

# ANNUAL REPORT

2011 – 2012

# SCA

**SCOTTISH COUNCIL ON ARCHIVES**

General Register House Rm.21, 2 Princes Street, Edinburgh EH1 3YY

**T:** 0131 535 1362 **E:** [info@scoarch.org.uk](mailto:info@scoarch.org.uk) **W:** [www.scoarch.org.uk](http://www.scoarch.org.uk)

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## MESSAGE FROM THE CHAIR

It gives me great pleasure to present the Annual Report for 2011-2012, which covers 12 months of significant progress.

Founded 10 years ago, the Scottish Council on Archives (SCA) has a clear remit as an independent strategic body supporting, developing and providing advocacy for the archives and records management sector, including its broad range of services. The remit has grown in importance, and not least because of the twin pressures of resource constraints and the rapidity of change within the sector.

Funding from the Scottish Government has continued to be vital to the SCA (and thereby to the sector). It has provided the resources essential to focus on improvement within the sector: building capacity; both support for, and delivery of, processes that will assist in the securing of continuous improvement, increased efficiency and better value for money; and raising awareness and improving understanding of the sector and the positive impact its services provide in terms of sustaining the day-to-day operations of a modern, complex and rapidly changing society.

The Annual Report gives me the opportunity to thank publicly everyone that contributed to the range of achievements secured during the year - the SCA staff, Management Committee and Council members, and the many individuals and organisations who willingly, indeed enthusiastically, gave of their time and expertise. Co-operation and partnership have made possible the advances secured during the year. It is appropriate that I extend a special thanks to all who participated in the consultation on the future governance and core purposes of the SCA. It was a highly productive exercise that reinforced the willingness to work collaboratively within the sector and beyond and emphasised the vital importance of users – many and various – to the sector.

The achievements of 2011-2012 are not to be seen in isolation. Rather they are milestones in a journey that promises to show the impact of the archives and records management services on business in the broadest sense and on the society in which we operate. These services are responsible for the preservation, management and promotion of an irreplaceable asset, the documented memory of the Scottish nation.



Dr Irene O'Brien

## INTRODUCTION

This *Annual Report* covers the financial year between March 2011 and April 2012. The simple reality is that continued funding from the Scottish Government has provided the Scottish Council on Archives (SCA) with the financial stability and resources to deliver an ambitious programme that otherwise would have been impractical.

The resources available have been impressively supplemented by voluntary efforts reflecting the willingness of professional archivists and records managers, users of the services provided by the sector and many outside the sector to 'go the extra mile' in order to achieve successful outcomes. A spirit of co-operation and partnership has been at the core of those outcomes, and that is reflected in this Annual Report.

The achievement of outcomes is not a box ticking exercise designed to make the sector feel good about itself. It is about a single but all-important word – *impact*. That means making a difference in terms of improving the services provided. It also means having in place procedures and practices that gather the data necessary to prove the extent of improvement. Impact may be a short word but it carries a big punch.

That 'big punch' must be focussed on those who have a vital interest in the efficiency of the services provided by the sector - users and stakeholders. Their needs and their expectations must sit at the heart of what the SCA itself and the sector as a whole seek to deliver.

2011-2012 has been another successful year. The SCA has proved its ability to deliver on its objectives, but it has also done something of equal importance, namely turned the spotlight on those objectives. Only a fundamental re-examination could ensure continued relevance to the sector and to the wider Scottish society served by the sector. That has not been an inward-looking exercise but rather one that brought fully into play the views of users and stakeholders.

The SCA has an overarching objective, namely to secure year-on-year improvement of the services responsible for the documented memory of the nation (the archives) and for maintenance of, and access to, the information (the records) that underpin day-to-day business activities for government at every level, for communities and for individuals and families. That is why the word impact is at the heart of SCA thinking and actions.

# RESEARCH AND STANDARDS

## **ARMS: A Quality Improvement Framework for Archives and Records Services**

In line with the development of sector specific quality improvement tools for the Libraries and Museums sectors, the Scottish Council on Archives (in 2009) commissioned a draft Quality Improvement Framework for the Archives and Records Management sector. The aim was simple – to obtain access to best practice drawn from around the world and thereby create a practical self-assessment tool that could facilitate a step change in how Scottish archives and records management seek to improve services.

The result was the Quality Framework for Archives and Records Management Services (ARMS). It is a collaborative, reflective and evidence-based tool with a focus on supporting planned and measured improvement of service provision. Key outcomes are identified. Evidence must be collected. Importantly, ARMS guides its users in creating service improvement plans that are tailored and attainable.

