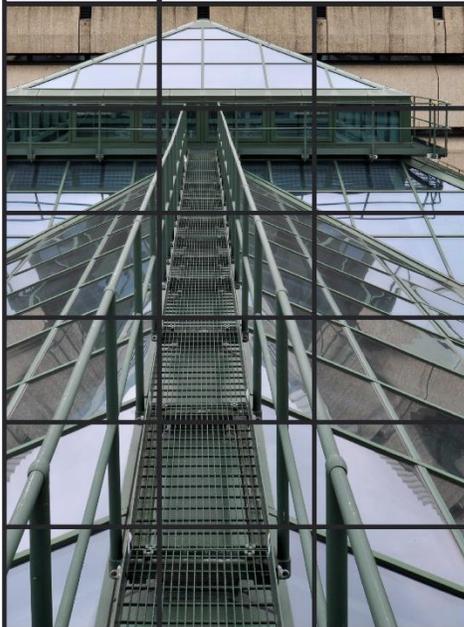


Towards an Inclusive Archive



Rachael Minott
Inclusion and Change Manager



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What is inclusive practice?

Inclusion is about nurturing a sense of belonging for as many people as possible

- We are caretakers to the records of our shared histories. Inclusion is about open access to the records for as many people as possible
- It involves enriching our collections through participatory practices and enriching our workforce through diversity of thought and experience
- Archives need to earn and nurture trust in our care and management of the records. Archives also need to be functional as tools for democracy and transparency, should that trust be questioned

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Cases for diversity and inclusion: Moral, business and justice cases

- **Moral:** Archives are for everyone because they are about everyone. Inclusion is the right thing to do: to enrich people's lives, share opportunities and share information
- **Business:** Diversity makes sense for economic resilience, creative problem-solving, diversifying income streams and staying relevant.
- **Justice:** Access to heritage is a human right. Erasure and marginalisation has harmed many people and readdressing imbalances, discrimination and silencing is a matter of righting wrong. Creating just systems motivates and generates support.

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Strategy

The inclusion work being conducted within the Archives Sector Development department of The National Archives has been divided into Workforces, Practices, Audiences and Collections. Within these headings there are (1) long term policy commitments which have larger systematic outputs. These commitments are informed by (2) intelligence-gathering through surveys and monitoring, which are supported by (3) resources we create for the sector. These resources are shared through (4) communication and engagement channels, which in turn supports the intelligence-gathering.

Workforce	Policy commitments	Survey and monitoring	Resources	Communication and engagement channels
Practice				
Audience				
Collections				

