



Welcome to the Issue (number 4.)

Summer is here (apparently), and so is the June/July edition of Broadsheet, the monthly news review from the Scottish Council on Archives.

The collections held by Scottish archives are internationally renowned. So it is only right that no fewer than four have been honoured with the UNESCO Memory of the World status. In celebration of the fact, Issue 4 takes a closer look. Of course, you will also find the regular round-up of news, events and interviews from across Scotland and beyond.

As always, thank you for taking the time to browse through these pages and for getting involved. Enjoy the Issue!

The Editorial Team

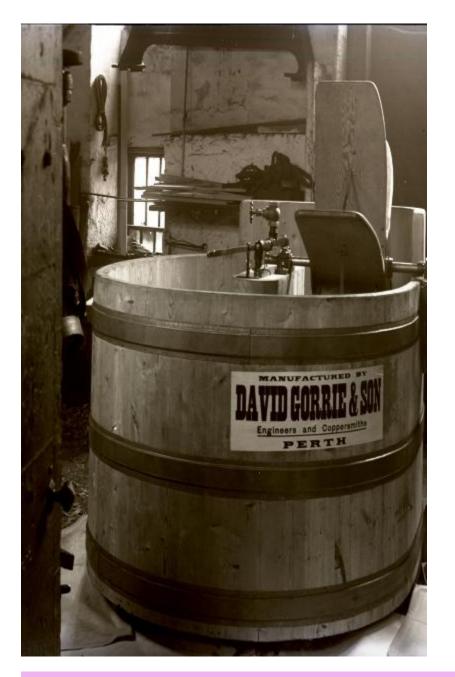








Cover Image



Oval Dyeing Machine, 1927

Source: Perth and Kinross Council Archive (Reference: MS6-NEG11-1)

The Oval Dyeing Machine was manufactured by David Gorrie and Son, boilermakers and coppersmiths, in Perth.

Links and further information:

www.flickr.com/photos/ pkcarchive/

www.pkc.gov.uk/archives

Archives and Records Association Bound for Scotland

Edinburgh is arguably one of the most beautiful, historic, exciting and charismatic cities in the World (the SCA office is on Princes Street so perhaps we are a little biased!). With the buzz of the festival, August is one of the best times of the year to visit and now you have the perfect excuse – from the 31st August to the 2nd September 2011 the Archives and Records Association's annual conference is coming to town. This year's theme is 'Advocating for Archives and Records: The Impact of the Profession in the 21st Century', and delegates will have the chance to discuss how best to advocate and how best to speak up for what we do.

"While the current economic and technological climate might seem to pose threats to archives and records managers, we'll consider what unique professional and technical skills we have and how we can use these to our advantage. We'll think about why archives and records matter and will continue to matter, and we'll discuss how we can work in, and for, organisations and society..." (Caroline Brown, Chair of the ARA Conference Committee)

Speakers will include representatives from the UK, France, Australia and America. There will be a distinctly Scottish feel (tartan and shortbread optional!) as the conference will be examining the groundbreaking Public Records (Scotland) Act, exploring projects being run by the SCA on retention scheduling, quality assessment and archive advocacy and awareness, and the opportunity to highlight some of Scotland's wonderful collections.

For further details and how to book:

www.archives.org.uk

UNESCO Honours Scottish Archives

UNESCO's Memory of the World Register is a catalogue of documentary heritage of global significance and outstanding universal value. The project aims to highlight that documentary heritage which holds special cultural importance, helping to raise awareness of some of these exceptional riches by awarding them with the globallyrecognized Memory of the World status.

On 23 May 2011 twenty items and collections became the second round of inscriptions to the UK Register, and four Scottish archives have been honoured by UNESCO; the John Murray Archive, the Bank of Scotland Archive, Lothian Health Services Archive, and the Royal Bank of Scotland Group Archives.

Broadsheet and the Scottish Council on Archives would like to congratulate all four organisations and dedicate these pages to taking a closer look at their remarkable collections....