Robust testing of the ARMS tool was essential before consideration was given to roll out. A pilot carried out in five very different services during the year 2010-2011 proved that the tool was flexible, practical in application and robust in outcomes. At the conclusion of the pilot in October 2011, the feedback of the pilotees – the make or break verdict of users – was awaited eagerly. Had the guidance, the pointers, the indicative questions within ARMS ‘done the job’? The conclusion was a resounding ‘Yes’. The pilotees had found the ARMS self-evaluation process to be a wholly positive exercise allowing services to focus on areas of delivery most immediately important to them, build on successes, and plan and monitor future improvements.

The ARMS framework was conceived as a comprehensive tool covering the whole range of archives and records management services. Within it there is a particularly strong focus on records management improvements. That focus is of special importance with the passing by the Scottish Parliament of the Public Records (Scotland) Act 2011. As an evidence-based self-evaluation tool with an emphasis on continuous improvement without stigma, ARMS is well suited to supporting the ‘light touch’ approach of the legislation.

## **ALMA-UK Economic Impact Toolkit for Archives and Museums**

One of eight member organisations, the SCA is fully active in ALMA-UK (Archives Libraries & Museums Alliance – UK), which brings together the principal strategic bodies for the different

sectors across all four home nations, i.e., Scotland, Wales, Northern Ireland and England. ALMA-UK brings common purpose, information sharing, coping with risk and pooling of resources across the sectors.

One of the most important collaborations is the UK-wide Economic Impact Toolkit for Archives and Museums. The SCA is giving a modest financial contribution towards its creation. The resulting data gathering methodology will produce locally relevant economic impact reports, consistent in content and capable of withstanding robust scrutiny by economists. The toolkit will generate details of the impact of an individual organisation on the local economy: financial (additional expenditure generated by its operations); employment (direct as well as through procurement and visitor-related expenditure); and Gross Value Added (overall contribution to the local economy feeding through to national Gross Domestic Product).

Release of the tool in August 2011 was followed by workshops for partner organisations to introduce professionals to the methodology and offer practical guidance on its use. In Scotland, the SCA worked in partnership with Museums Galleries Scotland to deliver two workshops for museums and archives professionals in Perth and Edinburgh. The tool has been enthusiastically received by professionals across both sectors. The data collected will help to build a broader and clearer picture of the important economic impact of museums and archives across Scotland.

### **The SCA and Archives Accreditation**

The archives sector across the home nations has come together to progress proposals for a new accreditation scheme for archive-holding organisations. The partner bodies include The National Archives (London), the Museums, Libraries and Archives Council (the MLA, since dissolved), CyMAL (on behalf of the Welsh Assembly Government), the National Records of Scotland, the Public Record Office of Northern Ireland, the Archives and Records Association, the Archives and Records Council Wales and the Scottish Council on Archives. In co-operation with other bodies, the Scottish Council on Archives has represented Scotland in the development of the scheme.

An Archives Accreditation Scheme is expected to bring benefits across six core areas. These may be summarised as 'The 6 Ps':

1. **Performance:** a UK-wide benchmarking quality standard gauging performance, recognising achievement, ensuring value for money and driving continuous improvement

2. **Profile:** a mechanism for raising awareness and understanding of archives, building confidence and credibility (within parent organisations and externally)
3. **People:** a process to help archive-holding organisations adapt and respond to user needs and to support workforce development
4. **Partnerships:** a tool to help archives examine their 'offer' and encourage collaborative working within and between organisations
5. **Planning:** a robust framework for forward planning, improving procedures and policy, and reducing organisational risk.
6. **Patronage:** a badge of recognition which demonstrates quality services to supporters, donors and grant-making bodies, strengthening funding applications, attracting philanthropic giving and fostering investor trust.

The SCA has contributed financially and is active in the archives accreditation co-creation process. In January 2012, the SCA hosted an archives accreditation workshop in Edinburgh for lead volunteers, which outlined both progress to date and the online co-creation process.

Archives accreditation is central to the *Archives for the 21st Century* priority to develop more effective services and increase sustainability within the sector – a priority shared by the SCA. The writing and piloting of the scheme will take place during year 2012-2013.

# ADVOCACY

## ***Scotland's Archives Matter Advocacy Brochure***

Late summer 2011 saw the official launch of *Scotland's Archives Matter*, a visually appealing and content-rich advocacy brochure. Aimed at representing the sector and raising awareness, it showcases the diverse nature of Scotland's archival holdings and the vital work of professional archivists and records managers.

