

## Implementation Steering Group: Annual Action Plan – Year 1

### Introduction

This is a revised version of the first year action plan. The actions have been taken and developed from the Strategy itself and the timetable for the first year will run in quarters as follows:

- October – December 2010 = 1<sup>st</sup> quarter
- January – March 2011 = 2<sup>nd</sup> quarter
- April – June 2011 = 3<sup>rd</sup> quarter
- July – September = 4<sup>th</sup> quarter

Priority <sup>1</sup>	Ref	Detailed Action	Timetable	Who and what
High	8.2.2	Website - create a Scottish business archives website	Q1 <sup>st</sup> November 2010	BT - content SCA - admin
High	8.2.10	Case studies - collect case studies to illustrate best practice examples of the management and use of business archives	In progress Q1 <sup>st</sup> November 2010	BT and SCA – collect studies
High	8.1.1	Launch - Hold a launch for the Strategy	Q1 <sup>st</sup> December 2010	BACS – make arrangements
High Q	8.2.1	Website - promote UK guide to <i>Managing Business Archives</i>	Q1 <sup>st</sup> November 2010	BT add details to site
High Q	8.1.2	Crisis Management Team (CMT) - agree and publish a 'memorandum of understanding' between the members	Q1 <sup>st</sup> December 2010	Team to agree and BT to publish details on site
High Q	8.1.2	Crisis Management Team - publish details of crisis management team and chain of operations for archives at risk	Q1 <sup>st</sup> December 2010	BT to update website
Medium	8.1.1	Events - agree a specific number of events and networking opportunities to go in program for first year and publish	Q2 <sup>nd</sup>	NSBAS Imp group – agree at next meeting
High Q	8.1.5	Data Mapping - send out a questionnaire to collect data on business archives collections	Q2 <sup>nd</sup>	This would be most effective coming out from SCA or NAS
High Q	8.1.10	Events – Create a calendar of potential international and UK business archive events/publications to contribute to	Q2 <sup>nd</sup>	BACS and BRG – does this exist already?

<sup>1</sup> A Q indicates 'quick win' actions and a ✓ indicates actions that have been completed.

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High	8.3.7	Website - prepare a factsheet on the DPA and Business	Q2 <sup>nd</sup>	NRAS – do NRAS have existing guidance they can adapt?
Medium	8.3.4 8.3.1	Website - publish existing training and educational resources	Q2 <sup>nd</sup>	BT will upload documents
Medium Q	8.1.3	Insolvency Practitioners – inform them of the strategy and new working framework	Q2 <sup>nd</sup>	BT as CMT rep
Medium Q	8.2.9	Website - create and publish list of repositories that are existing centres of excellence to improve awareness	Q3 <sup>rd</sup> (after results of data map)	Who will recognise this? NAS/SCA/BACS?
Medium	8.1.9 8.3.4	Event - organise one training event for ARA to encourage custodians of business archives to share best practice	Q3 <sup>rd</sup>	BACS, ARA, BRG – can make use of previous presentations
Medium	8.1.3	Insolvency Practitioners – hold an event to showcase the collections that have been saved by working with them	Q3 <sup>rd</sup> / Q4 <sup>th</sup>	BACS or BT
Low Q✓	8.2.5	Events – arrange for 2013 Archives Awareness Campaign theme to be Business Archives	Done. Q4 <sup>th</sup> discuss actions to prepare	TNA has agreed this with Rene Kinzett to be formalised

### Abbreviations

ARA Archives & Records Association  
 ASLAWG Archivists of Scottish Local Authorities Working Group  
 BAC Business Archives Council  
 BACS Business Archives Council of Scotland  
 BRG Business Records Group  
 BT Ballast Trust  
 CAIS Centre for Archive and Information Studies  
 CBHS Centre of Business History in Scotland  
 FARMER Forum for Archives and Records Management  
 Education and Research  
 HATII Humanities Advanced Technology and Information Institute

NAS National Archives of Scotland  
 NLS National Library of Scotland  
 NRAS National Register of Archives for Scotland  
 RCAHMS Royal Commission on the Ancient and Historical  
 Monuments of Scotland  
 SCA Scottish Council on Archives  
 SCAN Scottish Archive Network  
 SIAP Scottish Industrial Archaeology Panel  
 SRA Scottish Records Association  
 TNA The National Archives