

NSBAS Action Plan: Fourth Year Actions

Introduction

These are the actions that have been identified for inclusion in the Year 4 action plan. The actions have been taken and developed from the Strategy itself and the timetable for the fourth year will run in quarters as follows:

- January – March 2014 = 1st quarter
- April – June 2014 = 2nd quarter
- July – September 2014 = 3rd quarter
- October – December 2014 = 4th quarter

The simpler numbering system has been used again, this relates to all the potential actions from the original strategy but only certain actions have been carried through to this year 4 plan. The original strategy goal (shown in roman numerals) that the action relates to has been moved to the first column. Those actions where work has been undertaken or is planned have the details of those specific tasks listed below the action in bullet points. Actions that were included in the first, second and third year's action plan are indicated with a ❶, ❷ or ❸ symbol.

Action Plan

| REF & GOAL | ACTION | IMPLEMENTERS | STATUS | PRIORITY |
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| Develop networks and partnerships (Action 8.1) | | | | |
| 2 II ❶❸ | Create, formalise and maintain a crisis management team to co-ordinate and support emergency responses to save Scottish and cross-border business archives at risk and prevent the loss of records by destruction or transfer outside Scotland. <ul style="list-style-type: none"> • Create web resource included updated version of Records Aid leaflet to share best practice with Archivists and Insolvency Practitioners • Continue to monitor and respond to records at risk through the CMT • New Surveying Officer to promote the role and create themed case studies • Work with the Scottish Industrial Heritage Strategy Group to plan for joint working procedures | BACS, NAS, RCAHMS, TNA, NLS, BT | Ongoing Y4-Q2 | Medium |
| 3 II ❶❷❸ | Engage with the Insolvency Practitioners to develop agreed processes to safeguard business archives <ul style="list-style-type: none"> • See actions above | BACS, BASIG, TNA | In progress Y4-Q2 | High |

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| | <ul style="list-style-type: none"> S/O to approach IPA associations and publications | | | |
| 4 I,II 2 3 | <p>Continue to actively engage with business and business development agencies through surveying, projects and communication to encourage care of records and/or their deposit in public repositories</p> <ul style="list-style-type: none"> Surveying Officer to take this forward via CMT, new projects, ASLAWG and CtE NRAS will continue to advise businesses on the care and deposit of their archives and liaise with archives throughout Scotland. | S/O, BACS, NRAS, local collecting repositories | Ongoing Y2-Q2> | Medium |
| 6 III, IV 2 3 | <p>Promote better communication and flexibility in approaches to custodianship of business collections between archives, museums, libraries, and community groups</p> <ul style="list-style-type: none"> Planned BACS training day on the subject of genealogy and business archives Planned training day with STICK for museums professionals | BACS, SCA, ASLAWG, Museums | Y4-Q2 & Q4 | Medium |
| 7 III 2 3 | <p>Develop partnerships with user groups, including academics and amateur researchers and representatives for the built environment, to understand and support research interests and exploit researcher knowledge</p> <ul style="list-style-type: none"> Continue work via STICK with ReINVENT project Work with the Scottish Industrial Heritage Strategy Group Explore opportunities to work with genealogy networks Explore opportunities to work with Scotland's Urban Past project at RCAHMS | BACS, SRA, SIAP, RCAHMS | Y4 | Low |
| 8 IV 2 3 | <p>Encourage partnerships between custodians of business archives and the academic community to attract project funding</p> <ul style="list-style-type: none"> A 3rd 'meet the archivists' event will be held in the Autumn Create case study and toolkit for how to encourage academic use of your collections (eg Glasgow Life collaborative PhDs with University of Glasgow) | BACS, CBHS, Universities, museums and libraries | Ongoing Y4 | Low |
| 9 IV 1 2 3 | <p>Create opportunities for custodians of business archives to share best practice experiences in the care and management of collections and to develop partnerships</p> <ul style="list-style-type: none"> BACS to organise training/networking event for corporate archivists | BACS, NAS, SCA, BRG | Ongoing Y4 | Medium |
| 10 III 1 2 3 | <p>Maintain Scottish presence in UK and international business archive networks and disseminate information regularly</p> <ul style="list-style-type: none"> Continue to contribute to a UK calendar of events, inc. ICA-Conference 2014 Promote Year of <i>The Working Archive</i> across the UK Identify opportunities to work with commonwealth and homecoming events | BACS, SBR | Ongoing Y4 | Medium |
| 11 I 2 3 | <p>Engage with small businesses through local chambers of commerce</p> <ul style="list-style-type: none"> Send annual review for implementation group to chambers Contact them about giving a talk on business heritage at their events – consider | BACS, BT | Y4 | Medium |

