

# BROADSHEET

Issue 1

March / April 2011

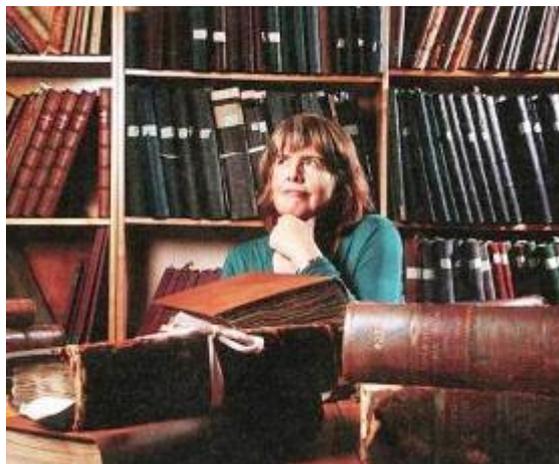
*A Voice of Consensus on Archive Matters*



News Review from the SCA

Scottish Council on Archives

## Welcome to Issue (number 1.)



**Dr Irene O'Brien**  
SCA Chair

The Scottish Council on Archives is pleased to present the first issue of their monthly sector newsletter - 'Broadsheet'.

Aimed at the archive and record management sector in Scotland, but always with an eye on developments throughout the UK and beyond, we hope you find our latest initiative both informative and enjoyable. As you will see, we aim to represent all aspects of the industry and regular features include news items, conservation and preservation articles, interviews, an events diary, reader comments and questions, and of course don't forget to check out our page three stunners in 'Picture of the Month'.

This is a newsletter about you, by you and for you. We want to encourage the involvement and sharing of knowledge, experiences and information so we cannot urge you enough to get involved with your views, opinions, questions and suggestions. Call us on 0131 535 1362 or drop us an email at [info@scoarch.org.uk](mailto:info@scoarch.org.uk) – further information on the Scottish Council on Archives can be found on the back page.

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

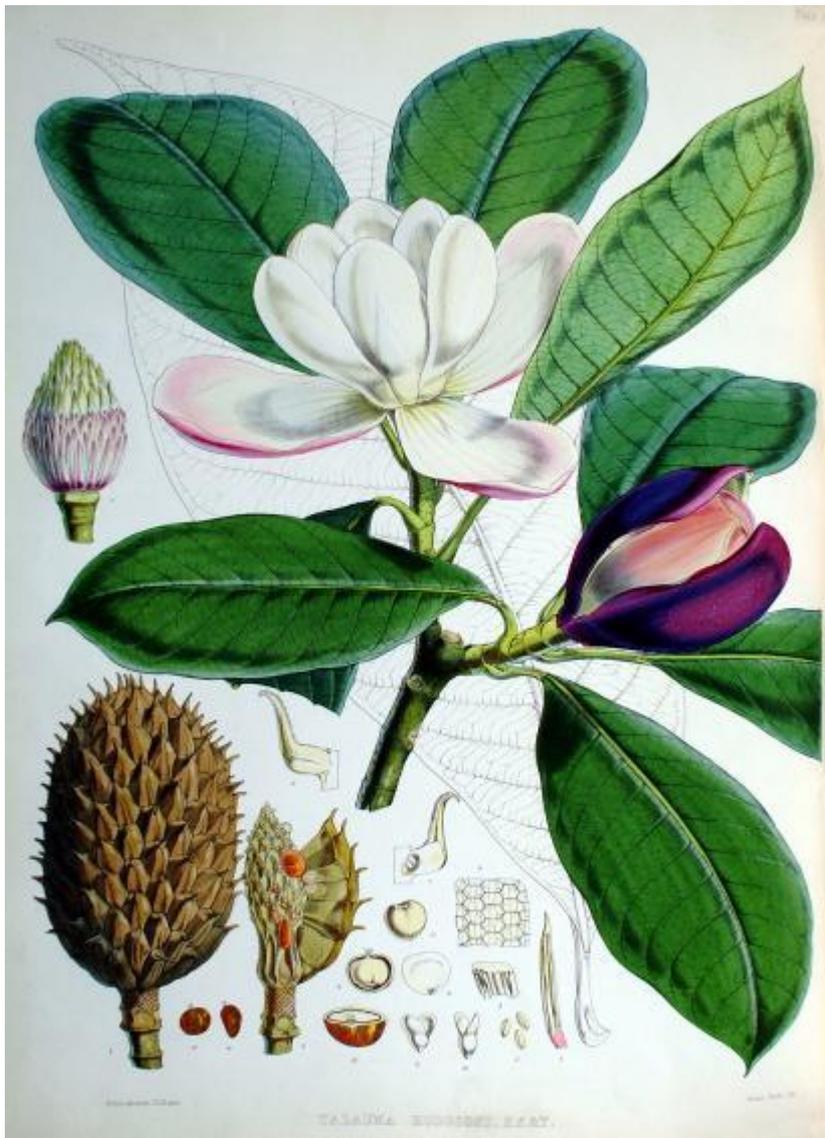
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## Picture of the Month

