

Sheffield Tree Archiving project

Progress report: July 2021

This document outlines the progress made to date on archiving and publishing information held by Sheffield City Council and others in relation to the management of street trees as part of the Streets Ahead contract between 2013-2018.

1. Project scoping document finalised (Jan 2021)
2. Project governance documents approved and published (Feb / Mar 2021)
3. Procured digital preservation software (this will ensure that the digital files will be preserved and accessible well into the future irrespective of software formats) (Jan – Apr 2021)
4. Portfolio Leadership Teams briefed, and officers nominated to co-ordinate document searches in their areas (Mar 2021)
5. Harvested and catalogued SY Police documents published on their website (Feb/Mar 2021)
6. National Archives DROID software installed (to capture metadata of digital files) (Mar 2021)
7. Network folder created to collate documents for archiving (Mar 2021)
8. Training in digital preservation software (Apr 2021)
9. Drafted search terms, search guidance note and due diligence forms for colleagues who will undertake the searching (Apr 2021)
10. Archiving published (and previously published) documents from SCC Streets Ahead webpages (Apr 2021)
11. Freedom of Information responses transferred for archiving and publishing (Apr 2021)
12. Meetings held with numerous colleagues undertaking the searching (Apr - Jun 2021)
13. Introduction to Legal Services case management system in preparing for archiving files (May 2021)
14. SCC documents transferred for archiving during Apr - July being processed by the Archives.
15. Archive briefing held with STAG held on 3 Jun 2021.
16. Catalogued SY Police and Crime Commissioner documents from website (Jun 2021)
17. Catalogued Information Commissioner's documents from website (Jun 2021)
18. Catalogued Independent Tree Panel for Sheffield advice and decisions, 2016-2017 (Jun 2021)