

BROADSHEET

Issue 3

May/June 2011

Sea & getting on my right hand
a high detached rock somewhere
So - -



This is now a background to
four figures, a stout N.B.

News Review from the SCA

SCOTTISH COUNCIL ON ARCHIVES



Welcome to the Issue (number 3.)

Welcome to the May/June edition of *Broadsheet*, the monthly news review from the Scottish Council on Archives.

In the issue you will find the regular round-up of news, events and interviews. However, with the passing into legislation of the Public Records (Scotland) Act we have created a special themed edition with the centre pages focussing on this important and historic event.

On behalf of the SCA thank you for taking the time to read the magazine and for getting involved. The *Broadsheet* motto is 'by you, for you' so please continue to send us your thoughts, ideas and comments. We hope you enjoy Issue 3!

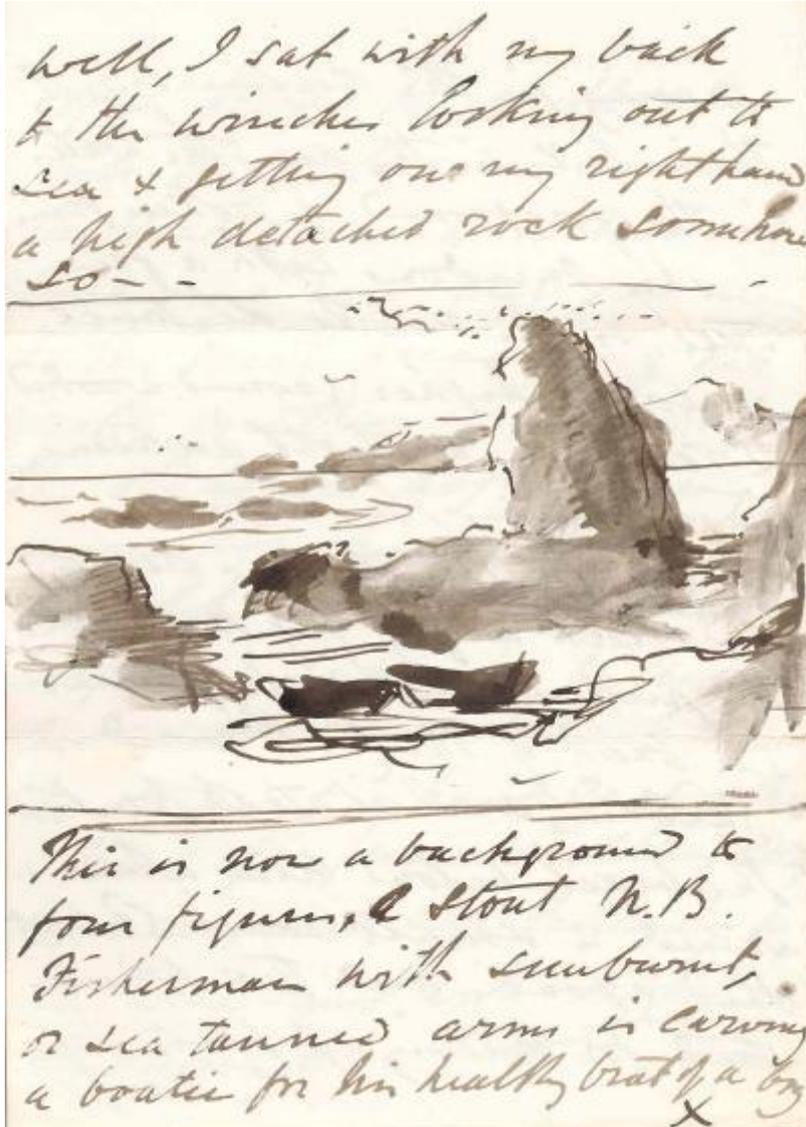
The Editorial Team

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Cover Image

Illustrated Letter by James Clarke Hook, R.A (1874)



Dated 29th December 1874, this is page 3 of a letter from James Clarke Hook, R.A. to Alexander Macdonald of Kepplestone, Aberdeen. The letter is from a collection of correspondence to Alexander Macdonald, a granite merchant and art collector. Macdonald made a significant bequest to Aberdeen Art Gallery following his death in 1884 including not only his collection of art, but money to purchase future works. This letter is typical of ones he received from various artists, including George Reid, and shows what was to become the background for one of Hook's paintings. Hook was in Stonehaven at the time, and was out at the cliffs at Muchalls.