*Talauma Hodgsoni*, by Walter Hood (1855)



*Talauma Hodgsoni*, by Walter Hood (1855)

Plate from Sir Joseph Dalton Hooker's 'Illustrations of Himalayan Plants'. Joseph Dalton Hooker was the Director of the Royal Botanic Gardens at Kew. During the middle years of the 19th century, Hooker was in India. He is responsible for bringing rhododendrons back from India, and for making them popular in British gardens.

Source: **University of Stirling Archives (Victorian Illustrated Books Collection)**

[www.is.stir.ac.uk/libraries/collections/spcoll/](http://www.is.stir.ac.uk/libraries/collections/spcoll/)

Submit your images to  
[info@scoarch.org.uk](mailto:info@scoarch.org.uk)



**Perth Charter c.1210**  
**Perth and Kinross Council Archive,**  
**one of the participants of ARMS**

In 2009, the Scottish Council on Archives commissioned a Quality Improvement Framework draft for the Archives and Records Management sector- "Taking a Closer Look at Archives and Records Management Services" (ARMS). In addition

## Taking a Closer Look at the Archives and Records Management Framework

to defining relevant performance indicators for the sector, ARMS has been designed to serve as a flexible and comprehensive self-evaluation and improvement tool.

In order to determine the level of interest and the feasibility of gathering a sample of volunteers to pilot and refine the framework, a consultation event was held in Glasgow in September last year. Following on from this, participants from Lothian Health Services Archive, the Grampian Constabulary, Glasgow City Archives,

Hebridean Archive, the Registers of Scotland and Perth and Kinross Archives have come forward to take part in the pilot. With support from the SCA office, Katrina Thomson and Gerry Slater have acted as the facilitators of the pilot, which will be completed by June 2011. Furthermore, with the assistance of HMiE, the SCA will be recruiting and administrating volunteers for the peer review validation phase of the ARMS pilot throughout Spring 2011.

Now that the Public Records (Scotland) Bill will be passing into legislation, it is likely that the SCA's ARMS Quality Framework will underpin the development of a model Records Management plan for named public authorities, (one of the requirements of the legislation). Further information about the ARMS Quality Framework and the pilot can be found on the SCA website, [www.scoarch.org.uk](http://www.scoarch.org.uk)

**Victoria Brown**

## Preservation Assessment of Scottish Archives

Julia Foster

**“Need for greater knowledge about the state of preservation and conservation of archival material in Scotland”**

The publication *An Archival Account of Scotland* in 2000 highlighted the need for greater knowledge about the state of preservation and conservation of archival material in Scotland. It stated that ‘only about one quarter of archive services have even managed to carry out a professional survey and the conservation backlog is on the increase. Much more finance is needed to ascertain the true scale of the problem [...]’

In April 2009, the Scottish Council on Archives (SCA) took a significant step towards establishing the overview of preservation provision and need by funding 15 Preservation Assessment Surveys for use by archives in Scotland. The Preservation Assessment Survey (PAS) allows an institution to quickly gather information on the state of preservation of its library or archive collection and combines the skills of the three partners; the Scottish Council on Archives (SCA), the National Archive of Scotland (NAS) and the British Library Preservation Advisory Centre.

The surveys are well underway with 15 major archival and records management organisations taking part in the pilot programme. The SCA is providing much needed financial support whilst NAS supplies leadership in collection care by ‘loaning’ trained conservators. The Preservation Advisory Centre is supporting the survey process both through training and one to one advice and through the analysis of the data.

The survey workshops organised as part of the project introduce the PAS methodology and demonstrate the benefits of carrying out a survey. Undertaking a preservation assessment survey is not an entirely effort-free process but the outcome is of enormous

value. Elspeth Reid (Falkirk Council Archives) provides this insight: ‘The survey process was challenging, exhausting and extremely worthwhile. It was also enjoyable and a good learning experience for me and has given me lots of ideas about improvements and changes I want to make.’

