

Annual Report 2015-16



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MESSAGE FROM THE CHAIR

With great pleasure I present the Annual Report for 2015-2016, which spans 12 months of continued and significant progress.

The Scottish Council on Archives (SCA) has a remit both simple and challenging - to be an independent strategic body that supports, develops and provides advocacy for the broad range of services across the archives and records management sector in Scotland.

The move to charitable status provided an opportunity to examine in-depth the SCA remit and whether it resonates within and outside the sector. The feedback received highlighted the standing of SCA in terms of positive image, championing of priorities within the sector and ability to get things done. These attributes all flow from one fundamental element in SCA thinking and action, namely that co-operation strengthens and improves all who participate.

SCA has gained significantly from co-operation on the part of individuals within and outside the organisation who willingly 'put the shoulder to the wheel' and give of their time and expertise. That says something about the Scottish readiness to work together where a greater good is within the grasp of those prepared to volunteer and to co-operate.

However, the scale of SCA success is possible only because of Scottish Government grant aid. It allows SCA to have the resources to plan in-year and, importantly, to set out each year within a medium-term planning perspective. The funding makes possible vital SCA work across a relatively small sector with the huge responsibility of preserving and providing access to unique archives that are 'the documented national memory' held in trust for present and future generations.

Resource pressures mean that every penny spent must contribute to a positive and cumulative impact. Therefore, the SCA focus continued to be on the critical issues of capacity building (having the tools and skills to deliver desired outcomes), continuous improvement, greater efficiency and better value for money. SCA is committed to raising awareness and improving understanding of the sector, including the positive impact of services that sustain day-to-day operations of a modern, complex and rapidly changing society.

The Annual Report provides an opportunity to express public thanks to all who have helped in various ways to deliver the achievements of the last year - SCA staff, the trustees and the many individuals and organisations that have enthusiastically given of time and expertise and have contributed ideas. This way of working has underpinned the advances made during the year. It has also shown the vitality of the sector and its readiness to tackle the challenges of improving service delivery at a time of resource constraint.

The Annual Report points to significant progress both in the archives sector and for SCA. Of course, the reality is that much remains to be done in order to improve further the sector in Scotland. SCA identifies as a key factor raising awareness of the positive impact of the archives sector on business (in the broadest sense) and on the society in which we live and work. Invaluable work - usually undertaken quietly and behind-the-scenes - needs to be recognised. It is the responsibility both of the sector and of SCA to ensure that the work done is fully explained and thus better understood.



Irene O'Brien (Dr)
Chair, Scottish Council on Archives

INTRODUCTION

This Annual Report covers the financial year between 1 April 2015 and 31 March 2016. 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 impossible. For the convenience of readers of this *Annual Report*, an Appendix sets out what SCA has and is achieving.

A key factor in securing successful outcomes during the year has been co-operation and partnership working among professional archivists and records managers, users of the services provided by the sector and many outside the sector. They have given enthusiastically of their time and extensive expertise when asked to do so by SCA.

The combination of partnership working and funding stability has ensured that SCA continues to have a significantly positive impact within and beyond the sector. That impact promotes better service delivery, and not just in the short-term but also for the medium and longer term. Evidence of improvement across the sector is essential, and that means promoting procedures and practices that create data showing the extent of improvement.

Improvement of service delivery is about users (actual and even potential) and about stakeholders. The default

position of the sector - and of SCA - must be to meet their expectations. That requires dialogue, exchange of ideas, listening and learning, and (where appropriate) research.

2015-2016 was no different from other years in that it was challenging. Meeting challenges is essential in driving change, including self-evaluation and self-improvement. Success requires the whole sector to work together. The SCA role is to promote and invest in that co-operative approach.

Archives have a unique importance. They are 'the documented national memory', and access to them is a democratic right within a modern society. Such access is provided by means of ongoing preservation and conservation work to counter physical deterioration of archives, finding-aids in individual archives services, robust records management, behind-the-scenes work supporting daily activities of government and of industry and commerce as well as meeting the daily needs of communities, of individuals and of families.

Archives and records have an impact. Promoting recognition of that impact and measuring it are at the core of SCA thinking and activities. It was the motivation throughout 2015-2016. It will be the motivation next year and in the years to come.