John Murray Archive

Over seven generations the London based John Murray publishing house maintained an unprecedented independence and built a reputation for publishing some of the greatest authors and most culturally significant works. From 1768 until the early twenty-first century the Murrays published almost every genre and format of literature: books, newspapers, navy lists, tourist guides, journals and magazines, with works of archaeology, architecture, art, biography, cookery, exploration, fiction, history, medicine, philosophy, poetry, politics, science and travel.

Of the thousands of Murray authors many were amongst the most influential people and authors of their age and are still much read, admired and studied today. For example poets and novelists published by Murray included Lord Byron, Sir Walter Scott, Sir Arthur Conan Doyle and Jane Austen, politicians like William Gladstone and Sir Robert Peel, scientists such as Charles Darwin and Sir Charles Lyell, along with travellers and explorers like Isabella Bird and David Livingstone.

In addition to publishing individual authors the Murrays were noted for their series and periodicals. They established the long running political and literary periodical the *Quarterly Review* (1809-1967) and innovated with the first successful modern tourist guidebooks with *Murray's Handbooks for Travellers* series.

The extensive business, literary and personal papers in the John Murray Archive are supplemented by other important collections; the records of late eighteenth century Edinburgh bookseller Charles Elliot and of the London publishing house of Smith, Elder and Company which was acquired by John Murray in 1917. There are also the papers of the poet Lord Byron, which include the majority of his manuscripts, correspondence, legal, financial and personal papers.

Taken together these elements of the John Murray Archive represent an outstanding collection of rich and diverse literary, cultural and publishing documentary heritage.

For further information please visit <u>http://digital.nls.uk/jma/</u>

Bank of Scotland Archive

Established by an Act of the Scots Parliament in 1695, Bank of Scotland was the very first bank to be established in Scotland, and postdates the Bank of England by just one year.

The archive is one of the most complete and wideranging business collections in the country, and an important source for the economic and social history of Scotland. The records are hugely varied, and of interest to a wide range of users, including academics, local and family historians. The records include a complete run of the Bank's minutes, dating back to the first meeting of its shareholders in 1696, the original subscription ledger recording the names of the Bank's first shareholders (or 'adventurers' as they were then



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Honours Scottish Archives

known), branch records dating back to the establishment of the first branches in Dumfries and Kelso in 1774, and customer records, including those of notable individuals such as Sir Henry Raeburn, Thomas Telford, James Boswell, and <u>Mrs</u> Robert Burns. The collections also include photographs, architectural plans, advertising material, an extensive set of staff records, and the earliest surviving Scottish note – a Bank of Scotland £12 Scots from 1716.

Inscription on the UNESCO register has generated huge interest within Lloyds Banking Group (the parent company of Bank of Scotland since 2009). The hope is that inclusion on the register will help raise the profile of the archive more generally, and perhaps dispel the myth that business archives are dry and boring. Stories on the UNESCO nomination appeared in several Scottish papers, and Helen Redmond-Cooper, Head of Lloyds Banking Group Archives and Museums, was interviewed by Radio Scotland.

The Bank of Scotland archive is accessible to the public by appointment. For further information visit the Company Heritage section of the Lloyds Banking Group website at <u>www.lloydsbankinggroup.com/about us/company heritage/group archives.asp</u>.

Several documents from the collection – including the Bank's Founding Act from 1695 – are also on display at the Museum on the Mound in Edinburgh. Visit the Museum's website at <u>www.museumonthemound.com</u> for further details.



Border image reproduced by kind permission of the Lloyds Banking Group Archive © 2011



Lothian Health Services Archive

The eleven collections featured by UNESCO cover the period 1983 to 2010 and document Edinburgh's medical and social responses to HIV and AIDS by combining the records of the NHS, local government, charities and campaign groups. They also demonstrate the external approach subsequently taken to tackle the disease across the region.