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| | <p>producing this as podcast for wider distribution</p> <ul style="list-style-type: none"> Chambers of Commerce open day in partnership with archive (poss. Edinburgh) | | | |
| Increase awareness and access (Action 8.2) | | | | |
| 12 IV ①②③ | <p>Adapt and promote UK Business Guide to Managing Archives for the Scottish business community with case studies to demonstrate return on investment</p> <ul style="list-style-type: none"> Continue to publish more case studies | SCA, BACS, BT | Ongoing Y4 | Low |
| 14 III ③ | <p>Work with business to exploit their archives as business assets, to manage them professionally through staffing or deposit in a public archive</p> <ul style="list-style-type: none"> Surveying Officer activities | S/O , BACS, BT | Y4 | Medium |
| 15 I, II ②③ | <p>Support plan to add archive management to Corporate Responsibility Index and promote in partnership with Scottish Business in the Community</p> <ul style="list-style-type: none"> Seek partnerships with business schools and academics to explore this as a potential research project | SCA, BACS | In progress Y4 | Medium |
| 16 I, III ①②③ | <p>Link into national campaigns to promote business archives through the media and events e.g. Archives Awareness Campaign</p> <ul style="list-style-type: none"> The Working Archive is ongoing Consider how we can tie in with Year of Homecoming, Commonwealth and WWI in 2014 Work with Explore Your Archive campaign also | SCA , BACS, BASIG | In progress Y4 | High |
| 17 III ②③ | <p>Promote the use of business archives across the spectrum of users (schools, academics, private researchers, businesses), including non-traditional users e.g. MBA students, genealogists</p> <ul style="list-style-type: none"> SCA schools educational pilot includes business archive examples A 3rd 'meet the archivists' event will be held in Autumn | SCA , SCAN, BACS | In progress Y4 | Medium |
| 19 II, III ②③ | <p>Encourage archives to contribute full catalogues for their business collections to NRAS/NRA and update archive network sites e.g. SCAN,</p> <ul style="list-style-type: none"> TWA will raise awareness of this across archives sector New Assistant Registrar and S/O posts will contribute to this The SCAN part of this action is on hold until the results of SCAN2 (Scotland Online) are known | NRAS , SCAN, SCA, | Y4 | Medium |
| 21 III ①②③ | <p>Work with repositories to collate and share best practice examples of the management and collection of business archives to support their promotion and exploitation by users in innovative ways</p> | BACS, SBR, BT | Ongoing Y3 | Medium |

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| | <ul style="list-style-type: none"> Publish more case studies TWA events will promote this use of archives | | | |
| Provide education and training (Action 8.3) | | | | |
| 22 I 1 2 3 | <p>Create new and promote existing educational resources about the care, management, storage, value and use of business archives - including contribution to UK best practice website</p> <ul style="list-style-type: none"> Publish training resources on aspects of business records Records Aid leaflet to be revised and republished | BACS , BAC, BT | Ongoing Y4 | Medium |
| 23 I, IV 3 | <p>Encourage Scottish business archives to participate in any wider accreditation schemes developed for the UK or its devolved administrations</p> <ul style="list-style-type: none"> SCA to provide training now that Archives Accreditation scheme is live Network Rail to prepare a case study on their experience of accreditation | NRS, SCA , TNA | Ongoing Y4 | Low |
| 25 IV 1 2 3 | <p>Encourage wider training and continued professional development opportunities in business archives for all those working with business collections</p> <ul style="list-style-type: none"> Hold joint training events to share best practice on business records | BACS, ARA, BRG, CAIS, HATII | Ongoing Y4 | Medium |
| 26 III 2 3 | <p>Offer training to users on the distinctive features of business archives and the information they contain</p> <ul style="list-style-type: none"> Promote existing guidance that has been produced to user groups eg leaflets for genealogy researchers and for academic researchers | BACS, SRA, ARA, BRG | Ongoing Y4 | Medium |
| 28 IV 1 2 3 | <p>Educate creators and custodians of business archives about how legislation impacts on record-keeping and retention, with particular reference to the Data Protection Act</p> <ul style="list-style-type: none"> Publish factsheet on for DPA and business archives working with CREATE project at University of Glasgow | BACS , SRA, FARMER, SBR, CAIS, HATII | In progress Y4 | High |
| Resourcing strategic implementation (Action 9) | | | | |
| 29 1 3 | <p>Convene and sponsor Business Archives Strategy Group (drawn from all archive sectors) to implement strategy</p> <ul style="list-style-type: none"> First meeting held in October 2010, meetings held quarterly since | BACS, SCA, BT | Ongoing Y4 | High |
| 30 2 3 | <p>Secure long-term funding of BACS Surveying Officer post as it is central to implementing the strategy</p> <ul style="list-style-type: none"> Surveying Officer recruiting in January 2014 | BACS , NRS | In progress Y4 | Medium |
| 34 1 2 3 | <p>Produce annual action plans detailing specific objectives derived from the strategic actions</p> <ul style="list-style-type: none"> Fourth year action plan agreed at December 2013 meeting | BACS, SCA | Ongoing Y3 | High |

Abbreviations

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| ARA | Archives & Records Association |
| ASLAWG | Archivists of Scottish Local Authorities Working Group |
| BAC | Business Archives Council |
| BACS | Business Archives Council of Scotland |
| BASIG | Business Archives Strategy Implementation Group (for England & Wales) |
| BT | Ballast Trust |
| CAIS | Centre for Archive and Information Studies |
| CBHS | Centre of Business History in Scotland |
| CMT | Crisis Management Team |
| FARMER | Forum for Archives and Records Management Education and Research |
| HATII | Humanities Advanced Technology and Information Institute |
| NLS | National Library of Scotland |
| NRAS | National Register of Archives for Scotland |
| NRS | National Records of Scotland |
| RCAHMS | Royal Commission on the Ancient and Historical Monuments of Scotland |
| SBR | Section for Business Records (ARA) |
| SCA | Scottish Council on Archives |
| SCAN | Scottish Archive Network |
| SIAP | Scottish Industrial Archaeology Panel |
| S/O | Business Archives Surveying Officer |
| SRA | Scottish Records Association |
| TWA | The Working Archive |