

Sheffield Tree Archiving project

Progress report: August 2021

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

1. Searching across the Council has continued. The Project Lead has continued to liaise with colleagues - supporting with searching and arranging access to closed email accounts and project folders, etc.
2. There have been significant challenges with regard to discovering, cataloguing and preparing digital records for publication; email accounts in particular have proved time consuming to search and prepare for publication, with the need to ensure the not inconsiderable number of attachments are captured and presented adjacent to the relevant email. Considerable duplication within files has also impacted the project timescales. We have been proactive in seeking ways to address these issues, but there has been an impact on the project timescales.
3. Approximately 3,100 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:
 - Place Portfolio: Business Strategy (our ref. X936)
 - Place Portfolio: City Growth (ref. X937)
 - Place Portfolio: Parks and Countryside (X955)
 - Resources Portfolio: Finance and Commercial Services (X938)
 - Resources Portfolio: Customer Feedback and Complaints (X951)
 - Sheffield City Council, Cabinet minutes and reports (X932)
 - Sheffield City Council, Council minutes and reports (X934)
 - Economic and Environmental Wellbeing Scrutiny and Policy Development Committee (X941)
6. In addition to the cataloguing, original documents are being prepared for publication - this involves converting all raw files to pdf format, running Optical Character Recognition (OCR) so they are searchable, combining single documents into more manageable sizes, and applying the redaction protocol to each document.

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.

7. Other items (external to Sheffield City Council / already in the public domain) have been added to the catalogue, including High Court Judgements, Forestry Commission investigation report, and Local Government and Social Care Ombudsman report.
8. Work is continuing on searching, transferring, cataloguing and preparing for publication.