

Isle of Man Public Record Office Forward Plan 2022-2027

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Introduction

The Isle of Man Public Record Office preserves the national archives of Isle of Man public bodies. Our role and activities are defined by statute - the Public Records Act 1999 and the Public Records Order 2015.

Our mission is to ensure records of Isle of Man public bodies that have historic or cultural significance are **identified**, **preserved** and **made accessible** for all who wish to use them, whilst ensuring compliance with the law in respect of sensitive or personal records.

We commit to preserving and making accessible records in all formats, both physical and digital, through active programmes of:

- Collections development;
- Collections management and care;
- Collections information;
- Public access and outreach.

This Forward Plan:

- Demonstrates how our work contributes to the Isle of Man Government's overall vision for the Island;
- Explains our **5-year vision** for the Isle of Man Public Record Office; and
- Summarises our provisional **5-year plan** which we intend to follow during 2022-2027 to progress towards our vision.

Review and Monitoring

This plan will be reviewed annually to take into account changing priorities and circumstances. We will monitor our progress against our stated vision and plan, and report on this annually through our published annual reports.



‘Our Island Plan’

The work of the Isle of Man Public Record Office contributes to the Isle of Man Government’s vision for a **vibrant, secure and sustainable Island nation**, as set out in ‘Our Island Plan’ (GD 2022/004).

We assist public bodies across the Island with record-keeping, helping to ensure they have access to the right information at the right time to deliver the ‘Our Island Plan’ vision.

We preserve vital information assets that support the ‘One Government’ principles of **strategic thinking, stewardship, productivity, delivery** and **accountability** in Government policy and services.

Through our core activities, outlined in this plan, we contribute to:

- **‘An Island of health and wellbeing’**
 - We encourage arts, culture and heritage enrichment through research, our social media, events and outreach activities;
 - We enable people to understand their community, family and cultural background and sense of identity;
 - We preserve critical documentation, such as records of life events, which protects human rights.
- **‘Outstanding lifelong learning and development opportunities for all’**
 - We provide research facilities to support Island students and residents with their lifelong learning;
 - We offer opportunities for work placements and skills development through our volunteer programme.
- **‘An environment we can be proud of’**
 - We strive towards sustainable buildings and digital infrastructure for the Island’s national archives.



Our Vision for the Public Record Office

Our 5- year vision for the Isle of Man Public Record Office is:

- To be a centre for excellence, benchmarking all elements of our archival services against the UK Archives Accreditation Standardⁱ and UK Benchmarks in Collections Care 3.0ⁱⁱ.
- To develop comprehensive, fully transferred, searchable and accessible physical and digital archives that meet the needs of both internal and external customers.
- To have robust, fit-for-purpose public records legislation, including a public records fees order, which is harmonised with other information legislation (particularly the Freedom of Information Act 2015 and the Data Protection Act 2018).
- For Digital Preservation to be embedded in the Isle of Man Public Record Office day-to-day business activities, including a fully functional digital repository, storage and online search and access facilities for digital records.
- To have firm plans in place and funding committed by Isle of Man Treasury for new purpose-built, passive house accommodation, that will combine archive public services, outreach activities, collections care and archive storage on one site, and meet the current British Standards for archive buildings (BS EN 16893:2018) and archive collections care (BS 4971:2017).
- To form pro-active and mutually beneficial partnerships and collaborations with Isle of Man public bodies, local heritage groups and professional bodies that will help us achieve our mission and serve the Manx public efficiently and effectively.
- To encourage use of the archive collections and reach wider audiences through a dynamic and exciting range of outreach activities.
- To minimise, wherever possible and practical, our impact on climate and the environment, and manage the risks to the national archive collections associated with climate change.



Our 5-Year Plan: How will we achieve our vision?

The table below includes 17 key initiatives we intend to carry out during 2022-2027 in order to assist us in reaching our vision for the Public Record Office.

Day-to-day routine and operational tasks, for example, maintenance of buildings, control of environmental conditions in archive store areas, and daily operation of our public reading room and enquiry services have not been included. We recognise that these core activities are also essential to the achievement of our vision. Many of these core activities will be reviewed and improved as part of work towards benchmarking our service against the Archives Accreditation and Benchmarks in Collections Care standards.

