

NSBAS Year 2 Action Plan

Introduction

These are the actions that have been identified for inclusion in the Year 2 action plan. The actions have been taken and developed from the Strategy itself and the timetable for the second year will run in quarters as follows:

- January – March 2012 = 1st quarter
- April – June 2012 = 2nd quarter
- July – September 2012 = 3rd quarter
- October – December 2012 = 4th quarter

For this plan a simpler numbering system was introduced which related to all the potential actions and only certain actions have been carried through to the year 2 plan. The original strategy goal (shown in roman numerals) that the action relates to has been moved to the first column. Those actions where work has been undertaken or is planned have the details of those specific tasks listed below the action in bullet points. Actions that were included in the first year action plan are indicated with a ❶ symbol.

Action Plan

REF & GOAL	ACTION	IMPLEMENTERS (Lead in bold)	STATUS	PRIORITY
Develop networks and partnerships (Action 8.1)				
3 II ❶	Engage with the Insolvency Practitioners to develop agreed processes to safeguard business archives <ul style="list-style-type: none"> • Alex Ritchie is now leading on this at a high level • Letter sent from CEO of TNA to IPA on this issue • Imp Group to consider making local approaches to IP firms in Scotland • Crisis Management Team have established reporting and monitoring processes 	TNA , BACS, BASIG	In progress Y2	High
4 I,II	Continue to actively engage with business and business development agencies through surveying, projects and communication to encourage care of records and/or their deposit in public repositories <ul style="list-style-type: none"> • BACS continues to engage with Capturing the Energy project • ASLAWG will seek to work with other interested parties to promote outreach endeavours within its partner organisations directed towards the business 	BACS , NRAS, ASLAWG, local collecting repositories	Y2	Medium

	<p>communities</p> <ul style="list-style-type: none"> ASLAWG will through it meetings attempt to support and increase awareness of potential links between businesses and local authority archives NRAS continues to advise businesses on the care and deposit of their archives and liaises with archives throughout Scotland. 			
5 III ①	<p>Collect data to contribute to a UK map showing distribution of business archives collections by sectors of the economy</p> <ul style="list-style-type: none"> Data Mapping project underway for Scotland, funding secured TNA provided dataset from National Register of Archives for project NRAS/NRS will assist project officer with assessment of available data held by both organisations and elsewhere 	BT , TNA, BACS, NRS	In progress Y2-Q1	High
6 III, IV	<p>Promote better communication and flexibility in approaches to custodianship of business collections between archives, museums, libraries, and community groups</p> <ul style="list-style-type: none"> SCA will make available their communication channels for this purpose SCA will plan a business archives theme of their broadsheet newsletter Results of Data Mapping Project will be available to support this ASLAWG will through its benchmarking and best practice sharing function seek to provide appropriate guidance and support on entering into flexible custodial arrangements that better meet the needs of the business community 	SCA , ASLAWG, Museums	Y2	Medium
7 III	<p>Develop partnerships with user groups, including academics and amateur researchers and representatives for the built environment, to understand and support research interests and exploit researcher knowledge (Perhaps something similar to public engagement projects RCAHMS do eg 'Linking Communities to Historic Environments')</p>	BACS , SRA, SIAP, RCAHMS	Y2	Low
8 IV	<p>Encourage partnerships between custodians of business archives and the academic community to attract project funding</p> <ul style="list-style-type: none"> BACS to organise and hold a 'meet the archivists' event similar to event BAC runs each year to promote collections to academics and invite funders 	BACS , CBHS, Universities, museums and libraries	Y2-Q4	Medium
9 IV ①	<p>Create opportunities for custodians of business archives to share best practice experiences in the care and management of collections and to develop partnerships</p> <ul style="list-style-type: none"> Plan a joint skills-sharing training event with ARA and SCA to encourage colleagues (including business archivists) to share best practice (see action 25) SBR produce annual business-themed edition of ARC well used by business archives community to share best practice SBR investigating further use of the ARA website and community forums, and a 	BACS , ARA, NRS, SCA, SBR	In progress Y2	Medium (similar to action 25)

	newsletter to SBR members to allow more regular sharing of news			
10 III ①	Maintain Scottish presence in UK and international business archive networks and disseminate information regularly <ul style="list-style-type: none"> Continuing to contribute to a UK calendar of events on MBA site SBR contribute SBR events to MBA calendar of events and produce SBR newsletter / potential community forum on ARA site 	BACS, SBR	In progress Y2	Medium
11 I	Engage with small businesses through local chambers of commerce <ul style="list-style-type: none"> Send annual report for implementation group to chambers Consider a pilot approach to one chambers using local contacts 	BT, BACS	Y2	High
Increase awareness and access (Action 8.2)				
12 IV ①	Adapt and promote UK Business Guide to Managing Archives for the Scottish business community with case studies to demonstrate return on investment <ul style="list-style-type: none"> More case studies planned for website – SCA to promote these SCA launching new website in May – will continue to include pages for business archives and strategy 	SCA, BACS	Ongoing Y2-Q2/3	Low
15 I, II	Support plan to add archive management to Corporate Responsibility Index and promote in partnership with Scottish Business in the Community <ul style="list-style-type: none"> BACS to work with academic contacts to investigate how this can be achieved. 	BACS, SCA	Y2	High
16 I, III ①	Link into national campaigns to promote business archives through the media and events e.g. Archives Awareness Campaign <ul style="list-style-type: none"> Try to secure Business Archives as potential theme for Archives Awareness 2013. SCA will advocate for a Business Archives theme in 2013, using its established links with the co-ordinator and participants in the AAC Tie in with doors open days and museum archives and other wider events e.g. 2012 is Scottish Government's 'Year of Creative Scotland' The SCA will exploit its expanding network of media contacts to enquire about wider coverage for Business Archive The SCA will promote the participation and inclusion of Business Archives in the 2012 AAC theme (Games, Sport, Olympics) 	SCA, BACS, BASIG	In progress Y2	High
17 III	Promote the use of business archives across the spectrum of users (schools, academics, private researchers, businesses), including non-traditional users e.g. MBA students <ul style="list-style-type: none"> The SCA will look at the contributions business archives can make to Education 	SCA, SCAN, BACS	Y2	Low

