

## NSBAS Year 3 Action Plan

### Introduction

These are the actions that have been identified for inclusion in the Year 3 action plan. The actions have been taken and developed from the Strategy itself and the timetable for the third 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

The simpler numbering system has been used again, this relates to all the potential actions from the original strategy but only certain actions have been carried through to this year 3 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 and second year's action plan are indicated with a ❶ or ❷ symbol.

### Action Plan

REF & GOAL	ACTION	IMPLEMENTERS	STATUS	PRIORITY
<b>Develop networks and partnerships (Action 8.1)</b>				
2 II ❶❷	Create, formalise and maintain a crisis management team to co-ordinate and support emergency responses to save Scottish and cross-border business archives at risk and prevent the loss of records by destruction or transfer outside Scotland. <ul style="list-style-type: none"> <li>• Publish updated version of Records Aid leaflet to share best practice</li> <li>• Continue to monitor and respond to records at risk</li> </ul>	BACS, NRS, RCAHMS, TNA, NLS, BT	Ongoing Y3	Medium
3 II ❶❷	Engage with the Insolvency Practitioners to develop agreed processes to safeguard business archives <ul style="list-style-type: none"> <li>• Take a Scottish approach to this by targeting practitioners in Scotland.</li> <li>• Develop series of case studies focused on examples of records saved through cooperation with IPs</li> <li>• Approach IPA publications with articles</li> </ul>	BACS, BASIG, TNA	In progress Y3-Q2	High

4 I,II ②	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"> <li>Action taken throughout the year via Crisis Management Team</li> <li>BACS continue to engage with Capturing the Energy project</li> <li>ASLAWG will seek to work with other interested parties to promote outreach endeavours and will through it meetings attempt to support and increase awareness of potential links between businesses and local authority archives</li> <li>NRAS will continue to advise businesses on the care and deposit of their archives and liaise with archives throughout Scotland.</li> </ul>	<b>BACS</b> , NRAS, local collecting repositories	Ongoing Y3	Medium
6 III, IV ②	Promote better communication and flexibility in approaches to custodianship of business collections between archives, museums, libraries, and community groups <ul style="list-style-type: none"> <li>Hold a training and networking event</li> </ul>	<b>SCA</b> , ASLAWG, Museums	Y3-Q3	Medium
7 III ②	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 <ul style="list-style-type: none"> <li>Target STICK and other Scottish industrial heritage groups</li> </ul>	BACS, SRA, SIAP, RCAHMS	Y3-Q4	Low
8 IV ②	Encourage partnerships between custodians of business archives and the academic community to attract project funding <ul style="list-style-type: none"> <li>A 2<sup>nd</sup> 'meet the archivists' event will be held in Autumn and will include a funding component</li> </ul>	<b>BACS</b> , CBHS, Universities, museums and libraries	Ongoing Y3-Q4	Low
9 IV ①②	Create opportunities for custodians of business archives to share best practice experiences in the care and management of collections and to develop partnerships <ul style="list-style-type: none"> <li>Hold a training and networking event</li> </ul>	<b>BACS</b> , ARA, NRS, SCA, SBR	Ongoing Y3-Q3	Medium
10 III ①②	Maintain Scottish presence in UK and international business archive networks and disseminate information regularly <ul style="list-style-type: none"> <li>Continue to contribute to a UK calendar of events</li> <li>Promote Year of <i>The Working Archive</i> across the UK</li> </ul>	<b>BACS</b> , SBR	Ongoing Y3	Medium
11 I ②	Engage with small businesses through local chambers of commerce <ul style="list-style-type: none"> <li>Send annual review for implementation group to chambers</li> <li>Contact them about giving a talk on business heritage at their events</li> </ul>	<b>BACS</b> , BT	Y3-Q1	Medium
<b>Increase awareness and access (Action 8.2)</b>				
12	Adapt and promote UK Business Guide to Managing Archives for the Scottish business	SCA, BACS, <b>BT</b>	Ongoing	Low

