



Archive Accreditation

Lloyds Banking Group Archives applied for Archive Accreditation in 2017. We felt the external recognition would help us demonstrate our value to internal stakeholders at a time of ongoing change for the business. It would also allow us to review our activities and support our forward planning.

The accreditation standard did initially seem quite daunting, from the size, scope and even some of the language used. But ultimately, as a long established service, for us it was an exercise in reviewing what we were doing and making sure everything was documented.

I began by familiarising myself with the application form to see where we stood, what we had in place already, and where some more work would be required to get us up to standard. This gave us an excellent indication of the work we would have to do. For us this was positive step as it demonstrated we had most things already in place.

The application form itself is extensive covering all aspects of an archive's activities. As a business archive with a focus on internal stakeholders we were concerned that this might work against us but the standard was fully flexible and scalable, recognising our organisational priorities and objectives.

I attended an Accreditation workshop run jointly by the Scottish Council on Archives and The National Archives. I think this was particularly useful as I already had a good grasp of the standard and application form and this gave me the opportunity to ask specific questions.

Our service is split across two sites and two assessor bodies so we were unusual in that we received two validation visits, one in Edinburgh and one in London. The visits were relaxed and gave us an opportunity to expand on some of the questions in the application form.

One of the most useful outcomes for us was the establishment of an Action Plan. We'd always had a Strategic/Forward Plan but during the accreditation application process we introduced an annual action plan, to demonstrate activities and achievements. This now forms the basis of our progress and planning meetings.

Finally I'd advise any service to have the confidence in what you are doing. The application process is not trying to catch you out. Don't get too bogged down in the detail or specific questions. Just because there is space for 250 words doesn't mean you have to use them.

We were awarded Accreditation in November 2017 and shared our success with colleagues across the business. If you are considering applying for Accreditation, I'd say go for it, it can only help improve your service.

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