



ANNUAL REPORT
2012 - 2013

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MESSAGE FROM THE CHAIR

With great pleasure I present the *Annual Report* for 2012-2013, which covers 12 months marked by continuing and significant progress.

The remit of the Scottish Council on Archives is both simple and challenging – to be an independent strategic body that supports, develops and provides advocacy for the broad range of services within the archives and records management sector. The remit is more important than ever given the twin pressures of rapid change and resource constraints within and beyond the sector.

The Scottish Council on Archives could not hope to operate as effectively as it does without the financial underpinning of grant-aid from the Scottish Government. It ensures that the Council has the resources needed to plan not only for each year but, very importantly, also for the medium term. The funding has a wider effect in that it supports Council work across a relatively small sector that has the massive responsibility of preserving and providing access to archives that are ‘the documented national memory’ held in trust for present and future generations.

With the pressure on resources it is vital that every penny spent produces a positive and cumulative impact. The Council has therefore continued to focus on improvement within the sector. Capacity building has been targeted. There is a commitment to continuous improvement, greater efficiency and better value for money. A core activity has been raising awareness and improving understanding of the sector, including the positive impact of its services in sustaining the day-to-day operations of a modern, complex and rapidly changing society.

The *Annual Report* provides the platform to express public thanks to all who have helped in their different ways to deliver the achievements of the last year – the Council staff, Management Committee and Council members, and the many individuals and organisations that have with unremitting enthusiasm given of time and expertise. Without their co-operation and readiness to work in partnership, the advances secured during the year would have been impossible. Perhaps even more importantly, the spirit of co-operation evident in this as in other years proves the essential vitality of the archives sector and acts as an antidote to the sometimes troubling reports of insurmountable challenges and lack of resources.

The *Annual Report* could be characterised as an upbeat publication in that it highlights significant progress. However, that must not disguise the fact that there is still much to do in terms of improving the sector in Scotland and that there can be no relaxation of effort. Indeed, each advance should be seen as a building-block, one that further secures the position of the sector in terms of demonstrating its impact on business in the broadest sense and on the society in which we live and work.



Irene O'Brien (Dr)

INTRODUCTION

This *Annual Report* covers the financial year between April 2012 and March 2013. The simple reality is that continued funding from the Scottish Government has provided the Scottish Council on Archives with the financial stability and resources to deliver an ambitious programme that otherwise would have been impossible.

Successful outcomes during the year have been made possible by co-operation and partnership among professional archivists and records managers, users of the services provided by the sector and many outside the sector. They have readily given the Council their time and expertise.

Together stability of funding and co-operation and partnership working have ensured that the Council makes a difference, that it has a positive impact. Such an impact must improve service delivery and show that it does so in the medium and, indeed, longer term. Therefore, it is essential to promote the putting in place across the sector of procedures and practices that create data showing the extent of improvement.

The improvement of service delivery is about users (actual and even potential) and about stakeholders. A core purpose of the Council is to ensure that the default position of the sector is to meet their expectations and to make that possible by dialogue, the exchange of ideas and, where appropriate, research.

Beyond doubt 2012-2013 was a challenging year, as was the one before it and as doubtless will be the one after it. Challenges are there to be met and, indeed, should be seen as the necessary catalyst for change and for self-evaluation and self-improvement. The full strength of the sector must be harnessed to the task, and the Scottish Council on Archives is proud to have a key role in encouraging, promoting and supporting co-operation and partnership working. It does so from a deep-seated conviction that archives are important, that they are 'the documented national memory', that access to them is a democratic right in a modern society. It also recognises that records management underpins the day-to-day business activities of government and of industry and commerce as well as those of communities, of individuals and families. In short, archives and records have an impact. Moving towards robust measurement of that impact and promoting recognition has been central to the thinking and activities of the Scottish Council on Archives during the course of the year.

RESEARCH AND STANDARDS

ARMS: Quality Improvement Framework for Archives and Records Services

The Scottish Council on Archives has made a major investment – in terms of financial and staff resources – in the Quality Framework for Archives and Records Management Services (ARMS). It is a collaborative, reflective and evidence-based tool that focuses on supporting planned improvement with measurable impact across the full range of services in the sector. Key outcomes are identified and evidence collected, all within the context of users creating realistic service improvement plans that are tailored to meet specific needs at a particular point in time.

