

ISSUE 10

DECEMBER/JANUARY 2011-12

# BROADSHEET



News Review from the  
**SCOTTISH COUNCIL ON ARCHIVES**

Christmas Dinner (1934), Image Courtesy of Shetland Museum and Archives



## WELCOME TO THE ISSUE (number 10)

A very warm welcome to *Broadsheet's* 10<sup>th</sup> edition.

It has been a busy and exciting year, not only for the SCA but also for Scotland's archive and records management sector. Most notable was the unanimous parliamentary support for the Public Records (Scotland) Act, passed in March of this year. The SCA supported passage of the bill by drafting and issuing advocacy materials, presenting evidence before Parliament, liaising with the National Records of Scotland bill team and hosting a consultation event.

Implementation of the legislation will be significantly assisted by two SCA initiatives - the Archives and Records Management Quality Framework (ARMS) and the SCA Generic Retention Schedules for Local Authorities. The SCA has focussed on supporting the delivery of core records management and archive services more efficiently.

2011 saw the launch of a number of SCA publications, including the *Broadsheet* newsletter and *Scotland's Archives Matter*. By facilitating communication both within and outwith the sector, we hope to raise awareness of the richness and depth of the archive heritage and of the crucial work undertaken (usually behind the scenes) by archive and records management professionals across Scotland. Furthermore, embracing social networks and undertaking archives awareness projects, such as the hugely successful Edible Archive, encourages dialogue, cooperation and active engagement.

As Chair of the Scottish Council on Archives (and avid *Broadsheet* reader!), I would like to take this opportunity to express sincere thanks to all the writers, interviewees, photographers, and editors - in short everyone that has worked so hard over the past 10 months to make the SCA newsletter such a success. Not content to rest on our laurels, the editorial team is bursting with ideas and plans for the future development of the newsletter. The New Year will see the launch of a series of special editions and themed issues, along with a variety of interesting new features.

On behalf of the SCA, I wish you a very happy Christmas and a wonderful New Year. Enjoy the issue.

Dr Irene O'Brien  
Chair of the Scottish Council on Archives



## COVER IMAGE

Glasgow City Archives

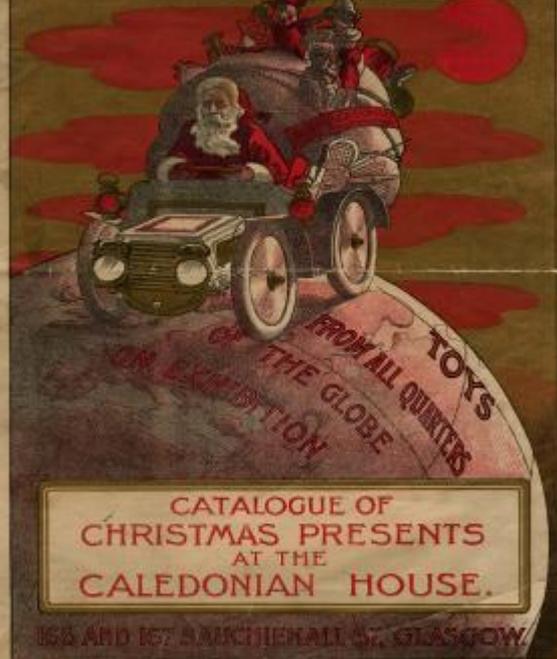
Christmas Bazaar at Copland and Lye Department Store, Glasgow

Date: c.1930

Links:

[www.tinyurl.com/glasgowcityarchives](http://www.tinyurl.com/glasgowcityarchives)

## COPLAND & LYE'S CHRISTMAS BAZAAR



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# LET IT SNOW, LET IT SNOW, LET IT SNOW

*Marc Boulay, Photographic Archivist at the University of St Andrews*

The Photographic Collection of the University of St Andrews Library is comprised of over 700,000 photographs of differing media, vintage and provenance. It is managed by the Department of Special Collections.

The Collection's strengths lie in its unique representation of regional Scottish culture, its historical development and in the topographical works created by Scottish photographers dating back to the earliest beginnings of photography in the 19<sup>th</sup> century.

A contemporary approach to archival work with photographic collections could open the doors to new kinds of interpretation, creating greater awareness of the importance and legacy of photography. To this end, the Department of Special Collections at the University is staged to take steps in new directions. Poised on the cusp of launching a new collections management system and web interface for the Photographic Collection, and with the University committed to building a dedicated Centre for Special Collections to preserve, access, and showcase our most prized materials, the future is looking very promising indeed.

