

BROADSHEET

ISSUE 6

AUGUST/SEPTEMBER 2011



News Review from the
SCOTTISH COUNCIL ON ARCHIVES



Welcome to the Issue (number 6.)

From 1970s film crews and Acts of Parliament, to cutting edge archival websites and contemporary art, Broadsheet brings you all of the latest news from the archives and records management sector in Scotland. The SCA would like to take this opportunity to thank everyone who has contributed to yet another brilliant edition.

If you would like to comment on any of the articles, or indeed if you would like us to feature any news, projects or an event from your ‘neck of the woods’, then please get in touch by emailing info@scoarch.org.uk or calling 0131 535 1362. Alternatively, you can keep up to date with SCA activities by following us on Twitter and Facebook—just click on the links below. Enjoy the Issue!

The Editorial Team

www.tinyurl.com/scafacebookpage

www.twitter.com/#!/ScotsArchives



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RBS HISTORY 100

RBS History 100 explores the unique history of RBS through objects in our vast legacy collections. Nine objects are being voted for this site each week, building towards a gallery of 100 exhibits grouped into 10 themes. Together, they will tell the story of RBS from the seventeenth century to today.

This month's 'Our Banking World' theme is a display which explores how the fortunes of families, communities and customers have developed from the early days to the busy global era the company.

Explore the objects

Categories: [Archaeology](#) [Archives](#) [Buildings](#) [All objects](#)

Upcoming events

Back to homepage

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Fife Education Television Service

c. 1970s

Source: Fife Council Archives

From the 1960s to the 1980s the Fife Education Television team made educational films to be shown in schools in Fife. They had a TV studio in Dunfermline.

Links and further information: www.fife.gov.uk/archives



PUBLIC RECORDS (SCOTLAND) ACT, 2011

Broadsheet brings you the latest news from the Implementation Team

The Public Records (Scotland) Act received Royal assent on 20 April 2011. It is the first new public records legislation in Scotland since 1937.

The Act came out of the Historic Abuse Systemic Review: Residential Schools and Children's Homes in Scotland 1950-1995 (the Shaw Report) published in 2007 which identified significant failures in public record keeping in the looked-after children sector, and made several recommendations to Scottish Ministers for improvements. A further review in 2009 by the Keeper of the Records of Scotland (the Keeper) confirmed that problems with record keeping extended into other sectors as well.

The Shaw report can be consulted at:
[www.scotland.gov.uk/
Publications/2007/11/20104729/0](http://www.scotland.gov.uk/Publications/2007/11/20104729/0)

The new Act applies only to named public authorities in Scotland, 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. The Act requires authorities to submit a records management plan (RMP) to be agreed by the Keeper. To assist authorities, the Keeper must develop and publish a model RMP and provide supporting guidance on the form and content of that plan.

Engagement with stakeholders is seen as crucial to developing these important

documents and helping the Act to work correctly. Their development will be a collaborative effort between staff at the National Records of Scotland (NRS) and all those affected by the Act. To this end, the NRS has set up and convened the Public Records Stakeholder Forum, whose inaugural meeting took place in Edinburgh on 30th June. The Forum provides the main mechanism for reaching agreement over the form and content of the model RMP and guidance. It includes representatives from across sectors and relevant professions, with the intention of delivering cross-sector agreement on issues.

Membership of the Forum was drawn from a number of authorities chosen by the Keeper to represent individual sectors. With over 200 public authorities in Scotland it was not possible to invite everyone and approximately 40 organisations attended the first meeting. This included representatives from the private and voluntary sectors.

