

Implementation Steering Group Note of Meeting held 11 October 2012

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Alison Rosie, Alison Turton, Kiara King, Lesley Richmond, Alex Ritchie, Kirsty Lingstadt, Rowan Brown, Victoria Brown.

1. Apologies: Kevin Wilbraham, Kenneth Dunn, Janice Miller.

2. Minutes

Minutes of the previous meeting were approved. Alison T raised the issue of the records retention guidance which wasn't on the agenda anywhere else. Kiara hasn't received any further comments on this and will recirculate it.

**Kiara to circulate the records retention draft again.
ALL to comment.**

3. Matters Arising

- **BASIG update**

Alex provided an update on the meeting that was recently held (minutes to be circulated when available) and further details are in his BASIG report to be circulated.

- **Crisis Management Team**

Kiara reported that in Scotland there has been a positive response from administrators in the case of Ritchie Brothers and Dawson International. In both cases the local authority archives have been kept informed and we're hopeful that some records will come out of it.

- **Accreditation**

Alison T had circulated the new draft of the accreditation standard and asked for comments. Everyone agreed that the language used in the standard was more general and inclusive. Rowan highlighted issues with the timescales of management meetings and the accreditation application process in the museum sector. Victoria informed the group that the Scottish archives involved in the pilot are Falkirk, Angus and the Lothian Health Board Archives.

Alison T to ask for clarification on section 3.3 Collections Access.

- **Case Studies**

These case studies are ready but waiting final approval before publication:

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

These case studies are being drafted:

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

The Ballast Trust has a new volunteer that will be assisting with the drafting of case studies and formatting them for print.

Kiara to continue to publish more before the end of the year and arrange to get postcards printed of the new case studies.

- **BACS 'Meet the Archivists'**

Kiara and Kirsty reported that plans for the 'Meet the Archivists' event on 9th November at the Centre for Business History in Glasgow are all in place. There are 24 places left out of 40 and we'll be doing more publicity. Alison T suggested that the leaflet be circulated to Implementation group members for them to circulate.

Kiara to send the meet the archivists email to ALL.

- **Data Mapping Project Update**

The report and methodology had been published by Kiara and ARA were happy with what was produced. The group discussed how to take the project forward – primarily how to improve the online visualization of the data and extend the dataset to include business archive collections held in other sectors like museums.

Rowan suggested we consider working with those museums with recognised collections and the MGS Recognition Scheme to get funding to tackle their archive collections. The deadline for that funding stream this year is 23rd November so there's not enough time to put together an application with a partner museum.

To encourage use of the collections it was suggested that an essay prize could be established and promoted. Lesley mentioned that the SCAN 2 project will have a map capability so we should focus on extending the dataset rather than the visualization of it.

Alison R suggested looking into HLF funding for a roving archivist to work with museums to survey their archives and provide training to staff. The group agreed this was a good idea and it is to be researched further.

**Alison R to research prize amounts given to students.
Rowan will contact the recognised collections about their archives.
Alison R to pull together ideas for a HLF roving archivist for circulation and comment.**

4. Archives Awareness Campaign 2013

Alison T reported that no further information was available from TNA about the format of AAC after this year. A paper had been circulated to the SCA for their recent meeting but there wasn't time to discuss it. However Victoria said that SCA are positive about it and the office will be considering it for inclusion in their business planning for 2013-14.

Once SCA formally approve it then the Implementation Group can discuss plans for the year of 'the working archive' via email before our January meeting. The fact that 2014 will be the year of homecoming and the centenary of the WWI will mean an increase in ancestral tourism and archives and museums will want to be prepared to maximise on this and resources about working lives can play a part in this.

Victoria to circulate proposal and ask SCA committee to confirm their support of it.

5. Insolvency practitioners

Kiara suggested it would be helpful to have a discussion as a group about what our objective is regarding insolvency practitioners and pull ideas into a more focused

plan for going forward. The IPA had been contacted about attending their Regional Regulatory Roadshow in Edinburgh but it was felt that it wouldn't be the best use of resources at this stage.

Alex reported that there has been no further progress on the letter to the IP Association from TNA's Chief Executive office. The BAC were going to contact TNA to push the issue and Alison T will contact BAC to register our interest in the issue being highlighted.

Having documented examples and a clear message to approach the IPA with was agreed to be the best way forward. Kiara and Lesley had previously discussed the idea of a quartet of case studies covering each decade from the 1970s and UCS example. Once this had been researched and produced it would make a good article for the IPA news and also to send out as potential copy to journalists for the business pages of Scottish newspapers. The SCA will share their press contacts for this.

**Alex and Kiara to update Record Aids leaflet.
Alison T to contact BAC.
Kiara to review BACS files to find examples for case studies covering the last 40 years.**

6. Year 2 Actions

It was agreed that a review of the Year 2 action will be necessary before the January meeting to see what activities can be closed off that are currently in progress and plan for Year 3.

**ALL to review the Year 2 plan and send any updates to Kiara
Kiara to prepare a review of Year 2 Actions ahead of our next meeting.**

7. Individual Reports and Updates

- Alex reported that the next ICA SBL symposium planned for April 2013 will take place in Basel, hosted by F Hoffmann-La Roche. On the crisis management team front records of Alders store in Croydon are set to be deposited with the local archive service. His full report will be circulated in a separate document.
- Kirsty reported that the merger of Historic Scotland and RCAHMS is progressing with a bill put to government next year.
- Victoria updated the group on the SCA's education pilot which will be including business archives as some of the source material.
- Lesley had no relevant SUSCAG news to report.
- Rowan reported that the SCARF website had been launched and it has a section for resources on it that it may be worth adding some case studies and links to. <http://www.scottishheritagehub.com/>. Also Historic Scotland have been asked to write a new industrial heritage strategy.
- Kiara had no ballast trust news to report.
- Alison R reported that Standard Life are advertising for a 16 week archivist post which is good news and would make a good case study.

8. AOB

None to discuss.

9. Date and venue for next meeting

The next meeting will be held in January in Edinburgh. Kiara will circulate a doodle poll to check with everyone. Date, venue and time to be confirmed.