

Implementation Steering Group Note of Meeting held 26 January 2012

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Alison Rosie, Alison Turton, Clare Paterson, Kiara King, Lesley Richmond, Rachel Hosker, Robin Smith, Norman James.

1. Apologies: Kevin Wilbraham, Alex Ritchie, Kirsty Lingstadt, Rowan Brown.

2. Minutes

Minutes of the previous meeting were approved and updates to the attendees noted.

3. Matters Arising

Updates on the following actions from them provided:

- **BASIG update**

The group had seen the minutes from the December BASIG meeting and Norman and Lesley both reported that there was nothing further to add.

- **Crisis Management Team**

Kiara reported that the details of the CMT are now on the Managing Business Archives website and she has added information about the CMT to BACS website and SCA Business Archives website. Glasgow University does receive information through the BACS email account about records at risk and arrangements have been made for the duty archivist to forward these to Kiara to deal with. Contact has been made with administrators about McCowens Highland Toffee, Stewarts (Printers), John McCormicks (printers and stationers) and Kiara is also going to contact Wiseman Dairies about their records following the takeover by Muller.

Norman reported that Alex is working on the Peacocks records and thinking about including a Welsh representative for the CMT. The team and TNA are also interested in the Wedgwood records and are awaiting the outcome of a legal decision before taking further action.

- **Insolvency practitioners**

Norman reported that Oliver Morley sent the letter to the IPA in November and nothing has come back from them. The TNA are going to consider how to follow up on this action and will keep us updated. It was suggested that taking a regional approach might be necessary and get better local results. Rachel mentioned finding champions within your local firms would be helpful.

Lesley informed the group that in March Sir Robert Smith is speaking at a conference in Glasgow [Innovation and Diffusion of Shipbuilding Technology http://www.gla.ac.uk/media/media_220498_en.pdf] on the subject of the UCS Liquidation. This provides a key opportunity to highlight the success that can come from working in partnership with liquidators to rescue records.

The group needs to consider whether we push ahead with our own arrangements for making contact, wait for the TNA to get results at the top level with the IPA or take a twin approach.

Norman to report back on next steps proposed by TNA after follow up with Oliver Morley

- **Accreditation**

Alison T had provided an email update on the accreditation workshop that was held in Edinburgh which Rachel also attended.

The main stated purpose of the new scheme is to drive improvement by externally validating and accrediting achievement ...The proposed core modules are the same as those for the UK museums accreditation scheme and cluster requirements into three categories:

- *Organisational health*
- *Collections*
- *Users and their experience.*

There will be an online consultation held in February. Alison suggested that the group encourage business archives nationwide to contribute constructively to the consultation, to ensure that any special considerations regarding archives that primarily hold business records are taken into account and that the scheme is accessible to them.

All to encourage business archives they have contacts with to respond.

It was also decided that the group should submit a response either on behalf of Scotland only or in partnership with the BASIG.

**Alison T will ask for a copy of the full scheme to circulate to BASIG and NSBAS Implementation Groups.
Groups can then consider a joint or separate response.**

- **Archives Awareness Campaign 2013**

Alison T had discussed the idea of 'the working archive' with Declan Kelly of BASIG and sent a proposal to Angela Owusu at TNA. They haven't selected a theme for 2013 yet so it may be possible. The group discussed how to influence the decision, Marie Owens was enthusiastic about it when discussed at BASIG. Norman suggested that talking to Nick Kingsley about it might help.

Alison T will write to Nick Kingsley with the proposal.

Rachel will share the proposal with ASLAWG so that members could provide their support to demonstrate the broadness of the theme. Clare suggested trying to find out what other themes were discussed at the webinar so that we can consider if other themes have business archive aspects.

**Rachel to bring proposal to ASLAWG for their action.
Alison T to enquire about other themes being considered**

- **BACS conference**

The conference was held on 25th November. There were about 30 attendees and people found the financial records training helpful and slides are now on the BACS website.

- **Data Mapping Project Update**

Kiara updated the group on the work that Project Officer Cheryl Brown has completed since being in post from December 13. Thanks were noted to the NRA for extracting the data on Scottish business archive collections which has given the project a great head start. Cheryl has completed the first edit of NRA dataset which has removed duplicates and sorted data. We now have 6107 entries (reduced from over 7000) to work with. Grid references for repository and business locations have been added. Cheryl is about 1/3 of the way through her time for the project.

Validation of the dataset was discussed by the group and it was decided to publish and ask for changes if repositories want to make them.

