Miriam Fenwick

Records Archivist · Local History and Digital Access

records-archivist@example.test
York, UK

Education

MA Archives and Records Management

North Beck Institute

2020

Projects

Municipal photograph digitisation

2024

Prepared 1,260 image files with distinct master and access copies. Logged checksum verification and linked each file to its catalogue reference.

Summary

Arranges and describes local history collections and maintains the link between original records and digital copies. Supports researchers while applying access controls, rights decisions and preservation procedures.

Experience

Records Archivist

Rookmarsh Heritage Archive

2021-06 – Present

- Reconciled 74 accession records against box labels and deposit paperwork. Flagged missing ownership evidence before opening material to researchers.
- Reduced median enquiry turnaround from 18 to 7 days over two comparable quarters. Standardised request categories and tracked items requiring specialist clearance.
- Prepared collection descriptions and reserved restricted items for review. Recorded release or redaction decisions from the designated officer.

Archive Assistant

Wrenlock History Library

2017-10 – 2021-05

- Retrieved material for supervised visits and recorded movement between storage and the study room.
- Rehoused fragile photographs and documented condition problems for the conservator.

Skills

Archival description · Accession control · Digitisation · Rights and access registers · Digital preservation

Languages

English