

Implementation Steering Group Note of Meeting held 11 April 2011

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Alex Ritchie, Alison Rosie, Alison Turton, Clare Paterson, David Luck, Kiara King, Kirsty Lingstadt, Lesley Richmond, Robin Smith, Rowan Brown.

1. Apologies: Kevin Wilbraham

2. Minutes

Minutes of the previous meeting were approved and updates on the following actions from them provided:

- **Terms of reference and ASLAWG:** K King has sent paper to K Wilbraham to raise at an AWLAWG meeting.
- **England & Wales strategy (BASIG) progress:** K King sent our papers to BASIG Chair Declan Kelly and received theirs in return (see paper A).

A Ritchie has investigated the possibility of including Scotland in the building records survey. There are not resources to fund a Scottish role in this. However, the project would welcome a Scottish partner and any work that Scotland could carry out and contribute. It was suggested that BACS would be the natural partner and more information would be helpful to assess if there was anything that could be done to contribute.

A Ritchie to investigate BRS sharing their project plan.

A Ritchie to share the BASIG implementation action plan.

- **Crisis Management Team details on website:** A Ritchie will seek permission of CMT to publish contact details and information about the team on *Managing Business Archives* website.

A Ritchie to arrange this.

- **Events:** A Ritchie has created a diary of events which is now on the *Managing Business Archives* website¹. Any future events can be added. K King will co-ordinate this.

K King to send out fortnightly requests for news/events to pass onto MBA website.

- **Data Mapping:** K King and A Turton have drafted a project brief to discuss later.

- **Data Protection Factsheet:** K King has had some links to relevant information and will pull this together into a factsheet for the next meeting.

K King to collate information into a guidance sheet.

- **Publishing existing resources on website:** K King has updated the website with links to material about financial records on the BACS website.

¹ <http://www.managingbusinessarchives.co.uk/diary/>

- **Insolvency Practitioners:** We were waiting for the outcome of Rene Kinzett's approaches to the Insolvency Practitioners Association. It was agreed that local contacts would also be effective and simply getting an article about business archives, examples of collections saved and what practitioners should consider into their newsletter or other publication would be worthwhile and to focus on those types of collections for next batch of case studies e.g. Upper Clyde Shipbuilders, Stoddard-Templeton and others.

A Ritchie take a renewed approach on behalf of both strategies.

K King to prepare an article for company/association newsletters that showcases good examples and contact details.

ALL to send detailed examples of collections saved by partnership with insolvency practitioners to K King to create case studies.

- **Strategy launch:** K King received good suggestions for packs and sent them out to 16 individuals (including DC Thomson) and some were sent to the SCA meeting and R Brown took some to the Recognised Collections meeting for museums.
- **Business Leaflet:** K King has discussed the leaflet with K Logan and following movement from English and Welsh group on this matter decided to work together on text that can be customised for all countries to print as required.

K King to continue working on this with K Logan.

- **Accreditation:** C Paterson gave an update on accreditation after speaking to one of consultants working on Archives Accreditation at a separate event – 'Essentially, the overall plan for archives accreditation hasn't changed. Stage 2 is due to finish March 2011, and if Stage 3 gets the go ahead it will run over the second part of this year, and will be the construction of the scheme itself. Stage 4 would be a pilot next year, with launch mid 2012.

There was some suggestion that business archives might not be the priority for accreditation and it was agreed that it is important to ensure that this is not the case and that business archives aren't seen as being less vulnerable to the ups and downs of economic cycles or a lesser priority.

A Turton to approach D Kelly of BASIG to make a joint approach to ensure that business archives are consulted and included in the accreditation scheme.

- **Dates for next meetings:** A Turton circulated the following potential dates for the next meetings: Thursday 28th July 2011, Wednesday 26th October 2011 and Thursday 26th January 2012.

3. England & Wales Strategy Progress Report

Everyone welcomed the papers sent to us by BASIG and had no comments.

4. Data Mapping Project Brief

K King introduced the brief and asked for comments on its aims, objectives, how we should take it forward particularly whether stage 1 could be achieved without funding.

Note of Meeting

C Paterson introduced the possibility of seeking ARA Research Funding². This fund can provide 100% funding for projects up to £3,000 (this could cover 10 days of consultant time or 6-8 weeks of a new qualified archivists' time). The application would need to be submitted through the BRG group.

A Rosie wondered if working with local chambers of commerce contacts would help to carry out the surveys along regional lines and break up the work along the lines of the previous western, eastern surveys. It was confirmed that museums would find it difficult to participate in a survey of archive collections without assistance.

It was agreed that we should push for a funded post to carry out stage 1 that would be a collation of known information about business collections into a dataset that could be classified by sector and geographic location (definitions needed). This would allow us to identify gaps in collections and inform many other areas of the strategy. An analysis of the data would be carried out and presented in a report and the methodology for carrying out wider surveys written up so this stage could act as a pilot for the UK as a whole.

K King and A Turton to draft a project application for Stage 1 funding from ARA and circulate it for comment in May.

C Paterson to submit project to ARA through BRG channels.

5. First Year Action Plan Progress

K King talked through the updated action plan, in particular outstanding and future actions:

- **Crisis Management Team:** As above - A Ritchie to action this.
- **Centres of Excellence:** This was an English and Welsh action and A Ritchie mentioned that he is working on something for it which he will share in time. It is also dependent on the results of data mapping project.
- **Training Event with ARA:** The BACS and ARA are holding a joint event on 25 November (which same day as the AGM for BACS) on Business Records. This seems the most sensible date to join with for an event if we can get time to present what we've achieved.

K Lingstadt to check program and secure a 15-20 minute slot.

- **Archives Awareness Campaign:** This has been confirmed for 2013 and it was suggested that at the next meeting we brainstorm ideas for this.

The format of the action plan was discussed so that we can start to think about next year's actions and we should be constantly reviewing what actions we are working on. K Lingstadt suggested a rolling action plan.

K King to prepare a document with all strategy actions, their status and ask for members to highlight those they'd like included on the 2nd year action plan for the next meeting.

6. AOB

R Brown suggested it would be helpful for everyone to think about their area of business records and what issues there are with known information about it.

ALL to email K King with a summary of what online sources or datasets exist to provide information about their area of business archives (e.g. Archon, Archives NRA, National Audit) and their issues by 20 May 2011.

7. Date and venue for next meeting

The next meeting will be held on Friday 29 July 2011 at the RBS office.

² <http://www.archives.org.uk/research-funding/research-funding.html>.