Governance

Becoming a Scottish Incorporated Charitable Organisation (as of 31 December 2013) was seen by SCA as an opportunity to have a root-and-branch examination of every aspect of the organisation. In January 2015 the contractor's report - including extensive data analysis - was submitted to SCA. On the basis of the compelling evidence gathered from stakeholders, the recommendations in the report were fully accepted by SCA. Most notably, the strategic goals that drive the organisation and inform both its projects and its day-to-day activities were changed so as to better express the priorities articulated by the sector.

Meanwhile, behind the scenes, work went on to prepare the suite of robust legal and administrative procedures and policies required for future operation as a registered charity. The focus was necessarily on March 2015 when the first Board of Trustees would be elected under the new arrangements. That election was held on 30 March 2015, when the remodelled SCA held its first Annual Members' Meeting.

The SCA's new constitution, achievement of charitable status, refreshed strategic aims and a growing membership body reflect the sector's views and aspirations for the organisation's direction of travel. They also mirror the insight, ambition and commitment shown by the sector and its stakeholders to make archives a 'household name', whose value and relevance continue to be appreciated by future generations.

The emphasis now is on utilising the new structure to grow the membership, harness available expertise and develop the range of services and initiatives supported by SCA. Hearing from an expanded membership is vital if SCA is to meet archive sector priorities. Membership is free and more can be found out about becoming a member at www.scottisharchives.org.uk/membership. Those who might consider future election as a trustee can find out more [here](#).

The current trustees are:

- ◆ Phil Astley
- ◆ Caroline Brown
- ◆ Rachel Hart (Honorary Treasurer)
- ◆ Claire Johnson
- ◆ Irene O'Brien (Chair)
- ◆ Linda Ramsay
- ◆ Elizabeth Roads (Vice Chair)
- ◆ Victoria Stobo
- ◆ Kevin Wilbraham

RESEARCH AND STANDARDS

ARMS: Quality Improvement Framework for Archives and Records Services

The Quality Improvement Framework for Archives and Records Management Services (ARMS) is firmly tied to the European Foundation for Quality Management (EFQM) Excellence Model. ARMS is a robust tool that can support archives and records services in meeting everyday pressures and needs, not least by encouraging efficient use of limited resources and skills. The chosen method is self-evaluation and self-improvement with an evidence-based focus on supporting planned and measured improvement across the full range of services in the sector. Its comprehensiveness is rendered flexible by a modular approach. The user can tackle whatever elements of an archives or records management service have priority within an organisation at a particular point in time. Success is assured if there is judicious avoidance of 'biting off more than you can chew'.

The development of ARMS was timely inasmuch as it addresses all key elements needed to put in place the policies and procedures for compliance with the Public Records (Scotland) Act 2011. The framework has been endorsed by the Keeper of the Records of Scotland, the Scottish Information Commissioner and the Chief Executive of Quality Scotland.

The tool itself will be subject to self-improvement as users provide feedback on their 'hands-on' experience.

The framework is available on the SCA website (www.scottisharchives.org.uk/arms) where potential users can access a virtual tour before registering formally - a modest charge is levied - as an ARMS user. It is strongly recommended that ARMS is viewed using the Internet Explorer browser.

Public Services Quality Group Archive User Survey

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. It was established in 1996 as a special interest group of the Archives and Records Association (UK and Ireland). Every 18 months, PSQG conducts a survey of visitors to UK archives. The user survey asks questions related to demographics, purpose of their archive visit and quality of experience in relation to accessibility (e.g. website information, catalogues and professional advice).

SCA is committed to supporting the sector in gather-

ing robust qualitative and quantitative evidence demonstrating economic impact and other benefits that archives deliver to a variety of stakeholders. Amid current financial constraints, being able to provide evidence showing the value and cost of service provision is more important than ever.

Such survey data feeds into a wider picture that collates data from a range of initiatives, including archives awareness campaigns, the Preservation Assessment Survey for Scotland and the Archives and Records Management Services Quality Improvement Framework

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

SCA 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 and underpins a sense of common purpose through information sharing, coping with risk and pooling of resources across the sectors.