Beginning in 2009, the Council harnessed international level expertise to create the framework and then oversaw robust testing to ensure delivery ‘on the ground’ was practical. The next stage has been carried out throughout 2012. The Scottish Council on Archives had a simple objective – to encourage take-up of ARMS by transforming it into an easily-accessible and user-friendly online tool. That has been secured by bringing into play Quality Scotland’s extensive experience in delivering online quality frameworks and associated training for both public authorities and private organisations. The online format enables multiple users at different administrative permission levels across an organisation to input and save evidence in Quality Scotland’s confidential and secure database. The online tool also allows users to generate automatically improvement reports, and to access previously completed quality indicators. In keeping with the spirit of continuous improvement and harnessing feedback from ARMS users, the tool will be subject to on-going improvement. The framework is now available on the Scottish Council on Archives website where potential users of the tool can access a [virtual tour](#) before deciding to register formally. Registration as an ARMS user carries a modest charge.

In February 2013, the Scottish Council on Archives hosted an ARMS training day delivered by Quality Scotland. The day offered an opportunity to explore and articulate the purpose and benefits of self-evaluation and continuous improvement as well as outlining the role and importance of both peer review and external validation as part of the process.

The ARMS framework is a comprehensive tool for the whole range of archives and records management services. Within it, there is a strong focus on records management, which supports implementation of the Public Records (Scotland) Act 2011. The power of the tool was recognised in three key endorsements: from the Keeper of the Records and Registrar General for Scotland, from the Scottish Information Commissioner and from the Chief Executive of Quality Scotland. As an evidence-based self-evaluation tool with an emphasis on continuous improvement without stigma, ARMS is well suited to supporting the ‘light touch’ announced at the time the legislation was passed.

Public Services Quality Group Archive User Survey, 2012

Established in 1996 as a special interest group of the Archives and Records Association UK, the Public Services Quality Group (PSQG) for archives and local studies is a network for archivists with a particular interest in best practice and quality issues. Every 18 months, PSQG conducts a survey of visitors to UK archives. The user survey asks participants to answer a variety of questions related to demographics, the purpose of their archive visit and the quality of experience in relation to accessibility (e.g. website information, catalogues and professional advice).

The Scottish Council on Archives is committed to supporting the sector in gathering robust qualitative and quantitative evidence demonstrating the economic and social impact and other benefits that archives deliver to a variety of stakeholders. In the current climate of financial constraint, providing evidence to justify the value and cost of service provision is more important than ever. The 2012 Archives Visitors Survey (operated by CIPFA Business Ltd on behalf of PSQG) gathered robust data to help the case for maintaining, improving and recognising the value of archive services in the midst of increasing resource competition.

In past survey runs, Scottish uptake of UK-wide PSQG surveys was modest (a maximum of six archive services). To encourage participation, the Scottish Council on Archives covered the registration cost for any Scottish archive service wanting to take part in 2012. From smaller local

authority archives to the National Records of Scotland, a total of 28 services with a good geographical spread signed up. The increased uptake meant for the first time the survey data had a statistical significance sufficient to provide a profile of user feedback for Scotland.

ALMA-UK and the Economic Impact Toolkit for Archives and Museums

The Scottish Council on Archives is one of eight member organisations fully active in the Archives Libraries and Museums Alliance UK (ALMA-UK). The Alliance brings together the principal strategic bodies for each of the three sectors in each of the home nations, i.e., Scotland, Wales, Northern Ireland and England. ALMA-UK promotes a sense of common purpose through information sharing, coping with risk and the pooling of resources across the sectors.

One of the most important ALMA-UK collaborative initiatives is the UK-wide Economic Impact Toolkit for Archives and Museums, the creation of which the Scottish Council on Archives is supporting with a modest financial contribution. The resulting data gathering methodology will produce locally relevant economic impact reports, consistent in content and capable of withstanding close scrutiny by economists. The toolkit will detail the impact of individual organisations 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 UK Gross Domestic Product).

