

## Implementation Steering Group Note of Meeting held 6 June 2014

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Kiara King

**Attendees:** Kiara King, Alison Turton, Alex Ritchie, Kirsty Lingstadt, Kevin Wilbraham, Lesley Richmond, Kenneth Dunn, Cheryl Brown and Katy Johnson.

### 1. Apologies

Rowan Brown, Janice Miller, Vicky Stretch and Alison Rosie.

### 2. Minutes

Minutes of the previous meeting were approved.

### 3. Matters Arising

#### • **BASIG update**

Alison T had spoken to Mike Anson, BAC Chair about the status of the BASIG group which seems to have been wound up with BAC taking on some of its activities.

Alex confirmed that Nick Kingsley intends to have a roundtable meeting about BASIG. Dates to be decided. NSBAS are keen to be included in this discussion.

Kiara had been recently contacted by BAC representatives about joint working on our records aid project and crisis management team issues. A joint meeting in the future would be beneficial.

#### • **Case Studies**

Kiara reported that the NLS 'artist in residence' project case study had been published. Plan to focus on finishing IPA themed case studies once KPMG visit to University of Glasgow has taken place.

**Kiara to work with Cheryl on finishing IPA case studies.  
Kiara to follow up on SCA's previous suggestion of promoting case studies in  
Broadsheet.**

#### • **Insolvency Practitioners**

Lesley has made contact with KPMG about the Stoddard-Templeton collection they helped to save and they are going to visit to see the collection.

#### • **STICK Workshop**

Kiara reported that the STICK network held a workshop for museum curators about managing archive collections at the University of Aberdeen in March. The main action following workshop is to use NSBAS and STICK websites to flag up and link across to existing information about managing archives.

#### • **ICA-SBL conference**

Several of the implementation group attended the International Council on Archives' Section for Business and Labour Archives Conference in London. Alex reported that the conference had 117 delegates attend from 14 different countries.

Kiara had given a presentation at the conference on the work of the Scottish strategy and how we have encouraged engagement with business archives. Slides from the day are available here <http://www.slideshare.net/araik/a-national-strategy-for-business-archives-in-scotland-encouraging->

[new-kinds-of-engagement-33853749](#) and have been viewed 240 times to date. It was a great opportunity to raise the profile of the strategy and demonstrate what can be achieved without a dedicated strategy project office by the Implementation Group.

- **Commonwealth and Sports**

The group discussed a social media project to tie in with games in Glasgow. Decided to encourage archives to share images of sport from their business collections. For examples, images of staff sports teams or sports days. Potentially carry out activity as a twitter campaign, create hashtag for it and contact archives via busarch and scotarch listservs to gauge interest.

**Kiara to speak to SCA about their plans and take this forward.**

#### 4. The Working Archive

*The Working Archive* campaign was reviewed and the following achievements noted:

- SCA provided statistics for the website of 550 visits.
- Organisation of exhibition featuring items from 15 archives and museums
- Attendance of Cabinet Secretary for Culture and External Affairs at exhibition
- 150 images provided for gallery by 23 organisations
- 55% of archives contacted participated in some way with TWA
- Valentine's Day competition held with 8 participants and three poems penned!
- Twitter statistics show that during the course of the Working Archive campaign we gained c.400 followers, tweeted 623 times and 31% of those tweets were retweeted.

**Kiara to prepare review of TWA.**

#### 5. Records Aid Leaflet

The web pages that have been created need further work. Michael Moss has been contacted about the updating of his guidance and is happy for us to go ahead. The BAC have been in touch and want to work on the revision of this guidance together.

Lesley raised the need to consult with insolvency practitioners about what will make the guidance work for them and find out at what stage does record-keeping fit into the insolvency process.

**Kiara and Cheryl to work on draft web pages and circulate for comment.  
Lesley to discuss with KPMG representative in July.  
Rowan to provide a statement on museums and objects.**

#### 6. Year 4 Action Plan

Priorities for Year 4 were discussed and agreed as follows:

- Records Aid & insolvency practitioners' resource.
- Engagement with chambers of commerce/PROBIS, starting with the Glasgow Chambers by Surveying Officer. How to identify their own records, guide for academic research into chambers and advice about digital preservation.
- Toolkit for engaging with academics. To showcase best practice by archives in encouraging academics to use your business collections. There is an AHRC project about using archives as academics and the National Archives (TNA) currently have a project about sustaining links with academic partnerships. Discuss with BAC if they'd be interested in a joint project on this. Identify business history events that archivists can attend to talk about our collections and put together a diary of these events.
- Corporate Responsibility Index. This needs to be a joint project with BAC/BACS/ARA. Alison T will share information already discovered about CR indices with Lesley so she can discuss possible approaches with the business management school at the university? We need to

find out more about this process as it could really make a difference to how companies handle their archives.

- Explore your archive. Campaign will continue to be flexible in 2014 but will have an 'Archi've Remembered' verb for WW1 themed activities. We agreed to plan for an event later in First World War commemoration period to examine war and business/industry connections perhaps in 2015/16/17.

**Cheryl to approach Glasgow Chambers as a pilot project.**  
**Kiara to ask for examples of archives working with academic projects via Scotarch.**  
**Lesley to speak to the business management school at Glasgow University**  
**Alison T to contact BAC about joint working on an academics toolkit project for and on the CR indices.**  
**Kiara to create a diary of business history events that archivists attend.**

## 7. Individual Reports and Updates

- TNA: Alex had submitted a written report and discussed Degussa talk at TNA and plans for a focus on aviation records and possible Scottish links.
- CtE: Katy Johnston discussed her work on restarting the Capturing the Energy surveying program.
- SUSCAG: Lesley reported that Humza Yousef MSP will visit the Scottish Business Archive at the University of Glasgow in June. This will be an opportunity to demonstrate partnerships across the sector, the work of the strategy and international links.
- SCA: Kevin reported that the Education Committee will be publishing their methodologies soon which include examples from business archives.
- Surveying Officer: Cheryl gave an update on her work so far which has involved updating webpages for BACS and creating S/O pages. Surveying work related to Currie Line, Calmac, BASF Chemical and MacTaggart-Scott records. And initial discussions about digital records with Digital Preservation Coalition.
- Ballast Trust: Kiara reported that the Ballast Trust had received a visit from Douglas Alexander MP. The University of Glasgow business archives have been contacted in relation to a project to build a new whisky distillery in Glasgow that would like to include a heritage display about the whisky industry and Glasgow.

## 8. AOB

- Kiara provided an update on the recent death of Steven Raeside, chair of the Scottish Industrial Heritage Trust. Mr Raeside had several collections of business archives and artefacts and it is not yet known what the fate of his collections will be. Arrangements have been made to offer advice via the Ballast Trust on archival material and via STICK for objects and artefacts.
- Kiara and Cheryl also gave an update on Crisis Management Team activity in Scotland recently. The only company approached this year was Hendersons Jewellers but it turned out that company in liquidation was Ketling Limited, which traded as Henderson the Jewellers and they didn't hold any historical records about the Henderson business.

## 9. Date and venue for next meeting

The next meeting will be held in September at Johnstone. A doodle poll will be sent round to confirm a date.