

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 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: S:\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 and Oral History collections	Maintaining necessary information to find and classify historic photographs, sound 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: S:\Images & Voices	Mark Priddey / Mark Lawrence, (joint) History Centre Managers	Yes (some - donor information)	History Centre staff	No	Permanent	Could affect service provision	Possible	Minimal	Possible
4	Photographic and Oral History 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: S:\Volunteers	Mark Lawrence, History Centre Manager	No	History Centre staff and authorised volunteers	No	Retained until safely uploaded to HPACDE database	Could affect service provision	Possible	Minimal	Possible
5	OLIS / Aleph	Cataloguing local studies material of Oxfordshire	Details of all local studies volumes	Database	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
6	Heritage Search	Published online catalogue of Archive and Local Studies material	Catalogue data: Archive and Local Studies material, as held by History Service	Website	OCC network server	Mark Priddey / Mark Lawrence, (joint) History Centre Managers	No	OCC ICT service	Yes - public website	Permanent unless supplanted by updated datasets	Could significantly impact on service provision	Possible	High	Possible
7	HPAC-DE	Accessioning (i.e. recording depositor or donor details) and cataloguing historic photographs of Oxfordshire	Accessions and catalogue data: Photographic and Oral History material, as held by History Service	Database	House of Images server	Mark Lawrence, History Centre Manager	Yes (some donor information)	Named History Centre staff; also House of Images	Yes - shared with supplier, House of Images	Permanent unless supplanted by updated datasets	Could significantly impact on service provision	Possible	High	Possible
8	Picture Oxon	Published online catalogue of Photographic and Oral History collections	Catalogue data: Photographic and Oral History material, as held by History Service	Website	House of Images server	Mark Lawrence, History Centre Manager	No	Named History Centre staff; also House of Images	Yes - shared with supplier, House of Images	Permanent unless supplanted by updated datasets	Could significantly impact on service provision	Possible	High	Possible
9	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
10	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
11	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
12	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
13	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
14	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