

# REMOTE RECORDS SURVEYING GUIDANCE FOR ARCHIVE SERVICES



# Contents

Introduction	3
Part One: Researching and selecting organisations to be surveyed	
1. Overview	4
2. Survey selection criteria	
2.1 Should you apply selection criteria?	
2.2 Example selection criteria	
2.3 Ranking organisations	
3. Resources for researching and identifying businesses and charities	7
3.1 The Companies House online register	
3.2 Companies House Free Data Product	
3.3 Welsh companies datasets for use by archive services in Wales	
3.4 Business sectors dataset	
3.5 Regional dataset	
3.6 The Charity Commission Register	
Part Two: Carrying out a records survey remotely	
4. Overview	14
4.1 Remote surveys: benefits and disadvantages	
4.2 Summary: when is a remote records survey appropriate?	
5. Contacting organisations	16
5.1 Contact methods	
5.2 Contact details	
5.3 What to say	
5.4 Sample letter and email	
6. Remote survey questionnaire	18
6.1 Should you use a questionnaire?	
6.2 Questionnaire form	
6.3 Online survey providers	
6.4 Examples of questions you can include	
6.5 What types of questions might it be difficult to ask remotely?	
6.6 Providing guidance on archives and records preservation	
6.7 Data protection	
Bibliography and Further Reading	26
Conducting records surveys	
Online resources for archives and records preservation guidance	
Appendix	29

# Introduction

This document provides guidance on conducting remote surveys of archives and records-keeping among private organisations such as businesses and charities. It is intended primarily for use by archive services in Wales, but may be of interest to those with a wider interest in records surveying.

Part One outlines how to develop a methodology and selection criteria to identify a range of organisations for inclusion in your survey. Guidance is provided on the use of open public data sources such as the registers of Companies House and the Charity Commission to research and identify target organisations. This part of the guidance may therefore be relevant for those planning either remote or in-person surveys. Part One also provides examples of how to identify organisations based on regional and sectoral selection criteria. It should therefore be of interest to archive services with a geographically defined collection remit, such as local authority archive services, as well as subject area specialist archives.

Part Two provides guidance on how to carry out a remote survey. Drawing on examples from the Archive and Records Council Wales (ARCW) survey of businesses and charities in Wales, it details various options for designing and implementing a remote survey, including suggestions for the types of questions that may be included in a remote survey questionnaire form.

The guidance in this document has been developed as part of the Records at Risk Project carried out by the Archives and Records Council Wales. The project is supported by the National Library of Wales and funded through The National Archives Covid-19 Archives Fund.

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# Part One

## Researching and selecting organisations to be surveyed

### 1. OVERVIEW

The first element of this guidance, in Section 2, discusses the types of selection criteria you can apply to ensure that the range of survey organisations you include reflects your organisational priorities. Section 3 outlines how you can use data made available by Companies House and the Charity Commission for England and Wales (“the Charity Commission”) to identify organisations for inclusion in your survey.

### 2. SURVEY SELECTION CRITERIA

#### 2.1 Should you apply selection criteria?

One of the first elements to consider when designing your survey and considering the types of organisation to include is how, and how strictly, to apply selection criteria. This may depend on the nature of your survey. For example, if your remotely conducted surveys are a preliminary step in a project that will later involve on-site surveying, it may be helpful to be more targeted in the types of organisation you contact. If, however, you intend to carry out your survey entirely remotely, for example as a ‘fact finding’ exercise to discover more about the types of records that organisations hold and their preservation needs, you could consider including a much wider range of companies. Note: When ‘cold calling’ organisations (i.e. sending unsolicited communications to a business you have no previous relationship with), the general response rate appears to be around 10%; this figure is in line with both the survey of Welsh businesses and charities conducted on behalf of ARCW and the input we have received from other professional records surveyors. In such circumstances it may be worth ruling more organisations ‘in’ than ‘out’ as it is unlikely that you would receive too many responses for your service to respond to.

#### 2.2 Example selection criteria

The criteria that you apply to produce a list of survey organisations can also be tailored to your reasons for carrying it out, and to your service’s for collection development aims. The following list provides examples of selection criteria and, where applicable, identifies which part(s) of this guidance document provide further information on them.

- **Deposit status of the organisation’s archives:** as an initial step you may wish to rule out any organisations that have already transferred some of their historical records to an external archive service. To find out whether an organisation’s records are held in another repository you can search for their name and that of any predecessor companies in [TNA Discovery](#)<sup>1</sup>, [Archives Hub](#)<sup>2</sup>, and in the online catalogues of other archives services.
- **Type of organisation:** your survey could focus specifically on companies, charities, members’ clubs, non-governmental organisations, or other forms of association.
- **Age of the organisation:** while the archives of new companies can hold archival and future research value, you may choose to focus on older organisations with a more established heritage. If unknown, guidance on how to find out the age of a company or charity through the Companies House and Charities Commission registers is provided in section 3 below.

- **Geographic area:** in the case of a local authority archive service, you could choose to focus on organisations within the area that you serve. Information on how to filter companies and charities listings by region is included in the guidance in section 3.5 below.
- **Significance for a specific sector or research area:** if your service forms part of a research organisation such as a university special collections, or an institution with a specialist collecting remit, the sector in which a business or charity operates may be a key indicator of the value of their records for you. Information on identifying relevant companies and charities by their business sector or charitable purposes is provided at sections 3.4 and 3.6 below.
- **Size of the organisation:** If you are interested in including, or excluding, organisations of a particular size, you could use the number of employees as an indicator. Alternatively, you could consider their income or annual turnover. Both of these figures should be included in the annual returns made to Companies House or the Charities Commission. Information on accessing these returns is included at sections 3.1 (companies) and 3.6 (charities) below.
- **Contribution to an under-represented community** in your existing collections, or an under-developed area of your collections policy.

If you wish to include organisations whose records could contribute to the diversity of your existing holdings it is important to consider the interaction of your selection criteria. For example, assigning greater weight to the age of organisations may reduce the diversity of those which are included in terms of the business owners, employees, or volunteers who work(ed) for them. It is also important to note that organisational listings and public sector datasets exclude information relating to the characteristics of an organisation's owners and employees such as age, sex/gender, and race/ethnicity.<sup>3</sup> The provision of such information would breach both ethical and data protection principles. It is therefore difficult to determine, when selecting a range of organisations, those which may represent specific communities, or identities, unless this is an acknowledged and celebrated aspect of their purpose as an organisation as may be evidenced from their own public communications. In relation to charities, for example, you may be able to identify organisations of interest from the charitable purposes and classes of beneficiaries listed in their entry in the Charity Commission register, or on their website. Ideally, when considering this, your service should also consider making contact with community organisations and representative groups that may be able to help you identify companies, charities, and associations whose historical records are considered to be of significant value to the communities themselves.