Transcription: '...well, I sat with my back to the winches[?] looking out to sea & sitting on my right hand a high detached rock formation so...This is now a background to form [...], A stout N.B. fisherman with sunburnt, or sea tanned arms in crowning a boatie for his healthy brat of a boy...'

Source: Aberdeen City and Aberdeenshire Archives

www.aberdeencity.gov.uk/LocalHistory/archives/

SCA Spotlight ... Research Officer Victoria Brown



Originally hailing from Canada, Victoria has been working for the Scottish Council on Archives since January 2010. First contracted as the coordinator of the Lothian Lives project (www.lothianlives.org.uk), Victoria is now the Research Officer for the organisation.

As an undergraduate, Victoria studied Scottish History. No stranger to the

archival, library and heritage sector in Scotland, she has worked for the East Lothian Museum Service, the National Records of Scotland and Edinburgh Council Library Services. She is currently completing her MLitt in Archives and Records Management at the University of Dundee.

Although adding a little trans-Atlantic flair to the SCA office, Victoria has

been living in Edinburgh for over five years .

Victoria is based in the SCA office and can be contacted on 0131 535 1362, or Victoria.Brown@scoarch.org.uk

www.scoarch.org.uk



Public Records (Scotland) Bill Receives Royal Assent

The Public Records (Scotland) Bill received Royal Assent and was formally recorded in the Register of the Great Seal on 20th April 2011. The Letters Patent signifying Her Majesty's Assent to the Bill was sealed with the Great Seal by conservation staff of The National Records of Scotland. This new public records legislation is the first in Scotland for over 70 years.

The historic event was witnessed by the Keeper of the Records of Scotland, George Mackenzie, and two of the Public Records Bill Team, Bruno Longmore and Hugh Hagan. The

What's on the Bench Special

newly sealed Letters Patent will be archived at the NRS as part of our holdings of Parliamentary Acts.

Donald Campbell of NRS Conservation can be seen undertaking the sealing of the Great Seal to the Letters Patent. The process involves pouring natural beeswax coloured with vermilion ('true red', the traditional colour for the Great Seal of Scotland), into the solid silver seal matrix, a skilled process re-developed and adapted by the NRS conservation staff using expertise, experience and knowledge gained from the conservation and preservation of the historic seal collections in our care.

The new Act will come into force after the Scottish Parliament approves a Commencement Order. Owing to Scottish parliamentary elections on 5 May and the busy timetable already earmarked for the new Parliament, this Order will not be approved before the autumn.

We began sealing letters patents, commissions and charters in 2000 and Donald leads the team in this time sensitive process which must be completed within a 4 hour period. To date we have sealed 254 Great seals, and the importance of the process is signified by the fact that it is actually the seal that legitimises the document, not the monarch's signature. Other significant recipients of Great seals are the First Minister, the Moderator of the General Assembly of the Church of Scotland, Lord Lieutenants, and the city status for Inverness and Stirling. The Queen has signed all of the letters patents except one when Charles and Edward co signed the bill in her absence.

This Bill has of course great significance for the staff of NRS, and for our friends and colleagues working in Scottish archives.

Linda Ramsay
Head of Conservation
National Records of Scotland



L to R: Donald Campbell, George Mackenzie, Hugh Hagan and Bruno Longmore

No Bells Ringing ... Just Common Sense Winning

Feature by Gerry Slater

It took 26,951 days or 73 years, 9 months and 14 days. Yet no bells rang out to celebrate the achievement. No ribbons were cut. No monument was unveiled. The newspapers failed to mention it. The TV and radio bulletins were silent about it.

So what was 'it?': the formal passing into law on 20 April 2011 of the Public Records (Scotland) Act 2011. It was the first legislation for Scottish public records since the enactment of the Public Records (Scotland) Act 1937.

Behind the scenes there was doubtless celebration among the then National Archives of Scotland (NAS) bill team who,

"It was all about

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and not about

directing or overruling."

supported by the Keeper of the Records, had laboured long and hard to put together a piece of draft legislation. Their path was strewn by misunderstandings and, indeed, outright opposition. Some organisations sincerely believed that it was akin to applying the proverbial sledgehammer to a nut and that it would result in avoidable additional costs at a time of severe resource constraints. The opposite view was held (obviously) by the then NAS, by the Information Commissioner and by the Scottish Council on Archives (SCA).

