

## Implementation Steering Group Note of Meeting held 14 March 2013

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Kiara King

**Attendees:** Rowan Brown, Victoria Brown, Ben Bennett, Kenneth Dunn, Kiara King, Alex Ritchie, Lesley Richmond, Alison Rosie and Alison Turton.

### 1. Apologies

Kevin Wilbraham, Janice Miller.

### 2. Minutes

Minutes of the previous meeting were approved.

### 3. Matters Arising

- **Records Aid**

Kiara has an updated draft of the original Records Aid leaflet which can be circulated for comment.

**Kiara to circulate draft for comment.**

- **Infographic for Year 2 Implementation**

Kiara had created this and published it on the website and via the blog.

- **Year 3 Action Plan**

This had been finalised and distributed to all implementation stakeholders.

- **BASIG update**

Alex provided an update on their recent meeting and activity in England and Wales. The BASIG group are seeking a new chair, the Crisis Management Team had news that the records of Comet are expected to be transferred to Hull Archives and action has been taken for Jessops and some building firms.

The ABC Survey project is finishing up and an extension to the project had been granted. Entries on the NRA database will be updated and G L Watson have joined the ARCHON directory.

- **Case Studies**

Kiara reported that The Royal Bank of Scotland 'archive taster weeks' study had been published and the Harris Tweed Authority one was ready to go. It has been difficult to find 4 case studies in the BACS files to illustrate working with insolvency practitioners over 4 decades. Instead it was agreed to go ahead with the UCS example form 1970s and more recent Stoddard-Templeton example.

Future case studies were discussed and Rowan is going to investigate a Telford case study and Kiara had already raised with Karla Baker at NLS the possibility of writing up their 'artist in residence' project as a case study once it was completed.

### 4. Working Archive

General points discussed and agreed on for the campaign were:

- *The Working Archive* will be launched on 5<sup>th</sup> April.

- A launch event will not be planned for this, instead an event will be organised for the 6 month mark. (Although NRS may want to have a small launch event for the exhibition opening.)
- Existing contacts will be sent an email about the campaign for the launch.
- A blog will be created to provide a space to share the extraordinary stories behind *The Working Archive*.
- Think about including oral history element in it by linking to resources on SCRAN (Coal Stories and Whytock and Reid project)

**Kiara and Alison T to prepare a list of contacts for email launch.  
Kiara to create blog.  
ALL to provide suggestions.**

### Website

The draft web pages were discussed by the group, most of the pages were fine and it was agreed to keep the event listings simple, with all members of the group to send on details of any relevant events to be added. The format of the toolkit page was discussed and a change of name was agreed on to make it clearer that it was intended to encourage archivists and users to participate in the campaign, eg 'use your archives'. Suggestions for what resources to include on it were:

- Press release
- Posters and Logo
- Adapting BACS surveying officer guidance for surveying business records to create guidance on contacting local business for archivists
- Case study to highlight education and schools use of business archives – did Lion Foundry project cover this?
- Information about community archives – CAHG event in May that SCA is organising may be relevant
- Also could link across to TNA archives awareness resources that will be available

**Kiara and SCA to update website with changes suggested.  
ALL to send details of events they know about to Kiara for adding to website.**

### Exhibition

The proposal for an exhibition at National Records of Scotland had been circulated as a paper to everyone and the details of it were discussed. The dates available are 29<sup>th</sup> April to 21<sup>st</sup> June. Suggestions for which organisations to include for the various areas were given as follows:

#### Mining

- National Mining Museum
- National Records of Scotland

#### Heavy industry

- Glasgow University Archive Services
- National Records of Scotland

#### Whisky & Brewing

- Diageo
- Scottish Brewing Archive

#### Textiles

- Scottish Borders
- Harris Tweed

- Ayrshire Lace Making

- Tartan Register

#### Finance

- RBS
- Lloyds
- Standard Life

#### Fishing & Agriculture

- Scottish Fisheries Museum
- Scottish Agricultural College records
- Rural Life archive at NMS
- Estate records

Items that are loaned will need to be in good condition and of a suitable size to fit in the display cases available.

**Kiara and Alison R to meet Tristram from NRS to discuss further details and loan arrangements/wording.  
Kiara, Alison R and Alison T to contact organisations about participating.**

### **Scottish Parliament Day**

Victoria and Ben from SCA discussed their plans for 1 of the 3 days they will have a presence at the Scottish Parliament in October to be a business archive themed day. They are looking for suggestions of events/activities/displays that will capture the attention of MSPs and members of the public. For example, speakers for talks, film and audio clips to play, case studies to promote.

**ALL to send suggestions to SCA.**

### **Other Events**

Kiara has been in touch with a Canadian filmmaker who is restoring Hudson Bay Company footage from 1920 [http://www.returnfarfurcountry.ca/about\\_the\\_film.html](http://www.returnfarfurcountry.ca/about_the_film.html) about a film screening in Scotland (maybe Orkney or Aberdeen - somewhere with a connection to HBC) as they had shown it at the Glasgow Film Festival. They are interested so that could be a potential event. However, if the group is organising a film event this will need cooperation with Scottish Screen Archive collections to source some corporate or other short films that showcase Scottish businesses or working lives to run alongside.

Rowan mentioned a musical initiative by Sparks Musicians who have created pieces in response to industrial museums.

### **5. Insolvency Practitioners**

Alison T had contacted the BAC to find out what their approach was and received the copy of the letter they sent to the President of the IPA which had been circulated. It was agreed that we should send a letter from the Scottish group or from BACS as well. However, we would also send copies to local insolvency practitioner firms to try and make connections at a grass roots level.

**Alison T to draft a letter and copy this to BAC.  
Kiara to provide details of case studies to include with letter and Scottish liquidator contacts to copy in.  
ALL to think about good examples of archive collections saved in partnership with Administrators.**

### **6. Individual Reports and Updates**

- National Mining Museum Scotland have been approached about coal records and will work with NRAS to find a home for them.
- National Library of Scotland have received a large collection of business records.
- SCA have produced the latest issue of Broadsheet which has several business archive related articles in it.
- Ballast Trust have begun distributing their 25<sup>th</sup> Anniversary history.
- RCAHMS merger discussions continue.

### **7. AOB**

- The STICK AGM will take place on Saturday 16<sup>th</sup> March at the Falkirk Wheel.
- Minutes from the Industrial Heritage Strategy second meeting will be circulated.

### **8. Date and venue for next meeting**

The next meeting will be held on 13<sup>th</sup> June in Edinburgh at 2pm.