The bulk of the Forum's work will take place remotely, through an online discussion board (we are using the Government's Communities of Practice tool), supported by periodic face-to-face working group meetings. The smaller group meeting will address particular issues, for example issues surrounding shared information platforms. The draft model RMP will be divided into separate elements which might be considered essen-

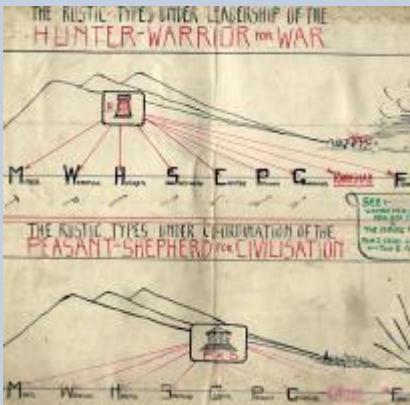
tial in a records management plan. It is expected that the number and scope of these elements will change as the discussion progresses. Many public authorities in Scotland already operate some form of records management system and will therefore be familiar with these elements. The job of the Forum is to have agreed by January 2012 the components of the draft model RMP and the draft guidance so that they can be subjected to wider scrutiny by all those affected by the Act.

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

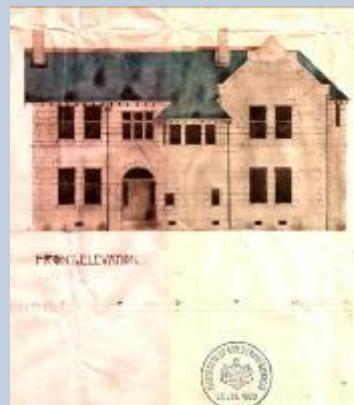
The Public Records (Scotland) Act 2011 provides the records management and archive community with a unique opportunity to improve record keeping in Scotland and to develop a records management asset created by a wide range of expertise and knowledge. It is hoped that this will better secure the safety of Scottish public records of enduring value, and support the long term retention and security of the personal records of vulnerable people, thus fulfilling the recommendations of the Shaw Report.

Hugh Hagan and Pete Wadley
Public Records (Scotland) Act 2011
Implementation Team

SCOTTISH ARCHIVES ON FLICKR



www.flickr.com/photos/scottisharchives



LEFT TO RIGHT: Scottish Jewish Archives Centre, University of Strathclyde, East Renfrewshire Council, University of Glasgow

Send your images to Ben.Bennett@scoarch.org.uk

RBS History 100, an online gallery of archive items from the collections of RBS, was born out of a very particular set of circumstances. In 2009, in the aftermath of the financial crisis, RBS had been rescued by the UK Government and reported huge losses to the stock market. The brand was damaged. A five-year strategic plan was announced that would allow RBS to become safer, stronger, profitable and more efficient on a long-term basis. It was to be a huge and complex transformation which hinged on rebuilding the trust of customers, shareholders and staff.

The Group's archive team was convinced that RBS's extraordinary heritage had a role to play in influencing perceptions of the brand; historical storytelling could underline not only the Group's own longevity and pedigree, but also its pride in its Scottish roots and its contribution to the wider story of British economic and social life. The RBS archive was used heavily by the Group through 2009 and early 2010, and wider awareness of the collection was fostered by the nomination of its important Company of Scotland Trading to Africa and the Indies archives for inscription on UNESCO's inaugural UK Memory of the World Register.

It was at this point that BBC Radio 4's 'A History of the World in 100 Objects' hit the airwaves. Supported by website content and TV broadcasts, the series attracted much media coverage and actively encouraged museums, schools and the public to consider what objects were of local or personal significance to them. Inspired by the novelty and effectiveness of the BBC approach, the RBS archivists began to work with digital delivery specialists to develop an online gallery that told the story of RBS through an exploration of 100 items from the Bank's heritage collections.

ROYAL BANK OF SCOTLAND GROUP ARCHIVES

Helping to Rebuild the Brand

ABOVE: Screen-shot from the *RBS History 100* website

Choosing just 100 items out of the many thousands in the archive was a challenge, not only because of the huge choice, but also because of the need to create a bigger picture covering over four centuries of history, balancing themes and periods and showcasing a range of documents and artefacts. Inevitably many of the featured objects are Scottish, including the Darien subscription book, 1696; a minute book recording the world's first overdraft, 1728; a Scots one pound bank note, 1827 (this denomination of note had just been saved by an outpouring of popular support); and a charming 1960s film encouraging workers to open bank accounts for receipt of their wages.