The road to securing the new legislation was understandably a long one. It started with the Shaw Report on historical abuse in residential schools and children's homes. Tom Shaw believed that much of the pain experienced by the victims would have been avoided if there had been adequate records management in the institutions. His report was followed, in October 2009, by one from the Keeper of the Records, which highlighted the inadequacies of existing Scottish records legislation.

Those reports together created a focus on records management and led to the issuing (in June 2010) of a consultation paper by the Keeper on behalf of Ministers. The SCA – and many other bodies and individuals – responded to the paper's 22 questions. The scene was set for debate.

In January 2011 the competing viewpoints were aired in oral

evidence to the Education, Lifelong Learning and Culture Committee. The SCA took a decided but well thought out stance. The SCA Chair, Irene O'Brien, was wholly realistic when she said that 'It [the legislation] is not a quick solution; we will undertake a programme that will lead to large-scale improvement, which will take place over time.' She was equally clear on another fundamental point: successful implementation of the legislation depended on the then NAS working with public authorities. It was all about partnership working, and not about directing or overruling.

The Minister for Culture and External Affairs – Fiona Hyslop – caught the mood and adeptly steered the draft legislation. The concerns of public authorities and of voluntary bodies were addressed while the core purpose of the bill remained unchanged. MSPs in the ELLC Committee and on the floor of the Parliament made perceptive points. In short, common sense triumphed.

The way is now open to a records management regime in Scotland that will bring together the professional expertise in the now National Records of Scotland (NRS) and in the various public authorities. The consultations that occurred during passage of the bill will continue and thereby misunderstandings will be eliminated. The NRS has been placed in a position of tremendous influence, and the SCA is ready to support it and the public authorities in securing a common objective – efficient records management that will allow ready access to information. The bells may not have rung on 20 April, but over the coming years many people will access information that otherwise might have remained lost in inefficient records systems. Revolutions can be gradual ... and they don't even have to be noisy.

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The Next Steps—Implementation of the Public Records Act

Bruno Longmore

With the receipt of Royal Assent on the 20th April, the National Records of Scotland (NRS) is now focussed on the implementation of the new Act and a detailed timetable will be drawn up and published soon. The legislation does not come into force until a Commencement Order is made by the Scottish Ministers. This is likely to be made towards the end of 2011. Certain key steps precede the approval of the Order.

Under the new legislation the Keeper of the Records of Scotland is obliged to consult all public authorities listed in the schedule to the Act in relation to certain matters. This would normally be done by means of a formal consultation but, as a first step, the Keeper will be writing to authorities to explain the timetable and development and implementation process.

The Act applies only to named public authorities but it will reach into the private and voluntary sectors where a public authority decides to contract out a function to a private or voluntary body. Under these circumstances records created by private or voluntary organisations when providing this function will be considered public under the provisions of the Act. However, this relates only to functions and not services. Records created by private or voluntary bodies supplying a public authority with goods and services are not subject to the provisions.

The Keeper must develop and publish a model records management plan (RMP) and provide supporting guidance to assist authorities. Engagement with stakeholders is seen as crucial to developing these important documents and helping the Act to work correctly. NRS will therefore set up and convene a Forum, to deliver cross sector agree-



Bruno Longmore and Hugo Hagan with the freshly sealed Letters Patent

ment on issues and help manage implementation. The Forum will include representatives from across sectors and relevant professions.

We are very keen to ensure that the Forum enjoys the widest possible representation, but that it also remains manageable. We are currently taking soundings on this and hope to convene the Forum soon. It is intended that membership be drawn from a number of authorities chosen to represent individual sectors. Particular authorities will soon be contacted and invited to take part.

The Forum will provide the main mechanism for reaching agreement over the form and content of the model RMP and guidance. NRS will lead on development and invite Forum members to represent the views of

their respective sectors. While this will entail periodic Forum meetings, the bulk of the Forum's work will be done by e-mail or list serve communication.

Once agreed and developed, the model RMP and guidance will be published and submitted to all authorities for wider scrutiny by means of a formal consultation. The consultation period will last for 12 weeks.