Release of the tool (in August 2011) has necessarily been followed up with workshops for partner organisations. These have introduced professionals to the methodology and offered practical guidance on its use. In Scotland, the Scottish Council on Archives worked in partnership with Museums Galleries Scotland to deliver two workshops (in Perth and Edinburgh) for museums and archives professionals. The tool has been enthusiastically received by professionals across both sectors. The data collected will build a broader and clearer picture of the important economic impact of museums and archives across Scotland.

Archives Accreditation Standard

Across the home nations the archives sector 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 (now dissolved), CyMAL (on behalf of The Welsh 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.

Each home nation was responsible for recruiting archive services in their area to participate in the pilot. The Scottish Council on Archives is active in the archives accreditation co-creation process, and

it has also contributed financially. In partnership with the National Records of Scotland, the Scottish Council on Archives worked with three services to pilot the scheme in Scotland: Angus Archives, Falkirk Community Trust Archives and the Lothian Health Services Archive. Representatives from the participating services attended a training day in September 2012.

The Scottish Council on Archives – as evidenced in its [Corporate and Business Plan](#) – is fully signed up to *Archives for the 21st Century*, which is endorsed by The National Archives and CyMAL. One of the key priorities set out in the strategy document is to develop more effective services and increase sustainability within the sector. That priority is fully shared by the Scottish Council on Archives. The launch of the scheme will take place during 2013.

ADVOCACY

Broadsheet e-magazine

The Scottish Council on Archives launched its monthly e-magazine [Broadsheet](#) (in pdf. format) in March 2011. It is freely available to download from the Council's website. Every issue contains news articles, features, interviews and images from a wide variety of contributors. Most importantly, *Broadsheet* continues to be a valuable communication tool within the sector inspiring comment and debate, which feeds through not only to the magazine but also to the wider considerations of the Council itself. Outside the sector, *Broadsheet* acts as a shop window that shows the archives and records management sector as co-operative, vibrant, ready to meet challenges, eager to improve services and more than willing to harness expertise and insights from elsewhere. It is therefore a valuable profile raising and advocacy tool among those who might otherwise not come into contact with archives in the innovative and open way it offers.

March 2013 marked the publication of the twenty-fourth issue of *Broadsheet*. The success of the e-magazine can be measured in its continued ability to attract diverse content and a growing readership from both within and outside the sector. *Broadsheet* is downloaded from the Scottish Council on Archives website an average of 700-plus times monthly. The new website has an online e-magazine sign up facility which has added a further 185 contacts from all over the world to the distribution list. The magazine is also a useful source of articles that can be used in other circumstances, e.g. drawing specific items to the attention of elected representatives.

While *Broadsheet* is produced by the Scottish Council on Archives, in reality it is owned by the entire sector in Scotland. This ownership is demonstrated by the continuing commitment of time and effort freely offered by contributors. The e-magazine reflects (and, of course, encourages) the co-operative spirit and community nature of professionals and users across the country. This sense of partnership, commitment to common values and sharing of experiences is also at the core of all the activities and the ethos of the Scottish Council on Archives.

Web 2.0

The Scottish Council on Archives website was set up in June 2009. While its increased traffic marked it out as a 'must visit' site for archives and records management in Scotland, the behind-the-scenes reality was that the website platform was inflexible. This deficiency meant that the vital updating of content was time consuming and frustrated innovative ways of presenting that content. For the Council to communicate effectively the situation had to change dramatically.

The change came in October 2012 with the launch of a completely new website. The refreshed, image-heavy and flexible new platform has brought significant returns with a considerably increased, diverse and growing online audience. The website also showcases the new identity for the Scottish Council on Archives. Based on symbolic elements – Infinity, Past, Present, Future and Scotland – the logo is flexible, modern, representative and (important for a web presence) eye-catching.

Since its launch, the new site has attracted an average of 2,000-plus unique visitors each month, notched up over 45,000 page views and is maintaining a promising mix of 56 per cent new visitors and 44 per cent returning visitors. Overall, the number of visitors is showing an impressive two-thirds increase on previous statistics, which means interaction with an annualised 20,000-plus individuals. The Council recognises the importance of ensuring that a positive, welcoming and, indeed, exciting image of Scotland is conveyed, especially to the 11 per cent of website users living in North America, Australia and New Zealand.

