

Implementation Steering Group Note of Meeting held 18 September 2013

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Kiara King, Lesley Richmond, Kenneth Dunn, Rowan Brown, Kirsty Lingstadt, Alison Turton, Victoria Brown and Janice Miller.

1. Apologies

Kevin Wilbraham, Vicky Stretch and Alison Rosie.

2. Minutes

Minutes of the previous meeting were approved.

3. Matters Arising

• BASIG update

Alex had circulated an update of BASIG activities. The main item about the proposal to discontinue the implementation group was discussed under item 7.

• Case Studies

Kiara reported that a new case study by Standard Life has been prepared and will be published shortly. There are still two case studies drafted on records saved in partnership with insolvency practitioners.

Other planned case studies were discussed again and Rowan will investigate a Telford case study and Kiara will follow up after the Meet the Archivists event with Karla Baker at NLS the possibility of writing up their 'artist in residence' project. Janice later mentioned EDLC heritage trail that could be a potential case study.

Rowan to draft Telford case study.

Kiara to ask contact NLS about contributing a case study.

Janice to investigate her industrial trail as a potential case study.

• Insolvency Practitioners

Alison T reported that there has been no response to the letter sent to the chair of the IPA from Lesley (as chair of BACS). It is now time to work on information to approach the major insolvency firms in Scotland directly with.

Kiara to contact individual local IPs to identify useful actions and events to attend.

4. The Working Archive and Explore Your Archives

Kiara gave an update on TWA activity since June. The Working Archive blog had been launched with stories of working lives from University of Glasgow Archives, RBS Archives, Fisheries Museum and the Ballast Trust. More are needed though so all strategy members are encouraged to think of stories from their archive collection of extraordinary working lives.

Kiara and Kirsty had been working on the 2nd Meet the Archivists event which will be held on 20th September on the subject of design archives at the Edinburgh College of Art. The SCA had also announced a photographic competition this month for TWA.

The group discussed some other ideas for encouraging participation across the board and particularly from as many archives in Scotland as possible. Suggestions included:

- Distribute postcards at the *Previously* history festival in Edinburgh (November)
- Email individual archives to get them to engage with TWA. If template text was provided then the work of emailing all archives could be shared. Kiara mentioned that it would be possible to use some of the contact information from the strategy launch and collection information from data mapping to tailor emails.

Kiara to prepare an email template and spreadsheet with information on key collections
Janice offered to email ASLAWG members
ALL/SCA to contact archives individually and ask for contributions.

Explore Your Archives

There was also some discussion of how to work with the explore your archives campaign, could we make use of the many images we have already collected for the TWA gallery and create a virtual box of these?

5. Scottish Parliament Business Archive Day

The strategy group had previously submitted business archive message to the SCA to use on the 8th October. These were discussed and Victoria gave an update on the latest plans.

Kiara to provide the Scottish Screen Archive footage used for 'Scots at Work' for use on the day.
Victoria will send an update on overarching themes for all three days.

6. Records Aid Leaflet

Kiara introduced the updated draft of the records aid leaflet. In trying to bring this up to date it has become clear that the current format of it as a leaflet isn't suitable. Instead following discussion it was decided to take advantage of our web presence and break down the information into sections for different audiences. For example, it would be helpful to present some of the information as action flowcharts, have a small card with key contacts/info on it to give to insolvency practitioners and more practical information for archivists.

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

7. BACS/NSBAS Views on BASIG Proposal

Alison T and Lesley explained the background to Paper C and asked for opinions on the prepared response which will be sent on behalf of the NSBAS and also separately the BACS. All agreed that the disbandment of BASIG would make it difficult for our group to work on joint UK wide actions and initiatives. Furthermore, business archives require cross-border working to reflect the working practices of business and there remains a need for multiple active strategy groups.

Alison T and Lesley to send out amended response from BACS/NSBAS

8. Individual Reports and Updates

- RCAHMS: Kirsty gave an update on the transition for the Royal Commission and Historic Scotland and raised the Historic Environment Strategy which was

underway – opportunity to engage with it and promote business archives. There are also plans for 3 key archeology conferences to be held in Scotland in 2015.

- SUSCAG: Lesley reported that the business archives Surveying Officer post will be advertised by the University of Glasgow in late October. The University of Glasgow has been working with the Glasgow Chambers of Commerce on a student placement to assist with a booklet for their 230th anniversary. And University of Glasgow Archive Services has received some funding for textiles collections from the RSE.
- NLS: Kevin reported that the NLS have now received the new large business collection previously mentioned and there may be a signing event to publicise it.
- ASLAWG: Janice reported that East Dunbartonshire has created a new heritage trail.
- MGS: Rowan reported that the Singer Sewing Machine Collection achieved 'Recognised Status'
- SCA: Victoria reported that the SCA is holding an Archives Accreditation Survey and they are also progressing with their Skills for the Future Traineeships.
- Ballast Trust: Kiara had noticed the recent announcement of Scottish Government 'focus years' had lots of scope for business archives to work with these themes. They are:
 - 2014 – homecoming
 - 2015 – Year of Scotland's Food and Drink
 - 2016 – Year of Innovation, Architecture and Design
 - 2017 – Year of History, Heritage and Archaeology
 - 2018 – Year of Young People

9. AOB

None.

10. Date and venue for next meeting

The next meeting will be held in November and Kiara will set up a doodle poll to agree a date.

****Update: next meeting to be held on Tuesday 10th December at the RBS Group Archives, Edinburgh****