1 The National Archives (2022) Discovery: Explore the Catalogue. Available at:  
<https://discovery.nationalarchives.gov.uk/>

2 Jisc (2022) Archives Hub. Available at:  
<https://archiveshub.jisc.ac.uk/>

3 The Department for Business, Energy and Industrial Strategy (BEIS) provides a longitudinal survey of small businesses (SME Employers) which identifies the proportion of 'women-led businesses' and 'minority ethnic group-led businesses' across the UK, but this is provided at a percentage level only and does not include details of individual businesses. See: BEIS, Longitudinal Small Business Survey: SME Employers (businesses with 1-249 employees) UK, 2019:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/889656/LSBS\\_2019\\_employers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/889656/LSBS_2019_employers.pdf)

### 2.3 Ranking organisations

There are many ways to apply selection criteria. You could simply include organisations which meet all, or most, of the criteria identified. Alternatively, you could apply weighted ranking criteria by assigning a value to each. For example, if you were interested in surveying older companies regardless of their size, you could: .

1. assign 'age' the value of 5, and 'size' a value of 1;
2. rank the organisations to produce their ranking for each criterion, with the highest number assigned to the best match or matches;
3. multiply the rank number by the weighting you have assigned to each criterion; and
4. add up the scores for each candidate organisation to produce a priority-ordered list which reflects your surveying aims.

**Example Scenario:** Your archive service aims to carry out a survey of archives and records-keeping among banks in the Mid Wales region. Your main priority is companies that carry out banking or banking-related activities. The geographic area is slightly less of a priority, but the companies should be based in or around Mid Wales. Although you prefer that the companies are older, this is your lowest priority for selection. You could rank the following (fictitious) companies according to your survey priorities using a spreadsheet such as MS Excel:

Company name and number	Region (principal area)	Age (incorporation date)	Business classification (ONS SIC code)	Selection criteria rankings	Criteria weighting	Weight adjusted score	Total score	Priority
ABC plc #####	Ceredigion	02.04.1924	64191 Banks	Sector – 5 Age – 3 Area – 5	3 1 2	15 3 10	28	1
XYZ ltd #####	Powys	02.03.1901	64205 Activities of financial services	Sector – 3 Age – 5 Area – 5	3 1 2	9 5 10	24	3
123 ltd #####	Denbighshire	03.02.1911	64191 Banks	Sector – 5 Age – 4 Area – 3	3 1 2	15 4 6	25	2
456 ltd #####	Flintshire	01.01.1975	64910 Financial leasing	Sector – 3 Age – 2 Area – 3	3 1 2	9 2 6	17	4
1A2B3C plc #####	Newport	01.03.1974	68310 Real estate agencies	Sector – 1 Age – 1 Area – 1	3 1 2	3 1 2	6	5

#### Results:

Company ABC plc, a 98-year-old bank based in Ceredigion would be your highest survey priority.

Company 456 ltd, a 47-year-old financial leasing agency based in Flintshire, would be a lower priority

Company 1A2B3C plc, a property agency from Newport, would be the lowest priority and would likely be discounted due to its failure to match the sectoral and regional requirements for the survey.

### 3. RESOURCES FOR RESEARCHING AND IDENTIFYING BUSINESSES AND CHARITIES

#### 3.1 The Companies House online register

Companies House is the body that registers the incorporation of companies and to which they must submit annual returns and accounts. The [Companies House](#) register is a good source for information about incorporated companies, including many charitable organisations which are also registered as companies.<sup>4</sup> Some types of companies such as sole traders, however, do not register with Companies House.

Try entering a keyword into the register search box linked above and click on a company's name to see if you can locate the following details, which may be particularly helpful if you are conducting background research, under the 'Overview' tab:

- **Previous company names:** this is particularly important to note when searching in TNA Discovery and other online catalogues to check if they have already deposited any archives with an external archives service;
- **Incorporated on:** this provides a general indication of the age of the company, though note that older companies in particular may have existed for several years prior to their incorporation;
- **Nature of business (SIC):** as indicated by the Office for National Statistics (ONS) Standard Industrial Classification Code(s) (SIC Code);
- **Registered office address:** this may be useful in the event that you wish to include the company in your survey.

The register does not include immediately accessible details about a company's income (annual turnover). To find this out, you need to find their annual returns which are accessible in the company's entry in the register under 'Filing history' tab. Look for the latest submitted version of a document with a name such as the following:

- Total exemption full accounts (for small companies exempt from audit under the Companies Act)<sup>5</sup>
- Micro company accounts (generally for a company with no more than 10 employees)
- Abridged accounts (e.g. for a company with no more than 50 employees)
- Accounts
- Group of companies accounts

Even the type of returns filed may be therefore provide an indication of the company's relative "size" in terms of its income and employees.

#### 3.2 Companies House Free Data Product

Searching through the Companies House register for individual company details, however, may be time consuming. It may be easier to use the Companies House Data Product which is a point-in-time snapshot of basic company data covering all live companies registered in the UK.<sup>6</sup> The data product is updated monthly and is available for download as a CSV file.<sup>7</sup>

The data fields included in the data product spreadsheets correspond largely with the basic information in the Companies House registry.<sup>8</sup> Two of these fields may be particularly useful when searching and filtering for companies that match your survey selection criteria:

- **registered address fields:** the post town, post code and county fields may be helpful for specifying companies from a specific region; the 'county' field corresponds to the historic county or current principal area (generally depending on the incorporation date of the company)<sup>9</sup>
- **SIC Code fields:** as described above, provide the ONS Standard Industrial Classification Code for the company at class or sub-class level. There is a maximum of four codes listed per company.

4 Companies House (2022) Search the Register. Available at: <https://find-and-update.company-information.service.gov.uk/>

5 For more information about what size of company is required to file which type of accounts, see: Companies House (2017) Accounts filing options for small companies. 5 December. Available at: <https://www.gov.uk/government/news/accounts-filing-options-for-small-companies>

6 Companies House (2022) Free Company Data Product. Available at: [http://download.companieshouse.gov.uk/en\\_output.html](http://download.companieshouse.gov.uk/en_output.html)

7 You can view the Companies House Data Product as one large file, or six smaller files organised alphabetically by company name. It may be preferable to download the six smaller CSV files as the single file is large and slower to download. Companies House recommends the use of MS Excel 2007 or later.