The survey outcomes include current preservation practice, the usability of the collection, the condition of sample items, and the wider significance of the collection. As well as contributing to a national picture of archives the surveys have also highlighted items of interest. During the survey carried out by Edinburgh City Archive two items came to light whose bindings turned out to be

an example of early recycling. Upon examination it was revealed that two volumes of early 17<sup>th</sup> century Edinburgh Burgh Court books had been bound in parchment sheets dating from the late 13<sup>th</sup> and early 14<sup>th</sup> centuries believed to be connected with the Abbey of Holyrood.

If you would like to learn more about the surveys please visit the SCA website at [www.scoarch.org.uk](http://www.scoarch.org.uk)

*Julia Foster*  
Preservation Advisory Centre  
[www.bl.uk/blpac](http://www.bl.uk/blpac)



Burgh Court Book 1601 Copyright: Edinburgh City Archives

## History in the Making...

Public records provide evidence of who we are, collectively and individually, and they play a key role in protecting our democratic rights. In 2009, The Keeper of the Records of Scotland completed a review of Scottish public records legislation. An inquiry into the record keeping practices in residential schools and homes (The Shaw Report) revealed the need for improvement across some of our most important public institutions.

OCTOBER 2009

On the 8<sup>th</sup> September 2010 The First Minister made a statement to Parliament about the upcoming Scottish Government’s Legislative Programme. In it Mr Salmond included proposals to introduce a Public Records (Scotland) Bill, marking a major milestone in our project to achieve new public records legislation and update the existing 1937 Act.

SEPTEMBER 2010

The next major development took place on the 12<sup>th</sup> January this year, when The Scottish Parliament’s Education, Lifelong Learning and Culture Committee heard evidence from stakeholders. The Information Commissioner appeared in the first panel alongside Dr Irene O’Brien and Gerry Slater from the Scottish Council on Archives. Jon Harris from COSLA and Claire Monaghan from SOLACE appeared in the second panel.

JANUARY 2011

### Interview With Kiara King, Ballast Trust Archivist

**Describe archives in three words.**

Unique. Discovery. Community.

**What do you feel are the main challenges currently faced by the sector?**

Working to meet and manage the expectations of our users in a digital world and on the other side of the digital coin finding ways to grasp the opportunities created by new technologies to share and open up our resources in smarter ways.

**Why Archives?**

Initially I simply wanted a career that would be related in some way to my undergraduate degree in History and I stumbled upon the role of an archivist while researching museum courses. Today, I'm very pleased to have entered a profession that has trained me in both archival and records management issues and gives me the potential to work for a variety of organisations across many different sectors.

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

I am working on the implementation of the National Strategy for Business



Archives in Scotland so on the look out for good examples of business archives in action, ways to raise awareness and putting together a brief for a bigger project to map business collections in Scotland. I'm also coming to the end of our archives pacesetter project to create electronic finding aids using the open source Archivists' Toolkit database and have begun to roll it out for all collections by training staff and volunteers to use it for future processing.

Within the Ballast Trust we are processing several collections just now including British Rail drawings, the correspondence of our founder Wil-

liam Lind and plans from the Edinburgh City Engineers' office.

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

Build a nice new store!

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

Launching the National Strategy for Business Archives in Scotland at the Museum on the Mound in January 2011. It was the culmination of over a year of joint working to prepare and publish the strategy and it was wonderful to receive assistance with the preparations from colleagues in different business archives and we were able to showcase a variety of business archive collections through eight great case studies.

[-www.ballasttrust.org.uk](http://www.ballasttrust.org.uk)  
[-ballastblog.blogspot.com](http://ballastblog.blogspot.com)  
[-www.scoarch.org.uk/businessarchives](http://www.scoarch.org.uk/businessarchives)

### ...Timeline of Scotland's Public Records Bill

<p>On Thursday 10th February, the Public Records (Scotland) Bill was debated in the Scottish Parliament and passed Stage 1, receiving unanimous support from all parties. Being the first such Bill to be debated in over 70 years, February witnessed a major milestone towards achieving new legislation.</p>	<p>The Bill was heard before the Education, Lifelong Learning and Culture Committee on the 2nd March and the Culture Minister Fiona Hyslop, supported by the Keeper of the Records of Scotland and members of the Bill Team, presented 28 government amendments which were agreed by the Committee. 41 non-government amendments were also lodged by Committee members and of these 25 were agreed, the remainder withdrawn or not moved.</p>	<p>Wednesday the 16th March 2011 witnessed one of the final stages of the legislative process. The Bill has passed, with unanimous support from Parliament. Before it becomes law, it requires Royal assent and the stamp of approval from the Great Seal—this is likely to happen in April or May. Ms Hyslop stated that the Bill “will modernise and improve the way public authorities deal with records [...] protecting the rights of all members of the public by ensuring information about them is managed properly.”</p>
FEBRUARY 2011	MARCH 2011	THE FUTURE...