Scotland's Cabinet Secretary for Culture and External Affairs, Ms Fiona Hyslop, launched the publication on 31 August 2011 at a reception in General Register House, Edinburgh. Following distribution to decision makers and funders of archive services – MSPs, Councillors, Local Authority Chief Executives and others, favourable comments and feedback were received.

*Scotland's Archives Matter offers a glimpse into the amazing range of archives held by an equally amazing range of bodies, large and small, across Scotland. Archives are a shared inheritance and, in that sense, democratic. They are about the people and in a very special sense, they belong to the people. They are our archives. They tell our stories. I am confident that Scotland's Archives Matter will help to deliver that message loud and clear.*

(Fiona Hyslop MSP: extract from speech launching *Scotland's Archives Matter*)

The production of the brochure proved that the archives and records management sector is at its best when collaborating to achieve a common purpose. The contributions of all were equally important in achieving success.

## ***Broadsheet – the SCA E-magazine***

In March 2011, the SCA issued the first number of *Broadsheet*, its PDF monthly e-magazine (freely available to download from the SCA website). Each issue contains news articles, features, interviews and images from a variety of contributors. The readership continues to grow and includes both professionals and users of archives in Scotland.

*Broadsheet* continues to inspire comment and debate. It is used as a communication tool within the sector and also as a profile raising and advocacy tool out-with the sector.

The *e-magazine* is, in fact, owned by the entire sector in Scotland and represents the co-operative spirit and community nature of professionals and users throughout the country. This ownership is

demonstrated by the continuing commitment of time and effort freely offered by contributors. This sense of partnership, commitment to shared values and sharing of experiences is also at the core of all SCA activities and ethos.

### **The SCA and Web 2.0**

Since its launch in 2009, the SCA website has undergone changes and developments aimed at conveying the work of both the organisation and the sector to the widest possible audience. The website has provision for news, publications, and a project working forum to exchange information and views. The site enables the sharing of key tools and guidance consulted by the sector, e.g., the ARMS Quality Framework and the SCA Scottish local authority generic record retention schedules (SCARRS).

Statistics for the past three years show a steady rise in visitor numbers (as identified by unique IP) with a significant increase for 2011-2012. Between June 2009 (when set up) and March 2010, the figure was 1,867, increasing to 4,629 for the year April 2010 to March 2011 and reaching 12,885 for the following year. In other words, average monthly visitor numbers more than doubled between June 2009 and March 2011, and then almost trebled between April 2011 and March 2012.

While these figures are extremely encouraging, new technologies and online resources offer the prospect of increasing the impact of the SCA website. Committed to having a dynamic and exciting online presence, in 2011 the SCA contracted a cutting-edge website development firm to design and build a new site. In consultation with a broad range of stakeholders, the new website has been designed to be intuitive in layout, information rich and visually appealing. At its heart will sit greater interaction between the SCA and visitors, with comment forms, a YouTube channel and a media and resource library.

In addition to the main website, further online initiatives include a Flickr image gallery, Facebook and Twitter accounts and the creation of a Google Map for Scotland's archives. The Scottish Archives Flickr gallery presently contains 139 images drawn from a range of archives and has, to date, received nearly 6,400 visits. Archival items are often visually impressive, a factor that will form a key element for the new website, which will host a variety of image galleries.

The Scottish Archives Google Map - which identifies the location and contact details of 58 archive holding institutions - is a practical tool for discovery and exploration.

One of the most important advances in online communications is Twitter. Connecting the SCA with over 700 individuals and organisations, from Perth (Scotland) to Perth (Australia), *@ScottishArchives* has proven to be an efficient and dynamic means of engaging with new audiences both at home and abroad.

### **The Public Records (Scotland) Act 2011**

The Public Records (Scotland) Bill received Royal Assent and was formally recorded in the Register of the Great Seal on 20 April 2011. The first Scottish public records legislation for over 70 years, it is designed to improve the quality of record keeping across public authorities. The focus is now on provision of guidance and practical assistance as bodies named under the new Act prepare for implementation.

The SCA has been fully active in the Public Records (Scotland) Act 2011 Stakeholder Forum (first meeting June 2011) created to assist the Keeper of the Records in preparing a model Records Management Plan (RMP) and guidance (on form and content) for the RMP. Throughout the year 2011-2012 the SCA has contributed to the Forum, facilitating information sharing and pointing to practical tools to assist bodies in meeting their obligations under the Act (e.g., the ARMS Quality Framework and the SCA Generic Record Retention Schedules).