8 The full list of data fields included in the data product is available at Companies House: <https://resources.companieshouse.gov.uk/toolsToHelp/pdf/freeDataProductDataset.pdf>

9 Field headings: 'RegAddress.PostTown' (column G); 'RegAddress.County' (Column H); 'RegAddress.PostCode' (Column J).

The information on the previous page may be useful if you are seeking to apply geographic or sectoral selection criteria to your list of organisations to be surveyed. To further assist with this, a spreadsheet of Welsh companies organised by principal area and by sector has been created as part of the Records at Risk project for use by archive services (see sections 3.3-3.5 below).

### 3.3 Welsh companies datasets for use by archive services in Wales

The Companies House Data Product does not include any fields which enable a single filter function to be performed to identify all companies in Wales, or within a given region. This is because companies register their addresses in different ways: only some include 'Wales' in the 'country' field; others may omit the 'county'. Many companies also register a regional address corresponding to the historic counties of Wales, though the majority appear to be listed under the current principal area. As it therefore difficult and time consuming to populate a national or regional list of companies because multiple filters must be applied, two datasets of Welsh companies have been created as part of the Records at Risk project to assist archive services with future research.

The first dataset lists companies by principal area, and the second by sector (SIC Code).

The datasets are available to download in Excel spreadsheet format from the **ARCW Basecamp** website. This website is not publicly accessible and is available for use by archive services in Wales only.

Note: The spreadsheets are compiled from data made available in the November 2021 Companies House data product release. While the companies listed are therefore not fully up to date, those which are excluded should comprise only those which have been most recently incorporated (i.e. post-November 2021).

### 3.4 Business sectors dataset

The spreadsheet titled 'Welsh companies dataset (business sectors)' provides a table of over 100,00 companies in Wales arranged by business sector. The dataset includes selected information fields from the Companies House data product, sorted by SIC Code.

*Note: The SIC Code(s) for companies listed in the original data product are categorised at the lowest class or sub-class level of the ONS SIC hierarchy. This can be quite a narrow category, such as 'Growing of cereals (except rice), leguminous crops and oil seeds'. To make the sectoral listings easier to navigate, an additional column (A) has been added which groups the companies firstly by the highest level of the SIC Hierarchy (the 'Section'), such as manufacturing or construction; this data is not provided in the original Companies House data product and has been added manually.<sup>10</sup>*

In addition to sorting by the first listed SIC Code, the spreadsheet is secondarily sorted by incorporation date, so that each company is grouped alongside others in the same class of business sector then arranged chronologically from oldest to newest. The aim of this arrangement is to make it easier to identify Welsh companies by sector as well as by age, as these may be two of the more common selection criteria for a service undertaking a sector-based survey.

<sup>10</sup> Office for National Statistics (2022) UK Standard Industrial Classification (SIC) Hierarchy. Available at: [https://onsdigital.github.io/dp-classification-tools/standard-industrial-classification/ONS\\_SIC\\_hierarchy\\_view.html](https://onsdigital.github.io/dp-classification-tools/standard-industrial-classification/ONS_SIC_hierarchy_view.html)

**Example scenarios: business sectors dataset**

**Scenario 1:** You plan to conduct a survey of archives and records-keeping among Welsh theatre and dance companies that were founded during the 1980s.

1. Open the 'Welsh companies dataset (business sectors)' MS Excel spreadsheet
2. Navigate to 'Arts, Entertainment and Recreation' section listed in **Column A** ('Sector (ONS SIC 'Section')').
3. Within Arts, Entertainment and Recreation, find the relevant classes in **Column B** ('SIC Code 1'). In the context of this survey, this could be: '90010 - Performing arts'
4. Within the companies listed under 'performing arts', check the incorporation date in **Column K** to see which companies were founded in the 1980s.
5. You can now populate a list of survey organisations from the relevant companies:

SIC Code 1	Company Name	Company Number	Post Town	County	Postcode	Incorporation Date
90010 - Performing arts	Theatr na n'Ōg	1856580	Neath		SA11 1NJ	17/10/1984
90010 - Performing arts	Theatr Iolo Ltd.	2150427	Cardiff		CF5 1QE	27/07/1987
90010 - Performing arts	Hijinx Theatre	2161783	Cardiff Bay		CF10 5AL	07/09/1987
90010 - Performing arts	Centre for Performance Research Limited	2315790	Aberystwyth	Dyfed	SY23 3AH	10/11/1988
90010 - Performing arts	Cwtsh Aberystwyth Limited	12085622	Ceredigion		SY23 2NN	24/04/1989
90010 - Performing arts	The Brass Band Summer School Limited	2450437	Newport		NP10 8LE	07/12/1989
90010 - Performing arts	Arts Active Trust	2454546	Cardiff		CF10 1SH	21/12/1989

**Scenario 2:** You are interested in finding out about archives and records-keeping among the oldest sheep and cattle farmers in Wales

1. Open the 'Welsh companies dataset (business sectors)' MS Excel spreadsheet
2. Navigate to 'Agriculture, forestry and fishing' section listed in Column A ('Sector (ONS SIC 'Section)'). Within Agriculture, forestry and fishing, find the relevant class(es) in Column B 'SIC Code 1'. In the context of your survey this could include:
  - 01410 - Raising of dairy cattle
  - 01420 - Raising of other cattle and buffaloes
  - 01450 - Raising of sheep and goats
3. Identify, for example, the top 5 companies listed under each class. As the spreadsheet is also sorted chronologically, the top listed companies will be the oldest:

SIC Code 1	Company Name	Company Number	Post Town	County	Incorporation Date
01410 - Raising of dairy cattle	Sarwed Properties Limited	429803	Swansea	West Glamorgan	14/02/1947
01410 - Raising of dairy cattle	Penhill Farm (Ferryside) Limited	595192	Carmarthen		11/12/1957
01410 - Raising of dairy cattle	J.& D.Freeman Limited	637208	Usk	Gwent	15/09/1959
01410 - Raising of dairy cattle	Walter Price & Sons Limited	654697	Neath		30/03/1960
01410 - Raising of dairy cattle	Gwynfryn Farm Holidays Limited	745403	Gwynedd		28/12/1962
01420 - Raising of other cattle and buffaloes	Garthgwynion Estate Limited	545706	Machynlleth	Powys	10/03/1955
01420 - Raising of other cattle and buffaloes	D.G. Jones (Properties) Limited	657758	Tregaron		29/04/1960
01420 - Raising of other cattle and buffaloes	A.Rowlands & Son (Preston Brook) Limited	689335	Nr, Wrexham		11/04/1961
01420 - Raising of other cattle and buffaloes	Fach Properties Limited	720148	Gwynedd		02/04/1962

### 3.5 Regional dataset

The spreadsheet titled 'Welsh companies dataset (principal areas)' provides a table of the same companies listed in the business sector dataset, organised this time by region. Each principal area of Wales has its own tab; the tabs are arranged alphabetically at the bottom of the spreadsheet. Each tab (worksheet) for a given principal area is sorted by the age of the companies using the 'Incorporation date' field, so that they are listed from oldest to newest. The oldest companies registered in each principal area are therefore visible at the top of the relevant tab/worksheet. No additional 'sort by' functions have been applied to the spreadsheet. If you were, however, interested in carrying out a survey of companies from a specific sector within a given principal area, you could apply a sort function to the 'SIC Code 1' field, which would then list all of the companies by business sector.

