

# *The Parish Archive*

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Project Purley has been collecting archive material since 1982 and have acquired a very large volume of documents and objects of all sorts. We have a very strict policy that in the event we acquire any original document which is likely to be unique that it always offered to the Berkshire Record Office and we retain only a copy.

The collection we have amassed can be thought of more of a parish archive than merely that of the society as the Parish Council provide us with a storage cupboard and we ensure that all relevant Parish Council and Church matter is deposited as required in the BRO.

The archive is organised in three ways:-

A physical archive of documents, press cuttings, archaeological finds, display boards and lots more. Kept mainly in our cupboard at the Barn but lots still in members homes.

An electronic archive of images and electronic text. a mixture of PDFs JPGs and a few other electronic types held on a master computer. Material may be provided by e-mail or by a memory stick to members.

A website with web pages which are a mixture of php pages which provide links to other web pages and pdf pages which contain articles about various aspects of Purley. providing a tree search mechanism to find electronic documents.

All items in the archive are given a unique reference which is held in a catalogue using Microsoft Access which adds further information such as a description and provenance.

Some of the content may appear in more than one section but with a different reference.

There is a comprehensive index to the material but at the moment is is held as a Microsoft Access file. This can be made available to members who have the appropriate software. It is searchable either by key word search or a themed tree search.

The archive has been accumulating ever since 1982 when the society was founded. Most of it has languished in members' houses but now that we have a place to store material we are gradually accessioning and indexing it. All items are given a six figure reference number preceded by a key letter which indicates where it may be found - It includes:-

B - Images filed by theme but referring to M references (physical)

J - Copies of Project Purley Newsletters and Journals

K - Display boards which have been produced over the years for various exhibitions

M - Electronic versions of Photographs and images (section M)

N - Physical items which can be held in an A3, A4 or A5 binder

Q - Copies of Purley Parish Magazines (electronic)

Q - Miscellaneous objects (physical)

R - Published articles about Purley (mostly electronic but some original physical articles)

P - Press Cuttings (physical and / or electronic)

T Transcripts or copies of historic documents (physical)

Access to the archive is limited at the moment although members may be allowed to use or borrow material.