In September 2011, in Edinburgh, an Act-related conference was held on the theme of strengthening records management and compliance with the law. It was attended by over 150 delegates from public authorities. The SCA Chair, Dr Irene O'Brien, gave a presentation on the work of the Scottish Council on Archives in developing ARMS as a practical and flexible quality improvement framework. In the following month, in co-operation with the National Records of Scotland, the SCA hosted a Public Records (Scotland) Act Implementation Update event at Glasgow City Archives. Meanwhile the SCA has kept the sector informed on progress and news concerning the Act via its website and the e-magazine *Broadsheet* carried a full length interview with the Keeper on issues surrounding the implementation of the legislation.

The SCA is confident that ARMS will play a significant role in implementation of the ground-breaking Act, and it will continue to work in a spirit of support and co-operation on any other implementation-related initiatives.

# PARTICIPATION

## Scotland's Online Archival Catalogue

Established in 2004, the Scottish Archives Network (SCAN) offers online access to collection-level descriptions of archives held by 52 partner organisations. There are currently c.59,000 catalogue entries of which c.28,000 are at fonds (collection) level and c18,500 at file or item level. To reap the full educational, cultural and social benefits of archives, users must be able to access more item-level descriptions. The Scotland Online project aims to provide all archive offices in Scotland with detailed searchable information about holdings. That promises to be of enormous benefit to all current and potential users of archives in Scotland (and, indeed, world-wide).

The project has looked at current provision of archive catalogues in Scotland and scoped the potential size of Scottish archives online. The final report for this first phase included a review of the existing SCAN website and infrastructure recommendations on its future that focused on the online catalogue.

The second phase of the project has been to identify the scope and technological options for the catalogue, agree with SCAN about its role and develop bid(s) for external funding to deliver the product.

Such an important project has to include consultation. In July 2011, a consultation day was held at the University of Glasgow with speakers from the Archives Hub, Royal Commission on the Ancient and Historical Monuments of Wales and the University of Strathclyde. Each outlined the practical benefits and challenges of different cataloguing options. Those attending gave feedback on the options, including via a comprehensive online questionnaire to assess in detail the current state of cataloguing in individual services across Scotland.

During the summer of 2011, a questionnaire on the nature and extent of online cataloguing in Scotland and possible future approaches to it was circulated to 76 archival repositories. There were 37 responses. Areas covered included the quantity and extent of archival holdings and level of online cataloguing detail as well as practices, technical processes and formats used, including the resources currently available to support them.

The survey findings were published in September 2011. Across the 37 repositories, there were some 6000m<sup>3</sup> of archives in 28,000 collections with 800m<sup>3</sup> of that uncatalogued. Over 80 per cent of

repositories had catalogued more than half of collections, but 20 per cent had half of their collections completely uncatalogued. As to catalogues placed online, two-thirds had over 50 per cent of their catalogues searchable online at some level, while a third had less than this.

The report recommended a two-stage process in preparation for a funding bid: identification of a technical solution for the 'added-value' catalogue taking account of the requirements identified in the questionnaire responses, and a decision as to the nature of the educational knowledge-based element of the proposed website.

In January 2012, a pre-application bid for funding was submitted to the Heritage Lottery Fund (HLF), and advice on progressing the bid to the next stage was received.

### **The SCA and Education**

Archives have enormous potential to inspire and enhance learning and teaching. The SCA is committed to wider access to archives for learning, particularly for young people. Securing the objective requires bringing together the expertise and experience of both educators and archivists. In January 2012, the SCA set up an Education Working Group of experienced archivists and educators. The aim is to deliver high quality, relevant and exciting archive-based resources to teachers, pupils and members of the wider educational community. A key role of the group will be to plan a co-ordinated approach for what is a vast and diverse range of archive bodies across the country.

The remit of the working group is broad and challenging, a situation that reflects the determination to secure an outcome that will impact on education. The essential starting-point will be devising the framework for a pilot scheme in 2012-13 that will operate in at least two primary/secondary schools in urban and rural areas of disadvantage.

Other elements will include an up-to-date of archive resources and services aimed at teachers and local authorities, and a 'learning agenda' - part of a three-year (2012-2015) plan - with a Curriculum for Excellence-related framework for development of archives staff. Local initiatives will be the focus of a list of opportunities for teachers to work with both local and national archives. A cross-sectoral group will develop a number of national resources to be made available through the Education Scotland 'Studying Scotland' website. In recognition of its national and local significance, the working group will link up with the SCAN online catalogue bid.