**Example scenarios: regional dataset**

**Scenario 1:** You are interested in carrying out a survey of the oldest registered companies still in operation in Powys

1. Open the 'Welsh companies dataset (principal areas)' MS Excel spreadsheet
2. Click on the worksheet tab for 'Powys' at the bottom of the spreadsheet
3. The top listed companies should be those with the earliest incorporation dates; you can populate a list of possible survey respondents from, for example, the first 10 listed here:

Company name	Post Town	County	Postcode	Incorporation Date
Cheshire & North Wales Law Society Limited	Welshpool		SY21 7BE	13/04/1881
Hotel Metropole (Llandrindod) Limited	Powys		LD1 5DY	07/01/1925
Swansea & Brecon Diocesan Trust Incorporated (The)	Brecon		LD3 9DP	20/01/1926
Boys & Boden, Limited	Powys		SY21 7BL	03/08/1926
Langsun Limited	Prestiegne	Powys	LD8 2UH	26/09/1927
Robert Owen Memorial Museum (The)	Newtown	Powys	SY16 2BB	22/10/1928
New Dovey Fishery Association (1929) Limited (The)	Machynlleth	Powys	SY20 8ER	30/10/1929
The Modular And Portable Building Association Limited	Caersws	Powys	SY17 5PU	29/11/1940
Dawson Shanahan Limited	Welshpool	Powys	SY21 7BE	27/01/1943
Woodheads Seeds Limited	Ym Mechain	Powys	SY22 6AQ	14/08/1944

**Scenario 2:** You would like to carry out a survey of building construction companies established before 1960 in or around Cardiff

1. Open the 'Welsh companies dataset (principal areas)' MS Excel spreadsheet
2. Click on the worksheet tab for 'Cardiff' at the bottom of the spreadsheet
3. Select the Column K ('SIC Code 1')
4. Click 'Sort & Filter'
5. Select 'Sort A to Z'
6. Check the ONS SIC hierarchy online for which (sub-) classes under 'construction' relate to the construction of buildings specifically.  
These could be:
  - Class 41.10: Development of building projects
  - Class 41.20: Construction of buildings
7. Return to the MS Excel spreadsheet:
  - Select column K (SIC Code 1) again
  - Press Ctrl + F and search for 'development of building projects'; this will pinpoint the beginning of the relevant classes
8. Check the incorporation dates in Column J for companies listed in each relevant class
9. Choose the companies with incorporation dates before 1960 to populate your initial survey list:

Company Name	Post Town	County	Postcode	Incorporation Date	SIC Code 1
Henry Corner and Company Limited	Business Park Cardiff		CF23 8RS	03/06/1913	41100 - Development of building projects
Emeralda Ltd	Cardiff Gate Business Park	Cardiff	CF23 8RS	25/04/1923	41100 - Development of building projects
Connies of Cardiff Limited	Cardiff	South Glamorgan	CF23 9AF	22/02/1926	41100 - Development of building projects
Carlyle Property Development Company Limited	Cardiff	South Glamorgan	CF10 1FS	11/02/1956	41100 - Development of building projects
J.A.C. Development Limited	Cardiff		CF23 5JE	03/06/1960	41100 - Development of building projects
Modex Spaces Ltd	Cardiff		CF24 5HS	25/06/1951	41201 - Construction of commercial buildings

### 3.6 The Charity Commission register

Many charities are also incorporated as companies and their details may then be accessible via the Companies House register. However, if your survey includes charitable organisations you can also search within the Charity Commission register for further details as this contains additional information about charitable bodies, including more detail about their charitable purposes. The Charity Commission website, which hosts an online and searchable version of their register, is available in both English and Welsh.<sup>11</sup> You can use the register to search for entries for specific charities which will provide information on their:

- Registration date (as a charity)<sup>12</sup>
- Contact details including postal address, phone, email and website<sup>13</sup>
- Charitable purpose(s)<sup>14</sup>
- Geographic area served by the charity<sup>15</sup>
- Trustees of the charity, including identification of officers such as the Chair and Secretary<sup>16</sup>
- Income and expenditure.<sup>17</sup>

The most straightforward and user-friendly way of accessing information about multiple charities in the Charity Commission register is to use the advanced search function. This allows you to populate a list of companies according to a range of search criteria and download the results as a CSV file.

#### Advanced searches in the online Charity Commission Register.<sup>18</sup>

- Click on 'Advanced search'
- Select from a range of search filters to populate a list of organisations. The following may be particularly helpful:
  1. **Registration date:** this may indicate the age of the charity (but note that many charities may have changed their names and may have operated for several years prior to their formal registration with the Commission);
  2. **Income:** this may be used as a general indicator of the size of the charity
    - a. **Classifications** (i.e. charitable purposes)
      - i. 'What the charity does': this option may help to specify an interest in specific types of charitable organisation such as religious activities, sports, or education.
      - ii. 'Who the charity helps': helpful if you are interested in charities with a particular class of beneficiaries, such as children and young people
    - b. **Charities working nationally in England and Wales:** search for charities that operate nationally 'throughout Wales' or 'throughout England and Wales', for example
    - c. **Charities working locally in England and Wales:** this option enables you to select among the 22 principal areas of Wales under 'Local areas in Wales'.
- Click 'search'

The search results produced are listed by Charity Number, they should be provided in order of their registration with the Charity Commission, from oldest to newest.

You can obtain a .csv file of the results populated by clicking 'Export results' at the bottom of the webpage. The resulting .csv file will contain the majority of information listed in the charity's entry for the register, including its contact details. It does not include the registration dates of charities, which you can only access in the company's entry in the online register.