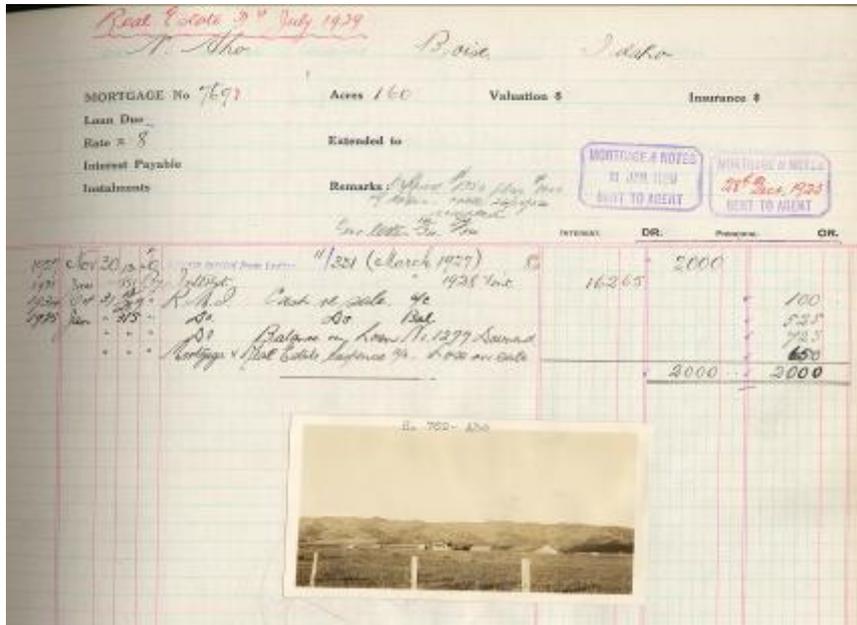
### The Alliance Trust: Dundee and the Wild West

The University of Dundee Archive Services has recently become custodian of the Alliance Trust archive. Archive Services is privileged to provide a home for this very important collection which charts the growth of this major investment company and its (and Dundee's) impact on the rest of the world.

Based in Dundee and founded in 1888, the Alliance Trust is currently the largest generalist UK investment trust by market value on the London Stock Exchange. The company's headquarters, on the corner of Nethergate and West Marketgait, is one of the most striking buildings to be erected in Dundee in recent years, and befits a company that plays a key role in the local economy.

The Alliance Trust is a descendent of various Dundee investment companies that emerged in the 1870s including the Dundee Mortgage & Trust Company and the Oregon and Washington Trust Investment Company, Limited. Many major figures in Dundee invested money in the Alliance Trust and its predecessors, including merchants, ship owners, textile manufacturers, academics (including some of the early staff of University College, Dundee) and prominent

**“University of Dundee becomes custodian of major company’s archive”**



Mortgage Register from the Alliance Trust Archive

businessman such as Sir John Leng. As the company grew in strength it quickly attracted investors from across the UK.

One major aspect of the trust's business that is particularly well documented in the records is the mortgage business, which was centred on agricultural areas of the western United States (especially Oregon, Idaho and Texas). The company also established a successful business leasing mineral rights of properties in Texas and Oklahoma to prospectors, as well as investing in a number of other ventures in the UK and further afield.

The company's surviving records are very extensive and date back to the 1870s, with

many records of the predecessor companies of the current firm being included in the collection. The records give a clear indication of who was investing in the company and so tell us a lot about Dundee's economic history. As one of Dundee's oldest and most significant businesses we are very pleased that the records will be properly preserved and made accessible to researchers. This is a very important collection with significant research potential. Given the impact of the Alliance Trust on Dundee, the western USA and in other countries it is likely that this collection will attract major interest from researchers from across the globe.

