



**Archives & Records
Association**
UK & Ireland

CONSULTANTS LIST (updated April 2024)

COMPANIES LIST (updated January 2024)
Companies listing starts on page 12

(To be included on this list you must be a member of the Archives and Records Association)

The Archives & Records Association office receives many enquiries asking for a list of consultants. Although the Association is not moving directly into consultancy itself, it has been agreed that a list of consultants should be made available to any enquirer. It is then up to the enquirer to select a consultant and then deal with them directly from that point on.

This List of Consultants has been compiled from details supplied by Members of the Archives & Records Association who wish to offer their services as a consultant.

Although the information in this list has been prepared in good faith, the Association does not accept any legal liability or responsibility in any circumstances for the consequence of its use or for the advice, goods or services provided by any person or organisation included in this list. The fact that an organisation or a person's name appears on this list should not be taken as any guarantee by the Association of their competence or ability. The Association recommends that you should make your own enquiries and ask for references before engaging a consultant.

If you are a member of the Association and wish your name to be added please contact the Association's office on 01823 327077 or e-mail membership@archives.org.uk.

Name	County	Contact Details	Geographical Area Covered	Full or Part Time	Expertise
Mr Keith Batchelor	Hertfordshire	Keithbatchelor10@gmail.com	England, Scotland and Wales.	Full-time	Document Recovery Disaster Prevention & Recovery Health & Safety Retention Schedules
Miss Rasma Bertz	Wales	rasma22@yahoo.co.uk rab58@aber.ac.uk	Mid Wales, but willing to work outside of Wales including Canada and Europe.	Full-time or Part-time	Bookbinding/Repairs Cataloguing Creative Workshops Document Management Disaster Prevention & Recovery Family & Personal Collections Appraisal Health & Safety Historical Research Palaeography Preservation Strategies Project Management Rare Book Collections Reclamation Transcription
Ms Joan Bullock-Anderson	Cambridgeshire	jb-a@ntlworld.com	East of England and London.	Part-time	Cataloguing Collections Care Historical Research Languages: Dutch, French, German & Spanish Surveys Transcription Translation Websites (Archival)
Mary Craig	Scotland	mwcraig11@gmail.com	UK and Ireland	Full or Part-time	Cataloguing Community Heritage Development Educational Archives Feasibility Studies Historical Research Project Management Websites (Archival)

Mr Simon Fenwick	London	Simon-phoenix@hotmail.co.uk www.simonfenwick.co.uk	UK and Overseas.	Full or Part-time	Cataloguing Curating Exhibitions Document Management Establishing New Collections Feasibility Studies Genealogical Research Historical Research Languages: French, Spanish, Italian Project Management Rare Book Collections Scoping Surveys Transcription
Mr Gary Haines	London	gjhaineswriter@gmail.com	UK	Full or Part-time	Cataloguing Collection Management (increase access, improve financial gain and increase your profile) Diverse audiences (consultation and assistance) Historical Research Project Management Training Writing Blogs
Anna-Maria Hajba	Ireland	amhajba@iki.fi	Republic of Ireland Will accept work from anywhere in the UK that can be done remotely.	Part-time or project work	Architectural Material Cataloguing Genealogical Research Historical Research House Histories Photographic Records Surveys Transcription

Alex Healey	Newcastle upon Tyne	Alexghealey@gmail.com www.agharchives.com	East UK, England, North UK, UK	Part-time	<ul style="list-style-type: none"> Collections management Cataloguing Stock checking Collection and content reviews Packaging Family and personal collections appraisal Research Funding applications and bids Engagement Outreach Event planning Rare book collections Staff and volunteer training Websites (archival)
Claire Jackson	London	a_flightless_pelican@hotmail.com www.archiveconsults.com	London	Full or Part-time	<ul style="list-style-type: none"> Advocacy Appraisals Cataloguing Collection and Content Reviews Data Protection Digital Preservation Policy Reviews Records Management Strategies Recruitment Surveys Volunteer Management

Mrs Christine Leighton	Gwent	leighton.archives@gmail.com	South East Wales, Gloucestershire and Bristol.	Part-time	Educational Archives Historical Research Palaeography Transcription
Deborah Lister	Devon	dwresearchservices@gmail.com	Plymouth, Devon and Cornwall	Full-time except Friday pm	Cataloguing Hands-on Collections Management (appraisal, weeding, packaging, stock-checking) Historical Research Palaeography Surveys Transcription
Miss Ann-Marie Miller	London	ann-marie@codexconservation.com	London and South East	Full or Part-time	Archival Conservation Book Binding and Repairs Boxing Collection Care Advice & Management Exhibitions & Loans Preservation Surveys Training
Ms Elizabeth Oxborrow-Cowan	Not Available	elizabeth@elizabethoc.co.uk	UK & Overseas.	Full or Part-time	Archive building assessment Collection content and reviews Disaster Prevention & Recovery Feasibility and evaluation studies Funding bids especially Heritage Lottery Fund Recruitment Stakeholder consultation Strategic planning Surveys Training and team building

