



SEAT Activity booklet

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Your story



Activity A1 – Writing down your story

Before you get started, you will need to create a folder where you can save all the activity worksheets and any other documents you want to keep as you work through the toolkit.

For each activity you can work on individual worksheets as instructed or, if you prefer, you can download a **workbook**, save it, and return to it for each activity.

1. Open **worksheet A1 Our Story**. It is divided into 3 sections for you to complete:
 - *About us* introduces your organisation as it is now.
 - *Our history* looks back at when your organisation was set up. If you are not familiar with your organisation's history it can be very satisfying to do a bit of research and find out more about its origins.
 - *Changes over time* looks at how your organisation has developed since it was set up.
2. Fill in the text boxes with the required information. Some of the options may not be relevant and you can leave these blank or write 'none' in the space provided.
3. You can print the worksheet if you wish, before you save it to your toolkit folder.

Your story



Activity A2 – Reflect on your story's value

1. Open **worksheet A2 Our Story**.
2. Use the reflection space to note down thoughts on why your story is of value. Consider things like:
 - the type of service you provide.
 - significant outputs /events.
 - contribution to the local community.
 - people you have helped.
 - milestones e.g. anniversaries, biggest, longest.
 - awards /achievements.
 - what would be lost if you closed.
3. Pick 3 main reasons why your story is important and write them out fully in the spaces provided at the bottom of the page.
4. You can print the worksheet if you wish, before you save it to your toolkit folder.

Your story



Activity A3 – Identify the materials that tell your story

1. Open [worksheet A3 Our Story](#).
2. Look at the lists and think about the stuff your enterprise creates. This may be digital materials or physical materials.
3. Add in any things/people that are relevant to your organisation's activities that aren't on the consideration list.
4. Taking each consideration in turn, tick off the types of materials your organisation holds which best tell your organisation's story and would be suitable for your archive.
5. Write down any materials you have that aren't on the list in the space provided.
6. You may find it useful to print the worksheet for use in the next activities, before you save it to your toolkit folder.

Your story



Activity A4 – Noting down where the materials are held

1. Open **worksheet A4 Our Story**.
2. Look at your list of materials from Activity A3 and think about where these might be. Make a list of people to ask and places to look in the space provided.
3. Over time start to sketch out where things are. You can add to this as new discoveries are made. Look at the Archivist's example on noting down where materials are held for ideas of how you can do this.
 - You could create this as a poster for the wall and ask people to add to it.
 - If you have no physical materials and all your digital materials are in one place then just write down that one location.
4. When you have identified all the locations, list them in the space provided in the worksheet.
5. You can print the worksheet if you wish, before you save it to your toolkit folder.

Keep it safe



ACTIVITY B1 – Setting up protected places to keep your materials safe

1. Open **worksheet B1 Keep It Safe**.
2. Think about your workplace and identify areas where you can keep your materials safe.
 - Consider the volume of materials you have now and what may be produced in the future.
 - For digital materials think about a process for adding materials to the protected place and creating backups. You will want to keep this as simple as possible.
 - For physical materials it may be that you need to split your materials up and provide homes in different locations.
3. Write down the locations that you decide on for keeping your digital and physical archives in the space provided.
4. In the **Shopping list** section, write down anything that you will need to set up these homes. This might be things like cardboard folders, boxes, or HB pencils (this dark grade offers clearer marking) for your physical archive and external drives or cloud storage for your digital archive.
5. You can print the worksheet if you wish, before you save it to your toolkit folder.

You will need to gather the items on your shopping list and, if needed, clear the physical space identified, before you can start creating your archive.

Keep it safe



ACTIVITY B2 – Dividing up the workload

1. Open your completed **worksheet A4 Our story**.
2. Look at the locations you noted in the worksheet and think about the materials held in each location. Consider which location you would like to start working on and put them in order of preference. You might want to start with the nearest location, the one with the largest volume or the easiest to work on.
3. Start with digital materials and number the locations in the order you decide.
4. Do the same for the physical materials.
5. Now open **worksheet B2 Keep it safe**.
6. List each location from worksheet A4, in the order you decided, in the table provided.

For locations with large volumes of material, try to break them up into smaller workable units. For example:

- For digital materials use folder names as locations. See how this was done in the Archivist's example B2 on dividing up the workload, where the shared office PC had an admin, projects, photos, and marketing folder that were each used as locations.
- For physical materials use numbered shelves/boxes.

Keep it safe



ACTIVITY B3 – Sorting through digital materials

1. Create your 'Archive' folder in the location you identified in **worksheet B1 Keep It Safe** and have a copy of your materials list from **worksheet A3 Our Story** for reference.
2. Start at location 1 for digital materials in your plan in **worksheet B2 Keep It Safe**, and work through the materials methodically, following the guidance given on the web page on sorting materials.
3. Depending on which approach suits you best, you can copy materials that you want into your archive folder or copy across everything and delete the copies you don't want from it.

