

## Implementation Steering Group Note of Meeting held 26 October 2011

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Kiara King

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

**1. Apologies:** Alison Rosie, Kevin Wilbraham, Lesley Richmond, Rachel Hosker

### 2. Minutes and Matters Arising

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

- **England & Wales strategy (BASIG) progress:** A Ritchie reported that the Architecture, Building and Construction Records Survey project is underway. They have identified Scottish companies that they won't be covering as it is outside the project scope but will share their details with us in case it can be used for future surveying plans in Scotland.

**A Ritchie to pass on ABC list and initial scope to whole group.**

- **Crisis Management Team details on website:** A Ritchie has confirmed details with team members and this will be published shortly on *Managing Business Archives* website.
- **Insolvency Practitioners:** Oliver Morley, Chief Executive and Keeper of The National Archives has agreed to write to the Insolvency Practitioners Association. The letter will be going out to them by November.

**A Ritchie to report on response to whole group so actions can be agreed to develop linkages with insolvency practitioners in Scotland**

- **Business Leaflet:** K King had circulated the final version of the leaflet that K Logan prepared for the BAC. This text is available if the group wishes to publish a version of it for use in Scotland. It was discussed and felt that something smaller and less costly would be prepared if required.
- **Accreditation:** A Ritchie reported that accreditation is now at phase 3 of 5 with the pilots due to begin in 2012, but unlikely to be completed until early 2013. A business archive is included in the pilot and the process is intended to be inclusive and allow for feedback.
- **Archives Awareness Campaign 2013:** A Turton reported that the AAC had no formal agreement as previously thought to make 2013 a year for business archives. However, they are seeking theme ideas for 2013, 2014 and 2015 so there is still an opportunity to get involved. Themes suggested are 'the working archive' and 'world of work'. We need to put together an exciting proposal jointly with BASIG to demonstrate the variety and broad spectrum of archives that will have material relating to business archives and work. The theme could also reflect making archives work for the holder or creator as well as examples of working archives.

**ALL to send ideas and examples of working archives to A Turton to share with BASIG and submit proposal to AAC.**

- **Records Retention/Data Protection Factsheet:** K King is still to work on this but awaiting the publication of the third edition of the ICSA Guide to Document Retention in November which will inform the guidance.

**K King to collate information into a guidance sheet.**

- **First year of implementation:** It was decided to mark the first year of implementation in January with a newsletter/mini-report. This will be an opportunity to publicise the data mapping project, request case studies, etc. It should be sent to all who attended launch as well as other contacts. Consider using information created to make contact with the Scottish Chambers of Commerce later in the year with an offer to do an item for their websites or magazines.

**K King to prepare 1 page document.**

**R Brown to prepare list of contacts for Scottish chambers of commerce.**

- **BACS conference:** The conference will be held on 25<sup>th</sup> November. The programme timings and guests are still to be confirmed. However we have a 10 minute slot at the start of the day to discuss the strategy. Kiara or Alison will do a quick introduction to strategy and what we have achieved in 1<sup>st</sup> year and the data mapping project.

### 3. Data Mapping Project

K King reported that we had received the £3,000 funding from the Archives and Records Association. The SCA won't be matching this funding which means the original timetable for the project stands. The next steps are:

1. Acquire copy of existing dataset to use as foundation for verifying and enhancing information.

The NRA database is our first choice as it is the most comprehensive with over 3000 business archive collections in Scotland listed.

**A Ritchie will investigate as quickly as possible the practicalities of sharing this.**

2. Prepare job profile and arrange for employment of a project officer via the University of Glasgow for 28 days work (full-time or part-time).

**K King and C Paterson to work on this.**

3. Agree the fields that we wish to record information about for each collection. The fields were discussed by the group and agreed as probably sufficient with the inclusion of grid references for both repositories and business company addresses.

We may need a gap scheduled at the start and end of the project to allow time for repositories to check data or inform us of changes. A Ritchie advised that the NRA would be happy for the project to request amends to the existing data in order to validate it.

**K Wilbraham to advise if SCA have a contact list for all Scottish repositories to ask for feedback on collections and corrections.**

K King mentioned consideration of linked data developments to tie in with other online finding aid developments.

### 4. Second Year Action Plan

The group went through the whole action plan and identified those actions to focus on in year 2.

**K King to prepare a draft year 2 action plan and to circulate it to the implementers and ask them what they can contribute to those actions for the forthcoming year so we can finalise milestones and timescales.**

## 5. Case Studies

It was agreed that the case studies were an excellent way to showcase the work of business archives and inspire other repositories or businesses. The group discussed the list of potential examples and decided on the following:

- Dundee Whaling History Project – Museums
- James Finley & Co – Family History
- John Murray Archive – Education & Social Media
- Outer Hebrides Council – Engagement with Local Businesses
- RBS/NLS – UNESCO recognition
- Upper Clyde Shipbuilders – Insolvency Practitioner Partnerships

Other potential ones to investigate are Almond Valley and the BP archive material related to shale oil and Scottish Borders and their textile collections. It was also decided to publish case studies through out the year.

**K King will collate case studies to format and publish along the same lines as before.**

## 6. Individual Reports and Updates

A Turton introduced the idea of regular individual member reports on the progress the implementer they represent has made with actions over the previous quarter and/or reports on other known events and actions related to business archives.

- NLS and RBS had an exhibition on the Company of Scotland
- BP Archive is returning to Almond Valley Heritage Trust.
- Anderson mining material has been deposited with National Mining Museum.
- JCB permanent exhibition launched at headquarters in Rocester.
- Coal collections conference on 18<sup>th</sup> November at National Mining Museum.

**R Brown to prepare slide about NSBAS to display at coal collections.  
ALL to provide an update at the January meeting.**

## 7. AOB

R Brown mentioned that the Museums Galleries Scotland consultation for a National Strategy for Scotland's Museums and Galleries is available to comment on until 8<sup>th</sup> November. The consultation survey is available here:

<http://www.museumsgalleriesscotland.org.uk/developing-a-national-strategy-2/national-strategy-consultation/>

This is an opportunity to submit a response highlighting business archives in museums and ensure the strategy addresses these collections.

**ALL to consider submitting a response to the MGS consultation.**

## 7. Date and venue for next meeting

The next meeting will be held on Thursday 26<sup>th</sup> January. Venue and time to be confirmed.