

Oxfordshire History Service Information Asset Register

Asset number	Name of asset	Function	Content	Format	Location	Owner	Personal data	System Access	Information shared	Retention	Loss of integrity - IMPACT	Loss of integrity - RISK	Loss of availability - IMPACT	Loss of availability - RISK
1	CALM	Accessioning (i.e. recording deposit / donation and depositor details) and cataloguing historic archives of Oxfordshire	Details of all historic documents	Database	OCC network server	Mark Priddey / Mark Lawrence, (joint) History Centre Managers	Yes (some - depositor information)	Named History Centre staff	Yes - catalogue data shared via Heritage Search public website	Permanent	Could significantly impact on service provision	Unlikely	High	Possible
2	Finding Aids - Archives and Local Studies collections	Maintaining necessary information to find and classify historic archives and local studies material of Oxfordshire, and record communications with the service	Details of collection holdings and locations	Excel, Word, PDF files	In shared network drive filepath: R:\4. History Service\4.15 Finding Aids	Mark Priddey / Mark Lawrence, (joint) History Centre Managers	Yes (some - depositor / donor information)	History Centre staff	No	Permanent	Could affect service provision	Possible	Minimal	Possible
3	Finding Aids - Photographic, Audio and Video collections	Maintaining necessary information to find and classify historic photographs, sound (oral history) and video recordings of Oxfordshire, and record communications with the service	Details of collection holdings and locations	Excel, Word, PDF files	In shared network drive filepath: R:\8. Images & Voices	Mark Lawrence, History Centre Manager	No	History Centre staff	No	Permanent	Could affect service provision	Possible	Minimal	Possible
4	Photographic, Audio and Video accessions	Accessioning (i.e. recording donor or purchase source details)	Details of collection holdings and donors	Excel, Word, PDF files	In shared network drive filepath: R:\8. Images & Voices	Mark Lawrence, History Centre Manager	Yes (some - donor information)	History Centre staff	No	Permanent	Could affect service provision	Possible	Minimal	Possible
5	Photographic, Audio and Video catalogue data entry	Cataloguing Photographic and Oral History material of Oxfordshire (pre-publication raw spreadsheet data)	Catalogue data: Photographic and Oral History material, as held by History Service	Excel files	In shared network drive filepath: R:\Volunteers	Mark Lawrence, History Centre Manager	No	History Centre staff and authorised volunteers	No	Retained until safely uploaded to Epexio database	Could affect service provision	Possible	Minimal	Possible
6	Epexio Describe (online cataloguing tool) for ingested A/V catalogue data	Cataloguing Photographic and Oral History material of Oxfordshire (not all datafields are made public)	Completed and published catalogue data for: Photographic and Oral History material, as held by History Service	Database (online)	Epexio (Metadatis Ltd) servers	Mark Lawrence, History Centre Manager	Yes (some donor information)	Named History Centre staff; also Metadatis Ltd.	Yes - shared with supplier, Metadatis Ltd	Permanent unless supplanted by updated datasets	Could significantly impact on service provision	Possible	High	Possible
7	Alma (online cataloguing tool)	Cataloguing tool for Local Studies bibliographic material of Oxfordshire	Details of all local studies volumes	Database (online)	Bodleian Libraries (Oxford University)	Mark Priddey / Mark Lawrence, (joint) History Centre Managers	No	Named History Centre staff; also Bodleian Libraries	Yes - catalogue data shared via SOLO and Heritage Search public websites	Permanent	Could significantly impact on service provision	Unlikely	High	Possible
8	Heritage Search (website) - catalogues and indexes	Website for publishing principal online catalogues.	Published catalogue data (full-level), lists and indexes for principal Archives, Local Studies, Picture Oxon, and Audio collections, held by History Service.	Website	Epexio (Metadatis Ltd) servers	Mark Priddey / Mark Lawrence, (joint) History Centre Managers	No	Named History Centre staff; Metadatis Ltd.	Yes - public website	Permanent unless content is supplanted by updated datasets	Could significantly impact on service provision	Unlikely	High	Possible
9	Digital Resources for Oxfordshire History (website)	Website for publishing miscellaneous additional online catalogues.	Published online catalogue data of miscellaneous Archives and Local Studies resources, not catalogued to full level and not published on Heritage Search.	Website	Tekeez (EuroSolve Ltd) servers	Mark Priddey / Mark Lawrence, (joint) History Centre Managers	No	Named History Centre staff; Tekeez / EuroSolve Ltd.	Yes - public website	Permanent unless content is supplanted by updated datasets	Could significantly impact on service provision	Unlikely	High	Possible
10	Heritage Search (website) - mapping platform	Published historic mapping layers	Digitised historic mapping (tiled raster images) base layers. Georeferenced feature layers.	Website	Epexio (Metadatis Ltd) servers	Mark Priddey / Mark Lawrence, (joint) History Centre Managers	No	Named History Centre staff; Metadatis Ltd.	Yes - public website	Permanent unless supplanted by updated datasets	Could significantly impact on service provision	Unlikely	High	Possible
11	Preservica Cloud Storage	Secure digital cloud storage of Archive assets	Collections content in digital format	Digital store	Preservica / Amazon cloud servers	Mark Priddey, History Centre Manager	Yes (some), and is security tagged to restrict access	History Centre staff. Data partner, Oxfordshire Family History Society - selected collections only; access controlled by user profile	Yes - some data shared with selected partners	Permanent, unless a deposited item subject to withdrawal by the depositor	Could significantly impact on service provision	Unlikely	High	Unlikely
12	Preservica Cloud Storage	Secure digital cloud storage of Local Studies, Photographic and Oral History assets	Collections content in digital format	Digital store	Preservica / Amazon cloud servers	Mark Lawrence, History Centre Manager	No	History Centre staff. Commercial partner, House of Images - selected collections only; access controlled by user profile	Yes - some data shared with selected partners	Permanent	Could significantly impact on service provision	Unlikely	High	Unlikely