In response to funding challenges for the Alliance and as a result of internal discussions the archives sector organisations within the Alliance will concentrate more clearly on exploring the specific needs of the sector and on harnessing fully available expertise. However, there will continue to be openness to ideas from outside the sector so that archives can benefit.

One of the most important on-going collaborative initiatives is the UK-wide Economic Impact Toolkit for Archives and Museums (www.scottisharchives.org.uk/economicimpact), which SCA has supported with a

modest financial contribution. The resulting data gathering methodology is intended to produce locally relevant economic impact reports, consistent in content and capable of withstanding close scrutiny by economists. The toolkit details 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).

The evidence gathering value of the toolkit is obvious in relation to advocacy for archives and the showing of the impact of a sector that often suffers from an inadequate profile. Those who wish to avail themselves of the benefits - and, at the same time, contribute to the sector-wide picture - will be helped in their task by the existing availability of data created by other surveys.

Copyright

Archivists and records managers deal constantly with copyright. Sometimes decisions are easy and sometimes complex and challenging, and whichever is the case both relate to what are essentially ownership rights. Well informed and correct decisions are important.

To meet a clear need in the sector (and beyond) SCA established a partnership with the University of Glasgow-based CREATE. SCA thereby secured access to enormous expertise and, in co-operation with CREATE, became an accredited member of the World Intellectual Property Organisation Standing Committee on Copyright and Related Rights. The Council's newly appointed Copyright Policy Adviser, Victoria Stobo, continues to monitor and participate in debate concerning changes to copyright law, both in the UK and also as the Council's representative at the World Intellectual Property Organisation (WIPO) Standing Committee on Copyright and Related Rights (SCCR) in Geneva. WIPO SCCR reports can be seen at www.scottisharchives.org.uk/copyright/wipo

In June 2015 SCA was invited to join the Libraries and Archives Copyright Alliance (LACA). Convened by the

Archive Service Accreditation

Across the UK the archive service accreditation standard is being rolled out as assessors evaluate the growing number of applications from a range of types of services. This major initiative is underpinned by partner bodies - The National Archives (UK), Museums, Archives and Libraries Division of the Welsh Government (MALD), Archives and Records Council Wales, the Public Record Office of Northern Ireland, the Archives and Records Association, National Records of Scotland (NRS) and SCA.

Accreditation recognises three key factors in service delivery:

- ◆ Organisational health
- ◆ Collections management
- ◆ Stakeholders and their experiences

The first covers the service mission statement, governance, planning and resources (buildings, finances and staffing). The second deals with every aspect of collections, including information about them, how they are cared for and their conservation as well as disaster planning. The third element is engagement: access policy, understanding and meeting varied user needs and informing users.

As the national archives for Scotland, NRS has a significant leadership and standard-setting role within the archives sector. SCA and NRS are joint accrediting bodies for the scheme in Scotland. The assessment

Chartered Institute of Library and Information Professionals (CILIP) the group lobbies in the UK and Europe on copyright and related rights on behalf of its member organisations and UK users of copyright works in the library, archive and information services. More information about LACA can be found at www.cilip.org.uk/copyright

SCA is continuing our partnership with CREATE at the University of Glasgow to provide further practical guidance and training. Building on the success of two workshops delivered in 2014, SCA co-ordinated two additional events (13 November 2015 in Edinburgh, and 4 February 2016 in Perth) focussed on the way in which new Orphan Works legislation impacts the work of the archivist. In addition to providing attendees with an introduction to the Orphan Works licensing scheme and exception, the workshops included group exercises based on real archive collections to demonstrate the impact and application of the legislation.

An online copyright guidance document - www.scottisharchives.org.uk/copyright/guidance - allows the reader to focus on particular issues of interest.

process, including preparation, on-site visits and post-visit report require close co-operation between SCA and NRS. In that regard the process is a template for SCA working not only with NRS but also with the different parts of the archive sector. SCA provides administrative support and, as and when needed, a panellist to represent Scotland at the quarterly UK committee meetings that ultimately decide accreditation awards.

The University of Edinburgh, Centre for Research Collections was awarded accreditation in July 2015. Royal Bank of Scotland Archives followed in November and thus became the first accredited business archive in Scotland.

The number of Scottish services expressing interest in the accreditation scheme continues to grow with 10 considering submitting an application between now and 2018.