Work area	Activity No.	Activity	Provisional timescale	Vision statement
Strategy	1	<p>Archives Accreditation</p> <p>Review and update the archive accreditation scheme gap analysis undertaken by the PRO in Dec 2018.</p> <p>Agree specific timed actions in order to progress as far as possible towards the accreditation standard by March 2027.</p>	<p>Initial review and actions agreed by end of March 2023.</p> <p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	<p>To be a centre for excellence, benchmarking all elements of our archival services against the UK Archives Accreditation Standard[i] and UK Benchmarks in Collections Care 3.0[ii].</p>



Work area	Activity No.	Activity	Provisional timescale	Vision statement
Strategy	2	<p>New Buildings</p> <p>Meet with CEO of Manx National Heritage to discuss the possibility of further collaboration on accommodation.</p> <p>Revised capital bid for feasibility study to be submitted in Summer 2022.</p> <p>Further actions to be agreed based on outcome of capital bid and discussions.</p>	<p>Revised capital bid to be submitted in Summer 2022.</p> <p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	<p>To have firm plans in place and funding committed by Isle of Man Treasury for new purpose-built, passive house accommodation, that will combine archive public services, outreach activities, collections care and archive storage on one site, and meet the current British Standards for archive buildings (BS EN 16893:2018) and archive collections care (BS 4971:2017).</p> <p>To form pro-active and mutually beneficial partnerships and collaborations with Isle of Man public bodies, local heritage groups and professional bodies that will help us achieve our mission and serve the Manx public efficiently and effectively.</p>



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Legislation	3	<p>Primary Legislation</p> <p>Revision of previous work to identify all legislative changes required.</p> <p>Discussions with Attorney General's Chambers legislative drafting team.</p> <p>Submissions to Cabinet Office to obtain a slot on the legislative programme.</p> <p>Drafting instructions and drafting by Attorney General's Chambers.</p> <p>Legislation proceeds through Tynwald.</p>	<p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p> <p>New legislation to be in place by March 2027.</p>	<p>To have robust, fit-for-purpose public records legislation, including a public records fees order, which is harmonised with other information legislation (particularly the Freedom of Information Act 2015 and the Data Protection Act 2018).</p>



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Legislation	4	<p>Fees Order</p> <p>Revision of previous reports on proposed new fees to check they remain appropriate.</p> <p>Obtain Statutory Document Number. Drafting of Fees Order.</p> <p>Approval of Fees Order by Department and Minister.</p> <p>Fees Order proceeds through Tynwald.</p>	<p>Fees Order to be in place by April 2024.</p> <p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	<p>To have robust, fit-for-purpose public records legislation, including a public records fees order, which is harmonised with other information legislation (particularly the Freedom of Information Act 2015 and the Data Protection Act 2018).</p>
Outreach	5	<p>Outreach Strategy</p> <p>Review and document progress against the PRO Outreach Strategy 2018-2021.</p> <p>Prepare new Outreach Strategy for 2022-2027.</p>	<p>Review completed by end of July 2022.</p> <p>Outreach Strategy finalised and approved by end of August 2022.</p> <p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	<p>To encourage use of the archive collections and reach wider audiences through a dynamic and exciting range of outreach activities.</p> <p>To form pro-active and mutually beneficial partnerships and collaborations with Isle of Man public bodies, local heritage groups and professional bodies that will help us achieve our mission and serve the Manx public efficiently and effectively.</p>



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Collections Development	6	<p>Covid-19 records</p> <p>Selection of records relating to the global pandemic.</p> <p>Ingest of records relating to the global pandemic into the digital repository.</p> <p>Open records relating to the global pandemic catalogued and made available to the public via the online access portal.</p>	<p>Selection of records April 2022-March 2023.</p> <p>Ingest of records April 2023-March 2024.</p> <p>Cataloguing and online access by March 2025.</p> <p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	<p>To develop comprehensive, fully transferred, searchable and accessible physical and digital archives that meet the needs of both internal and external customers.</p> <p>For Digital Preservation to be embedded in the Isle of Man Public Record Office day-to-day business activities, including a fully functional digital repository, storage and online search and access facilities for digital records.</p>
Collections Development	7	<p>Collections gap analysis</p> <p>Survey gaps in collection holdings and identify actions required to try to identify any surviving records that may fill gaps.</p> <p>Implementation of actions by liaison with potential depositors, including selection and transfer of new records to the PRO.</p>	<p>Survey completed by March 2023.</p> <p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	<p>To develop comprehensive, fully transferred, searchable and accessible physical and digital archives that meet the needs of both internal and external customers.</p>



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Collections Development	8	<p>Selection and transfers</p> <p>Manage a programme of selection of records and transfers to the Record Office under section 3(4) of the Public Records Act 1999, including selection and transfer of existing consignments.</p>	<p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	To develop comprehensive, fully transferred, searchable and accessible physical and digital archives that meet the needs of both internal and external customers.
Collections Management and Care	9	<p>Benchmarks in Collections Care</p> <p>Review and update the Benchmarks in Collections Care assessment and action plan undertaken by PRO in Sept 2020 and Jan 2021.</p> <p>Agree specific timed actions in order to progress as far as possible towards the standard by March 2027.</p>	<p>Initial review and actions agreed by end of March 2023.</p> <p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	To be a centre for excellence, benchmarking all elements of our archival services against the UK Archives Accreditation Standard[i] and UK Benchmarks in Collections Care 3.0[ii].