**Some practical examples of search criteria:**

**A survey of charities in Mid-Wales:**

Classification: Arts, culture, heritage and sciences

Local areas in Wales: Powys and Ceredigion

**A survey of sports charities in North East Wales:**

Classification: Amateur sports

Local areas in Wales: Flintshire, Denbigshire, and Wrexham

**A national survey of disability charities:**

Classification: Disability

People who the charity helps: people with disabilities

Charities working nationally: throughout Wales

11 Charity Commission for England and Wales (2022) Register of Charities. Available at: <https://register-of-charities.charitycommission.gov.uk/charity-search>

12 See: 'Governance' tab > 'Registration history'.

13 See: 'Contact information' tab.

14 See: 'What, who, how, where' tab > what the charity does'.

15 See: 'What, who, how where' tab > 'where the charity operates'.

16 See 'Trustees' tab.

17 See 'Charity Overview > Income and expenditure > Total income'

18 Charity Commission for England and Wales (2022)

## Part Two

# Carrying out a records survey remotely

### 4. OVERVIEW

The guidance below outlines a process for conducting a remote records survey, using examples from the recent survey of businesses and charities in Wales carried out on behalf of ARCW. It addresses the circumstances in which a remote survey may be appropriate, as well as some limitations when compared against an in-person survey. Templates for correspondence and a sample questionnaire form are also provided.

#### 4.1 Remote surveys: benefits and disadvantages

Archivists are familiar with the practice of records surveying in a range of contexts. They are often carried out prior to the acquisition of a collection by an archive service. They may also be conducted by consultants on behalf of an archive service in relation to a prospective accession or as part of a broader surveying project.

In most of these cases, such surveys will be carried out in-person on the site of the organisation whose records are being surveyed. The advantages of doing so, as outlined further below, include the ability to view and handle the materials, to gain an understanding of their extent and storage conditions, as well as an understanding of their intellectual organisation.

##### Benefits

Why, then, might an archive service choose to carry out a surveying project remotely? There are several circumstances in which this may be beneficial:

- It is difficult, or impossible, to visit the organisation in person. The clearest example of this may be the closure of businesses caused by the recent Covid-19 pandemic. Even after the pandemic has ended, however, there may be reasons such as remoteness, a lack of time or resources and staff to carry out a survey in-person.
- You may be able to include a wider range of companies in a remote survey and to expand the number of companies you include relatively easily
- A remote survey could serve as a helpful preliminary step in a broader records survey that will include in-person visits to conduct more in-depth surveys. In this case, the survey could help you gauge the interest of external organisations in having their records surveyed, as well as providing useful contextual information which can help you to plan the next steps.
- Remote surveys are a good fact-finding or 'market research' method for finding out information about a range of organisations within your collecting remit, including organisations whose archives you may be able to help preserve either through acquisition or by supporting the organisation's maintenance of an in-house archive.
- Similarly, remote surveys can be a relatively efficient way to find out more about the preservation needs of external organisations, and the types of guidance they would like to receive about how to manage their archives. This feedback can help you to provide bespoke advice to the organisation or, where a multi-organisational need is highlighted by the survey, to consider developing more broadly applicable guidance.

### Disadvantages and limitations

The greatest disadvantage to conducting the survey remotely is the limitation placed on the amount of information you can gather about the condition, extent and intellectual organisation of the records. Making determinations about these aspects of the archives generally requires a trained records professional to be able to view the collection in situ, and the same is true about the storage environment in which they are housed. While you may be able to ask general questions about the condition and number of records held, there is likely to be a limit to the amount of information that employees can supply if they are not themselves records professionals. This may include information such as:

- The physical condition of the records
- The environmental storage conditions of the records
- Any risks posed by current storage arrangements, including the building in which they are housed
- The extent of the records (e.g. in linear feet)
- The intellectual organisation of the records

Some examples of how you can try to obtain general information from the organisation about these matters is provided in section 6.5 below, though these are not a satisfactory replacement for an in-person survey if detailed information about such aspects of the records is required.

### 4.2 Summary: When is a remote records survey appropriate?

For the above reasons, a remote records survey is unlikely to be an appropriate alternative in any case where knowledge of the physical condition and extent of the records is paramount, such as surveys conducted prior to the acquisition of a new archival collection. If a single organisation is being surveyed, it is likely preferable to conduct the survey in person where resources allow. However, where broader information collected about a range of organisations may be helpful as part of fact-finding exercise, then a remote records survey may be of use. Examples of the questions that may be answered by such surveys may include:

- What sorts of information and guidance might external organisations seeking to preserve their own in-house archive benefit from? Are we able to support them?
- Are there organisations within our collecting remit that may be interested in transferring records to our service?
- What are the types of records typically held by organisations in a given sector?
- Do organisations within our collecting remit hold records in formats which we are currently unable to preserve?
- Which sector(s) appear particularly engaged with archives and records-keeping, and which are less so? (as indicated by their responsiveness to your enquiries).

## 5. CONTACTING ORGANISATIONS

### 5.1 Contact Methods

You can contact organisations by letter, email, or telephone to conduct a survey remotely. The most effective communication method for initial invitations to participate in a survey is likely via email as you can provide all the details necessary and give recipients more time to consider their response than if you phone them, but you are still likely to receive a response faster than by post. If a company does not respond to your initial invitation, you could consider following up via a different method such as telephone. This will be more time-consuming, however, and may not be feasible unless you are surveying a relatively narrow range of organisations.

When writing to an organisation which you have not previously contacted, it is preferable to write to a named individual such as a records manager or information officer (if any) or the company secretary, as this is more likely to result in a reply. If no such person exists, as may be the case for a small company or charity, you could try to contact the director or a named trustee.

### 5.2 Contact Details

Most organisations have email addresses that are readily available online via their own website or a business directory. If you are unable to find email or telephone contact details of a company, however, you can write to them at their registered office address if they are registered with Companies House or the Charity Commission:

How to find registered addresses:

#### Companies

Search for the company in the Companies House register online.

Under 'Overview' you can find the registered office address

Under 'People' you can find a list of company officers, usually including the company secretary, and their correspondence address

#### Charities

Search for the company in the Charity Commission Register online

Click on 'Contact Information' for the phone number, email address and website

To find the names of officers you can check in the charity's annual reports under 'accounts and returns'. Officers' and trustees' details are usually found under part of the report titled 'executive and advisors' or 'reference and administrative details

### 5.3 What to Say

When contacting organisations via email or letter, it may be helpful to include:

- A brief description of the survey you are undertaking and your archive service or organisation
- An explanation of why you have invited the respondent to participate in the survey, outlining the potential archival or historical significance of their records and their potential contribution to future research in your local community or sector
- An explanation that the survey provides an opportunity for the respondent to receive guidance about the preservation of archives and records, as well as to indicate their possible interest in depositing their historical records with your service in the future

If you are writing to individuals via post, it may be preferable to include a printed copy of your survey form and a self-addressed return envelope.