Edinburgh was at the forefront of the fight against HIV and AIDS. In 1988, compared with the rest of the UK, levels of HIV infection in Lothian were over four times the national average. Local policy response in Edinburgh went on to influence national policy decisions. The collections demonstrate how different demographics were affected by the disease, and how the outbreak was tackled in light of the effect on these different social groups. The registered material also includes the official record of Lothian Health Board, in particular the hugely

memorable 'Take Care' Campaign.

UNESCO

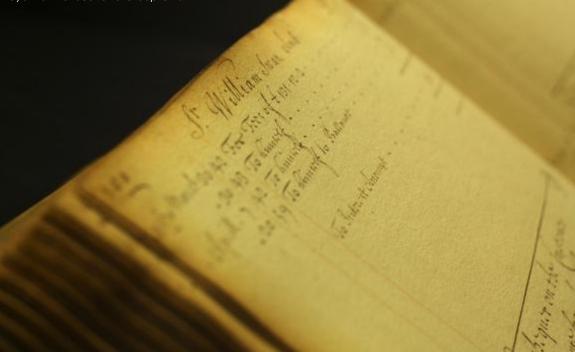
Honours Scottish Archives

The type of material included in the collections is varied, from official reports and correspondence to eye-catching publicity resources including postcards, balloons, badges, and even condoms. For an online exhibition of some of the material included in the collections, please see www.lhsa.lib.ed.ac.uk/exhibits/take%20care/index.htm.

Lothian Health Services Archive is core funded by NHS Lothian and holds the historically important local records of NHS hospitals and other health-related material. It is part of the University of Edinburgh's Centre for Research Collections. For more information please see www.lhsa.lib.ed.ac.uk or contact them on lhsa@ed.ac.uk.



Image reproduced by kind permission of The Royal Bank of Scotland Group © 2011



The Royal Bank of Scotland Group Archives

The surviving customer account ledgers of the goldsmith-banker Edward Backwell (c.1618-1683) are uniquely significant in documenting the birth of modern banking. They provide the earliest detailed evidence of the scale and sophistication of England's budding banking system, and also demonstrate the complexity of Restoration government finance and the role of the City of London as the emerging leading centre for international trade and finance. Their pages also offer insights into the lives of thousands of individual clients, many of whom have their own historical significance.

Edward Backwell was one of a score of men who in the middle years of the seventeenth century laid the foundations of the modern banking system. He was one of the first to transfer his business focus almost entirely to banking, and was to become one of the financial giants of the age. His ledgers predate the foundation of the Bank of England by over thirty years, yet show that banking was already fundamental to the City and the country's economic life.

Backwell's very varied clientele included merchants and tradesmen, departments of government and the royal household, chartered overseas trading and City livery companies, noblemen and landed gentry, doctors and lawyers, naval and military officers, and ship-owning consortia. King Charles II, Prince Rupert and the Prince of Orange were among his clients, as was the diarist Samuel Pepys.

The new financial model which Backwell helped to create had to contend with numerous threats, including the Great Plague of 1665, the Fire of London in 1666 and the threat of Dutch invasion in 1667. Even the Stop of the Exchequer of 1672, which ruined Backwell and some of his fellow bankers, did not dent the fundamental basis of the new financial order, the bedrock of the Financial Revolution from which our modern world economy has evolved.

The ledgers passed into the ownership of RBS through the bankers Child & Co (which became part of The Royal Bank of Scotland in 1939), in which two of Backwell's great grandsons were partners in the mid eighteenth century. Further information about RBS's history and archives is available online – please visit <u>http://rbs.com/heritage</u> or contact the archive on archives@rbs.co.uk

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- John Second -

UNESCO Honours Scottish Archives

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Conservation the bench

As Secretary to the Commissioners of the Board of Fisheries, Sir Thomas Dick-Lauder was obliged to undertake an annual voyage of inspection around the British coast. Sir Thomas, who later became Secretary to the Royal Institution for the Encouragement of the Fine Arts in Scotland, was also an amateur artist and he filled 25 sketchbooks during his voyages. They are now housed within the National Records of Scotland (NRS) in Edinburgh.

