

## Implementation Steering Group Note of Meeting held 26 July 2012

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Kiara King

**Attendees:** Alison Rosie, Alison Turton, Kiara King, Lesley Richmond, Alex Ritchie, Rachel Hosker.

**1. Apologies:** Kevin Wilbraham, Robin Smith, Kirsty Lingstadt, Rowan Brown.

### 2. Minutes

Minutes of the previous meeting were approved.

### 3. Matters Arising

- **BASIG update**

The minutes from the May meeting had previously been circulated and there were no further updates.

- **Crisis Management Team**

Kiara updated the group on the Stewarts of Edinburgh records which were collected and are going to Edinburgh City Archives. Contact has been made with KPMG about John Brown Gas Turbines Archive Records but they have storage at the moment with Iron Mountain so don't want any assistance with the archives. The workings of the CMT were discussed and Kiara reported that it works well having everyone update the rest of the team when action has been taken.

- **Insolvency practitioners**

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

Alison Turton had scanned the 1986 BAC *Record Aids* leaflet prepared by Michael Moss on how to approach liquidators/administrators. Kiara and Alex had discussed updating this and will work on it jointly, asking key people with appropriate experience to review it.

On the 16th October there is a IPA Regional Regulatory Roadshow in Edinburgh which it might be worth having a presence at if the IPA thinks it appropriate. Kiara has also asked Margaret Wilson at PWC about communication channels and she is going to discuss it with colleagues and report back.

**Alex and Kiara to update Record Aids leaflet.  
Kiara to contact IPA to ask about attending their October event.  
Kiara to report on advice provided by Margaret Wilson.**

- **Accreditation**

No further updates have been received but they are currently entering the piloting of the draft standard stage.

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

- **Archives Awareness Campaign 2013**

Alison T reported that the format of AAC will be changing after 2013 but it is not yet known. It was suggested that we ask SCA to formally support 'the working archive' as a theme for archives in 2013. This would also tie in the Scottish Government theme of 2013 being the year of Natural Scotland. We could provide examples of business archive collections that represent businesses that have used natural resources. Rachel had raised the 'working archive' proposal with ASLAWG members who were very positive about it.

It was decided to approach the SCA with a formal proposal outlining what the theme could include and how it could work with other events or existing projects that archives are involved in to ask for their support in promoting it as theme for Scottish Archives in 2013.

**ALL to send Kiara ideas for how they would interpret the theme to go into a proposal for SCA .  
Kiara to find out when next SCA meeting is.**

- **Case Studies**

These case studies have been published:

- John Murray Archive
- RBS/NLS for Company of Scotland and UNESCO recognition

These case studies are ready but waiting final approval:

- Tasglann nan Eilean Siar about Harris Tweed
- Thales and Barr & Stroud collection at GUAS

These case studies are drafted:

- Upper Clyde Shipbuilders
- James Finlay Tea Estate
- Whaling Project at McManus Museum, Dundee

**Kiara to continue to publish case studies on a regular basis.**

- **BACS 'Meet the Archivists'**

The BACS have agreed and published a programme for the 'Meet the Archivists' event on 9<sup>th</sup> November at the Centre for Business History in Glasgow. This is a free workshop aimed at encouraging students and academic researchers to make the most of Business Archives. The programme is online here

<http://www.gla.ac.uk/services/archives/bacs/events/>

The potential for an online version of the resources produced on the day was discussed and possible sources for support to help with costs.

- **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.**

#### **4. Data Mapping Project Update**

Kiara talked through Paper A which outlined the fact that the report is finished but the online presentation is not yet satisfactory. It was felt that the presentation of the data in an online visual format would not be a difficult job for someone trained in data visualisation (a potential source of advice would be TNA and their mashup/hack day events). The project should be mentioned to initiatives like SCAN to think about how archival data is presented online. Lesley suggested that the tagging of collections with subject keywords could be a potential Club 21 project at the University of Glasgow.

After discussion it was agreed that the report and methodology should be published but a big launch was not appropriate until the online resource was ready.

**Kiara to publish report and methodology and highlight this to ARA.  
ALL to consider what IT contacts they may have for data visualisation or mashup things.  
Kiara to contact HATII at the beginning of academic year to raise it as a potential project.**

## 5. Year 2 Actions

Updates had been requested from the stakeholders and implementers on their 6 month project for the Year 2 action plan. The SCA had provided a detailed update but no other information had been received yet by Kiara. The group discussed some specific actions such as:

- Action 27 – academic research into archives. The end of the academic year would be the best time to contact HATII and CAIS for information about this. RBS is also running a project with Edinburgh University to get students into the archive that would make a good case study.
- Action 11 - contacting the Chambers of Commerce. The events and talks that chambers hold are an opportunity to speak to them about business records. It was also suggested by Alison R that PROBUS (retired businessmen) may be a better avenue to get our message to.

**Rachel to ask ASLAWG for local business contacts.  
Kiara to contact HATII and Dundee courses.**

## 6. Individual Reports and Updates

- Alex reported that more news and podcasts have been made available via TNA and the MBA diary websites. The University of Hertfordshire is interested in hosting a business event. The 2013 ICA section for business and labour conference will be in Basel, Switzerland. The ABC survey is progressing well.
- Rachel provided feedback from ASLAWG and the progress that David Powell at Tasglann nan Eilean Siar has had with over 50 businesses, including surveys for 25 of them. In the borders they are working with the museum on an outreach project with textile collections and have worked with RCAHMS on an architectural collection.
- Kirsty asked that it be reported that the RCAHMS options appraisal process had finished and a merger with Historic Scotland was the outcome.
- Rowan provided these links:
  - The Scottish Archaeological Research Framework has now published its findings <http://www.socantscot.org/scarf.asp>
  - The Scottish Law Society has now published the report and draft bill on prescription and title to moveable property <http://www.scotlawcom.gov.uk/law-reform-projects/prescription-and-title-to-moveable-property/>
  - The Museum Association has an open consultation on due diligence <http://www.museumsassociation.org/news/11072012-deadline-due-diligence-guidelines>
  - The first round of Accreditation returns under the new scheme is due at the end of this week.
- Alison R spoke about the difficulties of getting the message across to the right people in a company about their records.

- Kiara reported that the Ballast Trust is celebrating its 25<sup>th</sup> anniversary at the end of this year and may have a potential deposit of records from Kays' of Scotland the curling stone manufacturers.
- Alison T reported on the use of facebook by RBS and mentioned in particular the introduction of facebook timeline may mean that those businesses with a facebook presence could make the most of information from their archives.

#### 7. AOB

- ARA/BACS Joint meeting

The ARA Scotland Group is keen to have another joint meeting with BACS on the subject of business records and is looking for a topic for the day. Lesley suggested the theme of technical records. Kiara said that this would particularly suit the Ballast Trust as it's our 25th anniversary this year and we have some engineering record retention guidance to go along with the core ship plans guidance that we could talk about on the day. Rachel also mentioned that the borders archive project with RCAHMS on architectural papers would be a good subject to be discussed.

**Kiara to contact Kirsty and Karl with this suggestion.**

#### 8. Date and venue for next meeting

The next meeting will be held in October in Edinburgh as SCA have offered to host a meeting. A potential date of **Thursday 11<sup>th</sup> October** was decided but Kiara will circulate a doodle poll to check with everyone. Date, venue and time to be confirmed.