### 5.4 Sample Letter and Email

Appendices A and B provide a sample letter and email used in the ARCW survey of business and charity records that can be adapted for use in other remote survey contexts. The letter was used to invite organisations to complete a questionnaire form in MS Word; the email template has been adapted from use in the context of an online survey. Both texts can be used interchangeably, but if you are posting letters to organisations about an online questionnaire it may be best to identify a survey provider that enables the use of QR codes, as hyperlinks are not accessible when printed. Depending on the number of organisations you contact, it may also be helpful to produce a spreadsheet to record responses and organisations you need to follow up. Noting down which types of organisation responded and the types of support they request in a table may also help you to analyse the results of your survey across organisations and plan for future surveying and guidance. Appendix C provides an example used in the ARCW businesses and charities survey.

## 6. REMOTE SURVEY QUESTIONNAIRE

### 6.1 Should you use a questionnaire?

One of the most efficient ways to receive information in a remote survey is through a questionnaire form which enables feedback to be compared across multiples organisations when carrying out a large survey. There are, however, potential drawbacks to the use of a form. The following chart provides an overview of the costs and benefits as informed by our experience conducting the ARCW businesses and charities survey.

Advantages	Disadvantages
Provides for more structured answers which can be compared across a large range of organisations	The structured format can “pigeon hole” respondents into answers less representative of their organisation
Options provided may prompt respondents to think differently about the range of materials that may constitute records of historical value. This is particularly true where list of record types is included within the questionnaire form.	It is difficult to develop a questionnaire form that will be well-suited to a large range of organisations, particularly if you are carrying out a survey across multiple sectors
May encourage responses among organisations with less experience of archival practice.	Respondents that might otherwise supply greater detail might provide a more limited response if using a form
You can more easily align the survey with your service priorities. For example, you can provide a list of records formats including those which you are able and unable to preserve, to determine whether you may be able to accession any records in future.	There is usually a limit (10-15 questions) to the number of questions you can include if using an online survey provider, unless you pay for a premium version

Some of the disadvantages mentioned regarding the inability for a standard form to fit all types of organisation, and the discouragement of longer answers, may be lessened if your survey form allows for further detail after each answer. You can also provide a questionnaire, but encourage respondents to provide a written response, or telephone you, if they would prefer.

### 6.2 Questionnaire Form

You can compile a survey form in MS Word, or similar word processing software, relatively easily. You can include a combination of check boxes and blank answer spaces, as in the example provided in Appendix D. However, word documents may be slightly less user-friendly than an online survey as they require the respondent to save the file and return it to you as an attachment. The main advantage, however, is that there is no limit to the number of questions you can include.

### 6.3 Online Survey Providers

There are numerous online survey providers offering both free and subscription-based plans. Some of the most popular providers include Survey Monkey<sup>19</sup>, Survey Smart<sup>20</sup>, Type Form<sup>21</sup> and Jot Form<sup>22</sup>. The main differences between free and premium versions are usually the number of questions that can be asked, the number of users who can create surveys, and the technical support provided. The main benefit of using an online form is that respondents can simply click on the link provided in an email and do not need to return the survey form as an attachment.

#### 6.4 Examples of questions you can include

Below is an indicative sample of the categories of questions you could consider, based on the example provided in Appendix D.

##### Questions about organisational and records-keeping context

It may be helpful to initially identify in your survey:

- Whether the archives of the company are held in an in-house\* archive, external repository/archive service
- Where archives are held (if not externally)
- Whether a records manager, archivist, information officer or other nominated individual has specifically responsibility for archives and records-keeping.

*\*Notes on questionnaire terminology*

- i. *“In-house archive”*: When the survey questionnaire included in the appendix was used in the ARCW survey of businesses and charities, one respondent selected ‘in-house archive’ for the place in which their records were held, but also indicated that they did not have any nominated individuals appointed with specific responsibility for records management and preservation. If by ‘in-house archive’ you mean only an established and managed archive, it may be best to specify this.
- ii. *In the example form archives are referred to as “organisational records which are not used for current business purposes”*. This language was used to encourage responses from organisations that may be less familiar what archives are, or who may not consider their own records to constitute records of historical value.

##### Questions about the types of record held

###### Sample records list

Depending on the purpose of your survey, you could include a records list with examples of record types which respondents can fill in to provide an indication of their holdings (see Section 2 in the questionnaire example in Appendix D).

You could include, for example:

- governance records
- financial records
- legal records
- HR/staff files
- publicity materials

19 <https://surveymonkey.co.uk>

20 <https://www.smartsurvey.co.uk/>

21 <https://www.typeform.com/>

22 <https://www.jotform.com/>

If you are carrying out sector-specific surveys, you could also tailor the list to the types of records they may hold. For example a survey among architects or construction companies may include building designs, a survey among charities could include charity commission records, and a survey among solicitors companies could include case files.

#### *Formats held*

The examples in questions 5 and 6 in the sample questionnaire form ask whether records are held in paper and/or digital format, as well as whether any audio-visual materials are held. However, you could include a more detailed question with an indicative checklist of different types of formats, though this may take longer for the respondent to complete.

If you are conducting a sector-specific survey, you could consider a file format checklist tailored to those likely to be held by the relevant types of organisation. For example, construction companies may hold CAD files; production companies may hold film and VHS tapes.

You may also wish to explicitly include file formats which you are unable to preserve in case the company expresses an interest in depositing records with your service in future.

### **Questions about the organisation's future intentions**

#### **Future intentions for preservation**

You can ask whether the organisation has any interest in transferring any of their archives to an external archive service, such as your own, in the future.

#### **Interest in records-survey being conducted on-site**

While not included in the example form in Appendix D, if your survey is a preliminary step in a project which envisages the use of on-site visits, you could ask whether the respondent is interested in having a member of staff from your archive service, or an external consultant, survey their records in-person, or would like more information about the process.

#### **Interest in receiving guidance on archives and records preservation**

The survey provides an opportunity for you to find out which aspects of records preservation external organisations are interested in receiving. This may include areas such as digital preservation, disaster planning, storage, and the management of environmental hazards.

### **6.5 What types of question might it be difficult to ask remotely?**

As mentioned in section 3.1 above ('Limitations'), the following areas, which would usually be addressed in an on-site record survey, may be difficult to include in a remote survey:

#### **Questions about the condition of records**

Unless the organisation employs an archivist themselves, it may be difficult for staff to respond to questions regarding the condition of their records, as this would generally require professional experience to determine. You could enquire as to whether the respondents have any specific concerns relating to known environmental hazards such as pests and mould. However, there might also be diplomatic considerations weighing against asking external organisations about any history of infestations(!).

#### **Questions about the extent of records**

It would be difficult, and time-consuming, for most employees who do not have archival training to give precise measurements of the extent of their records (e.g. the number of linear feet). However, you may consider asking, if their records are boxed or filed, for an approximate number of boxes, files, or filing cabinets. You could, alternatively, ask if they would be willing to supply photographs which may provide an indication.