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13	Archive collections	Historic collections for public research purposes	Manuscript, printed, image and audio archival records	Hard copy media	Stored at Oxfordshire History Centre, Cowley, Oxford	Mark Priddey, History Centre Manager	Yes (some), and is security tagged to restrict access	Public collections accessible for research at Oxfordshire History Centre, Cowley, Oxford. But sensitive content is security flagged to prevent public access	Yes - public collections, unless closed under Data Protection	Permanent, unless it is a deposited item subject to withdrawal by the depositor	Could significantly impact on service provision	Possible	High	Possible
14	Local Studies collections	Historic collections for public research purposes	Printed books, maps, newspapers and ephemera	Hard copy media	Stored at Oxfordshire History Centre, Cowley, Oxford	Mark Lawrence, History Centre Manager	No	Public collections accessible for research at Oxfordshire History Centre, Cowley, Oxford	Yes - public collections	Permanent	Could significantly impact on service provision	Possible	High	Possible
15	Photographic collections	Historic collections for public research purposes	Photographic negatives and prints, engravings	Hard copy media	Stored at Oxfordshire History Centre, Cowley, Oxford	Mark Lawrence, History Centre Manager	No	Public collections accessible for research at Oxfordshire History Centre, Cowley, Oxford	Yes - public collections	Permanent	Could significantly impact on service provision	Possible	High	Possible
16	Oral History and Video collections	Historic collections for public research purposes	Audio and video recordings (analogue / digital)	Hard copy media	Stored at Oxfordshire History Centre, Cowley, Oxford	Mark Lawrence, History Centre Manager	No	Public collections accessible for research at Oxfordshire History Centre, Cowley, Oxford	Yes - public collections	Permanent	Could significantly impact on service provision	Possible	High	Possible
17	Local Studies collections	Out-storage of historic collections for public research purposes	Original newspapers (microform surrogates available)	Hard copy media	Stored at Library Support Services, Holton	Mark Lawrence, History Centre Manager	No	History Centre staff, other OCC staff	No	Permanent	No immediate impact	Possible	Minimal	Possible
18	Local Studies collections	Out-storage of historic collections for public research purposes	Original newspapers (microform surrogates available)	Hard copy media	Stored at County Library, Westgate, Oxford	Mark Lawrence, History Centre Manager	No	Some collections accessible on request for public research at Oxfordshire History Centre, Cowley, Oxford	Yes - some public collections	Permanent	Could affect service provision	Possible	Minimal	Possible
19	Local Studies collections	Out-storage of historic collections for public research purposes	Original newspapers (microform surrogates available); uncatalogued printed ephemera	Hard copy media	Stored at County Hall, Oxford	Mark Lawrence, History Centre Manager	No	History Centre staff, other OCC staff	No	Permanent	No immediate impact	Possible	Minimal	Possible