

Case Study: Wigginton Parish Council Archive

Background

In May 2015, Wigginton Parish Council identified as a potential Archive ‘Champion’ as part of the Gateway to History project. The Parish Council hold records relating to their activities from the 1800s to the present day which were stored in the office of the Parish Clerk. The records took up a large amount of space and the collection was continuing to expand, however the Parish Council wanted to keep their archives local and were looking for a permanent storage solution.

Objective & Methodology

The Parish Council agreed to fund the conversion of an outbuilding into an archive storage facility. The outbuilding was used as a store room for the adjacent village hall and had a number of problems that needed to be addressed including the lack of lighting, security, damp proofing and storage space.

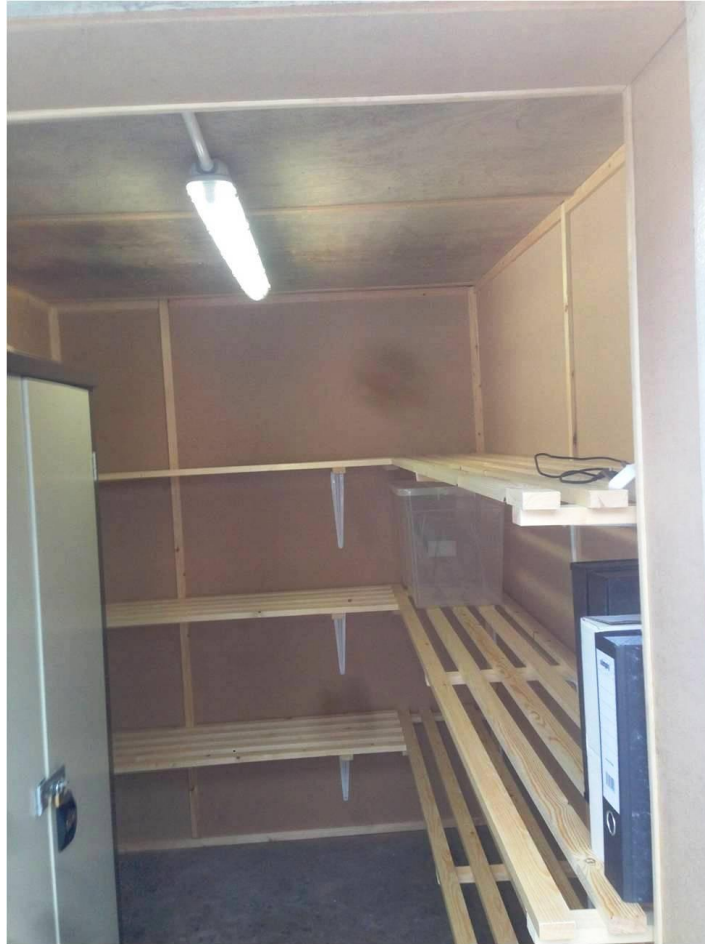
In April 2014, the CC&OA met with the Parish Clerk to discuss the project and subsequently provided best practice storage guidance ahead of the conversion.



1: Wigginton Parish Council outbuilding before conversion work

Outcome & Legacy

Based on the guidance provided, the Parish Council completed the conversion in July 2014 using local contractors for a total cost of £685.



2: Wigginton Parish Council new Community Archive storage facility

The total cost of the conversion included:

- Purchase and installation of a waterproof/damp-proof membrane and insulation of 100m rock wool, over-boarded with MDF
- Installation of electricity supply and a single, tube covered, florescent lamp
- Fitting of slatted shelving for storage and to allow for air circulation
- Retention of a lockable metal storage cupboard to give extra security to valuable items

All of the conversion work was carried out to best practice guidance provided by Explore York Libraries and Archives. Although not all guidance could be implemented it has increased the Parish Council's awareness of how to care for their collection in the long term. As a result of the transformation there is now a suitable space to

house the archives of the Parish Council who can easily access, use and preserve their records for the future.

“The advice given was considered throughout and contributed to a satisfactory project conclusion.”

Parish Clerk, Wigginton Parish Council

This project has been an important pilot for working with community groups to develop their own archive storage spaces rather than assuming that in all circumstances archives are best kept centrally at York Explore Library & Archive.