The Photographic Archive:

[http://special.st-andrews.ac.uk/  
saspecial/](http://special.st-andrews.ac.uk/saspecial/)

*The Shadow Walkers*  
c.1980 Hamish Macmillan Brown

Reference: HMB-364

*Dairy Cart, Great North Road, Kincaig.*  
15 January 1945 Robert Moyes Adam

Reference: RMA-H7937



*Studies of Hoar Frost, St Peter's Church,*  
*Invergowrie*  
1878 J Valentine & Co

Reference: JV-8427



*Snow in the Quadrangle,*  
*University of St Andrews*  
February 2001 Peter G Adamson

Reference: PGA-E1535-3



# MEETING OF THE PARLIAMENTARY GROUP ON ARCHIVES

*Report by Marie Owens, Secretary to the All Party Parliamentary Group*

'Archival blood', claimed George Mackenzie, proves itself time and time again to be thicker than any 'national water'. The leaders of the UK's national archives met with the All Party Parliamentary Group on Archives and History on 5 December to brief them on the successes and challenges of the UK archive sector and to take their questions. The MPs and Lords who attended were joined by a small audience of archivists and historians.

Aileen McClintock (Director and Deputy Keeper of the Public Record Office of Northern Ireland), George Mackenzie (Keeper of the Records at the National Records of Scotland) and Oliver Morley (Chief Executive and Keeper of The National Archives at Kew) confirmed that the archive sector worked in a collegiate way across all national and many international boundaries, sharing many challenges in a difficult financial environment and an ever-developing digital present and future. While the clear brief of each national repository was the safety, preservation and access to government records, significant work was also undertaken to advise the profession and the public about all aspects of archive work – specifically the 'right home for the right archive', be it religious, scientific, business or private.

The National Archives at Kew is one of the nation's biggest digital players. A great deal, though a small percentage of the overall total of 11 million records, is available online. As the records of government will increasingly be in digital format, it is vital, said Oliver Morley, that the right balance be struck. 'We have to continue to bring people in to see the original' he emphasised.

Aileen McClintock shared with the meeting the transformational effect of the new PRONI building in Belfast. Opened less than a year, the £30 million building has delivered the space and the facilities for the record office to take its proper place in the cultural landscape. Visits are up, events are well-supported and there is growing pride and ownership in the wider Northern Ireland community.

The three leaders were clear that, while users of archives are very satisfied and support the sector well, there is much work to do to create a wide understanding of archives and to create a culture in which archival and records work is valued. In buildings hundreds of miles apart, the leaders were all facing tough financial times; all agreed that 'scaling up' in the right facilities, was the preferred future for many very small archive collections.

The meeting with the All Party Parliamentary Group was a first. Chairman Dr Hywel Francis thanked the speakers warmly for their time and for the work they do. He assured them that the Group was hugely supportive and could be called upon as friends.



*Oliver Morley, Aileen McClintock, Hywel Francis and George Mackenzie*

*All Party Parliamentary Groups are informal cross-party groups run for and by members of the Commons and Lords. The Group on Archives and History was formed in 2008 and in addition to hosting a number of events to celebrate and support the work of the UK's archives, the Group also advocates widely for the sector. Further details can be found on the Archives and Records Association website:*

*[www.archives.org.uk/campaigns/parliamentary-activity.html](http://www.archives.org.uk/campaigns/parliamentary-activity.html)*



**Briefly outline your current position and the work involved.**

I am responsible for records management policies and procedures for Renfrewshire Council and for promulgating best practice. Most of my time is spent on information governance - training staff and elected members on Freedom of Information and Data Protection, and answering statutory requests, the Environmental Information Regulations and DP. To date this year we have had 800 FOI requests, 50 DP requests and, like most authorities, a small handful of EIR requests. It keeps me busy though as we are a small team - just me and my manager Allison, an Assistant Managing Solicitor.

**Describe records management in three words.**

Essential. Fundamental, Under-rated.

**Why Records?**

I sort of fell into it. I started off working for the civil staff of the Metropolitan Police in London, looking after a museum collection, which included records in the form of pensions, divisional ledgers, Victorian criminals registers and the like. We even had a suffragette flag made from part of Emmeline Pankhurst's corset! I did a professional museum qualification but our plans for a public museum for

the Service stalled due to lack of funds. I did another administrative job for 10 months and was then advised of a vacancy in the Metropolitan Police Archives Branch. This involved reviewing police files at the 'Second Review' stage, i.e. 25 years after creation, to see if they were of sufficient historical interest for transfer to the Public Record Office at Kew. My favourites were the murder case files, which often included photographs of the victims - it wasn't a job for the squeamish.