**Kenneth Baxter**

Scottish Archives on Flickr

[www.flickr.com/photos/scottisharchives/](http://www.flickr.com/photos/scottisharchives/)

University of Glasgow



The Ballast Trust



Lothian Health Services



Orkney Archives



Lloyds Banking Group



Get involved and help create the widest selection of archival images of all kinds across Scotland by sending your images to [ben.bennett@scoarch.org.uk](mailto:ben.bennett@scoarch.org.uk) — showcase the stars of your collection!

## What's On the Bench

Hazel von Hof ACR, Conservator, National Archives of Scotland

105a is part of a series of charters that relate to the Abbey at Arbroath, which has had interesting additions in the 18<sup>th</sup> century for 'preservation reasons'. The document itself is made from calf skin parchment, written in iron gall ink, with original ruling lines in graphite still visible, but unfortunately the seal is now lost. There is, however, a protective cover of a Persian silk textile added, by sewing it to a linen covered wooden baton, which in turn is stitched to the top of the document. Similar covers have been added to a number of charters in this series, and one from a Gift and Deposit collection, but all originating from the Abbey of Arbroath. During the dissolution of the Abbey, these charters were held in the hands of the Maule family at Panmure House, where it is thought the covers were added in the 1720's, from various textiles; some religious vestments,



### **RH6/105A - Charter of Confirmation by King David II of Charters by King William I in Favour of the Church of St Thomas the Martyr at Arbroath and the Monks Serving There, of the Church and Burgh of Arbroath with the Rights and Powers Pertinent Thereto with Many Others.**

**Dated 17<sup>th</sup> June 1341.**

and some with oriental silk, to help protect them.

The silk is constructed of a very sheer, fragile, weave, with grey and cream (possibly white originally)

stripes, with an olive green fringing. Down the centre of the stripes is a much heavier thread, which has presented itself as a curiosity. After lens and microscopic examination, it appeared to be a silk core, with a membrane or

paper wrapping, coated with what may be a metallic substance. As they are now grey in colour, I had a hypothesis that it could be a silver-coated thread, which had oxidised. With the help of the conservation science team at Historic Scotland, the threads were analysed with a hand held non-destructive X-Ray Fluorescence device. The result showed up approximately 20% silver, some cadmium and tin. Further research may be carried out, but this greater informs us of the materials used in construction, how better to preserve them, and that all these charters were together at some time.

Specialist packaging is currently being devised to protect these rare survivals, with the help of dialogue with professional textile conservators.

*Hazel von Hof, ACR*



**RH6/105A—Detail from the 14th Century Charter**

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## Events Diary

### 25<sup>th</sup> March – Glasgow:

Managing, Preserving and Protecting Digital Assets: the 'why' and the legal consequences  
[jbaired@scotborders.gov.uk](mailto:jbaired@scotborders.gov.uk)

### 26<sup>th</sup> March – London:

Architectural Association exhibition utilising the archival holdings of the organisation.  
Monday to Friday, 10am – 7pm until the 26<sup>th</sup> March

### 29<sup>th</sup> March – Edinburgh:

Risk Awareness Profiling Tool (RAPT) Workshop.  
[www.scoarch.org.uk/notice-board/197](http://www.scoarch.org.uk/notice-board/197) or email [victoria.brown@scoarch.org.uk](mailto:victoria.brown@scoarch.org.uk)

### 5<sup>th</sup> April – Rochdale, Greater Manchester:

Cold Storage Seminar. Includes presentations from the British Library and focuses on the long-term management of cellulose acetate microfilm.  
[www.bl.uk/blpac/cold.html](http://www.bl.uk/blpac/cold.html)

### 14<sup>th</sup> April – London:

Public Access to Information: Challenges to Information Gatekeepers  
Hosted by the International Society for Knowledge Organization UK, speakers will include The National Archives and the UK Information Commissioner.  
[www.iskouk.org/events/public\\_information\\_Apr\\_2011.htm](http://www.iskouk.org/events/public_information_Apr_2011.htm)

The Scottish Council on Archives was launched in May 2002 to establish a shared vision for the future development of Scotland's archives. It is made up of representatives of the archival professions, as well as users and owners.

The SCA supports and promotes archive and records management services across Scotland through a range of advocacy, marketing and development activities. To find out more information about us and what we do, and also news, project updates, information and events relating to archive, conservation and records management services in Scotland, please visit [www.scoarch.org.uk](http://www.scoarch.org.uk)

# SCA

Scottish Council on Archives