



Historic Casework Archive Volunteer – Role Profile

The aim of this volunteer role is to re-catalogue, sort and, where necessary, scan the Group's historic casework archive dating from c1937-1987 (the 'B' series files) because the existing card index system for the historic casework archive has proven to be inadequate. In some cases, files which are of no particular interest or value can be eliminated. All of these files have been stored separately from the current (or 'A' series files) casework archive.

Each file theoretically relates to a specific site and may contain material amassed over many decades. Addresses will need to be checked against the statutory list and, if necessary, files re-catalogued by the correct county, civil parish and listing address.

Many of the files contain old dye-line or blue-print drawings which are decaying, as well as photographs and other material with specific conservation needs. Each file is to be reviewed and its conservation needs addressed as required after discussion with the Honorary Archivist.

Paperclips, staples and steel-tipped treasury tags must be removed. All photographs should eventually be scanned and retained. Unnecessary paperwork, duplicated letters or drawings need to be identified and eliminated from each file. Major figures in the (pre-1987) history of the Georgian Group, architectural history and the conservation movement in general need to be identified in each file. This will include charitable organisations or other amenity societies. Any

key files relating to major campaigns should be highlighted. So far, the job has proven to be complex and time consuming and requires a certain degree of social and architectural knowledge as well as a willingness on the part of the volunteer to learn about the people and organisations connected with the Georgian Group in the past. A good level of computer literacy is desirable.

All of the information gleaned is to be entered on a new database. Retained files will be scanned once the audit has taken place.

Where a post-1987 ('A' series) site file exists the corresponding 'B series' file will need to be integrated with the file in the 'new' system (n.b. most of this has been done).