A Commencement Order will be made before the formal consultation process starts and signal the imminence of the consultation period. The Order will commence the first tranche of provisions of the Act, with the remaining provisions coming into force at a later date. It is anticipated that the Act should be fully effective approximately one year after the first tranche of provisions have commenced.



Interview with Jenny Hunt

Since joining Government Records Branch in 2007 Jenny has worked with a number of public bodies, advising them on records management and records selection. Most recently she has been part of the Public Records Bill Team. From the start of June Jenny will be moving to the new post of Corporate Business Manager within the newly formed National Records of Scotland.

Describe archives in three words.

Important. Diverse. Under-rated.

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

Financial pressures are a huge consideration for everyone. This came through really strongly during drafting of the Public Records Bill – some things are just not financially viable and you have to be realistic and careful not to place unworkable burdens on organisations. Also striking a balance between embracing technological developments and managing the expectations of a digitally-aware and demanding audience can be tricky.

Why Archives?

I have always loved books and had two inspirational school librarians! After my English Language degree I wasn't sure what I wanted to do so I took an Information and Library Science diploma at Strathclyde University, where I was most upset that we didn't do anything about rare books of manuscripts. I ended up working in an archive sort of by accident, where I was set on the right path! I really love the advocacy side of things.

Describe the role you played in the Public Records (Scotland) Bill?

I was part of the Bill Team with two other colleagues from Government Records Branch. We were responsible for putting together the public consultation, and I worked a lot on analysing the results. We then worked with colleagues in the Scottish Government Legal Directorate on drafting the Bill. I also worked on the accompanying documents, especially the Equality Impact Assessment, the Policy Memorandum and the Explanatory Notes. A huge amount of time was also spent on writing briefing for our Minister and for others, answering enquiries, meeting with stakeholders, updating our web pages, writing articles and giving talks. While the Bill proceeded through Parliament our days were filled writing more Ministerial briefings, responding to submissions from stakeholders, drafting amendments. As Calvin and Hobbes would say, the days were just packed.

“...It is hugely important that a Shaw-style record-keeping scandal is not allowed to happen again...”

What impact do you think the new legislation will have, and why do you feel it is important to the sector in Scotland?

It is hugely important that a Shaw-style record-keeping scandal is not allowed to happen again, and also public bodies must understand how vital records are to accountability and good decision-making. Records managers and policy officials have been contacting us keen to know when the Act will come into force and it is definitely helping to raise the profile of records management. We have had wonderful support from colleagues in the records profession and they will play a significant role in successful implementation of the legislation.

Career highlight so far?

Without a doubt it's been working on the Bill and seeing it all the way through Parliament to a successful conclusion with unanimous cross-party support. Sitting in the Chamber listening to MSPs debating the finer points of record keeping and telling each other why it is so important was amazing. All the hard work (and there was a lot of it!) was definitely worth it.

SHOWCASE

The Scottish Jewish Archives Centre was established in 1987 and is based in the listed Garnethill Synagogue (Scotland's oldest, opened in 1879). The centre's remit is to collect, preserve, catalogue and document material relating to the Jewish experience in Scotland and to encourage the study of Jews in Scotland.

The Archives relate to the religious, organisational, social, economic, political, cultural and family life of the community. It includes records of congregations, charity organisations, youth groups, friendly societies and businesses. There are also collections of personal papers, correspondence, immigration papers, Holocaust material, diaries, family histories, newspapers, magazines, photographs, theatre programmes and cemetery lists. The centre has a small library of over 300 books on Scottish Jewish history, autobiographies, biographies and academic dissertations. There is a growing collection of oral histories, testimonies and film materials.

In addition to paper collections, SJAC collects objects, such as ceremonial keys, silver trowels, memorial plaques from former synagogues, sports trophies, old charity collection boxes, war



Above: graphic display on immigration

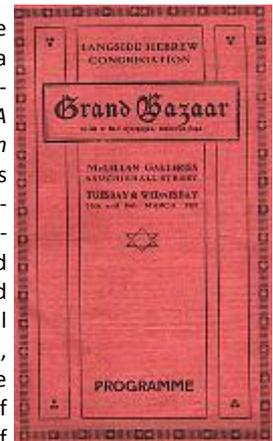
Below: an example from the Centre's collection of documents

medals, sculptures and paintings, Masonic regalia, synagogue textiles and youth group flags and uniforms.

