

Implementation Steering Group Note of Meeting held 29 July 2011

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Alex Ritchie, Alison Turton, Kevin Wilbraham, Kiara King, Kirsty Lingstadt, Robin Smith.

1. Apologies: Alison Rosie, Clare Paterson, Lesley Richmond, Rowan Brown.

2. Minutes

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

- **BASIG Progress:** A Ritchie reported that ABC (Architecture, Building & Construction) survey will consider sharing their project plan when it is created after surveying officer starts in September. There is no updated implementation plan for year 3 yet.

A Ritchie will ensure the ABC survey continues to consider the Scottish dimension and will circulate the existing BASIG implementation action plan to steering group members.

- **CMT details on website:** A Ritchie has prepared draft text and contact details about the CMT which will be published once everyone has agreed.
- **New & Events:** K King has been sending out requests for news/events to pass onto MBA website. There hasn't been lots of items but it is felt that all avenues are being covered so will continue with this.
- **DPA Factsheet:** Agenda item provides update.
- **Insolvency Practitioners:** A Ritchie has been involved in the cases of TJ Hughes, Jane Norman and Habitat through CMT but has yet to take a renewed approach to the Insolvency Practitioners Association on behalf of both strategies.

A Ritchie to draft an email to the Association and circulate it to steering group members for comment.

K King has not started article for company/association newsletters to showcase good examples but did suggest an UCS article to mark 40th anniversary of work-in in August. K Lingstadt mentioned two possible examples at RCAHMS.

ALL to send examples of collections saved by partnership with insolvency practitioners to K King.

- **Business Leaflet:** K Logan has produced a draft leaflet for BAC and K King will continue to work on this with her and create a Scottish version.

K King to continue working on this with K Logan.

- **Accreditation:** A Turton has spoken to Norman James at TNA and the accreditation scheme is underway and there will be pilots by the end of the year, one of which will be a business archive. Private organisations will be welcome to participate in the scheme.
- **Data Mapping:** Agenda item provides update.
- **BAC Event:** K Lingstadt confirmed that the strategy has a slot at this event on 25th November. Once the programme is confirmed we can think about what to use the time for.

ALL to consider what we should discuss at BACS event and send ideas to K King.

- **Action Plan:** Agenda item provides update.
- **Datasets:** K King received information about online sources and other existing datasets from many members.

3. England & Wales Strategy Progress Report

Everyone welcomed the minutes sent to us by BASIG. A Turton asked for an update on the National Centres for Excellence mentioned. A Ritchie reported that this will be tied to the accreditation process and will be styled as centres of specialist expertise and repositories for certain sectors and business themes rather than national centres of excellence.

It was asked whether there were other BASIG actions for the IMP group to support and A Ritchie spoke about a planned project to support the clothworkers' company to update their guide to records with one outcome of that being to update information on NRA index. Sue Kerry will be the contact for this.

4. Data Mapping Project Brief

K King provided an update on progress with the brief which has been submitted to the Archives and Records Association (ARA) who were encouraging in their assessment of it and the SCA have provided a letter of support for the project.

K King to update group with news of funding bid.

5. Action Plan

K King introduced the full action plan, which contains all the original actions from the strategy. There was discussion about how to encourage and support implementers, particularly BACS and SCA who are involved in many of the actions.

K Lingstadt will prepare an action plan with BACS actions list for the next BACS meeting in September to highlight their responsibilities and report back at the next meeting.

It was suggested that a colour coding of the plan would help visually identify what progress had been made. It was hoped that by the October meeting more of the year one action will be completed. In particular the data mapping project may be underway which will inform many of the actions. K Lingstadt suggested that it might be helpful to hold a panel or workshop to discuss research areas and funding like the Scottish Archaeology Research Framework (ScARF) has done:

<http://www.socantscot.org/scarf.asp>.

ALL to review and prioritise actions and consider actions to progress them for discussion at the next meeting.

6. Data Protection factsheet

A Turton's team had pulled the information in this paper together from existing DPA guidance in response to genealogist concerns about business unnecessarily destroying staff data. The paper was intended as a starting point and after some group discussion it was agreed that records retention guidance would be more practical help to businesses.

**K King to prepare a draft retention factsheet for next meeting.
K Wilbraham to ask SCA to cover printing costs.**

7. Marking the first year of implementation in October 2011

It was agreed that a printed annual report would be useful to showcase progress, particularly if data mapping project is underway. Additional case studies, perhaps 6 or so, could be produced. Suggested examples were Pringle, RBS/NLS UNESCO, Barr & Stroud (is ready to go), UCS.

It was noted that Fiona Hyslop MSP will be attending the launch of the SCA's *Archives Matter* brochure at the ARA conference in September.

IMP Group to consider whether we want to plan a larger event to mark the halfway point of the strategy in 2013? For example, a conference, workshop or symposium that would in itself contribute to the strategy actions.

**K King to circulate list of potential case studies.
ALL to provide feedback on case studies to develop thinking about gaps in the examples we have already.**

8. Archives Awareness 2013

It was proposed that we have a joint brainstorming session with BASIG to discuss common goals.

We can also learn from SCA's successful '*edible archive*' campaign this year which came out of the 2011 Archives Awareness Campaign's wider theme of *Culture and Diversity*, '*What's your story?*' This would mean deciding on a topic within the wider '*business archives*' theme that will appeal to the public. For example, ancestry jobs advert http://www.youtube.com/londonhumdinger#p/search/1/i3V_wsqGmgM or the nation's favourite advert www.scottishadvertisingawards.com/.

**A Ritchie to contact BASIG to suggest joint discussion.
A Turton to contact AAC to find out what they require from both strategy groups to plan 2013 activities. (nca@nationalarchives.gov.uk)**

9. AOB

It was suggested that the data mapping project could apply for matched funding from the Scottish Council on Archives. This would give more time for the collation and validation of data and improve the success of the resource.

K Wilbraham to submit proposal to SCA committee.

10. Date and venue for next meeting

The next meeting will be held on Wednesday 26th 2011 at Waverly Court, Edinburgh, and by audio (TBC).