

## Sheffield Tree Archiving project

### Progress report: November - December 2021

This document outlines the progress made in November - December 2021 for archiving and publishing information held by Sheffield City Council and others in relation to the street trees management between 2013-2018.

1. Documents have continued to be passed to the Archives Team for processing.
2. Approximately 3,695 documents have been transferred for archiving<sup>1</sup>
3. Software to search email accounts has been made available; initial searching has been undertaken and guidance notes on how to use the software in the light of the initial searching has been drafted.
4. Recruitment of a temporary additional archivist / records manager continued – an advertisement was placed on relevant professional email groups and via an Agency and interviews were held.
5. The Project Archivist has continued to catalogue material which has been transferred to the City Archives. Cataloguing completed during this period:

All documents already in the public domain have been added to the archive and are ready for publication.

Sheffield City Council, Cabinet minutes and reports – additional detail (X932)

Place Portfolio\Business Strategy (X936)

Place Portfolio\City Growth\Network Management Documents (X937)

6. Cataloguing in hand:

Resources Portfolio: Finance and Commercial Services (X938)

Resources Portfolio: Customer Feedback and Complaints (X951)

Sheffield City Council, Council minutes and reports – additional detail (X934)

Sheffield City council, Legal and Governance files (X966)

7. The work on preparing original documents for publication - converting all raw files to pdf format, running Optical Character Recognition (OCR) so they are searchable, combining single documents into more manageable sizes has continued.
8. The work of redacting sensitive personal data in over 800 FOI enquiries and customer complaint files continued.

---

<sup>1</sup> All the documents will be catalogued and (subject to the Access and Disclosure Protocol) published online. The number of documents published will be less than the number of individual documents held within the archive as many will be combined into larger document groups to make navigation and searching easier. All original data and records (in their original formats) whether disclosed or not, will be retained in perpetuity by the City Archives.