The Assessment Team in Scotland can accept up to six applications annually. The three-month review periods for each application are aligned with the Accreditation Panel meeting dates and are assigned on a first-come, first-served basis. Those considering an application should email accreditation@scottisharchives.org.uk and also visit www.scottisharchives.org.uk/accreditation for more details.



Towards a Shared Collecting Policy for Scotland's Archives

During and after the passage of the Historic Environment (Scotland) Bill in 2014, the responsible civil servants held joint meetings with representatives of the Scottish Council on Archives (SCA), the National Records of Scotland (NRS) and the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS). These were intended to explain the purpose of the legislation, how it would be implemented and to explore issues relevant to archives collecting institutions and bodies.

The meetings displayed the willingness of SCA, NRS and the soon-to-be-created Historic Environment Scotland to explore issues of common interest in a way that involved other institutions and bodies interested in the collection and accessibility of archival material. The issues covered included:

- A) Identifying and agreeing specific categories of collections or of individual collections as appropriate to a particular body or institution
- B) A possible early warning system that shared information between bodies and institutions when they were approached by a potential depositor
- C) The practicality of sharing information about existing collections that have been fragmented, i.e., parts of the collection held by different bodies and institutions

To explore these and other possible issues, in October 2015, SCA hosted a meeting of eight bodies representing National, Local Authority, University and Business collections. The initial meeting served as a forum for the discussion of issues arising around collecting policies and offered the opportunity to discuss constructive approaches to facilitating communication between collecting bodies and promoting the sharing of information.

A follow up meeting, hosted by SCA in December 2015, agreed that SCA would be the most appropriate body to act as facilitator of a communication hub for the sector in sharing collecting policies, exchanging related information and hosting an annual networking event. This approach will not impinge on the autonomy of collecting bodies but it ensures that dialogue around collecting policies and activities remains open across the sector. An information gathering survey was developed. Once this information is collated, links to information on collecting across Scotland will be made available via the SCA website



ADVOCACY

Leadership Development

One of the most challenging (and sometimes frustrating) tasks for archivists and records managers is 'getting the message across' as to the value of the assets they manage and the skills they possess. Advocacy must never descend to the level of special pleading, rather it must be robust, evidence-based, highly focussed and delivered with confidence.

Recognising the particular challenge faced by leaders in the sector, SCA planned two events (Edinburgh in March and Glasgow in April 2016) entitled, 'Powerful Influencing and Advocacy: Leadership Development Workshop for the Scottish Archives Sector'. The core purpose was to set out how leaders can improve and sustain organisational and personal resilience through a proactive approach to influencing and advocacy even within the most challenging environment. A collection of practical activities helped delegates to develop new skills, behaviours and plans relating to effective influencing and advocacy.

The workshops were delivered by STAR CIC, a not-for-profit community interest company (www.starcic.org) dedicated to driving resilience and excellence in the cultural heritage sector. They brought home the point that the archives and records management sector can learn a great deal from cultural heritage practitioners

Archive Services Online Map

Conversations with MSPs during the SCA exhibition and information 'booth' event in the Members' Lobby of the Scottish Parliament (23-27 March 2015) confirmed their enormous engagement with what is located and might be improved in their constituencies. With that in mind, SCA developed an online map (www.scottisharchives.org.uk/map) that gives the location, basic information and an image gallery showcasing some collection highlights for approximately 70 services across Scotland.

SCA has written to all MSPs to highlight the existence of the map and the SCA commitment to expanding it. The services currently featured are those that completed the SCA advocacy survey. However, the project is a work in progress that promises a very useful tool in Scotland and beyond. The survey remains open for anyone wishing to participate