### Intellectual organisation of the records

One element of any onsite records survey would usually be to produce a file listing for the archives which corresponds to a business classification scheme or categories that reflect the purposes for which they were created. This may be a difficult task to achieve when conducting a remote survey, unless the organisation is willing to supply you with a copy of any Information Asset Register or similar file listing. You could, however, enquire as to the existence of such a list as part of your survey, and whether they would be happy to provide a copy of this.

### 6.6 Providing guidance on archives and records preservation

If an organisation expresses interest in receiving guidance on a particular area of records preservation in their survey response, you could consider either providing bespoke guidance to them or sending them a copy of existing professional published guidance. The former option may be more feasible if you are conducting a smaller survey with fewer respondent organisations, whereas pre-existing guidance may provide a more practical and efficient way of providing information to a larger group.

A number of organisations have published guidance that might be of use, including in particular The National Archives, the Digital Preservation Coalition, and the Preservation Advisory Centre formerly run by the British Library. The bibliography at the end of this document provides a list of online resources and guidance that has been sent to survey respondents as part of the ARCW survey of Welsh organisations. Please note that most of this guidance is currently available only in English.

For some organisations, it may be helpful to provide a basic overview as well as more in-depth information for those that may have the resources to implement a more full-scale preservation plan. An example of this is the guidance listed in the bibliography on disaster planning, which includes both a basic overview supplied by the Norfolk Record Office, and a more in-depth example from the Public Record Office of Northern Ireland.

If several respondents express interest in a particular area of records keeping, this could even present an opportunity for outreach to them in the form of training or the production of bespoke guidance. This may be particularly helpful where organisations may benefit from sector-specific guidance on preservation or where, as in the above-mentioned examples, existing published guidance may be available only in English.

### 6.7 Data Protection

In addition to questions that might be difficult to answer, there are categories of personal information that you should consider excluding from your survey under the terms of the UK GDPR, including special category data in particular.<sup>23</sup> For example, you could include a question about the types of officers employed (e.g. archivist, record manager, information officer) without asking for their names or contact details. If you do not exclude personal data entirely you should ensure that you process it in accordance with the data protection principles outlined in the UK GDPR.<sup>24</sup> Even if you exclude personal data from your questionnaire form, it might still be a good idea to include a statement about data handling which details how the information provided will be used, including any possibility it will be shared with other people or groups. The template in Appendix D includes the following example:

23 Information Commissioner's Office (2022) Special Category Data. Available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

24 Information Commissioner's Office (2022) The Principles. Available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/>

25 Information Commissioner's Office (2022) Collecting Personal Data. Available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/key-dp-themes/guidance-for-the-use-of-personal-data-in-political-campaigning-1/collecting-personal-data/>

**Survey data handling:** This survey does not include questions which relate to personal data. The data returned will not be made publicly available except in aggregate form which does not identify organisations by name. However, individual survey results may be shared internally among staff members and project partners at the Archives and Records Council Wales, in particular where potential interest in depositing records with an external archive service in future is expressed.

For more information and guidance on how to include privacy information statements in paper-based and online surveys, see the Information Commissioner's Office (ICO) webpages on Collecting Personal Data.<sup>25</sup>



# Bibliography and Further Reading

## Conducting records surveys

The Ballast Trust (2021) FIELDWORK: Mapping Scotland's Business Archives. Available at: <https://ballasttrust.org.uk/fieldwork/>

Business Archives Surveying Officer (n.d) Case Studies. Available at: <https://surveyingofficer.co.uk/case-studies/>

Cowling, C. (2021) Undeposited Records in Oxfordshire: identification and preservation of privately owned record. STAGE 2 Report: survey and analysis of local history groups and community archives in Oxfordshire. Available at: <https://ials.sas.ac.uk/library/archives/legal-records-risk-lrar-project/lrar-research-surveys>

Cowling, C. (2019) Undeposited Records in Oxfordshire: a methodology for the identification and preservation of private sector records. Available at: <https://ials.sas.ac.uk/sites/default/files/files/oxon%20first%20stage%20report%20final%202019.pdf>

Cowling, C. (n.d.) Legal Records at Risk: Questionnaire for Law Firms. London: Institute of Advanced Legal Studies. Available at: <https://ials.sas.ac.uk/sites/default/files/files/Research/LRAR/Questionnaire%20law%20firms-ials-V1.pdf>

The National Archives (n.d) Research Guides: How to Look for Records of Companies and Businesses. Available at: <https://www.nationalarchives.gov.uk/help-with-your-research/research-guides/companies-and-businesses/>

Richmond, L. and Stockford, B. (1986) 'Company Archives: The Survey of the Records of 1000 of the First Registered Companies in England and Wales'. Aldershot: Gower.

Wiltshire, R. 'Acquisition, appraisal, arrangement and description' in A. Turnton (ed.) (2017) The International Business Archives Handbook: Understanding and Managing the Historical Records of Businesses, pp. 174-252. (See especially 'Surveying business archives' at pp. 180-187).

# Online resources for archives and records preservation guidance

## Archival Principles/Introduction to Archives

Archives and Records Council Wales (2022) What are Archives? Available at:

<https://archives.wales/what-are-archives-2/>

The National Archives (2016) Archive Principles and Practice: An Introduction to Archives for Non-archivists. Available at: <https://cdn.nationalarchives.gov.uk/documents/archives/archive-principles-and-practice-an-introduction-to-archives-for-non-archivists.pdf>

## Basic preservation guidance

Preservation Advisory Centre (2013) Basic Preservation for Library and Archive Collections. 2013 Revised edition. Available at: <https://www.bl.uk/britishlibrary/~media/bl/global/conservation/pdf-guides/basic-archive-preservation-guide.pdf>

Norfolk Record Office (2022) Preservation. Available at:

<https://www.archives.norfolk.gov.uk/community-archives/preservation>

## Digital preservation

American Library Association (2022) Digital Preservation. Available at:

<https://www.ala.org/alcts/preservationweek/howto/digital-preservation-tips>

Digital Preservation Coalition (2015) Digital Preservation Handbook. 2nd edition. Available at:

<https://www.dpconline.org/handbook>

## Storage Furniture and Shelving

Preservation Advisory Centre (2012) Library and Archive Storage Furniture. 2012 Revised edition.

