

## Implementation Steering Group Note of Meeting held 20 January 2011

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Kiara King

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

**Apologies:** Robin Smith

### Minutes

Minutes of the previous meeting were approved.

### Terms of reference

The terms of reference agreed at the last meeting were approved by new members and ASLAWG have yet to provide a representative. K Wilbraham offered to raise it at an AWLAWG meeting.

**\*\*ACTION\*\* K King to send papers to K Wilbraham to circulate to ASLAWG**

### England & Wales strategy progress

A Ritchie provided an update on business archive activity and strategy progress in England and Wales:

- Daks-Simpson launched their archive.
- The British Steel Archive will be launched in January in Teeside and February in London <http://www.britishsteelcollection.org.uk/>
- Aquascutum are launching their archive.
- The Architecture, Building and Construction Records Project will start in April. The potential for this project to have a Scottish element was discussed.
- The Crisis Management Team now has 7 members including K King and D Luck from Scotland.
- Additions and updates to Archon about Business Archives collections continue.

The Implementation Group for the English and Welsh strategy was discussed and how this group could work closely with them. They are holding meetings in February, May, September and December this year. It was suggested that we circulate our meeting papers to them and vice versa. C Paterson reported that the BRG are working towards actions on both strategies jointly.

**\*\*ACTION\*\* K King to send papers to English and Welsh Group Chair. A Ritchie to investigate possibility of including Scotland in the building records survey**

### First year action plan – progress during the last 3 months

K King went through the actions for the first quarter, which have all been completed with the exception of the Crisis Management Team actions. It was suggested that information about the CMT could be placed on *Managing Business Archives* website.

**\*\*ACTION\*\* A Ritchie to make arrangements for this**

### First year action plan – actions for next 6 months

- Events

It was agreed that the collation and sharing of events and news about business archives should be a one person job. It was suggested that the best place for this would be the *Managing Business Archives* website which could have a contact form section for news/events to be added to. N.B. They already have a news section at

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<http://www.managingbusinessarchives.co.uk/news/>. It was noted that it can be difficult to find out what business archives are doing but that BRG and BAC could be good sources of information for this. BRG already have a blog that publishes business archive news.

**\*\*ACTION\*\* A Turton to contact Moira Lovegrove about MBA website**

- Data Mapping

The Data Mapping action was discussed at length and it was agreed that it is an essential step in providing an informed foundation to carry out other actions for business archives in Scotland. However the scope and scale of the task means that it needs to be a funded project if it is to be comprehensive and reach collections held by archives, private owners, museums and libraries. The ARA Research Fund, Ballast Trust and SCA were discussed as possible joint funders.

**\*\*ACTION\*\* K King and A Turton to draft an initial project brief for comment by Steering Group**

- Data Protection Factsheet

A factsheet aimed at businesses to explain that DPA does not mean destroying all personal records would be helpful and had been requested as a specific action during the consultation phase.

**\*\*ACTION\*\* Group to send links to any relevant online information or publications known to them to K King asap who will collate into a guidance sheet**

- Publishing existing resources on website

There is material about financial records on the BACS website and material from BRG training days that could be added to the resources section of the website.

**\*\*ACTION\*\* K King to update website**

- Insolvency Practitioners

This is also an English and Welsh action and as Rene Kinzett has already approached the Insolvency Practitioners Association it was agreed that this was the best strategy. However it was noted that perhaps simply getting an article about business archives, examples of collections saved and what practitioners should consider into their newsletter or other publication.

**\*\*ACTION\*\* A Ritchie to raise with Rene Kinzett the need for a renewed approach on behalf of both strategies**

### Strategy launch

The launch is being held on 20<sup>th</sup> January at 5pm in the Museum on the Mound. Unfortunately MSP Fiona Hyslop cannot attend. A press release was sent out by K King to most national newspapers and is available on the website. Alan Cameron of BACS and George MacKenzie, Keeper of the Records of Scotland will introduce and formally launch the strategy.

The group discussed what actions to take after the launch, who to contact and send out copies of the strategy and other printed materials to. It was suggested that sending them to representatives of the English and Welsh implementation group, case study organisations, museum groups, business associations.

**\*\*ACTION\*\* All to contact K King re bodies / individuals to whom press release and strategy could usefully be sent to increase publicity and awareness. K King to then send out packs.**

### AOB

K King reported that Katey Logan had been in touch to enquire if we were going to prepare a leaflet aimed at businesses and if so she'd like to work with us. It was

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agreed that we would wait until the audience and benefits of producing and funding a leaflet was clearer.

**ACTION K King to advise Katey that Group interested but presently no funding available.**

A Turton asked for an update on the accreditation scheme. A Ritchie provided some information and C Paterson had recently received an email which she can share.

**\*\*ACTION\*\* C Paterson to circulate email about accreditation**

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

The next meeting will be held in April 2011 and A Turton will circulate dates.

**\*\*ACTION\*\* A Turton to circulate dates**