Broadsheet Magazine

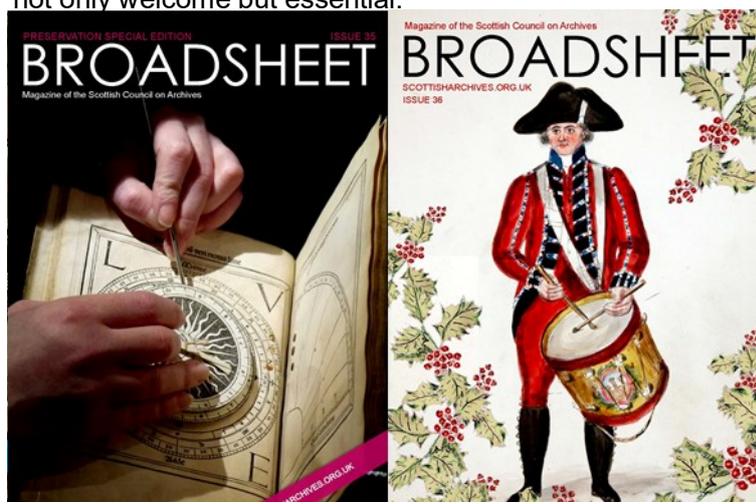
Effective advocacy must be profile-raising, information-rich, attention-grabbing and easily accessible. On its website SCA delivers (in PDF format) the *Broadsheet* e-magazine: (www.scottisharchives.org.uk/magazine).

Broadsheet – first issue March 2011 - has won an enthusiastic and growing following with an average of 2000 downloads of the e-magazine each month. It plays an important communications role within the sector in Scotland, sharing up-to-date information and encouraging comment and debate. Every issue carries news articles, features, interviews and images from a wide variety of contributors.

If *Broadsheet* is valuable within the sector, it is at least equally so outside. It is a shop window showing 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 an innovative advocacy tool that reaches out to those who otherwise might not come into contact with archives. The e-magazine is also a source of specific articles or themes that can be drawn to the attention of elected representatives and other decision-makers.

Broadsheet reflects the range of work undertaken in the archives sector as well as priority issues for the sector. For example, the e-magazine carried articles during the year on subjects as diverse as two ARA campaigns - 'Don't Risk It! Know Your Records' and 'Explore Your Archive' - the success of 'Opening Up Scotland's Archives', the economic importance of ancestral tourism, analysis of current users of archives, connecting archives with communities and digitisation of mental health care archives. A special issue on preservation covered an impressive range of initiatives, challenges and hands-on experience that reflect the ongoing task of having archives in a fit state to be consulted by users.

Broadsheet goes under the banner of SCA. In reality it is owned by the entire archives and records management sector in Scotland. There is an on-going and enthusiastic commitment of time and effort freely offered by contributors. The e-magazine reflects and encourages the co-operative spirit and sense of community among archive professionals and users of archives across the country. This sense of partnership, commitment to shared values and pooling of experience is at the heart of SCA and all the activities. Keeping in touch with the interests of readers is helped by an on-going anonymous, multi-choice survey. Feedback is not only welcome but essential.



ADVOCACY

Website and Social Media

The popularity of the SCA website continued a welcome upward trajectory. SCA has an accessible and visually interesting website where announcements, information and practical tools are presented alongside a vast collection of wonderful images contributed by archive services across Scotland. As a result, most content can be browsed without the need to scroll lengthy pages. Content can be quickly accessed and easily read. SCA has a colourful and image-rich 'shop window'. Feedback from users continued to be acted on.

The website is a significant success for SCA and also for the archives and records management sector given the contributions from individual professionals. Some headline figures for 2015-2016 speak for themselves:

	2014-2015	2015-2016
Unique visitors (monthly average)	4,500	5,200
New visitors (annual)	30,200	31,000
Page views (monthly average)	216,000	285,000
Flickr page visits	70,000	65,000
Scottish Archives Google Map	17,200	18,100
Twitter followers	3,000	3,900

The headline figure for new visitors to the website – 31,000 – is only slightly up on the 2014-2015 figure of 30,200. However, analysis of usage of the website shows a healthy development: 60% of the online audience are return visitors; those visitors are viewing 15% more content than in previous years; and the average time spend up to four minutes.

UK visitors continue to dominate, but a welcome international interest was also present, for example 6% of visitors were from the USA, 2% from Canada and 1.5% from Australia.

Over 6,500 views related to records retention schedules and over 6,900 to projects, over 4,200 focussed on Skills for the Future recruitment. There were in excess of 20,000 downloads of the e-magazine *Broadsheet*. There was a 230% increase in traffic to the Education pages of the SCA website between 2013 and 2015, and a further 150% increase between 2015 and 2016. On average, there are currently 735 visits to the education pages per month, with the majority of activity being downloading of guides and resources. Referrals from the websites of other organisations, e.g., NRS, to that of SCA reached in excess of 5,000.