Other modern means of communication are being exploited by the Scottish Council on Archives. [Twitter](#) has proved itself to be an efficient and successful means of communication. Short, sharp (but informative) messages are circulated to a consistently growing audience - 1,493 followers bring fresh traffic to the website - and there are updates on news and events from communities and individuals with shared interests. Twitter has also provided a means of making 'real life' contacts willing to contribute content to *Broadsheet* and to re-tweet Council messages to their thousands of followers.

The Council presence on [Facebook](#) has generated more modest returns in terms of both followers and feedback. Nonetheless, it remains another useful and efficient channel for promoting events and activities.

The Scottish Council on Archives [Flickr](#) galleries and Scottish Archives [Google map](#) have also generated considerable interest. There are currently 139 images on the Flickr site and 10 per cent of those individual images have had more than 200 views. Overall, the images have attracted several thousand views and brought a flow of five per cent of the total of new visitors to the website. The Council's Scottish Archives Google map has received over 4,000 visits. The Archives Google map entries contain links to archive service websites and have proven to be a useful 'one stop shop' for potential visitors seeking basic information about the range of archive services.

Digital Continuity

The challenge of digital continuity – long-term preservation and access to digital records – is immense and has the potential to affect the day-to-day operations of business. Meeting the challenge requires more than the sharing of information. It requires a firm commitment to partnership working and to learning from each other.

Eager to promote that partnership approach, in November 2012, the Scottish Council on Archives hosted a one-day conference in Glasgow entitled, *Digital Matters: Leadership and Best Practice in Digital Continuity*. The day was both practical and informative. The speakers included the Scottish Information Commissioner (Rosemary Agnew), the Deputy Keeper of the Records of Scotland (Laura Mitchell), the Scottish Government's Director of Digital (Mike Neilson), the Strathclyde Police Records Manager (Alice Stewart) and the Lancashire County Council Records Management Services Manager (Rachel Moffat).

The immediate objective of the day was to raise awareness among senior management in public authorities as they will make the crucial decisions. Workshop sessions provided a forum to discuss and debate how digital preservation issues can be addressed in practical ways. Fifty-five delegates attended. Their enthusiastic participation raised many points of interest and, of course, further questions. These will be followed up and investigated with future events and activities.

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 Scottish Council on Archives has been fully active in the Public Records Act Stakeholder Forum (first meeting June 2011), which was 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 2012-2013 the Council contributed to the Forum, facilitating information sharing and pointing to practical tools to assist bodies in meeting their obligations under the Act. Notable among those tools are the ARMS Quality Framework and the Scottish Council on Archives Record Retention Schedules (SCARRS), the latter providing detailed guidance on the retention and disposal of local authority records.

In September 2012, an Act-related conference was held in Edinburgh on the theme of strengthening records management across the public sector. It was attended by delegates from across the named authorities, with Dr Irene O'Brien (Scottish Council on Archives, Chair), acting as Chair.

The Scottish Council on Archives has kept the sector informed on progress and news concerning the Public Records Act. The most effective publicity tools were the Council website and the e-magazine *Broadsheet*. The latter carried a full length interview with the Keeper on the high profile issues surrounding implementation of the legislation.

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

PARTNERSHIP AND PARTICIPATION

Scotland Online Archives Catalogue

The Scottish Archives Network (SCAN) - established in 2004 - 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 c.18,500 at file or item level. However, users will only be satisfied by having access to more item-level descriptions. Building on SCAN the Scotland Online project aims to provide all archive offices in Scotland with detailed and 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). It will open the way to reaping the full educational, cultural and social benefits of archives.

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 identified the scope and technological options for the catalogue, agreed with SCAN about its role and developed bid(s) for external funding to deliver the product.

On the basis of a questionnaire circulated to archival repositories (in 2011), a subsequent report recommending a two-stage funding bid process and receipt of advice from the Heritage Lottery Fund (HLF), Jura Consultants were commissioned in January 2013 to prepare an application for development funding. Consultation with a range of stakeholders fed into the preparation of a pre-application bid to the HLF.

