

How can The National Archives help me create an archive?

The National Archives can help you in a number of ways.

A Business Archives Advice Manager based at The National Archives can answer your questions and advise on future options for the care and preservation of your older records.

We can also put you in touch with local centres for business archives, where you can get advice on record-keeping from professionals.

What's more, the Managing Business Archives website offers a step-by-step best practice guide. It's aimed at company employees with no prior knowledge of archive management and it has useful information about setting up and using business archives.

Find out more...

Visit Managing Business Archives at managingbusinessarchives.co.uk

to find out more about how to set up and manage your archive.

For general advice on keeping business archives and copies of our National Strategy for Business Archives, get in touch with the **Business Archives Advice Manager** in Archives Sector Development at The National Archives:

Alex Ritchie
asd@nationalarchives.gsi.gov.uk
Tel: 020 8392 5330 ext 2606
nationalarchives.gov.uk

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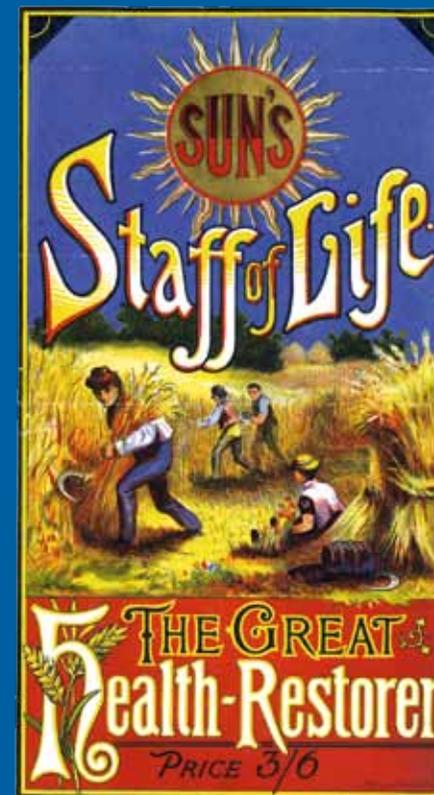
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The National Archives
Kew, Richmond
Surrey TW9 4DU
T +44 (0)20 8876 3444

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Your company's biggest asset could be its history

Your guide to Business Archives



Making your company's history work for you

- A business archive is your company's memory. It can help you to create exciting new products, inspire your staff, promote your company and it can also help safeguard your reputation.
- Every company's archives are unique. They can include anything which relates to the company's history. These can be paper or electronic business records such as minute books, share records and accounts. They can also include promotional brochures, advertisements, photographs, films, objects and spoken voice recordings.
- Your business archive is created by your everyday working processes – but these records need to be managed and organised to unlock their potential.
- Whatever your business, by keeping archives, you can capture today's experience and know-how for tomorrow's management needs.

Get free advice on your business archive

The National Archives can advise you on how to manage and use your company archive more effectively without charge. Call 020 8392 5330 ext 2606.

How could an archive benefit my business?

Creating and using your corporate archive can have many positive effects on your company – from supporting your day-to-day activities to creating a vivid identity for your business.

Tell your own story

Every company has its own story, which encompasses its heritage, culture, products and people. Using historical material to tell your story in promotional publications, websites and staff training materials gives your company a unique personality which customers and employees alike can respond to and identify with.

Be innovative with your products

Archives can have real commercial value as a source of creativity, particularly in industries such as retail, fashion and entertainment.

They can be literally bursting with ideas waiting to be re-discovered and re-packaged for today's market – delivering authentic classic, retro and vintage style.

Inspire your employees

Sharing your company heritage with your employees can instill the loyalty and pride which will keep them focused fiercely on your business even when times get tough.



Relate to your community

Small and medium-sized businesses often have deep roots in the local community. **If you don't have the space to keep and manage historical records on your premises, you may be able to find a home for your material in local authority record offices and still make it accessible both to you and the local community.**

Visit managingbusinessarchives.co.uk to see case studies of how some companies have harnessed the assets in their archives to benefit their business.

Safeguard your company history

Your archive is your company's memory, storing knowledge and evidence of commercial activities which can otherwise be forgotten when people move on. Your archive may also be part of the history of the family which originally established your business.