In 1841 he was accompanied onboard the Government Cutter yacht 'Princess Royal' by the naturalist James Wilson who went on to publish a narrative of the voyage a year later. The particular sketchbook from this trip covers the period from 5th July to the 3rd August 1841 and it contains 48 pen and ink drawings of the area extending from the Isle of Lewis to John O'Groats, including some very fine images of St Kilda.

The sewing structure of the book had disintegrated and extensive mould damage radiated through the volume from the top right hand corner. The conservation work included blotter washing the folios and repairing them using Japanese tissues. The book was then reassembled and the text block was fitted into a new case binding complete with a paper cover.

The 1841 voyage not only produced sufficient material to fill a sketchbook and a publication, but

also solved a dilemma which came to light later that same year. St Kilda had been missed off the 1841 census. Wilson reported in a footnote to his publication that "No one there had ever heard of the census". He was able to supply a list of 105 inhabitants "up to August 1841" and declared that most of the men were "Cragsmen".

Upon looking at the names of the St Kildeans collected by Wilson during the voyage I realised that amongst the material held within the NRS were photographic images of at least two of the families

Above: St Kilda sketchbook details, and Effie Mackinnon photographed in 1861

mentioned, including that of Effie Mackinnon, aged 80. NRS is working with colleagues in Historic Scotland to provide the history behind this important site using the material held in our national collection.

http://nas.gov.uk/documents/newssheet5.pdf The Scottish Ten Project: http://www.scottishten.org/

Below: Sketchbook detail of Dunvegan Castle, before and after conservation treatment





by **Jacqueline Thorburn**

Conservator National Records of Scotland

Interview

Alex Fitzgerald Records Manager for East Lothian Council

Alex is East Lothian Council's Records Manager and as such also heads up the Archives and Records Team, which includes the Local History Centre staff. His remit also encompasses Corporate Records Management and the Historical Archives.

Describe Records in three words. Complicated. Necessary. Misunderstood.

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

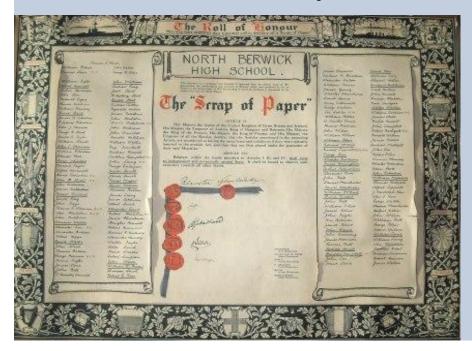
The diversity of Electronic Solutions for document and records management currently in use. Also, the advocacy of Records Management to the decision makers in an organisation to ensure that it is a factor they consider.

Why Records Management?

I started out in Archives, but having done an Archives and Records Management course I am able to deal with both sides of the coin. Most of the roles that I have held over the years have all had an element of both Archives and Records Management, admittedly the latter has been growing more rapidly, but that is where I have found my opportunities to move forward.

What projects are you working on at the moment?

Within East Lothian Council we have been looking at procuring an EDRMS (Electronic Document & Records Management System) as a solution to deal with the 'digital landfill' that constitutes





normal shared drives on a network. This is part of a plan to address the wider issues of Corporate Records Management and how it can be implemented. We are also in the process of building a new Archive, Museum and Library in Haddington to be called the John Gray Centre, opening in 2012. www.johngraycentre.org.uk

If you had an unlimited budget what would you do?

With an unlimited budget I would build a new Records Store and employ more staff to run it, providing a full Records Management Service. I would also purchase the EDRMS system and employ some professional change managers to assist with the implementation.

What has been the highlight of your career so far?

The major highlight has actually been my move to East Lothian. There is a lot going on here and I am working with an enthusiastic and professional team to meet the coming challenges and working on some interesting projects.

