

NSBAS Action Plan: Fifth Year Actions

Introduction

These are the actions that have been identified for inclusion in the Year 5 action plan. The actions have been taken and developed from the Strategy itself.

The numbering system relates to all the potential actions from the original strategy, but only certain actions have been carried through to this Year 5 plan. The original strategy goal (shown in roman numerals) is in the first column. Where work has been undertaken or is planned the details of those actions are listed as bullet points. Actions that were included in the first, second, third and fourth year's action plans are indicated with a ❶, ❷, ❸ or ❹ symbol.

Action Plan

REF & GOAL	ACTION	IMPLEMENTERS	STATUS	PRIORITY
Develop networks and partnerships (Action 8.1)				
2 II ❶❷❸❹	<p>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.</p> <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 • Surveying Officer to promote the role and create themed case studies • Work with Scottish Industrial Heritage Strategy Group to plan for joint working procedures 	BT, BACS, NAS, RCAHMS, TNA, NLS,	Ongoing Y5	High
3 II ❶❷❸❹	<p>Engage with the insolvency practitioners to develop agreed processes to safeguard business archives</p> <ul style="list-style-type: none"> • Provide web pages and training • Approach IPA associations and publications 	BACS, BASIG, TNA	In progress, to be completed Y5	High
4 I,II ❷❸❹	<p>Actively engage with business and business development agencies like Scottish Business in the Community 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 Y5	Medium

6 III, IV ②③④	Promote better communication and flexibility in approaches to custodianship of business collections between archives, museums, libraries, and community groups, including STICK <ul style="list-style-type: none"> BACS training days 	BACS, SCA, ASLAWG, STICK, Museums	Y5	Medium
7 III ②③④	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 <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 Implement an appropriate case study 	BACS, SRA, SIAP, RCAHMS	Y5	Low
8 IV ②③④	Encourage partnerships between custodians of business archives and the academic community to attract project funding <ul style="list-style-type: none"> Create case study and toolkit for how to encourage academic use of your collections (eg Glasgow Life collaborative PhDs with University of Glasgow) Proactive involvement in historical conferences e.g. ABH, SBIH Adapt TNA RLUK toolkit for business archive use 	BACS, CBHS, Universities, museums and libraries	Ongoing Y5	High
9 IV ①②③④	Create opportunities for custodians of business archives to share best practice experiences in the care and management of collections and to develop partnerships <ul style="list-style-type: none"> BACS to organise training/networking event for corporate archivists 	BACS, NAS, SCA, BRG	Ongoing Y5	Medium
10 III ①②③④	Maintain Scottish presence in UK and international business archive networks and disseminate information regularly <ul style="list-style-type: none"> Continue to contribute to a UK calendar of events, including ICA-Conference in Milan 2015 	BACS, SBR	Ongoing Y5	Medium
11 I ②③	Engage with small businesses through local chambers of commerce <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 producing this as podcast for wider distribution Chambers of Commerce open day in partnership with archive (poss. Edinburgh) 	BACS, BT	Y5	High
Increase awareness and access (Action 8.2)				
12 IV ①②③④	Adapt and promote UK Business Guide to Managing Archives for the Scottish business community with case studies to demonstrate return on investment <ul style="list-style-type: none"> Continue to publish more case studies Promote case studies 	BT, SCA, BACS	Ongoing Y5	Medium

14 III ③④	Work with business to exploit their archives as business assets, to manage them professionally through staffing or deposit in a public archive <ul style="list-style-type: none"> Surveying Officer activities 	S/O, BACS, BT	Y5	Medium
15 I, II ②③④	Support plan to add archive management to Corporate Responsibility indices <ul style="list-style-type: none"> Seek partnerships with business schools, academics, organisations like Scottish Business in the Community and overseas associations of business archivists to explore this as a potential project 	BACS, SCA	In progress Y5	High
16 I, III ①②③④	Link into national campaigns to promote business archives through the media and events <ul style="list-style-type: none"> Work with Explore Your Archive campaign 	SCA, BACS, BASIG	In progress Y5	Medium
17 III ②③④	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 <ul style="list-style-type: none"> A 4th 'meet the archivists' event? 	SCA, SCAN, BACS	In progress Y5	Medium
21 III ①②③④	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 <ul style="list-style-type: none"> Publish more case studies 	BT, BACS, SBR,	Ongoing Y5	Medium
Provide education and training (Action 8.3)				
22 I ①②③④	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 <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 Y5	Medium
25 IV ①②③④	Encourage wider training and continued professional development opportunities in business archives for all those working with business collections <ul style="list-style-type: none"> Hold joint training events to share best practice on business records 	BACS, ARA, BRG, CAIS, HATII	Ongoing Y5	Medium
26 III ②③④	Offer training to users on the distinctive features of business archives and the information they contain <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 Y5	Low
28 IV ①②③④	Educate creators and custodians of business archives about how legislation impacts on record-keeping and retention, with particular reference to the Data Protection Act <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 Y5	Medium

Abbreviations

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