### **Archives Awareness Campaign: The *Edible Archive***

Across the UK and Ireland, the Archives and Records Association sponsors an annual Archives Awareness Campaign. The Scottish Council on Archives contributed the *Edible Archive* to support the 2011 theme of Culture and Diversity, 'What's your story?' Operating on the premise that the food we eat is a reflection of who we are, where we've been, and where we live, the SCA's *Edible Archive* project invited archives and members of the public across Scotland to contribute recipes from their collections and personal cookbooks.

As an awareness and profile raising project for archives in Scotland, the *Edible Archive* was a resounding success. It generated significant interest from the media and from members of the public. A feature page was hosted on the STV website and there were interviews on the BBC Radio Scotland programmes, *The Kitchen Café* and *Newsdrive*. The *Edible Archive* featured also on BBC Scottish regional evening news where members of the public were given a preview of some of the fascinating - some delicious, some gruesome - contributed to the project from archives across Scotland.

The *Edible Archive* obtained full page spreads in several newspapers, including the *Edinburgh Evening News*, the *Scotsman's Scotland on Sunday*, the *Scottish Sun* and the *Scottish Daily Mail*. This coverage prompted members of the public to contribute more recipes.

In partnership with the directors of 'Previously...Scotland's History Festival' and the Edinburgh-based homelessness charity, Streetwork, the SCA hosted the 'Taste of History' event in November 2011 to show some of the *Edible Archive* recipes. The event was a free and very well attended open house day held at the social enterprise venue operated by Streetwork, 'Captain Taylor's Coffee House', Edinburgh. The public could try some of the prepared recipes, including 'Locust Bread' and 'The Butler's Ginger beer'. There was a cookery demonstration by chef Paul Rogerson featuring regional Scottish foods, a talk from Dr Sue Bird (University of Aberdeen Rowett Institute of Nutrition and Health) on the science behind Second World War rationing, and a talk from historian Dr Michael Turnbull on the history of food in Scotland. Donations were made to the Streetwork charity, which provides food, shelter and specialised support services to the homeless and those at risk.

The project continues to attract interest with an approach in March 2012 to the SCA from producers of the popular BBC programme *The Great British Bake-Off*. The featured recipe will be 'Invalid Fruit Tart' from the NHS Lothian Health Services Archive.

Recipe contributions and information on the project can be found on the SCA website.

# DEVELOPMENT

## **Preservation Assessment Surveys**

The Preservation Assessment Survey (PAS) is a statistically robust methodology that allows an institution to gather quickly information on the state of preservation of its library or archive collection. In Scotland, its use has brought together the skills of three partner organisations - the Scottish Council on Archives, the National Records of Scotland and the British Library Preservation Advisory Centre. The surveys have been devised by the Centre, and the evidence from individual services is fed into a database giving a picture of the condition and preservation needs of collections across the UK. The SCA is funding 15 surveys to ensure that Scotland is properly represented in the UK preservation picture.

By the close of 2011, the majority of the surveys were completed. Throughout the SCA has provided financial support whilst NRS has given expert advice and generously 'loaned' trained conservators. The Centre has given training and one- to-one advice, and has analysed the data.

The survey has had an unplanned benefit – the discovery of interesting individual items. For example, Edinburgh City Archives unearthed two Edinburgh Burgh Court books covering 1601 to 1603 and, in the process, found late 13<sup>th</sup> and early 14<sup>th</sup> century parchment sheets. The sheets contain chants likely associated with the Augustinian Abbey of Holyrood.

## **SCA Generic Record Retention Schedules for Scottish Local Authorities**

In July 2011, the SCA delivered the second phase of the Scottish Local Authority Records Retention Schedules project (SCARRS). The chief purpose of the project was to create a series of generic retention schedules for Scottish local authority records. The final generic retention schedules are based on local authority functions rather than tied to a traditional 'department>service>record series' approach, and thus can be applied across different (and changing) structures. The schedules cover 26 functions and are freely available to download on the SCA website. In conjunction with the associated guidance, the schedules can assist authorities to determine what records series should be kept and for how long. The schedules promote consistency across local authorities and eliminate the need for Records Managers to research repeatedly legislation and guidelines for themselves.

