

## Implementation Steering Group Note of Meeting held 12 October 2010

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Kiara King

**Attendees:** Alison Turton, Kiara King, Kirsty Lingstadt, Alison Rosie, John Hume

**Apologies:** Kevin Wilbraham, Alex Ritchie, Robin Smith

### Terms of reference

The terms of reference in paper A were discussed and signed off. Additions to the members for the Implementation group were suggested to include the university archives, local authority archives, academic users and museums.

**\*\*ACTION\*\* K King to invite additional members**

### England & Wales strategy progress

The update provided by A Ritchie was discussed and in particular the items for consideration:

- K King will be nominated to act as the Scottish representative for the crisis response team to represent the Ballast Trust.
- The group do not have plans to make any representations concerning the Scottish public records legislation at the moment.
- Additions to ARCHON will be submitted as they emerge from the data mapping exercise in the first year actions.

**\*\*ACTION\*\* K King to report back to A Ritchie**

### First year action plan

The group went through the draft actions in paper B to discuss their desirability, requirements and to prioritise them. The majority of actions were approved with the exception of action 15 which was felt to be too costly and not effective and therefore discounted.

**\*\*ACTION\*\* K King to revise all actions and circulate new plan for agreement**

K King reported that the SCA have offered to provide web space on their website to bring together information about business archives to assist with actions 5, 13, 14, 19 and 22.

Action 8 was discussed at length and it was decided that a questionnaire would be the best way to gather information to identify Scottish business archive collections and that it should be sent to other heritage organisations and community archives. The questionnaire will need to ask:

- What business collections you have?
- What help is needed?
- What areas of industry are you interested in collecting from?
- Gaps in your collection?
- Problems with digital records?
- Would you like to be a case study for a particular collection?

Action 18 – K King reported that the SCA, Glasgow University and the Ballast Trust had begun to collect case studies to showcase business use of archive collections.

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It was suggested and agreed that case studies should also highlight other uses of business archives, eg community use, architectural practices and museum and mixed media collections.

**\*\*ACTION\*\*K Lingstadt and A Turton to provide case studies for their organisations**

### **Strategy launch**

Current plans for the launch were outlined. It is planned to hold an event at the Museum on the Mound in late November / early December and it is hoped that MSP Fiona Hyslop will attend. Suggestions for who should attend and what format the launch should take were requested.

It was emphasised that a strong hook would be needed to encourage attendance at the launch and get media coverage. A Rosie offered to investigate NAS connections with Scottish Government to get a press release for the event sent out through that channel.

**\*\*ACTION\*\* A Rosie to investigate press release options**

The aim of the launch should be to raise awareness of the strategy and showcase excellent examples of business archives through case studies. The format of the launch should include 3 speakers – MSP (if available), an Archivist and a business representative. Case studies should be displayed.

**\*\*ACTION\*\* A Turton to summarise launch ideas and circulate to planning team**

The group discussed what printed materials should be prepared for the launch and the strategy in general. It was felt that a printed version of the strategy would be sufficient for the launch, perhaps in A5 booklet format. In terms of leaflets for the strategy, it was agreed that waiting until after the mapping exercise was complete to see what leaflets were required by users, businesses and archivists would be best.

**\*\*ACTION\*\* K King to prepare and print A5 version of strategy for launch**

### **AOB**

None.

### **Date and venue for next meeting**

The next meeting will be held in January 2011, it was agreed that keeping the option of a face to face meeting with teleconferencing facilities was best. The location and date will be decided once all members of the group have been consulted.