Left: North Berwick High Roll of Honour (1918), from the collections of East Lothian Council Archives

SHOWCASE

Community Archives of the Western Isles

TASGLAINN ANNS A' CHOIMHEARSNACHD AIG IONAD RUBHA AN FHITHICH

'S ann fo sheilbh Co-chomunn na Pàirc a tha Rubha an Fhithich, ionad a th' air a shuidheachadh ann an sgìre dhùthchail ann an Leòdhas. Gheibhear an sin bùth choimhearsnachd, cafaidh, ostail agus grunn thasglann. Ann am beachd a' cho-chomainn, tha na goireasan seo cudromach ann a bhith a' brosnachadh leasachadh sòisealta agus eaconomaigeach ann an sgìre iomallaich. Anns an àm ri teachd bidh Ionad Rubha an Fhithich na phàirt de lìonradh thasglann a bhios sgapte air feadh nan Eilean Siar. Tha an t-ionad na shamhail air mar a ghabhas goireasan eachdraidheil an cleachdadh gus leasachadh na coimhearsnachd a chur air adhart.

Tha ceithir cruinneachaidhean aig Ionad Rubha an Fhithich:

1. Tasglann Aonghais MhicLeòid – leabhraichean, pàipearan pearsanta, clàir agus dealbhan a dh'fhàg Aonghas MacLeòid MBE (1916-2002) à Sgìre na Pàirce. Tha an cuspair a' gabhail a-steach croitearachd, iasgach, an clò-mòr, eachdraidh ionadail (a' gabhail a-steach nam Fuadaichean agus Strì an Fhearainn), ainmean àite, sloinntearachd, creideamh, beul-aithris agus beatha na coimhearsnachd. Ged is ann air Leòdhas a tha an tasglann ag amas sa chiad àite, tha na tha na broinn cudromach aig iomadh ìre. Thathar ag ràdh gu bheil i mar 'chuimhne choitcheann muinntir na Pàirce'. Tha i fo stiùireadh Urras Leabhraichean nan Eilean (www.theislandsbooktrust.com) agus Comunn Eachdraidh na Pàirce (www.cepairc.com). Tha oilthighean anis a' ghabhail ùidh innte, agus faodaidh oileanaich tadhal air an ionad, far am faigh iad cothrom fuireach san ostail agus a dhol an sàs ann am pròiseactan an ath-dhoras. Tha cuid de na tha am broinn na tasglainn ri a faotainn air-loidhne aig www.angusmacleodarchive.org.uk.

2. Cruinneachadh Derek Cooper – an leabharlann aig Derek Cooper, neach-naidheachd agus craoladair cliùiteach aig a bheil ceangal ri Leòdhas air taobh a mhàthar, oir b' ann dhan eilean a bhuineadh a màthair-se. Anns a' chruinneachadh tha leabhraichean air eachdraidh na Gàidhealtachd, biadh Albannach agus uisge-beatha, maille ri duaisean a choisinn Derek Cooper agus cuideachd an clò-sgrìobhadair a bh' aige anns na 1960an. Fhuair Urras Leabhraichean nan Eilean an cruinneachadh seo mar thabhartas ann an 2010.

3. Tasglann Phatagonia, a thèid a leasachadh mar chuimhneachan air na Leòdhasaich uile a rinn eilthireachd dha Patagonia tràth san 20mh linn gus obair fhaighinn air tuathanasan chaorach. Tha an leabhar aig Greta NicCoinnich, '*Return to Patagonia*', a dh'fhoillsicheadh le Urras Leabhraichean nan Eilean ann an 2010, a' toirt tuairisgeul beothail air na dàimhean teaghlaich a tha fhathast a' ceangal muinntir Leòdhais, Argentina agus na Sile ri chèile.

4. Tasglann Co-Chomunn na Pàirc. Tha an co-chomann am measg nam buidhnean coimhearsnachd a chaidh an cur air bhonn anns na 1970an le taic bho sheann Bhòrd Leasachaidh na Gàidhealtachd 's nan Eilean. Chaidh a chlàir a sgrùdadh le Tasglann, seirbhis thasglann nan Eilean Siar, o chionn ghoirid, agus thèid am foillseachadh ann an 2011.