Work area	Activity No.	Activity	Provisional timescale	Vision statement
Collections Management and Care	10	<p>Digital repository and storage</p> <p>Procurement and implementation of digital repository software and storage.</p> <p>Training and procedures for PRO staff and depositors to embed digital preservation within the service.</p>	<p>Procurement of digital repository software and storage - April-June 2022.</p> <p>Full implementation of service, training and procedures in place by August 2023.</p>	For Digital Preservation to be embedded in the Isle of Man Public Record Office day-to-day business activities, including a fully functional digital repository, storage and online search and access facilities for digital records.
<p>Collections Information;</p> <p>Collections Management and Care</p>	11	<p>Cataloguing, packaging and preservation</p> <p>Manage a programme of cataloguing, repackaging and preservation activities for transferred records.</p>	<p>Yearly priorities and actions identified during operational planning.</p> <p>Annual progress review.</p>	To develop comprehensive, fully transferred, searchable and accessible physical and digital archives that meet the needs of both internal and external customers.



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<p>Collections Information;</p> <p>Public Access</p>	12	<p>Online catalogue function</p> <p>Development of a searchable, online public catalogue function for both analogue and digital records as part of the Digital Preservation project.</p> <p>Catalogue descriptions added to the catalogue as new catalogues are completed.</p>	<p>Procurement of online access portal, including catalogue function - July-October 2022.</p> <p>Implementation of the catalogue by August 2023.</p>	<p>To develop comprehensive, fully transferred, searchable and accessible physical and digital archives that meet the needs of both internal and external customers.</p> <p>For Digital Preservation to be embedded in the Isle of Man Public Record Office day-to-day business activities, including a fully functional digital repository, storage and online search and access facilities for digital records.</p>



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Public Access	13	<p>Reading room and enquiry services</p> <p>Continue to ensure reading room services and enquiry services remain fit for purpose and in line with public demand, promoted through a range of outreach activities (see Outreach programme area).</p> <p>Gathering and analysis of feedback from customers.</p> <p>Annual review of services based on feedback received.</p>	<p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	<p>To encourage use of the archive collections and reach wider audiences through a dynamic and exciting range of outreach activities.</p>
Public Access	14	<p>Online access to digital records</p> <p>Procurement and implementation of online access portal, including catalogue and viewing of born-digital records.</p> <p>Training and procedures for PRO staff and depositors to embed digital preservation within the service.</p>	<p>Procurement of online access portal - July-October 2022.</p> <p>Full implementation of service, training and procedures in place by August 2023.</p>	<p>For Digital Preservation to be embedded in the Isle of Man Public Record Office day-to-day business activities, including a fully functional digital repository, storage and online search and access facilities for digital records.</p>



Work area	Activity No.	Activity	Provisional timescale	Vision statement
Records Management Advice and Guidance	15	Record-keeping: face to face work Manage a programme of work with public bodies to improve Public Records Act 1999 compliance, promote good records management and retention schedules, and to select records for permanent preservation.	Yearly actions identified during operational planning. Annual progress review.	To develop comprehensive, fully transferred, searchable and accessible physical and digital archives that meet the needs of both internal and external customers; To form pro-active and mutually beneficial partnerships and collaborations with Isle of Man public bodies, local heritage groups and professional bodies that will help us achieve our mission and serve the Manx public efficiently and effectively.
Records Management Advice and Guidance	16	Record-keeping: written guidance and training Review and improve the factsheets, online courses, workshops and other written guidance provided to public bodies on records management and public records compliance, ensuring resources are easy to understand and follow industry best practice aligning with ISO 15489 and BS 10025:2021.	Yearly actions identified during operational planning. Annual progress review.	To form pro-active and mutually beneficial partnerships and collaborations with Isle of Man public bodies, local heritage groups and professional bodies that will help us achieve our mission and serve the Manx public efficiently and effectively.



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Sustainability	17	<p>Climate change and our environmental impact</p> <p>Review service areas to determine areas of change required to minimise environmental impact.</p> <p>Carry out and maintain a risk assessment on impact of climate change on service and collections.</p> <p>Implement actions as required and review results.</p>	<p>Risk assessment and review to be undertaken by March 2023.</p> <p>Yearly actions identified during operational planning.</p> <p>Annual progress review.</p>	<p>To minimise wherever possible and practical our impact on climate and the environment, and manage the risks to collections associated with climate change.</p>

ⁱ <https://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation/>

ⁱⁱ <http://www.ncs.org.uk/benchmarks3.php>