I went on to do a part-time Masters degree in Archives and Records Management, and after I completed the course I applied for the post of Deputy Departmental Records Officer at the Department for International Development (DFID) in East Kilbride. This brought me to Scotland, and enabled me to travel overseas 'teaching people filing' (as my wife Sarah-Jane put it) and latterly training staff in FOI just before the Act was introduced. After four years I went into local government as Records Management Officer at West Dunbartonshire Council, and two years later I moved into my current post in Paisley.

**What projects are you working on at the moment?**

The big one is the Electronic Document and Records Management system which is being rolled out across the Council. So far there are three 'early adopters' using the system, including my team which processes all our requests through EDRMS. There have been teething problems with the system, as many who have been involved in such projects will know.

A project for next year will be completing a records management plan for the authority, to

ensure compliance with the new Public Records Act 2011.

**Any favourite documents or records?**

We receive FOI requests on almost a daily basis, though I can't describe them as favourites! (I hasten to add that we treat each extremely seriously and endeavour to respond within the statutory timescale). The Metropolitan Police records were often very interesting. I particularly liked the 1969 file about cats employed as mousers in London police stations, and in that year an official budget line was introduced to purchase food for them. The file listed each cat by name!

**If you had an unlimited budget what would you do?**

With the rush towards electronic records management, I think that the care and preservation of legacy paper records is often overlooked. There are numerous records stores across the Council and with an unlimited budget I would centralise them in one store, properly staffed and resourced with the correct environmental controls.

**What has been the highlight of your career so far?**

I enjoy helping people to understand their past, and at the Police this occasionally involved assisting the relatives of murder victims with access to case papers. This could be very harrowing for them, but I think I was able to bring them some solace.

Another highlight at DFID was travelling to counties such as Afghanistan, Nepal, China, Vietnam, Mozambique, Malawi, and Zimbabwe. Sadly local government doesn't provide such opportunities!

# A TASTE OF HISTORY: THE EDIBLE ARCHIVE

*Culinary Adventures with the SCA's Archives Awareness Campaign*

Fancy substituting your traditional Christmas lunch for some delicious Sheep's Head Broth, or dare to be different and serve a turtle instead of turkey this year – and for those Boxing Day sandwiches, Locust Bread goes perfectly with leftovers...

They may not have had the stomach to prepare a sheep's head, and the local butcher certainly didn't have any turtles going spare (thank goodness!), but that didn't deter the Edible Archive project team from serving up a culinary banquet of traditional archival recipes at the Scottish Council on Archives' 'Taste of History' event in Edinburgh on 26 November. The Butler's Ginger Beer, Invalid Fruit Tart, 17<sup>th</sup> Century Orange Marmalade and traditional Orkney Pancakes were all on offer to visitors at the well attended feast, (not to mention a special SCA version of Locust Bread).

The emphasis of the day was to raise awareness of Scotland's rich and diverse archival collections, and to share in our food history by swapping tales of culinary adventures, family memories and favourite concoctions. In addition to the specially erected 'Recipe Wall', where people could pin their stories or select from a range of SCA Recipe Cards, there was a variety of workshops and talks; these included live cookery demonstrations, tales of Edinburgh's food past and a workshop exploring the highs and lows of World War II rationing.

The project is part of the UK-wide Archives Awareness Campaign, and the event was held in collaboration with the charity Streetwork and Scotland's History Festival. Festival Director, Susan Morrison, said "I was thrilled by the way the SCA seized the exciting possibilities presented by the day. It was a wonderful event, and the partnership between the Festival, the Scottish archival sector and Streetwork is a model for future events. Personally, I enjoyed the Recipe Wall, and the cooking demonstrations - particularly since I can't cook, and was inspired to have a bash!"

Many of the recipe cards are now available to download from the SCA website and as The Edible Archive continues to grow and develop more will be released, enabling you to have a go at creating your own 'taste of history'.

*Story continues on next page...*



**Images Top to Bottom:** 17th century Orange Marmalade served with Locust Bread, chef Paul Rogerson presents one of his signature dishes, Dr Sue Bird with WWII food rations and The Edible Archive Recipe Wall.