SCA was active on Twitter and Facebook, a presence that secured valuable referrals of 10% of all new traffic to the website. The SCA Twitter following has grown by 900 followers to 3,900 over 2015-16. The 'real time' benefits flowing from Twitter and Facebook offer significant benefits to SCA. For example, Twitter activity during the PRSA Conference in February 2016 generated 31,000 impressions and SCA's annual total of engagements and impressions combined is 116,400.

Fully exploiting the opportunities for modern communications requires careful consideration. SCA is refreshing its existing Communications Strategy, with a stronger focus on identifying stakeholder categories and how best to meet their individual information needs and increase their interest in archives. This task includes a website audit and continuing commitment to growing SCA social media networks so as to ensure relevant and up to date web content.

ADVOCACY

UNESCO UK Memory of the World

The register is held on the website of the UK National Commission for UNESCO at www.unesco.org.uk/memory_of_the_world. It began in 2010 to promote preservation of and access to the world's archive holdings and library collections. In partnership with the UNESCO Memory of the World UK Committee, SCA organised the 2014 Awards Ceremony in Edinburgh. That was in part recognition of the success of the Scottish archives sector in securing Memory status (as of 2015, of 58 items and collections on the UK register, 13 of these were from Scotland). *Broadsheet* was used to publicise a simple and clear message, making sure that more of Scotland's rich range of archives successfully seek this accolade.

Digital Continuity

Speed of communication is essential to modern living, from the ordinary individual to large corporate businesses. The technology infrastructure is in place or being put in place. However, there is a potential glitch of epoch-changing proportions - the all too frequent absence of digital continuity protocols, hardware and software. The media carry stories of hacking but promptly move on to the next headline. A simple sounding question with deep implications needs to be asked, 'Will access to valuable data created today be possible in five, 10 or 20 years?' Denied access to data, business - government, private sector, third sector - would at best operate inefficiently and at worst shudder to a halt. SCA believes that mitigation of this mammoth risk can be achieved only if there is willingness to share information, commitment to partnership working and eagerness to learn from each other (and that includes learning from failed experiments).

SCA warmly welcomes the on-going NRS commitment to tackling the challenges of digital records archiving and access, most especially its work on creating a trusted digital repository. Being both the national record-holding body and an integral part of the Scottish Government, it is appropriate that NRS should assume the lead for the Scottish archives sector. The work will be watched with immense interest.

SCA has a role in raising awareness of digital records issues. This includes promotion of putting in place essential practices and procedures for the creation and management of records in the digital environment as well as circulation of 'where we are at' information. SCA will cement ongoing co-operation with the prestigious Digital Preservation Coalition, a body that brings

together leading archive and other organisations across the UK and promotes knowledge of the range of issues in managing digital records.

Public Records (Scotland) Act 2011

The Public Records (Scotland) Act 2011 was the first Scottish public records legislation for over 70 years. Its purpose is to improve record keeping across public authorities, and that purpose is supported by guidance and practical assistance from the Keeper of the Records of Scotland.



Fiona Hyslop MSP, Cabinet Secretary for Culture, Europe, and External Affairs, opening Changing a Record Landscape conference.

SCA continues to facilitate implementation through direct support for the Archives and Records Management Services (ARMS) Quality Improvement Framework, updating and quality assurance of the Scottish Council on Archives Records Retention Schedules (SCARRS) and active involvement in Archive Service Accreditation.

A partnership of SCA, NRS, ARA-UK and the Information & Records Management Society organised a conference, 'Changing a Record Landscape: Public Records (Scotland) Act 2011', held in February 2016 at Glasgow City Halls. Three years into implementation of the Act the conference aimed to engage with practitioners, share experiences and best practice, highlight issues and identify

how to build on existing success.

The event was opened by Fiona Hyslop MSP, Cabinet Secretary for Culture, Europe and External Affairs, and chaired by Dr Irene O'Brien of SCA. The speakers included Ms Hyslop, Tim Ellis (Chief Executive, NRS) and Rosemary Agnew (Scottish Information Commissioner). The issues covered included accessing information and transparency, an assurance model with a changing organisational structure, complying with the Act, benefits of a records management plan, the culture of caution about releasing information and the concerns of in care survivors in Scotland.

