

Sheffield Tree Archiving project

Progress report: January – March 2022

This document outlines the progress made in January - March 2022 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 5,500 documents have been transferred for archiving¹.
3. An additional Archivist has been appointed.
4. Training in the use of eDiscovery (for searching email accounts) by the Archivists has been completed.
5. The Project Archivists have continued to catalogue material which has been transferred to the City Archives. Cataloguing completed during this period:

Freedom of Information requests (X916)

SCC customer complaints and Local Government Ombudsman files (X951)

SCC Council meetings (X934)

SCC Parks and Countryside (X955)

SCC Streets Ahead complaint file (X935)

SCC Policy, Performance and Communication portfolio (PPC) (X991)

SCC Place Portfolio, Executive Director's Office (X960)

Independent Tree Panel - additional papers (X990)

Western Road Memorial Trees Working Party (X981)

6. Significant progress has been made in searching a number of email accounts for relevant emails. Processing these ready for publication will begin shortly.
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. Some test catalogues (comprising information already in the public domain) have been published and tested.

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.