Mrs Anna Page	Powys	anna@emma.myzen.co.uk	Mid Wales, West Herefordshire, South Shropshire & East Ceredigion.	Part-time	Cataloguing Historical Research Palaeography Records Management Strategies Transcription
Mrs Susan Payne	Lincolnshire	smpayne19@btinternet.com	Lincolnshire East Midlands (for mentoring community research) UK (for working with digital images)	Part-time	Cataloguing Historical Research Latin Mentoring for Community Heritage Research Palaeography Transcription
Mr Christopher Pickford	Mid Wales	pickford5040@gmail.com	England, Scotland and Wales.	Part-time	Cataloguing Educational Archives Feasibility Studies Historical Research Partnership Development Public Access to Archives Project Management Records Management Strategies Surveys Training

Dr Ellie Pridgeon	London	consultantarchivist@gmail.com	UK and overseas	Full or Part-time	<ul style="list-style-type: none"> Cataloguing Records management Advocacy Data management, document management Information governance Collection and content reviews Funding bids Digital preservation Data protection Copyright Research and evaluation Project management Transcription Palaeography Management strategies, research and planning Training Websites Community and heritage development Recruitment Educational archives Volunteer management Fundraising Disaster prevention and recovery Policy reviews
Mr Edward Ratcliffe	Bristol/South West	Edwardratcliffe@yahoo.co.uk	UK	Part-Time	<ul style="list-style-type: none"> Business Analysis Data Protection Document Management; Information Governance Management Strategies Organisational Reviews Policy Reviews Policy Writing Privacy Procedure Writing Records Management Records Management Strategies Retention Scheduling

Ms Louise Ray	London	info@louiseray.co.uk	UK and Overseas	Full or Part-time	<ul style="list-style-type: none"> Advocacy Cataloguing Document Management Educational Archives Feasibility Studies Funding bids especially Heritage Lottery Fund Project Management Records Management Strategies Recruitment Research & Evaluation Surveys Training Websites (Archival)
Caroline Sampson	West Midlands	CarolineSampsonConsultant@gmail.com	Based in the West Midlands and able to travel to other parts of England / Wales if required.	Full or Part-time	<ul style="list-style-type: none"> Accreditation Advocacy Cataloguing Data Protection Disaster Prevention & Recovery Educational Archives Feasibility Studies Project Management Recruitment Service Redesign Strategy and Policy Development Surveys Training Transcription
Alison Scott	Glasgow	info@asarchiveservices.co.uk www.asarchiveservices.co.uk	Scotland, North of England	Full or Part-time	<ul style="list-style-type: none"> Cataloguing Feasibility Studies Appraisal Repacking Stock-checking Surveys Sensitivity review Family & personal collection appraisal Data cleaning Project Management Historical Research Transcription

Dr Kate Thompson	Hertfordshire	katethompson1834@gmail.com	England, Scotland and Wales.	Full or Part-time	Cataloguing Document Management Educational Archives Historical Research Palaeography Recruitment Surveys Training Transcription Project Management
James Towe	Scotland	james.towe@outlook.com	Scotland and the North of England	Part-time	Cataloguing Data Protection Educational Archives Feasibility Studies Historical Research Palaeography Project Management Rare Book Collections Surveys Training Transcription Volunteer Management
Ms Charlie Turpie	London	charlie.tu007@gmail.com	UK	Part-time	Cataloguing Historical Research Palaeography Scoping Research Surveys Transcription
Ms Alison Turton	Not Available	alisonurton10@gmail.com https://alisonurton.com	UK and overseas	Full or Part-time	Cataloguing Historical Research Project Management Recruitment Surveys Websites (Archival)

Mr Kevin Ward	Northamptonshire	ktwpaysage@gmail.com	England, Scotland and Wales.	Part-time	<p>Historical Research Palaeography Land Law Research Practising member of the Academy of Experts. Interpretation, Evaluation and Critical Analysis of Historical Documentation relating to the Title, Ownership and Conveyancing of Land and Rights over land</p>
Mrs Sarah Wickham	Yorkshire	hello@sarahwickham.consulting	UK	Full or Part-time	<p>Advocacy Cataloguing Community Heritage Development Consultation & Engagement Data Protection Document Management Digitisation Digital Preservation Disaster Prevention & Recovery Educational Archives Evaluation Feasibility Studies Fundraising Health & Safety Historical Research Information Governance National Lottery Heritage Fund Palaeography Project Management Rare Book Collections Records Management Strategies Surveys Training Transcription Records Management</p>