The gallery was built around ten themes, comprising ten objects each. Since the site launched in January, two objects have been uploaded each week to ensure that it is continually refreshed and to encour-

age readers to return. Every object has its own page telling its story alongside some attractive imagery. Gradually the objects featured are building into a large gallery allowing users to enjoy just one page in isolation, or alternatively to browse more extensively, either by time period or theme.

The growing site has attracted widespread interest, both internally and externally. It has been signposted from the staff intranet and magazines, and was recently featured in a two-page article in the *Scotsman* newspaper. You can visit the site at www.rbs.com/history100. Regular users can sign up for weekly email alerts, notifying them of newly uploaded content. Why not join them?

Alison Turton

Group Archives

The Royal Bank of Scotland Group

UNSUNG HEROES: an exhibition uniting archive material and contemporary artworks



A collection of historic nursing and hospital badges, and creative responses to them, have gone on show in the Centre for Research Collections (CRC) at Edinburgh University Main Library. The exhibition, along with a permanent installation at the Royal Infirmary of Edinburgh (RIE) opening in October, marks the culmination of a year-long project by Lothian Health Services Archive (LHSA), working in partnership with the RIE, Edinburgh College of Art (eca) and Exhibition Consultants Amanda Game and Dr Elizabeth Goring. The project was organised by Ginkgo Projects for the RIE Arts Committee with funding from the Heritage Lottery Fund and the RIE Volunteers.

Part historical, part medical, the project focuses on LHSA's enamelled badges. These date from the early twentieth century right up to the HIV and AIDS epidemic of the 1980s. The badges were the inspiration for staff and postgraduate students from the eca Jewellery and Silversmithing Department, who have created artwork for the project. Students were invited to seminars held at the CRC where they could view the badges and learn more about them. A wide selection of archive material, including photographs, architectural plans and nursing registers, was also presented to provide some context to nursing in Edinburgh in the twentieth century.

In February, a very successful 'Bring a Badge Day' was held at the RIE where nurses were encouraged to bring along their badges and talk to the eca students about their careers.

Nurses - both current and retired - were interviewed about their experiences. Volunteers received training in oral history collecting from LHSA staff and these interviews, along with others collected throughout the project, will be transferred to the Archive. Excerpts from the interviews also form part of the exhibition and can be heard via smartphone technology.

The experience of forging links between LHSA and the artistic community has been an extremely positive one; it's fantastic to see the collections being used in new and exciting ways. The process has also widened access and promoted our collections to new audiences.

The exhibition is free and runs from 18 August to 24 September in the reception of the CRC on the sixth floor of Edinburgh University Main Library (30 George Square, EH8 9LJ).

*Laura Gould
LHSA Assistant Archivist*

LINKS:

www.lhsa.lib.ed.ac.uk

<http://lhsa.blogspot.com/>

<http://tinyurl.com/facebooklhsa>

<http://nursingbadges.wordpress.com/>

LEFT: Some of the badges in the LHSA collection

BELOW: Excerpt of letter written to the Matron of the RIE, Christmas day 1944

Mon - 25 Dec. 1944

Dear Matron,

At about 6.30 this morn I was crossinq the links I meadowo on my way to the Rly. Station.

INTERVIEW



John Simmons

E-Records Advisor

National Records of Scotland

John is the E-Records Advisor in the National Records of Scotland's (NRS) new E-Records Unit, which was established in May 2011 to focus on taking forward work with all aspects of born-digital records.

The majority of bodies from which NRS receives records are now creating electronic records and the Unit supports archivists in record areas by providing advice and developing policies and procedures to help them deal with e-records. It is also responsible for maintaining NRS's digital repository.

Describe Archives in three words.