As part of the formal launch of the schedules, the SCA delivered two very well attended workshops in May and June 2011 in Edinburgh and Inverness. The emphasis was on how to use the schedules

and their practical application in the workplace. Since that launch, the SCA has been encouraging and collecting feedback from users across Scottish local authorities.

Delivery of the schedules has proved timely as they will help in the implementation of the Public Records (Scotland) Act. SCA website statistics indicate that the schedules are a popular and frequently accessed tool. The SCA is committed to ensuring that the schedules remain up to date, and a review and update of schedule content will take place throughout 2012-2013.

# SUPPORTING THE SCOTTISH ARCHIVES AND RECORDS SECTOR

## Events, Workshops and Consultations

The SCA has a widely recognised role in promoting, organising and contributing to events that further initiatives within the sector and allow the exchange of information and ideas among the participants. As might be expected, the events helped to deliver the SCA's own *Business Plan* objectives. Throughout 2011-12, the SCA welcomed over 400 guests and speakers from across Scotland and the UK to a variety of events, consultations and workshops, including:

- Heritage Lottery Fund Consultation Event (Edinburgh)
- 'Scotland Online' Consultation Event (Glasgow)
- SCA Record Retention Schedules (SCARRS) Workshops (Edinburgh and Inverness)
- Launch of 'Scotland's Archives Matter' brochure (Edinburgh)
- ARMS Workshop, Archives and Records Association Annual Conference (Edinburgh)
- The *Edible Archive* 'Taste of History' Event (Edinburgh)
- Archives Accreditation Workshop (Edinburgh)
- SCA Consultation Event (Glasgow)
- ALMA-UK Economic Impact Toolkit Workshops (Edinburgh and Perth)

## The SCA Patrick Cadell Bursary

Dedicated to the memory of Patrick Cadell CBE, former Keeper of the Records of Scotland and chair and trustee of numerous heritage, archives and records organisations, the bursary honours his invaluable and lasting contribution to the sector. The Bursary entered its second year in 2011 with the awarding of funding to Louise Robertson and Stephen Hall. The Bursary is intended to enable archivists and records managers to undertake continuous professional development (CPD) courses, such as those offered by the Universities of Dundee and Glasgow, or equivalent. Both Louise and Stephen chose to study via distance learning offered by the University of Dundee, undertaking *Sound and Vision: Collecting, Preserving and Managing Film, Sound and Oral History* and *Principles and Practice of Records Management* respectively.

*I thank the Patrick Cadell Bursary, and the SCA, in assisting with my career development and for providing an unexpected morale boost in these austere times.*

(Stephen Hall)

The successful applicants submitted reports on their experiences, which were published in the March 2011 edition (Issue 12) of *Broadsheet*.

# APPENDIX

## THE SCOTTISH COUNCIL ON ARCHIVES

The Scottish Council on Archives is the lead body for the advocacy and development of archive services in Scotland. We are committed to developing a national strategy to take the archival community in Scotland forward.

We are funded by the Scottish Government to represent and advise our members, and to provide a voice of consensus on all matters affecting the Scottish archives community. The Council comprises representation from local authorities, universities, health boards, national institutions, user groups and many others, and acts both as a strategic agency and a facilitator of activity on the ground.

We support historic archives, modern records management and electronic document management services, community archives, and activities such as conservation and preservation, as well as digitisation and learning. We also aim to promote archive services to the wider public by publicising initiatives such as the annual Archives Awareness Campaign.

Our Strategic Objectives are to:

1. Act as a focus for institutions and organisations concerned with the administration of archives in Scotland and to provide a forum for the exchange of views.
2. Provide a voice of consensus on archive matters and to bring to the attention of the public, government bodies and relevant institutions and organisations, issues of current concern in the field of archives.
3. Promote awareness of the unique contribution made by archives in preserving Scotland's cultural heritage and delivering democratic accountability.
4. Assess and identify the current and future funding requirements of the archive sector in Scotland.
5. Promote and support Scotland-wide initiatives within the archival community, and to facilitate dialogue and greater co-operation between repositories.
6. Promote and support collaborative working with professional colleagues in the museums and libraries sectors in Scotland.

# CONTACT AND FURTHER INFORMATION

**Web:** [www.scoarch.org.uk](http://www.scoarch.org.uk)

**Email:** [info@scoarch.org.uk](mailto:info@scoarch.org.uk)

**Telephone:** 0131 535 1362

**Address:**

Scottish Council on Archives

General Register House (Room 21)

2 Princes Street

Edinburgh

EH1 3YY