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Policy commitments

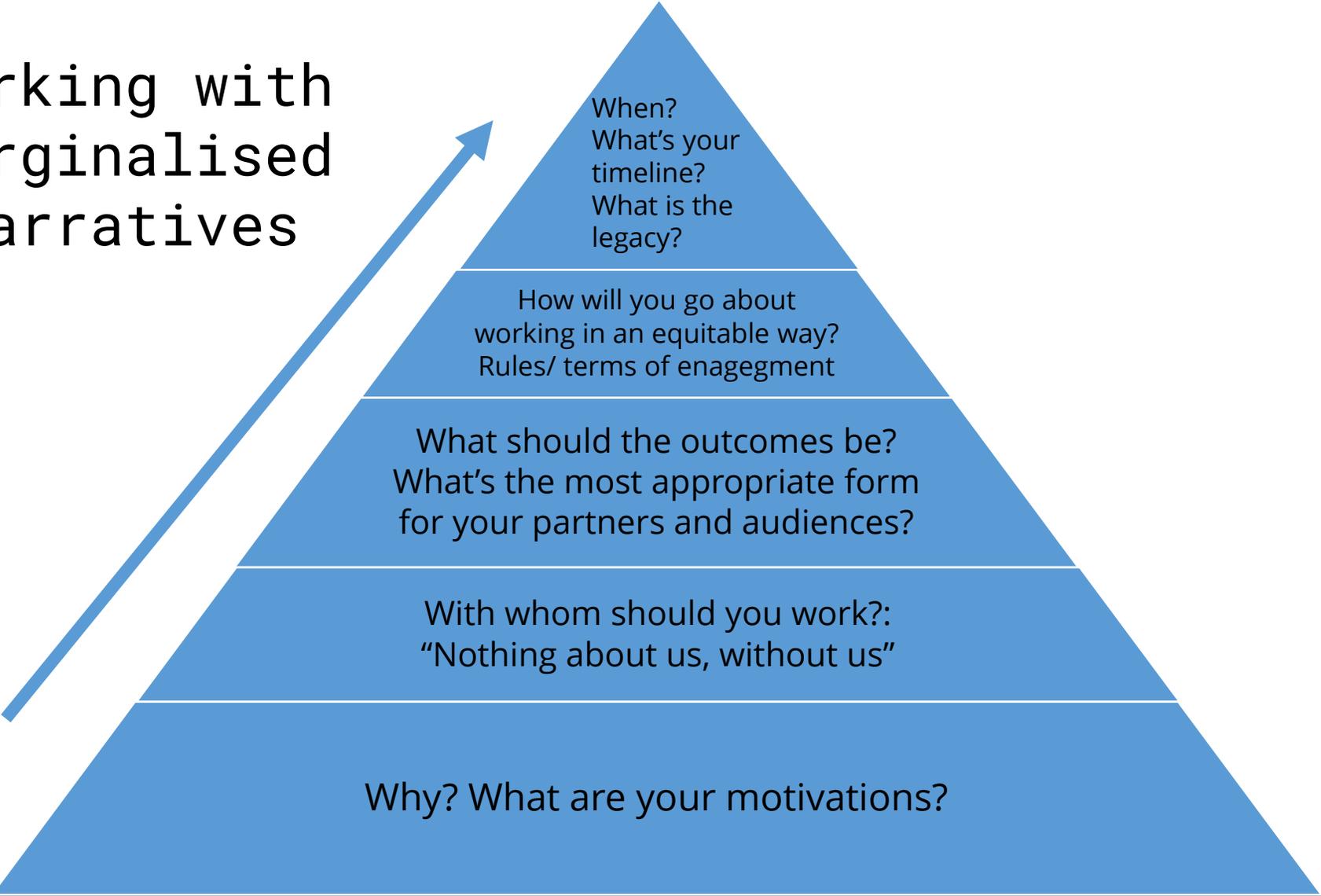
- The National Archives: [Archives for Everyone](#) (Overall strategy)
 - To be the inclusive, entrepreneurial and disruptive 21st-century national archive, connecting with the biggest and most diverse audience possible, in the most innovative ways we can.
- Archives Sector: [Archives Unlocked Strategy](#) (Overall sector strategy)
 - Our ambition is that archives inspire trust, enrich society and people's lives, and are open to all.
- The National Archives: [Becoming the Inclusive Archive](#)
 - An inclusive archive is available for every person we serve, enriched by the diverse and talented individuals who work with and for archives of all kinds. Areas of focus: Workforce – who we are; Audience – who we serve; Practice – how we work; and Position – our global role

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Working with marginalised narratives



Start here

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Risk assessment tool:

Communicating potentially upsetting histories

We are currently collaborating on a tool that will help archive services to manage risks around selecting and communicating stories that might be potentially upsetting. This ranges from stories that talk about systematic marginalisations and communal experiences of tragedy to personal stories of loss or pain.

The tool will unpack risk into 5 categories: (1) Institutional Reputation, (2) Legal Obligations, (3) Language, (4) Staff and Audience Wellbeing and (5) Staff Diversity.

It provides a few examples to explore the impact of these risks and possible mitigations.

This resource is designed to:

- Support - not to measure, judge or act as a checklist
- Be a springboard for reflection, empathy, intent, and practical support or to build your own risk assessment
- To be used as a tool for maximising archival engagement in the public realm, both online and in person

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Further resources on language

- Race Disparity Unit: Style guide for writing about ethnicity
<https://www.ethnicity-facts-figures.service.gov.uk/style-guide/writing-about-ethnicity>
- Race Disparity Unit, A-Z for writing content on ethnicity facts and figures
<https://www.ethnicity-facts-figures.service.gov.uk/style-guide/a-z>
- Words Matter, Tropen Museum:
https://issuu.com/tropenmuseum/docs/wordsmatter_english
- Decolonial Dictionary: <https://decolonialdictionary.wordpress.com/>
- R Bhopal, Glossary of terms relating to ethnicity and race: for reflection and debate, Journal of Epidemiology & Community Health 2004; 58:441-445. <https://jech.bmj.com/content/58/6/441>

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