	through its Education Working group (composed of Education and Outreach specialists)			
18 I, II, III	Investigate potential to allow for targeted searching of business collections within existing online resources <ul style="list-style-type: none"> Part of Data Mapping project NRS are currently investigating development of a discovery browser for its catalogues and the NRAS on-line Register will be considered as part of this project 	NRAS , SCA, SCAN, NRS	Y2-Q3/4	Medium
19 II, III	Encourage archives to contribute full catalogues for their business collections to archive network sites, e.g. NRAS, and ensure that entries on NRAS/NRA and SCAN are accurate <ul style="list-style-type: none"> May be an outcome of Data Mapping project SCA will work with SCAN to encourage archives to contribute catalogues NRS are prioritising local archives which have not contributed catalogues in recent years 	SCAN , SCA, NRAS	Y2-Q3/4	Medium
21 III ❶	Work with repositories to collate and share best practice examples of the management and collection of business archives to support their promotion and exploitation by users in innovative ways <ul style="list-style-type: none"> Publish more case studies to mark 1st year of implementation 	BT , BACS, SBR	In progress Y2-Q2	High
Provide education and training (Action 8.3)				
22 I ❶	Create new and promote existing educational resources about the care, management, storage, value and use of business archives - including contribution to UK best practice website <ul style="list-style-type: none"> Prepare overview of existing guidance on retention of business records 	BT , BACS , BAC	Ongoing Y2	Medium
24 IV	Encourage archive and records management post-graduate courses to continue to ensure that students are fully exposed to business archives <ul style="list-style-type: none"> SBR hold an annual students' training day for this purpose Also make connections with marketing/business studies students 	SBR , BACS, FARMER, BAC	Y2	Medium
25 IV ❶	Encourage wider training and continued professional development opportunities in business archives for all those working with business collections <ul style="list-style-type: none"> Plan a joint skills-sharing training event with ARA and SCA to encourage colleagues (including business archivists) to share best practice (see action 9) SBR offer training annually with AGBM 	BACS , ARA, SBR, CAIS, HATII	Y2-Q3	Medium (similar to action 9)

26 III	Offer training to users on the distinctive features of business archives and the information they contain <ul style="list-style-type: none"> Attend family history fairs to represent business archives Prepare leaflet/poster for distribution 	BACS , SRA, ARA, SBR	Y2	Medium
27 IV	Encourage and support academic research into archival theory and its impact on the preservation of business archives <ul style="list-style-type: none"> HATII to report back on an annual basis about their business archive activity 	BACS , CAIS , HATII , CBHS, FARMER	Y2-Q4	Medium
28 IV ❶	Educate creators and custodians of business archives about how legislation impacts on record-keeping and retention, with particular reference to the Data Protection Act <ul style="list-style-type: none"> Prepare overview of existing guidance on retention of business records to cover DPA and corporate archives 	BACS , SRA, FARMER, SBR, CAIS, HATII	In progress Y2	High
Resourcing strategic implementation (Action 9)				
29 ❶	Convene and sponsor Business Archives Strategy Group to implement strategy <ul style="list-style-type: none"> Quarterly meetings will be held throughout 2012 (SCA will host one meeting) 	BT , BACS , SCA	On going Y2	High
30	Secure long-term funding of BACS Surveying Officer post as it is central to implementing the strategy	BACS , NRS	Y2	High
31	Encourage public/private sector archivists' collaboration to take advantage of funding	BACS , SCA	Y2	Low
32	Encourage partnerships between academics and archivists to secure joint funding as part of academic research grants <ul style="list-style-type: none"> Provide information about funding as part of the 'meet the archivists' event 	BACS , SCA	Y2-Q4	High
33	Encourage collaborative working between local authority and specialist repositories, community archives and other cultural organisations (i.e. museums and libraries) to maximise grant and funding opportunities for business archives	BACS , SCA, ASLAWG	Y2	Low
34 ❶	Produce annual action plans detailing specific objectives derived from the strategic actions <ul style="list-style-type: none"> Agree year 2 action plan at January meeting and publish via SCA hosted website 	BT , BACS , SCA	Complete Y2-Q1	High

Organisations

ARA	Archives & Records Association
ASLAWG	Archivists of Scottish Local Authorities Working Group
BAC	Business Archives Council
BACS	Business Archives Council of Scotland
BASIG	Business Archives Strategy Implementation Group (England & Wales)
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
NRS	National Records 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
SBR	Section on Business Records (formerly SBR)
SCA	Scottish Council on Archives
SCAN	Scottish Archive Network
SIAP	Scottish Industrial Archaeology Panel
SRA	Scottish Records Association
TNA	The National Archives