Miss Maxine Willett	Yorkshire	info@archiveangel.co.uk	North Yorkshire and County Durham	Full or Part-time	Cataloguing Document Management Educational Archives Historical Research Palaeography Project Management Rare Book Collections Surveys Training Transcription Websites (Archival)
Mr Gareth Williams	Gwynedd	hendre@btinternet.com	Wales and Border Counties; Ireland.	Part-time	Data Protection Feasibility Studies Funding Applications Organisational Reviews Palaeography Project Management Surveys Transcription Welsh Language Materials
Mr Simon Wilson	East Yorkshire	simon@simonpwilson.com	UK and Overseas	Full-time	Cataloguing Data Protection Digital Preservation (born-digital archives) Digitisation Document Management Feasibility Studies Policy Reviews/Archives Accreditation Project Management Recruitment Surveys Training Websites (Archival)

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ARA CONSULTANT COMPANIES LIST

CONSULTANTS LIST – Information

(To be included on this list you must be a member of the Archives and Records Association)

Company/Partnership Name	Area of Expertise	Contact Details	Geographical Area Covered	Full or Part-time	Expertise
<p>Art Archives Consultancy (Based in London)</p> <p>Consultants</p> <p>Judy Vaknin</p>	<ul style="list-style-type: none"> ❖ Archives ❖ Culture and Heritage 	<p>Telephone: 0781 4591898 or 0778 0971812</p> <p>E-mail: j_vaknin@hotmail.com</p>	<p>UK</p>	<p>Both</p>	<ol style="list-style-type: none"> 1. Acquisitions 2. Art Archives 3. Audience Development and Marketing 4. Building Projects and Specialist Facilities 5. Cataloguing 6. Collection Surveys and Assessments 7. Feasibility Studies 8. Fund Raising 9. Historical Research 10. Insurance Valuations 11. Lottery Funding 12. Preservation Assessments and Audits 13. Project Management 14. Rare Book Collections 15. Recruitment 16. Service Assessment and Strategic Planning 17. Training 18. Transcription 19. Websites (Archival)

<p>DigiKive (Based in Scotland) Consultant Karyn Williamson Digital Preservation Specialist</p>	<ul style="list-style-type: none"> ❖ Digital Services 	<p>Contact: Karyn@digikive.co.uk</p> <p>Website: www.digikive.co.uk</p>	<p>UK & Overseas</p>	<p>Full or Part-time</p>	<ol style="list-style-type: none"> 1. Policy and Procedure creation / review 2. Digital Record Scoping 3. Digital Landscape Analysis 4. Open-Source workflow creation / implementation 5. Fixity Subscriptions 6. Digital Preservation Training 7. Digital / Hybrid Cataloguing 8. Digital / Hybrid Accessioning 9. Accreditation help
<p>Digitisation IO (Based in St Albans) Consultant Martin Devereux</p>	<ul style="list-style-type: none"> ❖ Archives ❖ Digital Services 	<p>Contact: martin.devereux@scandataexperts.com</p> <p>Website: www.digitisation.io</p>	<p>UK & Overseas</p>	<p>Full or Part-time</p>	<ol style="list-style-type: none"> 1. Cataloguing 2. Couriering of collections 3. Collections Care 4. Collection and content reviews, surveys, assessments and audits 5. Records management 6. Data cleansing 7. Data conversion 8. Data & document management 9. Digitisation 10. Digital preservation 11. Feasibility and Evaluation 12. Fundraising 13. Project management 14. Management strategies 15. Partnership development 16. Policy reviews 17. Research and planning 18. Strategic planning 19. Service assessment 20. Web and online resources 21.

<p>Sussex Conservation Consortium Limited</p> <p>Consultant</p> <p>Ruth Stevens</p>	<p>❖ Archive Conservation</p>	<p>Telephone: 07857 632846</p> <p>E-mail: sussexconservationconsortium@gmail.com</p> <p>Website: sussexconservationconsortium.co.uk</p>	<p>UK</p>	<p>Agreed contracted hours</p>	<ol style="list-style-type: none"> 1. Bookbinding/Repairs 2. Preservation Assessments & Audits 3. Rare Book Collections 4. Remedial Conservation 5. Support for Funding Bids 6. Surveys 7. Training
<p>Victoria Stevens ACR Library and Archive Conservation and Preservation Ltd</p> <p>Consultant</p> <p>Victoria Stevens</p>	<p>❖ Archive Conservation</p>	<p>Telephone: 07999 508058</p> <p>E-mail: victoriastevensconservation@gmail.com</p> <p>Website: https://victoriastevensconservation.com/</p>	<p>UK</p>	<p>Full-time</p>	<ol style="list-style-type: none"> 1. Audience Development and Marketing 2. Bookbinding/Repairs 3. Building Projects & Specialist Facilities 4. Collections audits 5. Couriering of collections 6. Disaster Prevention & Recovery 7. Educational Archives 8. Environmental management and mitigation 9. Exhibition staging and display 10. Fund Raising 11. Housing, storage and collection moves 12. Outreach and engagement 13. Policy for collections care 14. Preservation Assessments & Audits 15. Project Management 16. Rare Book Collections 17. Remedial Conservation 18. Service Assessment & Strategic Planning

					19. Support for Funding Bids 20. Surveys 21. Training 22. Workforce Development
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