Vital. Eclectic. Relevant.

What are the main challenges currently faced by the sector?

Funding is an obvious challenge, especially in the current economic climate. Archives are being asked to do more with the same, or less, resources; whether that be meeting legislative requirements, engaging in new outreach activities or, I am bound to say, dealing with the challenge of preserving born-digital records. Developing the right policies and infrastructure to ensure a lasting archival digital legacy is a huge challenge for us all.

Why Archives?

I graduated with history degrees and archives were an obvious fit. After joining The National Archives of Scotland (NAS) I studied for the Society of Archivists Diploma. I have worked as an archivist in a variety of posts in my time with NAS and for the last three years as records manager, before moving into the NRS's new E-Records Unit. My current post draws on my experience of both archives and records management.

What projects are you working on at the moment?

The E-Records Unit is contributing towards the implementation of the Public Records (Scotland) Act by developing a knowledge base which will highlight selected information, guidance and resources, which we hope are of value to organisations and individuals in

Scotland working with electronic records.

We are also working on an element of *Scotland's Digital Future: A Strategy for Scotland*, along with Registers of Scotland and in co-operation with the National Library of Scotland, to develop long term preservation solutions for public digital assets leading to the creation of a national digital asset strategy.

If you had an unlimited budget what would you do?

NRS will be looking to expand its digital repository and automate archiving processes to deal with the increasing volume of e-records we expect to receive and an unlimited budget would be welcome here. The time and resources to explore all the digital preservation solutions and services out there and to apply digital forensics tools to our e-archives would be a luxury. But you don't necessarily need a big budget to preserve digital records. The priority is to put in place sound strategies for the creation and maintenance of the e-records you will want to preserve, which are relevant to local circumstances.

What has been the highlight of your career so far?

I have worked in public search rooms, in health archives, with maps and plans, with sheriff court records, as an image library manager, as a corporate records manager, and now in the area of digital preservation. These positions have all had their interesting moments and I would find it difficult to pick a highlight, but I think my career path shows the diverse professional opportunities archives have to offer. I am sure that working with digital records will present its own challenges and opportunities.

CONSERVATION

the bench



James Thorburn

Conservator
National Records of Scotland

Throughout the Highlands, supernatural tales and legends abound. Many of these stories are steeped in mystery with a touch of the macabre. In these stories, fairies are not always benign; they were known to carry off healthy children and replace them with frail and sickly 'fairy children' or 'changelings'. In the Highlands it was once common for newborn infants to be fed fresh butter to protect against these feared creatures. It has been suggested that these stories were a means of rationalising the misfortune and ill-health that often struck young children. Unusually, poor relief records from the late 18th Century in Ardnamurchan make several mentions of changelings. What did they mean? The record is quite unclear but since these cases were regarded as most deserving of the Kirk's charity and support, and the sums were quite large, we might guess that the children concerned were in some way physically or mentally disabled.

The National Records of Scotland (NRS) can transmit records of par-

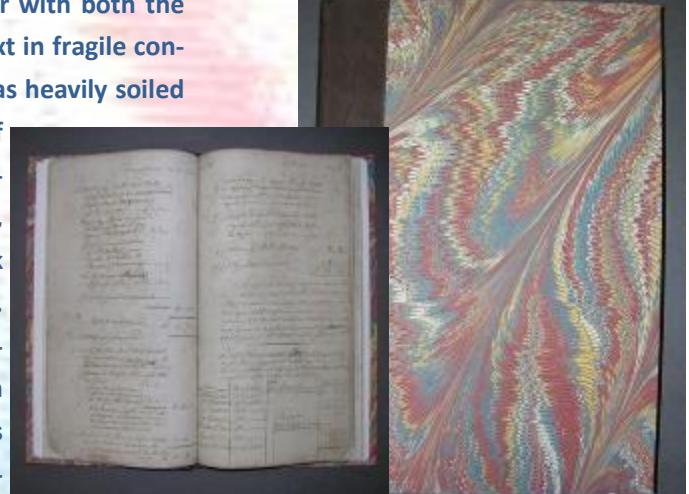
ticular local significance under a Charge and Superintendence agreement to colleagues within Scottish local authority archives. This recently deposited Ardnamurchan Kirk session volume with accounts of changelings is one example of a record that my colleague, Jacqueline, and myself have been working on:

CH2/1350/3 Ardnamurchan Kirk session register 1775-1898: Including minutes, collections, distributions, lists of destitute poor - with reference to persons described as 'changeling'

The original condition of the volume was very poor with both the binding and the text in fragile condition. The item was heavily soiled with evidence of water damage including staining, loss of ink, ink bleed and transfer. Additional complications arose from other fugitive inks and structural al-

terations and additions which had been made over the years.

After cleaning, washing and repair using sympathetic Japanese papers, the volume could be reassembled into a structure for sewing. It was then rebound in dark brown calf leather with marbled paper sides. The original binding has been retained and will travel with the volume when it is retransmitted to the Lochaber Archive centre. Following 49 hours of work in the NRS conservation studio, the volume is now fit for transfer to Fort William. The volume will also be digitised with images added to the ScotlandsPeople and SCAN wills and testaments websites.



Earlier this year, the Scottish Council on Archives announced the intention to fund a bursary in memory of Patrick Cadell CBE. Honouring Patrick's extensive contributions to Scottish archives, not only as a former Keeper of the Records of Scotland, but also in his capacity as a chair and trustee of numerous heritage, archives and records organisations, the Patrick Cadell SCA Bursary is aimed at providing an annual CPD opportunity for an archivist or records manager working in the Scottish sector.

After receiving some excellent applications, the SCA is delighted to introduce this year's successful candidates: Stephen Hall and Louise Williams.

After nineteen years of working in an academic bookshop, Stephen decided on a career change. In addition to becoming a volunteer with the Centre for Research Collections at the University of Edinburgh, he began studying the CPD modules at the University of Dundee with the intention of building these towards a professional qualification in Archives and Records Management. The

THE PATRICK CADELL BURSARY

SCA announce this year's recipients

Bursary will enable Stephen to complete additional modules at the University of Dundee in the coming academic year. And as if all of this was not enough, Stephen is also currently undertaking PhD research.

Louise is immersed in the dissertation stage of an MSc in Information Management and Preservation at the University of Glasgow. By volunteering with a number of different archival institutions, including the Lothian Health Services Archive, the Royal College of Nursing Archive and the National Records of Scotland, Louise has gained diverse and wide-ranging experience in the sector. Keen to expand this knowledge base, she plans to use the Bursary to enrol on the University of Dundee's distance learning course *Sound and Vision: Collecting, Preserving and Managing Film, Sound and Oral History*.

The SCA would like to congratulate both Stephen and Louise, and wish them well with their ambitious future plans. We will be following their progress in *Broadsheet* and on the website.

Applications for the 2012 Patrick Cadell SCA Bursary will open in September – please consult the SCA website for further information.

Links:

Scottish Council on Archives

www.scoarch.org.uk

University of Dundee

www.dundee.ac.uk/cais

University of Glasgow

www.gla.ac.uk/departments/hatii

The successful 2011 applicants: Louise Williams and Stephen Hall



SCA Records Retention Schedule Project (SCARRS)

Here are recent amendments made to the Scottish Local Authority retention schedules. Full details of all amendments can be found on the SCARRS Amendment page of the SCA website:

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

Amendments:

The generic retention schedules for Procurement (schedule 22) currently use the term 'approved supplier' to refer to suppliers/contractors. To avoid any ambiguity, this term will be changed to 'supplier' throughout the schedule.

Acknowledgements to Teresa Maley and colleagues at the Scottish Borders Council for suggesting this amendment.

The
EDIBLE ARCHIVE
are we what we eat?

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