

Implementation Steering Group Note of Meeting held 23 April 2012

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Alison Rosie, Alison Turton, Clare Paterson, Kiara King, Lesley Richmond, Kirsty Lingstadt, Rowan Brown.

1. Apologies: Kevin Wilbraham, Alex Ritchie, Rachel Hosker, Robin Smith.

2. Minutes

Minutes of the previous meeting were approved.

3. Matters Arising

- **BASIG update**

No update until their next meeting on 8th May.

- **Crisis Management Team**

Kiara reported that there has been a positive outcome from the Stewarts of Edinburgh administration. Pricewaterhouse Cooper have identified some historical material that they are happy to go to an archive. Kiara is liaising with them about collection and the material will be stored at the Ballast Trust until a home can be identified.

- **Insolvency practitioners**

Alex reported that there has been no further progress on the letter to the IP Association from TNA's Chief Executive office. He will investigate.

Alison Rosie suggested it would be helpful to have guidance on how to approach liquidators/administrators. It was then mentioned that Michael Moss had prepared a *Record Aids leaflet* on this subject for the Business Archives Council in 1986. It seemed sensible to update this and it was suggested that Alex Ritchie as key member of crisis management team would be best placed to do this.

**Alex to investigate what is happening with TNA letter.
Alex to update Record Aids leaflet about dealing with liquidators.
Kiara to ask Margaret Wilson at PWC about IPA journals and communication channels**

- **Accreditation**

Alison T had submitted the group response which was appreciated. The pilots will be happening in July and December. BACS also sent in a response along similar lines.

Alison T to ask for an update on progress from accreditation people.

- **Archives Awareness Campaign 2013**

Alison T had written to Nick Kingsley with our proposal for *the working archive* and received a response saying that the future of AAC post-2012 was still being decided but Angela Owusu will have more information soon. Rachel was going to raise the proposal with ASLAWG members to get their opinion and backing for the idea.

Rachel to report on ASLAWG thoughts about proposal.

- **Case Studies**

The following case studies are drafted and just need to be signed off and published.

- NLS and John Murray Archive
- Michael Moss about UCS collections
- RBS/NLS for Company of Scotland and UNESCO
- Tasglann nan Eilean Siar about Harris Tweed
- Thales and Barr & Stroud collection at GUAS

It may make sense to wait until SCA website relaunch to do this so that we have new content but this will depend on their timetable for that.

Kiara to publish drafted case studies.

Clare to check with Barr & Stroud about their case study.

- **BACS 'Meet the Archivists'**

The BACS are organising a meet the archivists event on 9th November at the Centre for Business History in Glasgow. This will encourage academic use of business archives and will be a mixture of talks by academic users and an archivists' panel.

- **Records Retention Guidance**

No comments have been received on this so that it can be redrafted by Kiara.

ALL to email comments on the paper direct to Kiara.

- **Railway Heritage**

Rowan and Alison Rosie had provided information about this but Kiara missed the consultation response deadline. The consultation have issued an update from their website <http://www.dft.gov.uk/rhc/> which is that *"Whilst the Government earlier announced the proposed disbandment of the Committee under the Public Bodies Bill (now Act), they have - following discussion - now indicated that they are willing to transfer the legal powers to the Trustees of the National Museum of Science and Industry (NMSI)."*

4. Data Mapping Project Update

Kiara introduced the report that the DMP Project Officer Cheryl Brown had written and discussed the potential methods of viewing data online – Google fusion tables or viewsource. Thanks were noted to Cheryl and Kiara for their work. The group noted the following ideas and issues going forward:

- Some kind of key words/tagging of business type is needed to make the data useful on top of the NRA classification.
- Think about breaking the data down into business sectors to display it better?
- Could working up the data for online views be a suitable IT student project?
- It would be nice if the URL linked straight to catalogues not via NRA.
- Will the location of businesses and their affect on the landscape fit with any Year of Natural Scotland activities that Scottish Government is doing? Potential source of funding.
- NRAS data will always contain more information than NRA – consider adding this descriptions at later date?
- How to add museums data? Rowan mentioned that NMS has a database of engineering firms that could be a start.
- We need to look for more funding to finish off stage 1 properly.
- Can also use the data to highlight those collections unknown/presumed destroyed and ask for user feedback about them.
- Once published could consider asking repositories to check their entries and provide updates to ensure up to date in 2012.

Kiara to contact HATII about possible student project with data.

Kiara to write up actions for going forward.

Kiara to send report to ARA once finalised.

Kirsty to add report as an agenda item for next BACS meeting.

5. Year 2 Actions

The Year 2 action plan had been published and sent to implementers for their information. The group went through the actions to review progress and identify detailed actions that could be added. The following actions were discussed in detail:

- Action 6 – engaging with museums will be helped by museums case study and museums data on DMP. We could then get an article in MGS news.
- Action 11 – Decided to contact Edinburgh chambers as a pilot and look for details of online newsletters and talks programmes.
- Action 15 – Alison Turton has been looking into how CRI indexes are created and once we understand this we can investigate adding archive management to Corporate Responsibility Index.
- Action 16 – Consider what business archive links the Year of Natural Scotland can have.
- Action 19 – NRAS should be the lead implementer on this.
- Action 26 – Publish leaflet or poster on using business archives for family history research and ask ASLAWG if its members could take them along to events they go to.
- Action 34 – Kiara to ask implementers for a 6 month update on progress with their actions in May.

Alison T to report back on CSR indices findings.
Kiara to ask SCA to add year of natural scotland to their list and see if archives can work with that theme.
Kiara to contact implementers in May.

6. Individual Reports and Updates

- Kirsty reported that RCAHMS is still going through its options appraisal process.
- Rowan reported that MGS is deciding whether to stay as a membership organisation and the Industrial Museums have been awarded £117,000 for a collections database.
- Clare reported on the Section for Business Records which has their AGM in June and will be preparing the business edition of ARC for September. GUAS held an open day for Stoddard collection last week which was well attended.
- Kiara reported on her attendance at ICA SBL conference in Copenhagen and a workshop in Derby and circulated some printed minicards with national strategy details on them.
- Alex submitted a report by email he has attended the M & S Company archive opening at Leeds, given a public lecture at The National Archives, Business Archives: new initiatives and developments. This is now available as a podcast. There will be a public talk at The National Archives on 26 April by the archivist of Fortnum & Mason. He is exploring with the Roche archivist the possibility of a similar conference for ICA SBL in Basel, Spring 2013.

7. AOB

Rowan raised concerns about the activities of Scottish Industrial Preservation Trust and their handling of business records from firms that have closed without notifying the Crisis Management Team. The group agreed to discuss with other industrial heritage organisations to decide what action to take.

8. Date and venue for next meeting

The next meeting will be held in July in Edinburgh. Kiara will circulate potential dates. Date, venue and time to be confirmed.

Kiara to do a doodle poll to get a date and time.
Alison Rosie to book a room at National Records of Scotland.