA have a cataloguing grants programme  
<http://www.nationalarchives.gov.uk/archives/grants.htm>

### **Legal matters**

For details about the laws relating to Freedom of Information and Data Protection, see the Information Commissioner's Office <http://www.ico.gov.uk/eventual.aspx>

For details of the law regarding copyright, see the Patent Office  
<http://www.patent.gov.uk/copy/>

The laws in the Republic of Ireland differ from those in the UK, see the Office of the Information Commissioner, Ireland <http://www.oic.gov.ie/en/> and for Data Protection see <http://www.dataprotection.ie>

### **Family History**

Catholic Parish registers: England and Wales: the diocesan archivist or local record office may be able to advise you of their whereabouts. See Archon for details of the local record office <http://www.nationalarchives.gov.uk/archon/>

The National Archives of Scotland has photocopies of all pre1855 Catholic Parish registers. Many original registers at the Scottish Catholic Archives  
<http://www.catholic-heritage.net/sca/>

Republic of Ireland: most registers are in the custody of the parish priest. Some microfilms are available at the National Library of Ireland <http://www.nli.ie>

Northern Ireland: see <http://www.proni.gov.uk/records/church.htm>

Catholic recusants: details of sources relating to recusants can be found on  
<http://www.nationalarchives.gov.uk/catalogue/RdLeaflet.asp?sLeafletID=112>

International Genealogical Index/IGI: this is the index compiled by The Church of Jesus Christ of Latter-day Saints/Genealogical Society of Utah/Mormons for their own religious purposes and made available to genealogists. There are not many records from Catholic parish registers <http://www.familysearch.org>

The genealogical site Rootsweb includes a Catholic mailing list <http://lists.rootsweb.com/index/other/Religion/CATHOLIC.html>

### **Mailing lists/mail bases**

Mail bases are a useful way of exchanging information. All the ones below are hosted by the Joint Information Services Committee/JISC. Participation is free and details are available on <http://www.jiscmail.ac.uk> The ones most used by archivists are:

Archives-NRA: for general questions and information about archives  
<http://www.jiscmail.ac.uk/lists/ARCHIVES-NRA.html>

Records management: for questions relating to management of current and semi-current paper and electronic records <http://www.jiscmail.ac.uk/lists/RECORDS-MANAGEMENT-UK.html>

Rare books: for questions relating to care and management of book collections  
<http://www.jiscmail.ac.uk/lists/LIS-RAREBOOKS.html>

HWR: for historians of women religious and custodians of their archives  
<http://www.jiscmail.ac.uk/lists/HWR.html>

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January 2007

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