The Cabinet Secretary spoke directly and powerfully of her experience as a constituency MSP dealing with the sensitivities surrounding cared-for children. Her words drove home a point that archivists and records managers must never forget – within the anonymous looking file there can be truly life changing information. From that flows a moral responsibility to individuals

PARTNERSHIP & PARTICIPATION

Education: Strategy, Delivery and Innovation

SCA is committed to wider access to archives in support of learning, particularly for young people .

An Education Committee of archivists and educators is charged with identifying how to deliver high quality, relevant and exciting archive-based resources to teachers, pupils and members of the wider educational community. The broad and challenging remit reflects the determination to make a significant and lasting impact on education. Areas where deprivation presents particular challenges must be met with new thinking and close work with communities.

www.scottisharchives.org.uk/education).

PARTNERSHIP & PARTICIPATION

Strategy

The work of the SCA Education Committee and of the Education Development Officer has gone from strength to strength. To build on the success already achieved the committee started a full review of the progress and achievements of the three-year *National Plan for Learning* (www.scottisharchives.org.uk/education/nationalplan) that would feed into a new three-year plan. The reality is that many objectives may require no more than minor revisions in response to changes over the past three years and outcomes of the work to date. Endorsement for the revised plan will be sought from the Cabinet Secretary.

The review has benefited from an SCA Education Workshop and Training review survey (January 2016) was aimed at those who have attended the majority of Education workshops offered across 2013-15. All respondents had attended at least two of the programme of eight workshops offered over 2013-15 and 95% of respondents indicated that they had both improved skills and confidence in delivering education and outreach as a result of attending the workshops. Over the past year, 35% of respondents reported an increase in their outreach work with schools, 46% an increase in their work with community groups. In total, respondents had engaged with over 1,000 pupils and teachers during the past year. 62.5% of respondents indicated that their education work had improved their profile within their organisation.

Respondents also indicated that all of the online resources (www.scottisharchives.org.uk/education) are valued and well used, with 75% having consulted the SCA guide to the curriculum, the most popular resource. Top choices for future training needs and priorities were techniques for children and adults, how to create community events, working with communities, collaborative facilitated events for sharing best practice and how to develop archives based expressive arts activities.

Delivery: Online Resource

SCA continued to add new resource material to its website such as workshop slides, user guides and resource packs for 'Active Learning', 'Creating Resources' and 'Enquiry Learning': www.scottisharchives.org.uk/education/cpd

Delivery: James Maxton Project

The SCA Education Development Officer has been working with Education Scotland and Glasgow City Archive on the James Maxton project. His role has been to create teacher/archivist training materials on use of the resource output from the project as well as creating similar resources. The project materials will have wider applicability across Scotland and be shared on the SCA website.

James Maxton lesson plans were completed and ready for publication and use (subject to approval). An application with the Education Scotland Learning Festival has been approved to deliver a seminar on this collaborative project at the annual learning festival in September 2016. This will provide a high profile platform for the project and for archives and education collaborative projects in general since about 2000 teachers are expected to attend.

Delivery: Community Engagement Workshops

SCA delivered a series of community-related workshops during October and November 2015. This was a logical follow on from earlier delivered foundational training workshops focussed on the Curriculum for Excellence and enquiry based and active learning techniques. Consideration was given to practical ways to widen community and school use of archives (including a programme of events), creating interesting events and activities for specific groups in the community, and sharing good practice in education and outreach work. In all there were 41 attendees across the three workshops.

Innovation: Animating the Archives

The SCA Education Committee identified a longstanding gap in expressive-arts-based learning opportunities in schools. These would provide opportunities for pupils and teachers to use creative and novel approaches to improving literacy, numeracy and technical skills for pupils with a range of abilities and aptitudes. Schools are particularly welcoming of materials that support these skills, which are currently a priority curriculum focus in Scotland. The 'big idea' is to link archive material with animation.