The Historical Database of Scottish Jewry is a computer database with information on almost 36,000 Jews who once lived in Scotland.

The Scottish Jewish Archives Centre is a member of SCAN and an Associate Member of Museums Galleries Scotland.

The centre contains a small museum. A *New Life in Scotland* is a professionally designed display and historical timeline, showing the highlights of 200 years of the Jewish experience in Scotland. It was funded by Heritage Lottery and other funders and donors and serves as a shop window for the work of the centre. It is a unique educational and cultural resource for the Scottish Jewish community and indeed the community at large.



First World War Jewish soldiers pictured outside the Portland Street Synagogue, Gorbals

For further information and to arrange a visit, contact:

info@sjac.org.uk

0141 332 4911

www.sjac.org.uk

Harvey L Kaplan,
Director

We Need You! What's Next for the Nation's Catalogue

Established in 2004, the Scottish Archive Network (SCAN) site has 52 partners with almost 59,000 catalogue entries. In 2009, a report—available from the website of the Scottish Council on Archives (SCA) at www.scoarch.org.uk/projects/scotlandonlineproject - was commissioned by the SCA to investigate the current provision of archive catalogues in Scotland, and to investigate possible options for an expanded or new online resource for catalogues of Scottish archives. It includes a review of the current SCAN website and infrastructure recommendations on its future, focusing on the online catalogue.

The SCA has recently employed a consultant, Caroline Williams, a Senior Research Fellow at the University of Liverpool and an Independent Archival Consultant based in Chester, to take forward the next phase of the project. Caroline has been directing consultations and will produce a report with recommendations for the final phase of the SCAN - Scotland Online project.

Key to the future success of the project is consultation with the sector. To garner opinions, suggestions and input from the Scottish archival community, a workshop was held at the University of Glasgow Library on the 11th May. Invited speakers included Tom Pert and Dafydd James, who presented on the People's Collection Wales, a cutting-edge web service launched last year to combine

institutional data between museums, archives and various other organisations across Wales. Jane Stevenson, Operations Director of the Archives Hub, outlined the importance of understanding the needs of users and the ability to engage them, and Victoria Peters, University of Strathclyde Archivist, discussed AtoM, one of the latest cataloguing software options. Access to Memory (AtoM) is a free, open source, web-based archival description software and may be a possible option for the Scotland Online project.

SCAN Ltd has contributed funding for the next information gathering part of this project and Caroline is currently preparing a questionnaire which will be circulated by the SCA. Your input to

the project is vital, so we would very much welcome your participation in the questionnaire and the consultation process. It provides an opportunity to contribute to the development of an online catalogue and resource that is worthy of representing the rich diversity and quality of Scotland's archives. The future of the Nation's Catalogue, and any application for funding, depends on robust, detailed and accurate data ... in short, We Need You!

Scotland Online Project
www.scoarch.org.uk/projects/scotlandonlineproject

SCAN
www.scan.org.uk

People's Collection Wales
www.peoplescollectionwales.co.uk

"...contribute to the development of an

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Events Diary

26th May, Inverness and 1st June, Edinburgh:

'SCARRS Project Workshops – a practical approach to implementing records retention'
The SCA are holding two workshops as part of the [SCARRS project](#), to formally launch the phase 2 records retention schedules for Scottish Local Authorities.
Email victoria.brown@scoarch.org.uk or visit www.scoarch.org.uk/notice-board/204

20th to 21st May, Glasgow

British and Irish Sound Archive Group Annual Meeting
www.bisa-web.org/page.php?c1=24&cx1=2

13th June, Edinburgh

Archives for Education and Learning Group Conference
www.archives.org.uk/events/viewevent.html?eventid=38

18th June, Aberdeen

Scottish Society for Northern Studies Conference
www.northernstudies.org.uk

20th June, Edinburgh

Section for Specialist Repositories Meeting
www.archives.org.uk/events/viewevent.html?eventid=43

25th June, Edinburgh

Scottish Association of Family History Societies Annual Conference
www.safhs.org.uk/conference.asp

30th June, Glasgow

HLF 'Your Heritage' Grants Workshop
www.nationalarchives.gov.uk/information-management/our-services/your-heritage-grants-workshop.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

SCA

Scottish Council on Archives