# A TASTE OF HISTORY: THE EDIBLE ARCHIVE

*Culinary Adventures with the SCA's Archives Awareness Campaign*

**Jackie Brown, Head of Public Events for Streetwork:**

"As Captain Taylor's Coffee House is a relatively new social enterprise venture, we were delighted to be a venue for the first outing of Scotland's History Festival in November. Working with the Scottish Council on Archives to provide the space for The Edible Archive event was particularly interesting (and educational!) and also great fun. On the day itself the food, information and presentations were simply excellent. A great event all round and we very much hope to have a repeat performance of The Edible Archive next year!"



**Dr Sue Bird (Rowett Institute of Nutrition and Health) delivered the workshop on WWII rationing:**

"I am a great believer in food as a medium for engagement, promoting conviviality and conversation. After all, we all eat and have opinions about food - the discussions on the day were certainly lively and wide-ranging! I am also very interested in diverse cultural events which span science and the arts. Archives excel at this, and a history festival is a great way to reach the public.

When I first heard about The Edible Archive I knew it was an inspired project and so was delighted to be asked to participate. The SCA team created a very hospitable environment for the talks and demonstrations. They must have been up to their elbows in their kitchens to create the samples of some of the recipes they have gathered together. Who wouldn't be charmed by the Butler's Ginger Beer? Yum!"



*Images Clock-wise from Top: Susan Morrison adds her story to the Recipe Wall, noting down some cookery tips, lively debate following the WWII workshop, enjoying some Invalid Fruit Tart, and ingredients for the live cookery demonstrations.*

The SCA is keen to receive your stories, whether a unique recipe held within an archival collection, or your own personal food story. Email us on [info@scoarch.org.uk](mailto:info@scoarch.org.uk) or download the blank recipe card from the website:

[www.scoarch.org.uk/projects/ediblearchive](http://www.scoarch.org.uk/projects/ediblearchive)



## CREATING ARCHIVES ACCREDITATION

Each of the 80-odd commissions I have undertaken as an archive consultant have been challenging, stretching and vital to my clients. They have ranged from a day of advice to a university to long-term project evaluations and archive moves. In my previous employed life I have set up archive offices, secured important collections and managed disparate teams. All difficult tasks, but none has been as intellectually stimulating, personally demanding or as crucial to the sector as a whole as the development of Archives Accreditation.

Archives Accreditation is a scheme close to my heart. Within weeks of starting as an Archive Development Officer for MLA I realised the benefits that the accreditation brought to museums. I saw museums using the accreditation standard as a lever for funding support, a template for development and a tool to explain the role of a museum. To the staff and volunteers on the ground it provided a challenging, but clear framework to follow, which covered all areas of managing a museum. Governing organisations valued the independent validation of applications. For funders it provided assurance that they were funding well managed organisations that wouldn't squander grants. The support for the scheme was almost universal, because not only could museums see the benefits in action, but museums were involved in creating the scheme and setting the level of the standard. The archive sector was not able to call upon a similar,

comprehensive scheme and as an archive development officer it was a tool I needed in my armoury.

In early 2010 MLA and the National Archives advertised for consultants to undertake initial investigations into an accreditation scheme for archive services. Along with Katrina Thomson, a museum consultant, we secured the contract to investigate possible models for archives accreditation. First steps were to examine other models to investigate whether any were wholly or partially transferable. Early on it became clear that the universality of the scheme, in terms of the areas of the sector and in the geographical areas of the UK, was important. Also important was to design a scheme for the difficult environment that archive services were in today, aiming to support those managing services rather than providing an additional, unnecessary burden.

