

What do archivists do and how are documents preserved and made accessible for the future?

Key Stage: 2

Type: Classroom

Length: 1 ½ hours

Curriculum links: History

Key Themes: Local History, Careers

Learning Objectives:

- Understand, what a document is and which types of document are considered worthy of permanent preservation.
- Discover what happens to documents from the moment they arrive at an archive to when they are ordered by a member of public.
- Find out how a conservator preserves documents.
- Discover the role of other staff within a record office, including the digitization team, and searchroom assistants.

| Time | Activity | Details | Resources | |
|---------|-------------------------|---|-------------------------------------|---|
| 10 mins | Indenture game | Matching questions and answers to find out more about the Record Office in general, what a document is and how they are created. | Indenture example, indenture pieces | Whole class to play and then they can stay sitting next to their partners |
| 5 mins | Documents we look after | Talk through some examples of our most interesting and colourful documents | ppt | Whole class |
| 20 mins | What Date? | Using a copies of documents, ask the pupils to create a timeline of when they were written putting the oldest first and lining them up to the most recent. Talk through what order they came up with and why as a whole class | Facsimiles of documents | Small groups. |

| | | | | |
|---------|---|--|--|-----------------|
| 5 mins | Introduction to the different roles of staff within the record office | Talk through the various roles of staff at the Norfolk Record Office and record offices in general | Ppt | Whole class |
| 10 mins | How to handle documents | Working in small groups use a laminated image of someone looking at documents to circle or list what is wrong with the picture. Pupils should be able to identify using pens, having food and drink next to the documents etc. Talk it through and explain why we follow the rules we do and send round examples of materials | Laminated images, dry wipe pens, materials | In small groups |
| 5 mins | Strongroom film | Describes conditions in strongroom | film | Whole class |
| 15 mins | Role of the conservators | Watch a video of some of the work the conservators carry out and then identify items from a conservators kit and place on the tasks. | Conservators kit, printed conservation tasks | Small groups |
| 10 mins | The Journey of a Document | Now it's time to put what we have learnt into practice. Ask a number of children to come to the front and hold an image up. Each image represents part of the process for documents coming into the Record Office and being made accessible to the public. The rest of the class need to tell the pupils where to move to put them into order. | Images | Whole class |
| 10mins | Evaluation | Pupils to write what they have learnt during the session on a post-it note | Post-it notes, pencils | Individual |