

## Implementation Steering Group Note of Meeting held 10 December 2013

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Kiara King

**Attendees:** Kiara King, Lesley Richmond, Kenneth Dunn, Rowan Brown, Kevin Wilbraham, Alison Turton and Alison Rosie.

### 1. Apologies

Janice Miller, Vicky Stretch and Kirsty Lingstadt.

### 2. Minutes

Minutes of the previous meeting were approved.

### 3. Matters Arising

#### • BASIG update

There was no further news about the proposed disbandment of the BASIG group. Alex had circulated an update of BASIG activities prior to the meeting. It was noted that this actually reflected the activities of the TNA Business Archive Advice Manager and should be referred to as such in the future.

#### • Case Studies

Kiara reported that a new case study by Standard Life was published. There are still two case studies drafted on records saved in partnership with insolvency practitioners. Janice has drafted one on the EDLC heritage trail.

Plans for future case studies were discussed again and Rowan is to investigate a Telford case study and Kiara to contact Karla Baker at NLS about their 'artist in residence' project. Kiara also mentioned ideas for other case studies being Aerofilms Ltd and the Britain from Above Project at RCAHMS and Glasgow City Archives celebrating 50 years in 2014. The group discussed whether to theme case studies in 2014 around events like homecoming, WW1, commonwealth but decided not to be prescriptive and stick with a mix.

**Rowan to draft Telford case study.**

**Kiara to ask contact NLS about case study.**

**Kiara to update case study list and circulate for comment and suggestions by the group.**

#### • Insolvency Practitioners

IP case studies have been drafted and Lesly will approach the insolvency practitioners who dealt with Stoddard-Templeton as a test case. Alex reported that there has been no response from IPA to a letter sent by Government Minister.

**Kiara to finalise and publish case studies.**

**Lesley to contact KPMG.**

#### • SCA Scottish Parliament Days

The parliament days and reception organised by the SCA had been very successful and they were to be congratulated on accomplishing such a well organised and effective event. An A3/A6 leaflet about business archives had been prepared but wasn't used so we have a supply of these to use when appropriate.

#### 4. The Working Archive and Explore Your Archives

Kiara had directly contacted around 60 archives (all local authority, university and business archives) to tell them about the campaign and request their participation. This has been much more effective at getting images for the gallery from archives and also some potential blog posts and case studies.

The SCA will pick up the photograph competition in the New Year.

At the last STICK meeting Kiara attended they would like to hold a training day about archives aimed at museum staff. This would work well as a 'working archive' event and should be badged up as such.

Explore Your Archives – Kiara designed a series of posters based on the explore template using case study quotes and images. These have been shared on twitter and in the 'working archive' gallery. Would be useful to have an explore page on the website as well.

The fate of *The Working Archive* brand once the year campaign is finished in March was discussed and it was agreed that it should continue as the identity for strategy awareness and to build on the audiences that we have engaged with.

**Kiara to create an explore page on the website to display poster images in one area.**  
**Kiara to develop STICK event and report back to group.**  
**SCA to pick up the TWA photograph competition.**

#### 5. Records Aid Leaflet

No further action had been taken on this since the last meeting so Kiara will still turn the leaflet text into a set of web pages.

**Kiara to translate leaflet text into series of web pages.**  
**Rowan will provide a statement on museums and objects.**

#### 6. Year 4 Actions

The year 3 action plan was reviewed by the group and actions agreed to include in the year 4 action plan.

**Kiara to create an updated version to be sent to implementation group for comment and stakeholders before publication on website.**

#### 7. Individual Reports and Updates

- SUSCAG: Lesley reported that the business archives Surveying Officer post was being advertised.
- NRS/NRAS: Alison reported the 5 new posts will be advertised shortly including the assistant registrar post. A meeting has also been agreed with owners of SRG coal records for February.
- MGS: Rowan discussed the funds raised by the Scottish Ironwork Foundation to buy the Macfarlane printing blocks. The whaling project that produced a case study for us has now been published as a book.

#### 8. AOB

None.

#### 9. Date and venue for next meeting

The next meeting will be held in March and Kiara has set up a doodle poll to agree a date. Please complete it here <http://doodle.com/u35qwev5sy2f4vx2>