

## Implementation Steering Group Note of Meeting held 17 January 2013

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Kiara King

**Attendees:** Rowan Brown, Victoria Brown, Kenneth Dunn, Kiara King, Janice Miller, Alex Ritchie, Lesley Richmond, Alison Rosie, Vicky Stretch and Alison Turton.

### 1. Apologies

Kevin Wilbraham, Kirsty Lingstadt.

### 2. Minutes

Minutes of the previous meeting were approved.

### 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 attempts to contact Halls of Broxburn have been unsuccessful. Alex reported that they have had a good response from Comet and action is planned for Jessops.

- **Accreditation**

Vicky reported that Network Rail had taken part in the pilots and found it to be a valuable exercise with some suggestions about terminology for business archives. Victoria informed the group that the SCA will be organising training for accreditation in May/June.

- **Case Studies**

Kiara had published a case study on the Whaling Project at McManus Museum before Christmas but there were still some ready and others to be drafted. Rowan suggested a Telford case study and it was agreed that a series of case studies focusing on collections saved in cooperation with insolvency practitioners would be the

**Kiara and Lesley to review BACS collections and identify 4 case studies from 1970s to 2000s**

- **BACS 'Meet the Archivists'**

Kiara reported that the day had gone well and very positive feedback had been received. The BACS plans to hold a similar event this year perhaps with a focus on art and design business records that might appeal to a different student base.

- **Data Mapping Project Update**

Kiara gave an update on the project. No further action has been taken on developing the online version of the data, instead we will wait for the results of SCAN2 project.

- **Insolvency Practitioners**

It was agreed given the lack of response from IPA to the contacts made by TNA that it would be more productive to focus our efforts locally on Insolvency Practitioners in Scotland.

Having documented examples and a clear message to approach the IPs with was agreed to be the best way forward. A set of case studies will be worked on and the updating of the Records Aid leaflet will also help with this.

It was agreed to contact the BAC to find out what plans they had for moving forward with the issue and to register our interest in the issue being highlighted.

**Alex and Kiara to update Record Aids leaflet**  
**Alison T to contact BAC and coordinate joint approach**  
**Kiara to review BACS files to find examples for case studies**

#### **4. Second Year of Implementation Review**

Kiara introduced Paper A which outlined the main achievements from Year 2. Rowan suggested adding in the visit to the Ballast Trust by Annabel Goldie and her support of the National Strategy for Business Archives in Scotland and Crisis Management Team successes.

**Kiara to prepare an infographic version of this for publicity**

#### **5. Rolling Action Plan – Year 3 Actions**

The group reviewed Paper B which listed all the original actions and their status to identify those to focus on in Year 3.

**Kiara to prepare a version of the Year 3 action plan**

#### **6. The Working Archive**

The group noted their thanks to the SCA for supporting and approving The Working Archive as an awareness theme for 2013.

A timetable for launching the theme was discussed and potential events. It was decided that it would be most practical to launch in April 2013 and run into 2014 along a financial/business calendar year.

The branding and logo for the theme were discussed at length and the importance of getting across the two sides to the theme: working archives and also archives/archivists that work.

Victoria suggested that the working archive could be included in the plans for an SCA display at the Scottish Parliament to last 3 days. Alison R suggested the display space in the Adam Dome at National Records of Scotland could be used as well.

**Kiara to revise logo**  
**Alison R to investigate use of NRS exhibition space**  
**Sub-group of Alison T, Kiara, Lesley and SCA to move things forward**  
**Janice to update ASLAWG members**

#### **7. Digital Records Project**

Lesley introduced the paper on a digital records project and discussed the background to the project. It was suggested that if the project goes ahead that some commercial firms facing problems with managing their digital records might want to participate in a pilot.

**8. Individual Reports and Updates**

- Lesley had no SUSCAG news to report.
- Kiara mentioned that it was the Ballast Trust's 25<sup>th</sup> anniversary and a history publication had been prepared.
- Kenneth highlighted the Bartholomew Maps exhibition which is on now.
- Alison R reported that the Standard Life archivist is doing well.
- Janice said that the next ASLAWG meeting is on in February and the strategy will be on the agenda.
- Rowan reported that all museums are going through the accreditation process just now and also the Mining Institute is having a history written.
- Victoria reminded the group that the results of the SCA's education pilots will be published soon.

**9. AOB**

None to discuss.

**10. Date and venue for next meeting**

The next meeting will be held on 14<sup>th</sup> March in Edinburgh.