Available at: <https://www.bl.uk/britishlibrary/~media/bl/global/conservation/pdf-guides/library-and-archive-storage-furniture-guide.pdf>

## Pests

British Library (2021). Managing Pests in Paper Based Collections. 2016 Revised edition. Available

at: <https://www.bl.uk/britishlibrary/~media/bl/global/conservation/pdf-guides/managing-pests-in-paper-based-collections-guide.pdf>

### **Mould**

Preservation Advisory Centre (2011). *Mould Outbreaks in Library and Archive Collections*. 2011 Revised edition. Available at: [https://www.bl.uk/britishlibrary/~/\\_media/bl/global/conservation/pdf-guides/mould-outbreaks-in-libraries-preservation-guide.pdf](https://www.bl.uk/britishlibrary/~/_media/bl/global/conservation/pdf-guides/mould-outbreaks-in-libraries-preservation-guide.pdf)

### **Disaster planning**

Norfolk Record Office (2022) *Disaster planning*. Available at: <https://www.archives.norfolk.gov.uk/community-archives/preservation/disaster-planning>

Public Record Office of Northern Ireland (2006) *Preservation of Records: Disaster Plan*. Available at: <https://collectionstrust.org.uk/resource/preservation-of-records-disaster-plan/>

# Appendix A:

## Sample survey letter



Address

Date

Dear *[Sir/Madam/name]*

On behalf of the Archives and Records Council Wales, I would like to invite *[company name]* to participate in a survey of archives and record-keeping among Welsh businesses, charities and organisations. The survey aims to identify records of significant cultural and historical value and to offer support for their long-term preservation wherever possible. As *[company name]* has been identified as an organisation whose historical records may offer significant value for the heritage of Wales we would be very grateful if you are able to participate.

If you can join in the survey, please confirm by reply and I will send a follow-up email with a questionnaire on record-keeping and the types of records which your organisation holds. The questionnaire may also be used to indicate your interest in receiving guidance on the long-term preservation of historical records.

Thank you for considering our request.

Yours *[faithfully/sincerely]*

**[SIGNATURE]**

Records at Risk Officer

Email: *[address]*

Archives and Records Council Wales website:  
<https://archives.wales/archives-and-records-council-wales>

## Appendix B:

# Sample survey email

Dear Sir/Madam,

On behalf of the Archives and Records Council Wales, I would like to invite *[company name]* to participate in a survey of archives and record-keeping among Welsh businesses, charities and organisations. The survey aims to identify records of significant cultural and historical value and to offer support for their long-term preservation wherever possible. As *[company name]* has been identified as an organisation whose historical records may offer significant value for the heritage of Wales we would be very grateful if you are able to participate. The questionnaire may also be used to indicate your interest in receiving guidance on the long-term preservation of your historical records.

If you are happy to join in the survey, please complete the questionnaire via the link below. The questions should take less than ten minutes to complete. However, if you have any queries regarding the survey please do let me know.

Thank you for considering our request.

Kind regards,

*[Records at Risk Project Officer]*

Questionnaire in English: <https://www.surveymonkey.co.uk/r/6GWLGXV>



Archives and Records Council Wales website:

<https://archives.wales/archives-and-records-council-wales>

## Appendix C:

# Sample correspondence record

Organisation Name	Registered company/charity number	Date Sent	Recipient Name and Address	How Contacted?	Response Received? [Date]	Records list completed?	Expression of interest in depositing records?	Location where response saved
ABC Ltd	#####	02/09/2021	[Name] [Email address]	Email	15/09/2021	Yes	No	MS Sharepoint > 2021 survey > responses
31415926 Ltd	#####	01/02/2022	[Name] [Registered office address]	Post	23/02/2022	Yes	Yes	MS Sharepoint > 2021 survey > responses

## Appendix D:

# Sample remote records survey questionnaire

### ARCW Records Survey: Questionnaire

**Survey data handling:** This survey does not include questions which relate to personal data. The data returned will not be made publicly available except in aggregate form which does not identify organisations by name. However, individual survey results may be shared internally among staff members and project partners at the Archives and Records Council Wales, in particular where potential interest in depositing records with an external archive service in future is expressed.

#### Section 1: Questions:

For any questions where options are provided, please check [x] the applicable boxes.

1. Name of organisation:
  
2. Are your organisational records which are not used for current business purposes, such as those listed in Section 2 below, maintained in an in-house archive or with an external archive service?
 

In-house archive	<input type="checkbox"/>
External archive service (e.g. local authority repository)	<input type="checkbox"/>
Neither	<input type="checkbox"/>

If applicable, please specify the external archive service below:
  
3. If *not* stored in an in-house archive or external archive service, where are your records stored which are not used for current business purposes?
 

On-site in a specified location	<input type="checkbox"/>
On-site in non-specified location(s)	<input type="checkbox"/>
Off-site	<input type="checkbox"/>
  
4. Do you employ a records manager or archivist, or is a specific or nominated individual responsible for records management and the long-term preservation of your records?  
Please select all applicable:
 

Archivist(s)	<input type="checkbox"/>
Records Manager(s)	<input type="checkbox"/>
Other nominated individual(s)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>
  
5. Do you hold records in both paper-based and digital formats?
 

Yes: both	<input type="checkbox"/>
No: Paper-based records only	<input type="checkbox"/>
No: Digital records only	<input type="checkbox"/>

6. Do you hold any audio-visual materials (e.g. sound recordings, films or videos)?

Yes

No

If 'Yes' please specify the types of audio-visual material:

7. In future, would you prefer to keep your records in-house or would you consider transferring historical records to an external archive repository (e.g. your local authority repository)?

Prefer to keep in-house

Would consider transfer to an external repository

Not applicable as historical records already transferred

8. If there is no specific individual with responsibility for preservation of your records such as an archivist or records manager, would you be interested in receiving published guidance on long-term records preservation?

Yes

No

9. If you answered 'Yes' to question 8, are there any specific issues regarding the preservation of your historical records on which you would like to receive advice?

General introduction to archives

Basic preservation

Storage furniture and shelving

Digital preservation

Mould management

Pest control

Disaster planning

Others (please specify):

10. If possible, please could you complete the form in Section 2 below to indicate the types of records that you hold?

**Section 2: Types of records you may hold:**

## Records relating to governance:

- Constitution
- Certificates of incorporation
- Rules/Memorandum and Articles of Association
- Annual reports
- AGM Minutes/papers
- Board minutes
- Summary membership records

## Financial records:

- Annual accounts and returns
- Budgetary policies/planning
- Ledgers

## Legal/premises:

- Contracts/agreements
- Patents
- Deeds

## Staff:

- Personnel Files

## Publicity and other resources:

- Photographs/publicity materials
- Scrap books/albums
- Newsletters
- Online publications
- Press releases
- Records of events and anniversaries (e.g. invitations, photographs)

## Charity records (if applicable):

- Trust deeds
- Charity Commission records (e.g. for a scheme)
- Fundraising appeals, including accounts and publicity materials
- Personal papers from founders, activists, donors or volunteers

Any other types of record (please specify):