In February 2013, the SCAN Ltd board of directors was given a presentation on development of a new online catalogue and portal for Scottish archives. It approved a request for £200,000 partnership funding. That decision provided a much needed contribution to moving forward the project.

A funding application was submitted to the Heritage Lottery Fund on 15 March 2013. A decision should be made at the end of June 2013. If successful, the funding will progress the planning, audience development and delivery phases of the Scotland Online Project. It would, indeed, be a case of 'all systems go'.

Education

Across learning and teaching, archives have enormous potential both to inspire and to enhance in practical ways. The Scottish Council on Archives is committed to wider access to archives in support of learning, particularly for young people. Securing that objective is no easy task. It requires bringing together the expertise, the experience and the strengths of educators and archivists in a productive interaction. For that reason the Scottish Council on Archives set up an Education Working Group of experienced archivists and educators. Its aim is to identify 'the how' in delivering high quality, relevant and exciting archive-based resources to teachers, pupils and members of the wider educational community. A key role of the group is planning a co-ordinated approach for what is a vast and diverse range of archive bodies across the country. The broad and challenging remit of the working group reflects the determination to secure an outcome that will have a significant and lasting impact on education, especially in areas where deprivation presents particular challenges that must be met with new thinking and close work with communities.

Other elements of this broad initiative will include an up-to-date directory of archive resources and services aimed at teachers and local authorities, and a 'learning agenda' - part of a three-year plan, [Many Stories, One Scotland: National Learning Plan from 2012-2015](#) - with a Curriculum for Excellence-related framework for development of archives staff. Local initiatives will focus on 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.

From autumn 2012, the Scottish Council on Archives has been running a series of pilot projects involving local schools and archive services across Scotland:

- **Bringing It Home:** collaboration between Borders Heritage Hub and Hawick High School History department with S3 students (ages 13-14) across several classes.
- **River Clyde:** collaboration between Glasgow City Archives and St. Saviours PS Govan Campus with P5/P6 (ages 8-10) students.
- **Local Study:** collaboration between Glasgow City Archives and Riverside PS Govan Campus and P3/4 pupils (ages 6-8).
- **Secondary Art Project:** collaboration between Glasgow City Archives and the PT of St. Mungo's Academy and S3 students (ages 13-14).
- **Cherubs and Angels:** storytelling collaboration between Glasgow City Archives and Broomloan Nursery School Govan Campus with Early Years pupils.
- **Amy Laws Letters:** collaboration between Aberdeen University Special Libraries and Archives and St Peter's RC Primary school with P6 students (ages 9-10) in one class.

The Education Working Group will be considering an interim report on progress with the pilots. Meanwhile, template materials for educators and archivists are currently under development. There will follow Continuous Professional Development materials and activities during the year 2013-2014.

Archives Awareness Campaigns

Across the UK and Ireland, the Archives and Records Association (ARA) sponsors an annual Archives Awareness Campaign. Launched during 2011, the Scottish Council on Archives '[The Edible Archive](#)' project provided an opportunity for the Lothian Health Services Archive (LHSA) to showcase some of their recipes within the Royal Infirmary of Edinburgh collection. The project attracted media attention with, for example, the LHSA 'Invalid Fruit Tart' recipe being featured in the BBC TV show 'The Great British Bake-Off' in August 2012.

In 2012 the Council's focus was on contributing to that year's ARA theme, 'Sports, Games and the Olympics'. There was a call for contributions to an online exhibition and competition, entitled, '[Racing through the Records](#)'. The response was impressive and, as a result, the Council website mounted an online gallery of archival images. Public involvement took the form of asking them to vote for their favourite item, the incentive being the opportunity to win a prize. The University of Strathclyde Archive produced the winning item, and Matt Hume of Falkirk won VIP tickets to the Braemar Highland Games. In all about 200 votes were cast. It is hoped that the 2012 project will form a useful starting-point for a more ambitious project in 2014 that will link into the 2014 Glasgow Commonwealth Games and provide a splendid opportunity to promote Scottish archives world-wide.