A thaobh tasgaidh, tha an co-chomann, le comhairle bho Thasglann, air a h-uile oidhirp a dhèanamh gus cumail ri slatan-tomhais iomchaidh. Bhon t-samhradh 2011, thèid feum a dhèanamh den tuilleadh ruim a bhios ri fhaotainn mar thoradh air leudachadh Ionad Rubha an Fhithich. Tha e na chuideachadh mhòr gu bheil a' choimhearsnachd ionadail cho dealasach agus cho brosnachail.



Left: Gaelic Translation

Above L to R: John Randall (chair of Co-Chomunn na Pairc), Nick Cooper (son of Derek Cooper), Brian Wilson (family friend of Derek Cooper) at the launch of the Derek Cooper Collection

Ravenspoint in rural Lewis is owned by Co-Chomunn na Pairc (the Pairc Community Co-operative) and houses a community shop, cafe, hostel, and several archives. The Co-Chomunn sees these resources as important in encouraging social and economic development in this remote area. Ravenspoint will form part of a decentralised network of archives throughout the Western Isles and provides a model of how historical resources can be used to promote community development.

There are four collections at Ravenspoint:

1. The Angus Macleod Archive - books, personal papers, recordings and photographs left by Angus Macleod MBE (1916-2002) of Pairc. The subject matter includes crofting, fishing, tweed, local history (including the Clearances and Land Struggle), place-names, genealogy, religion, community life and folklore, principally relating to Lewis but of wider significance. It has been described as 'the collective memory of the people of Pairc'. It is managed by the Islands Book Trust (<u>www.theislandsbooktrust.com</u>) and Comunn Eachdraidh na Pairc (<u>www.cepairc.com</u>) and is attracting interest from Universities whose students can visit Ravenspoint, staying in the hostel and undertaking projects next door. Some of the archive is online at <u>www.angusmacleodarchive.org.uk</u>

2. The Derek Cooper Collection - the working library of Derek Cooper, the well -known journalist and broadcaster, whose maternal grandmother came from Lewis. It comprises books on Highlands and Islands history, Scottish food and whisky, with awards won by Derek Cooper and his original typewriter from the 1960s. The collection was gifted to the Islands Book Trust in 2010.

3. The Patagonia Archive - currently being developed to commemorate the many Lewismen who emigrated to Patagonia in the early 20th century to work on sheep ranches. The book 'Return to Patagonia' by Greta Mackenzie, published by the Islands Book Trust in 2010, vividly describes the family ties which still link the people of Lewis, Argentina, and Chile.

4. Co-Chomunn na Pairc Archive. The Co-Chomunn is one of the surviving community co-operatives which the former Highlands and Islands Development Board helped to establish in the 1970s. Its own records have recently been surveyed by Tasglann, the new Western Isles Archives Service, and will be available during 2011.

Every effort has been made by the Co-Chomunn, with advice from Tasglann, to ensure that satisfactory archival standards are met. An extension to Ravenspoint will provide useful extra space from Summer 2011, and the commitment and enthusiasm of the local community are extremely positive factors. In late 2009, the SCA commissioned Heather Jack (HJBS Ltd) and Claire Johnson (CJ-IMC) to create generic retention schedules for Scottish local authority (SLA) records. The aims were twofold: consistency across local authorities; and reducing duplicated effort by individual records managers researching legislation and guidelines for themselves. That adds up to increased efficiency and access to the same sorts of information across Scottish local authorities for both the public and internal business.

The SCARRS project was delivered in two phases. In each phase, draft schedules were drawn up, informed by existing retention schedules (both generic and SLA specific), already in existence in Scotland and the UK. These were then reviewed by volunteers from among the membership of the Information and Records Management Society (IRMS) and the Archives in Scottish Local Authorities Working Group (ASLAWG). To strengthen the exercise further, wherever possible, they in turn involved relevant colleagues in the services to which the schedules related. Several workshops were run to discuss issues relating to schedule development and implementation. The output from these was used to enhance the schedules themselves and to develop associated guidance.

