

Sheffield Tree Archiving project

Progress report: September - October 2021

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

1. All colleagues across the Council who might hold relevant material have now been contacted and requested to search and transfer material to the Archive team.
2. Searching email accounts remains a challenge. During the period of this report we have investigated the deployment of additional software to enable the searching to take place. The software will require additional staff training.
3. Approximately 3,156 documents have been transferred for archiving¹
4. The Project Archivist has continued to catalogue material which has been transferred to the City Archives.
5. Cataloguing in hand:
 - Resources Portfolio: Finance and Commercial Services (X938)
 - Resources Portfolio: Customer Feedback and Complaints (X951)
 - Sheffield City Council, Cabinet minutes and reports – additional detail (X932)
 - Sheffield City Council, Council minutes and reports – additional detail (X934)
 - Sheffield City council, Legal and Governance files (X966)
6. 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.
7. The Local Government Ombudsman has been informed of our intention to publish the archive.
8. The work of redacting sensitive personal data in over 800 FOI enquiries and customer complaint files is well underway.
9. Recruitment of an additional archivist has started.

¹ 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.