

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

Key Stage: 2

Type: The Archive Centre

Length: 2 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
10mins	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	In small groups
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	In 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
25 mins	Original documents	Look at a selection of documents including material about where the pupils live. Ask pupils to complete a basic question sheet on one of the documents.	Question sheet, pencils	Class divided in half then swap Small groups
25 mins	Tour of strongroom	Pupils taken on tour of strongroom on ground floor		Class divided in half then swap