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Working at the British Postal Museum and Archive, the public identity of the Postal Heritage Trust which was set up in 2004 to manage the public records of The Royal Mail Archive, and to develop access to the museum collections of the former National Postal Museum, no two days are ever the same.

Taking yesterday as an example, I spent part of the morning checking invoices from the external storage company which houses the majority of the modern records created through our file registration scheme.

After this I provided cover in the Search Room for a colleague who had to attend a meeting. There are three qualified Archivists, providing a 'Duty Archivist' service to support the Search Room staff; we work on a rotational basis so we each get a week on and two weeks off. The Royal Mail Archive records the corporate history of The Post Office and the Royal Mail service over four hundred years. For most of this time the Post Office was a British government service and so the archive is Public Record. This means it must be legally preserved and made available for everyone to use. The Search Room is often busy; our most frequent visitors are genealogists who come to look at our employment records in order to find out about relatives who have worked in the Post Office.

After lunch I had a meeting with the Royal Mail consultant Records Manager, as we are currently collaborating on a project to implement a master retention scheduling scheme designed to cover all Royal Mail departments and to replace the current 'suggested guidelines' available on the intranet.

The last job of the day was receiving a return consignment of volumes from the independent company who carry out the microfilming for our preservation project. Each month surrogate copies are made of the most heavily used volumes to save them from the cumulative effects of constant handling; these are then preferentially produced in the Search Room for viewing.