In March 2013, the Scottish Council on Archives met with the ARA to discuss practical partnership working opportunities over the coming year. The ARA is re-launching a wholly refreshed and exciting UK-wide Archives Awareness Campaign. The Scottish Council will be working closely with the ARA to promote the initiative in Scotland.

Commemorating World War One

As its very name suggests, WWI was one of the greatest (and most tragic) events in modern history. The UK Government wishes to have it commemorated across a span of four years, and archives will have a notable part to play in that commemoration. It is important that the role of Scotland – its people, its commerce and industry, and its voluntary and other organisations (including the political) – should be fully recognised.

Between the intention and securing the outcome is the preparation, and the beginning of a focus on what is involved both conceptually and in practical terms. That means meetings. The Scottish Council on Archives attended a networking event in December 2012 in Edinburgh. Hosted by Museums

Galleries Scotland, the event set out something of the plans and initiatives that will happen across Scotland in 2014 to commemorate the outbreak of the First World War.

The meeting was a significant success. The Scottish Council on Archives presented a slide-show of images and records that gave a flavour of the immense and varied materials to be found in archives across the length and breadth of Scotland. Open to every archive, museum, library and university (and anyone else who felt ready to contribute) the gathering provided an important kick start to developing partnerships and sharing ideas on the commemoration theme. The result was immediate in terms of new professional relationships but, rather interestingly, it also facilitated the discussing of plans for future projects - proof indeed of the benefits of networking.

In February 2013, representatives of the Scottish Council on Archives and of the National Records of Scotland met with Carole Robinson, the Scottish Government lead for WWI commemoration activities. The emphasis was rightly very much on working together to co-ordinate and support activities across Scotland from 2014 onwards.

The Council has started on the most important initial task, namely securing from archive services across Scotland their preliminary thoughts and plans. This is an essential first building block in what must be a co-operative venture. Naturally, planning is at an early stage in most services. The challenge is to ensure that the commemoration is tackled in the most efficient way possible and that the impact is maximised. The Council will set up a dedicated area on its website to update the sector on plans and upcoming activities.

DEVELOPMENT

Preservation Assessment Surveys

The Preservation Assessment Survey (PAS) is a statistically robust methodology based on a random sample of some 400 items from an individual archive's holdings or a discrete part of it (e.g. photographs). The whole process allows an institution to gather information on the state of preservation of its library or archive collection. In Scotland, use of the PAS brought together the skills of three partner organisations - the Scottish Council on Archives, the National Records of Scotland and the British Library's Preservation Advisory Centre. Having devised the survey methodology, the Centre is responsible for training, for advising on its use and for processing the data received from the individual participating archives.

The task is time-consuming but brief. The effort brings clear benefits in terms of reliable statistics that can inform the tackling of priorities as well as feeding into a broader Scotland-wide and, indeed, UK-wide picture. The Scottish Council on Archives funded 15 surveys to ensure that Scotland was properly represented within the UK preservation picture. In a splendid example of practical partnership working, the National Records of Scotland Conservation Services Branch was involved in a great deal of hands-on work, including the 'lending' of trained conservators with the necessary expertise to assess the physical condition of the randomly selected individual documents. By July 2012 the surveys were completed.

There was an important spin-off from the survey, one perhaps unsurprising given the richness and variety of what lurks on the shelves of the archives services - the discovery of particularly interesting individual items. For example, Edinburgh City Archives unearthed two Edinburgh Burgh Court books covering 1601 to 1603 and, in the process, found late 13th and early 14th century parchment sheets. The sheets contain chants most likely associated with the Augustinian Abbey of Holyrood.

Scottish Council on Archives Record Retention Schedules (SCARRS)

The Council delivered the second phase of its generic records retention schedules project for local authorities in July 2011. The thinking behind the whole project is both simple and ambitious. It provides retention schedules that relate directly and easily to the at-the-desk experience of local government officials trying to cope with the records they create, add to and handle during the course of day-to-day working. The schedules must be practical and readily understood. For that reason, they are based on local authority functions rather than tied to a traditional 'department>service>record series' approach. Most importantly, that means that the schedules can be applied across different (and changing) structures.

The schedules cover 26 functions and are freely available to download from the Scottish Council on Archives [website](#). In conjunction with the associated guidance, the schedules assist authorities to determine which 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 relevant (or possibly relevant) legislation and to produce in-house guidelines.