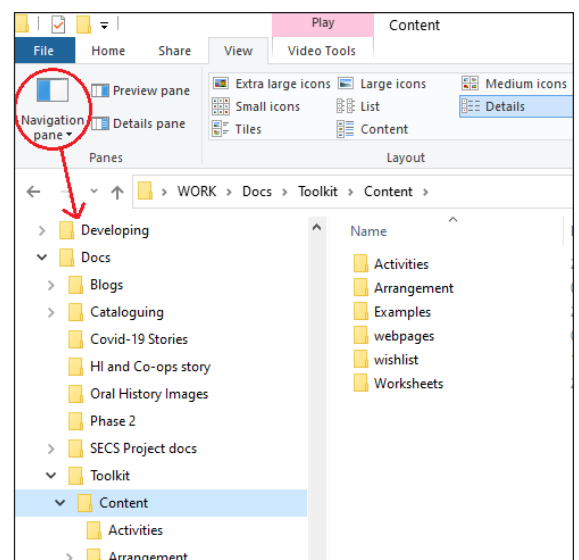
Top tip: When working through folders on a computer, view your files in 'Details' mode with the 'Navigation pane' open and set to 'expand to open folder'. This will allow you to see all the different layers of folders and help you keep tabs on where you are.

The image on the right shows what this looks like in Windows 10.

4. Rename and re-arrange folders/files where required as you work through them so that they are meaningful to other people and represent the activities you carry out.

Keep a note of any particularly interesting materials that might be useful for sharing in publications, exhibitions or on social media.

5. Before you finish the activity for that day remember to keep a note of where you get to and make a back-up of the material you have worked on.
6. Continue working through the location, ticking it off on your plan when it is completed and moving onto the next location.



Keep it safe



ACTIVITY B4 – Sorting through physical materials

1. Clear the workspace where you will be sorting your physical materials and have folders, boxes, HB pencils and box list (**Box List Template**) to hand and a copy of your materials list from **worksheet A3 Our Story** for reference.
2. Start at location 1 for physical materials in your plan in **worksheet B2 Keep It Safe**, and work through the materials methodically, following the guidance given on the web page on sorting materials.

Keep a note of any particularly interesting materials that might be useful for sharing in publications, exhibitions or on social media.

Remember to keep a note of where you get to and continue from where you left off at your next sorting session.
3. When you find something from your materials list put it aside and start creating a bundle of things for your archive (or several bundles if you want to sort them and keep related things together, such as annual reports, materials from a particular event/meeting, funding correspondence/ documents. Remember not to sort into bundles by format, such as photographs, flyers and leaflets. If there are any materials you aren't sure about you can put them in an undecided bundle and go back to them later.
4. Once you have a manageable bundle or you have gone through everything at that location you can start listing and packing your selected materials.
5. If materials aren't already in folders, you might want to put them in a cardboard wallet/ folder to keep them together. Before you put anything in the folder, write on the outside of the wallet/folder in pencil what it contains and the dates it covers.
6. As you pack materials into your storage boxes note down what they are on your box list. You don't have to list every item but give a general description of the materials in the box, and the dates they cover. This is shown in the examples provided in the Box list template. The notes field can be used for comments on things such as particularly interesting/exciting items which could be useful for sharing more widely, missing items and condition of damaged or fragile items.
7. It is helpful if you have time, and are able, to write down further information for some material. For example, information on photographs and videos is extremely useful to help identify, dates, locations, events and people. This could be done as a separate project.

Keep it safe



8. Continue working through bundles and locations until your box is full or you have finished. Remember to write the corresponding box number from the box list onto the box itself. It is advisable not to use sticky labels as with time these can fall off and be lost and glue is harmful to archives.
9. Move completed boxes to the home identified for them. It is useful to put a copy of the box list into the box as well as keeping a copy of it in your digital archive.
10. If you are using more than one location for storing your physical materials, write down box's location on the box list next to the box number so it doesn't get lost.
11. Keep your paper copy of the box list in a safe place. If it is hand-written you could scan or type it up and save it in your digital archive.

Keep it safe



ACTIVITY B5 – Integrating the archiving process into working practice

1. Open **worksheet B3 Keep It Safe**.
2. Read through the questions and answer each one in turn. Use your answers to review your current practices and determine what actions your organisation will need to carry out to improve its record keeping and archiving processes. Write the action points in the spaces provided.
3. Use your action points to create a plan to implement improvements and new practices to ensure that the archiving process is embedded into everyday routines.
4. Write up your plan in the space provided.

Share it



ACTIVITY C1 – Using your story as an asset

1. Read over the *Why would you share your story?* webpage and consider the ways commercial businesses tell their story through their archive materials for marketing, information, as inspiration, for celebrations and education.
2. Try to think of examples of these that you have seen in person, in the press, on TV, or the internet.
 - Look at advertising, news reports, 'About us' webpages and search online using combinations of keywords like 'business history', 'heritage inspired', 'nostalgia marketing'.
 - Think of well-known businesses or products and search online to see if they have an archive and observe how that is being used.
Hint: try famous food and drink manufacturers, retailers or publishers.
3. Open **worksheet C1 Share it** and note down ideas on ways in which your archive materials could be used as a business asset for the organisation.