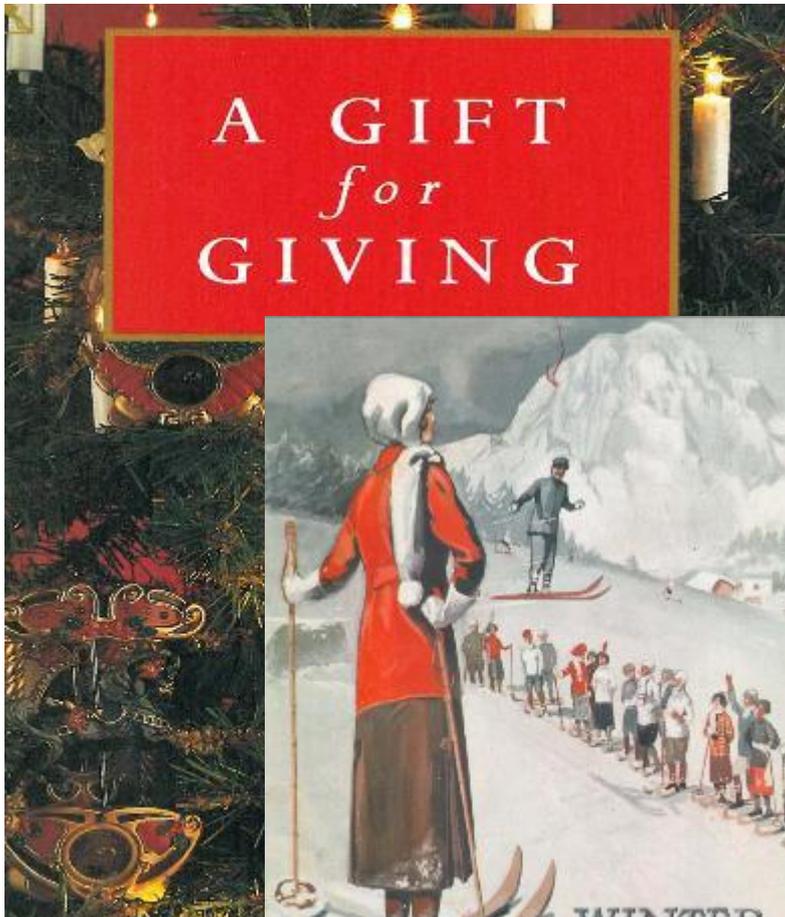
Our first report proposed bringing elements from a number of other standard and assessment schemes together to create one scheme for archives accreditation. The development process was now managed by a UK wide group (The National Archives, Arts Council England, the Welsh Assembly Government, through its CyMAL: Museums Archives and Libraries Wales division, the National Records of Scotland, the Public Record Office of Northern Ireland, Archives and Records Association, Archives and Records Council Wales and the Scottish Council on Archives). A second

phase of work looked at how we could manage the scheme in reality and how we would create the standard which archives would seek to meet. We looked at the aims of the scheme, how it could align with other schemes and standards and spoke to archive service managers and stakeholders about their needs.

We are now at the crucial stage of developing testing our proposals for managing the scheme and creating the standard that archive services will seek to meet. This is not a job for consultants alone, we cannot create this in isolation. We are also not in the environment where we can expect employers to release staff to attend working groups to build the standard. With this in mind we will be creating the standard in a two step process. The first step will be during a series of workshops in Jan/Feb 2012 which will introduce our thinking so far and discuss the principles behind archives accreditation. These workshops will also be available to attend as a webinar. Workshops will be followed up with an online discussion of each area of the standard, designed to allow short, regular participation from home/work computers.

We need your help. We have a good number of people already signed up to participate in the process, but need participation from as wide a constituency as possible. To participate email [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

By **JANICE TULLOCK**  
*Archives and Heritage Consultant* ([www.janicetullock.co.uk](http://www.janicetullock.co.uk))



## HOUSE OF FRASER ARCHIVE

*Celebrates with a Festive Launch*

At University of Glasgow Archive Services we are enjoying the countdown to Christmas with our House of Fraser Archive advent calendar. Each day we are treating everyone to a festive image from the extensive Archive, including the latest fashions, festive store displays, Christmas toys, gifts and novelties and, of course, Santas galore!

Our calendar not only counts down to Christmas Day, but also to the launch of the House of Fraser Archive catalogue on 25 December. The catalogue is the end product of the Arts & Humanities Research Council funded project *Empowering the User: the Development of Flexible Archive Catalogues*. This project used the House of Fraser Archive as a pilot for the development of an online, flexible and dynamic finding aid, responsive to the needs of individual users. The online catalogue offers users the opportunity to search the Archive, to browse the Archive through company, product and record type indexes, to view digital images of selected items and to enhance our descriptions by adding their own tags and comments.

We hope the new catalogue will open up the collection to a wide user community. It is a resource full of previously underexploited potential for dress and textile historians, collectors, economic, social and business historians, family historians and designers. With the new catalogue users should find it much easier to discover the resources held within the Archive and then we will have an even busier searchroom!

<http://housefraserarchive.ac.uk/advent/>

By **CLARE PATERSON**

Assistant Archivist, Scottish Business Archive



House of Fraser



## AND FINALLY...

Christmas cards held within the collections of the National Records of Scotland can be viewed online at [www.nas.gov.uk/about/111214.asp](http://www.nas.gov.uk/about/111214.asp)

The card below dates to 1918 and is from the papers of Reverend William White Anderson, Minister of St Cuthbert's in Edinburgh.



A SCOTTISH COUNCIL ON ARCHIVES PUBLICATION

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