Delivery of the SCA Records Retention Schedule Project (SCARRS)

The delivery of the schedules is now complete and they are accessible from the SCA website - <u>www.scoarch.org.uk/projects/</u> <u>retentionschedules/retentionschedules</u>. There are 26 schedules in total, based around local authority functions, and following the Local Government Classification Scheme (LGCS) developed by the Information and Records Management Society.

The schedules cover retention driven by legislation and regulation, as well as overall business requirements. They cover internal functions - such as finance, human resources and management - as well as front line services. Therefore, they will prove a useful resource not just for Scottish Local Authorities but also for the wider Scottish public sector community in fulfilling Preservation Assessment Survey obligations and related legislation such as the Freedom of Information (Scotland) Act. Delivery of the schedules has proved timely, coinciding with the passing of the Public Records (Scotland) Act .

A review mechanism is under development to ensure the schedules remain fit for purpose and up to date. Changes to the schedules will be summarized in *Broadsheet* (please see below) and on the SCARRS section of the SCA website.

As part of the ongoing maintenance and development process, please send any feedback (on improvements, omissions or errors) to info@scoarch.org.uk

Links: www.scoarch.org.uk/projects/ retentionschedules

www.irms.org.uk

This is the first of a regular summary of recent amendments made to the Scottish Local Authority retention schedules. Full details of all amendments can be found on the Records Retention Schedules Amendment page of the SCA website:

www.scoarch.org.uk/projects/retentionschedules/scarrsamendments

Recent Amendments:

Section 12.002 Asset Management of the Finance schedule has been updated to include Common Good assets records.

Section 08.007 Representation of the Governance schedule has been updated to reflect new legislation and address errors and omissions including electoral registration records.



Coat of arms from the frontispiece of the Company of Scotland's first minute book, 1696

Reproduced by kind permission of The Royal Bank of Scotland Group © 2011



Royal Bank of Scotland and National Library of Scotland

For two months from 1 July 2011 a number of historical documents from the archives of RBS will go on public display in Edinburgh. The documents tell the story of The Company of Scotland trading to Africa and the Indies, the enterprise behind Scotland's fateful Darien Scheme in the 1690s.

The plan to establish a trading colony in Central America was a bid for Scotland to establish its own empire. Following two expeditions to Darien, in 1698 and 1699, the scheme's catastrophic failure and consequent financial losses prompted an economic collapse which forced Scotland towards political union with England.

RBS owes its very existence to the Company of Scotland's venture. After the Acts of Union granted compensation to Scotland in recognition of its losses at Darien, fund managers were appointed to administer payments. They went on to establish The Royal Bank of Scotland in 1727.

This free exhibition, at the National Library of Scotland's George IV Bridge premises in central Edinburgh, is staged in conjunction with the Library, which also holds material relating to the Company of Scotland.

EXHIBITION

The key of the universe: Scotland and Darien 1695-1707 runs from 1 July 2011 – 31 August 2011 at the National Library of Scotland http://www.nls.uk/exhibitions.

RBS Group Archives preserves the historical records of RBS and its constituent and associated businesses <u>http://rbs.com/</u> heritage

WHAT'S YOUR STORY?

Get involved in the Archive Awareness Campaign BLE ARC are we what w STRAWBERRY ACID, PICKLED COCKLES, ORANGE WINE . . . DO YOU HAVE A GEM OF A FAMILY RECIPE THAT'S BEEN HANDED DOWN OVER. GENERATIONS? END US YOUR R FROM THE FAMILIAR. TO THE BIZARRE, THEY WILL CREATE SCOTLANDS FIRST EDIBLE ARCHIVE COOKBOOK GET INVOLVED AND SEND US YOUR PICTURES, STORIES AND RECIPES FOR A NATIONAL COOKBOOK 0131 535 1362 INFO @ SCOARCH . ORG . UK THE SCOTTISH COUNCIL ON ARCHIVES 2 PRINCES STREET · EDINBURGH · EHI 3YY

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