**Kiara to send Alison R an extract of NRAS entries on the dataset so she can advise of any obviously incorrect items.
Rachel will discuss it at the ASLAWG meeting on 6th February.**

Norman emphasised that the English and Welsh group are interested in our project and the outcomes we will produce from it. At present there is no capacity for them to do a similar project as they are concentrating on the ABC Survey and if it happens it might be undertaken on a regional basis.

• Case Studies Update

Kiara updated the status of the new case studies planned. We have received and formatted case studies from:

- 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

And are still planning case studies for:

- James Finlay & Co. collection and GUAS
- Shale Oil Archive and Almond Valley Heritage
- Whaling Project at Dundee – not heard back from them.

The case studies will be prepared as postcards and A4 handouts to download from the website and we can consider printing some of the postcards for publicity purposes as well.

4. ABC Records Survey Scottish Companies

Alex had shared with the group some of the initial findings relating to Scotland from Annabel's work on the ABC Survey. This is for information only and the group decided that it would not be helpful at this stage to share what is quite a small selection of entries with local record offices.

ALL to share any leads they have for Annabel Peacock on building and construction sector records asd@nationalarchives.gsi.gov.uk

5. First Year of Implementation Review

Kiara prepared an infographic version of the news from our first year of implementation. The group thought this worked well and it will be tidied up and general business archive news added to the reverse side and published.

Once this is published it will be emailed with covering text to put it in context for those who don't know about the strategy to:

- Bus-Arch, Scot-Arch, Archives-NRA listservs
- Stakeholders and implementators
- Chambers of commerce – inclusion in their journal?
- Create a poster sized version for archives to display in their searchroom?
- Economic development teams in councils may have local business contacts
- Scottish Council for Development and Industry

6. Year 2 Actions

The draft year 2 action plan was sent to implementers to ask them what they can contribute for the forthcoming year. Responses have been received and were included in paper C. Lesley had met with Ann Gow of Hatii and discussed their actions and they plan to report on their business archive activity each year so we know what has been happening.

Alison T felt that there were some actions which were going to require more planning by the group. These were:

- Action 11 - Targeting chambers of commerce. It was suggested we do a pilot, contacting 1 chamber. ASLAWG may have advice on the best individuals to approach in some chambers of commerce.
- Action 15 - Adding archive management to Corporate Responsibility Index. Need to figure out how to do this. Lesley suggested asking a business school.

The funding actions (31-33) were discussed and Kiara mentioned an event that we could hold to follow the practice in England and Wales of holding 'meet the archivist' events to bring together archivists, business collections, academics, users and perhaps funders.

Kiara will amend the actions to incorporate this information and the plan can then be published and circulated.

Kiara to update action plan and share with IG and lead implementers

7. Records Retention Factsheet

Kiara had shared a draft factsheet to cover the joint issues of records retention and creating a corporate archive. The group discussed the paper and agreed that we did not want to provide detailed, prescriptive advice. Instead we should signpost and promote existing guidance. So it would be best for the guide to link elsewhere and be available as a webpage.

ALL to email comments on the paper direct to Kiara.

8. Individual Reports and Updates

- Clare reported that James in the Section for Business Records attended the London 'meet the archivists' event and could share his thoughts.
- Kiara reported that she is expecting information from Stacey Capner who has organised the Welsh 'value of business archives for research' event.
- Rowan had sent an email update. She suggested sharing paper D with STICK and MGS and also disseminating the guidance through SMF, MGS and STICK.
- Rachel asked the group for actions to take to ASLAWG. It was decided to promote the action plan and existence of CMT to local archivists.

9. AOB

Norman mentioned the consultation on the proposed abolition of the Railway Heritage Committee and transfer of its designation function to the Board of Trustees of the Science Museum is happening until 1st March <http://www.dft.gov.uk/consultations/dft-2012-01/>. Should NSBAS Imp Group respond? Kiara suggested discussing it with STICK and Rowan.

Kiara and Rowan to discuss and report back to group.

Norman reported on the work TNA is doing with their discovery system to view their collections. There is an opportunity during its development to try to enable viewing for business collections. The SCA and NRS are also investigating this software for their online catalogues. Kiara is attending a workshop on discovery at Hatii on Monday 30th and will report back to the group.

Kiara to report on discovery system workshop.

10. Date and venue for next meeting

The next meeting will be held in the week beginning 16th April in Glasgow. Kiara will circulate potential dates. Date, venue and time to be confirmed.

Kiara to circulate dates.