Delivery of the schedules has proved timely as they help in the implementation of the Public Records (Scotland) Act, 2011. Scottish Council on Archives website statistics indicate that the schedules are a popular and frequently-accessed tool.

The creation of the schedules is not a once-off task. As legislation is never static, so the schedules must be revised and updated on an on-going basis. The Scottish Council on Archives is committed to ensuring that the schedules remain up to date. Led by a commissioned specialist in record retention schedules and related legislation, a review and update of schedule content has been taking place throughout 2012-2013.

Heritage Lottery Fund Skills for the Future Funding

In January 2013, the Scottish Council on Archives sent out a call for expressions of interest from services that might host a paid trainee through the Heritage Lottery funded Skills for the Future scheme. 19 services expressed such an interest.

The Scottish Council on Archives gratefully received generous help from The National Archives in putting together a funding application for the scheme on behalf of the Scottish sector. That collaboration is a display of efficient working, of information sharing and of avoiding that most dispiriting of traps, the archival equivalent of reinventing the wheel.

A decision from the HLF is expected in May 2013. If the application for funding is successful, the scheme would create 18 paid trainee placements. The Scottish Council on Archives would then be in a position to work in partnership with TNA, ARA and the University of Dundee to deliver the scheme over a three-year period beginning in January 2014.

SUPPORTING SCOTTISH ARCHIVES AND RECORDS SECTOR

Events, Workshops and Consultations

The Scottish Council on Archives has a widely recognised role in promoting, organising and contributing to events that support initiatives within (and, indeed, beyond) the sector and allow the exchange of information and ideas among the participants. Obviously, the Council must ensure that the resource commitment to such events helps it to deliver on its own *Business Plan* objectives. In the year 2012-2013, the Council welcomed over 500 guests and a number of speakers from across Scotland and from elsewhere in the UK to a variety of events, consultations and workshops. The Scottish Council also contributed speakers, publicity and support to a variety of events and meetings, including:

- 19 May 2012. 'Eating in the Archives' at the University of Liverpool Conference (Liverpool)
- 24 August 2012. Literary Legacies: The House that Canongate Built – Festival of Politics (Edinburgh)
- 19 September 2012. Managing Public Records in Scotland Conference (Edinburgh)
- 13 October 2012. Scottish Association of Family History Societies AGM and Executive Meeting (Edinburgh)
- 9 November 2012. Meet the Archivists Event (Glasgow)
- 27 November 2012. Digital Matters Conference (Glasgow)
- 21 February 2013. ARMS Training Session delivered by Quality Scotland (Edinburgh)

Patrick Cadell Bursary

Dedicated to the memory of Patrick Cadell CBE, late 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 third year in 2012 with the awarding of funding to Christopher Fryer and Jennifer Hogg. 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.

As a new mother, the bursary gave Jennifer Hogg much needed support that enabled her to continue her distance education studies with the University of Dundee on the *Skills and Resources for Family and Local History in Scotland* module:

“Without the help of the Patrick Cadell Bursary and the Scottish Council on Archives I would have found it very difficult to continue with my studies. As a result I am one step closer to completion of the course and becoming a fully qualified archivist. I am immensely grateful to the Patrick Cadell Bursary and the Scottish Council on Archives for this help.”

Christopher Fryer was keen to expand his existing skills and experience in project management by completing the *Strategic Management for Information Professionals* module via distance learning at the University of Dundee:

“I am grateful for the Scottish Council on Archives awarding me this bursary which has allowed me to further my career development. By the end of the course I had learnt the concepts and terminology associated with strategic planning and management, which has allowed me to select the appropriate tool or model and apply the professional theory to my own workplace. In today’s contemporary professional environment it is vital to acquire the management skills necessary to oversee projects of all shapes and sizes.”

APPENDIX

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.



W WWW.SCOTTISHARCHIVES.ORG.UK

E CONTACT@SCOTTISHARCHIVES.ORG.UK T +44 (0)131 535 1362

A GENERAL REGISTER HOUSE 2 PRINCES STREET EDINBURGH EH1 3YY