IV ①②	community with case studies to demonstrate return on investment <ul style="list-style-type: none"> <li>Publish more case studies</li> </ul>		Y3	
14 III	Work with business to exploit their archives as business assets, to manage them professionally through staffing or deposit in a public archive	<b>BACS</b> , BT	Y3-Q4	Medium
15 I, II ②	Support plan to add archive management to Corporate Responsibility Index and promote in partnership with Scottish Business in the Community	SCA, BACS	In progress Y3	Medium
16 I, III ①②	Link into national campaigns to promote business archives through the media and events <ul style="list-style-type: none"> <li>SCA approved <i>The Working Archive</i> as awareness theme for Scotland in 2013</li> <li>Plan and carry out timetable for events and initiatives for <i>TWA</i></li> <li>Consider how we can tie in with Year of Homecoming in 2014</li> </ul>	<b>SCA</b> , BACS, BASIG	In progress Y3 Q2-Q4	High
17 III ②	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"> <li><i>TWA</i> will include several events to meet this action</li> <li>A 2<sup>nd</sup> 'meet the archivists' event will be held in Autumn</li> <li>Work with STICK on their 2013 conference 'design in industry'</li> </ul>	SCA, SCAN, BACS	In progress Y3-Q4	Medium
19 II, III ②	Encourage archives to contribute full catalogues for their business collections to archive network sites e.g. SCAN2, and ensure entries on the NRAS/NRA are accurate <ul style="list-style-type: none"> <li><i>TWA</i> will raise awareness of this across archives sector</li> </ul>	SCAN, SCA, NRAS	Y3	Medium
21 III ①②	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"> <li>Publish more case studies</li> <li><i>TWA</i> events will promote this use of archives</li> </ul>	BACS, SBR, <b>BT</b>	Ongoing Y3	High
<b>Provide education and training (Action 8.3)</b>				
22 I ①②	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"> <li>Published training resources on technical records and using business archives for academic research</li> </ul>	<b>BACS</b> , BAC, BT	Ongoing Y3	Medium
23 I, IV	Encourage Scottish business archives to participate in any wider accreditation schemes developed for the UK or its devolved administrations <ul style="list-style-type: none"> <li>SCA to provide training once Archives Accreditation scheme is launched</li> </ul>	NRS, <b>SCA</b> , TNA	Ongoing Y3-Q3	Low

24 IV ②	Encourage and enable 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"> <li>Promote example of RBS 'archive taster weeks'</li> <li>Engage with corporate archives to find out who offers visits to students</li> </ul>	SBR, <b>BACS</b> , FARMER, BAC	Ongoing Y3	Medium
25 IV ①②	Encourage wider training and continued professional development opportunities in business archives for all those working with business collections <ul style="list-style-type: none"> <li>Hold a training and networking event, make links with library groups/associations</li> </ul>	<b>BACS</b> , ARA, SBR, CAIS, HATII	Ongoing Y3	Medium
26 III ②	Offer training to users on the distinctive features of business archives and the information they contain <ul style="list-style-type: none"> <li>Promote existing guidance that has been produced to user groups</li> <li>BACS to plan a training day on photographic records</li> </ul>	<b>BACS</b> , SRA, ARA, SBR	Ongoing Y3	Medium
28 IV ①②	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"> <li>Factsheet in draft for DPA and corporate archives</li> </ul>	<b>BACS</b> , SRA, FARMER, SBR, CAIS, HATII	In progress Y3	High
<b>Resourcing strategic implementation (Action 9)</b>				
29 ①	Convene and sponsor Business Archives Strategy Group (drawn from all archive sectors) to implement strategy	BT, BACS, SCA	Ongoing Y3	High
30 ②	Secure long-term funding of BACS Surveying Officer post as it is central to implementing the strategy	BACS, NRS	In progress Y3	Medium
31 ②	Encourage public/private sector archivists' collaboration to take advantage of third party funding	BACS, SCA	Y3	Low
32 ②	Encourage partnerships between academics and archivists to secure joint funding as part of academic research grants	BACS, SCA	Y3	Low
33 ②	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 <ul style="list-style-type: none"> <li>Contact Industrial Museums to suggest training days and partnership working</li> </ul>	<b>BACS</b> , SCA, ASLAWG	In progress Y3	Medium
34 ①②	Produce annual action plans detailing specific objectives derived from the strategic actions <ul style="list-style-type: none"> <li>Third year action plan agreed at January meeting</li> </ul>	<b>BT</b> , BACS, SCA	Ongoing Y3	High

**Abbreviations**

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 (for England & Wales)
SBR	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
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 for Business Records (ARA)
SCA	Scottish Council on Archives
SCAN	Scottish Archive Network
SIAP	Scottish Industrial Archaeology Panel
SRA	Scottish Records Association
TWA	The Working Archive