Subject to positive archive sector interest in the idea and securing external funding, the project would involve working with an award winning and BAFTA-nominated animator, student animators and experienced workshop facilitators to deliver a two-year 'Animating the Archives' programme. There would be a programme of activities including a series of tailored training workshops for archivists, teachers and community groups in basic animation techniques using archive material as inspiration. The short animations created by participants in the workshops would be brought together, edited and made available at events and online. The project would also produce two professionally produced animation shorts inspired by archive material with the aim of submission to film festivals and to audiences within Scotland and beyond.

SCA sought input from the sector through a brief online survey (www.scottisharchives.org.uk/animatingarchives) and also direct contact with the SCA Programmes and Development Manager.

Scotland Online Archives Catalogue

Users want more detailed finding-aids online and accessible from anywhere at any time. The Scottish Archive Network (SCAN) offers such access for material held by 52 partner organisations, but of about 59,000 entries some 28,000 are at fonds (collection) level. Users want more detail for more collections.

The core purpose of Scotland Online (www.scottisharchives.org.uk/scotlandonline) is to build on what exists on SCAN and to extend both the level of detail and the coverage of the holdings of archive services. Scottish archives need a dynamic online catalogue portal. It would benefit users (current and potential) and allow archives to be fully exploited for their educational, cultural, social and economic value.

The project faces two challenges, namely securing sufficient funding to proceed with the project and - even before that is taken on - identifying software that combines cataloguing (down to item level) with an emphasis on meeting the needs of users of archive services. There are products 'out there' but the task is to find one both affordable and 'ticking the right boxes'. The work continues.

Archives and Records Association UK & Ireland

During the year SCA continued to liaise with the Archives and Records Association (ARA) UK & Ireland - the lead professional body for archives - including on-going discussions on partnership working opportunities. It is important that the two organisations should exchange information (formally and informally) in order to ensure that their separate and (where appropriate) joint impact on behalf of archives is maximised.

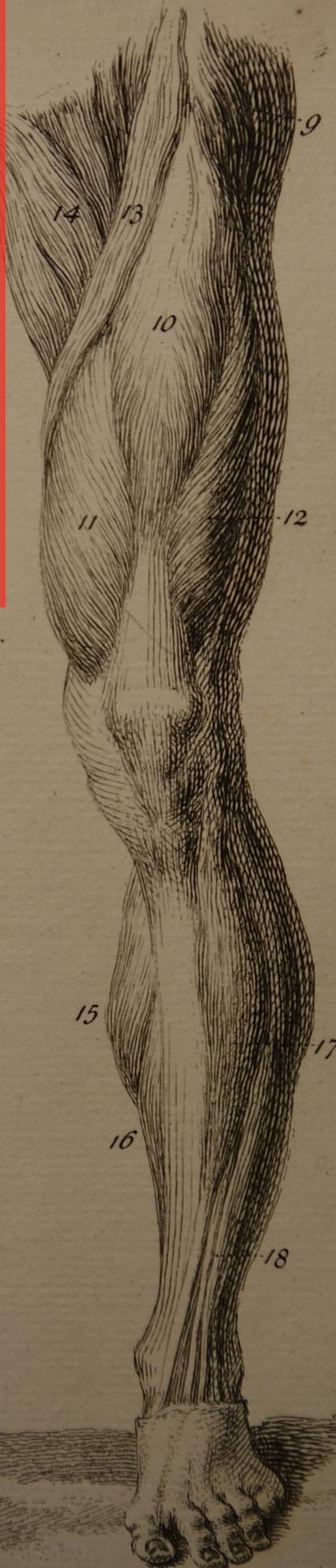
SCA is supportive of ARA's broad priorities and particularly those expressed in three initiatives, namely, 'Explore Your Archive', 'Don't Risk It! Know Your Records' and the Archive Volunteering Award. These address firstly, the richness and depth of archive holdings ('All life is there'); secondly, the vital importance of records management in support of business (private and public sector); and thirdly, the significant contribution to the archives sector made by volunteers who bring to it their particular expertise and enthusiasm.

The SCA promoted 'Explore Your Archive' initiatives, predominantly via *Broadsheet* and social media. SCA participated in the ARA-UK Explore 'Thunderclap' on Twitter in November 2015, generating 937 impressions for the campaign and 24 direct engagements. SCA Skills for the Future trainees were all made aware of the campaign and encouraged to take to Twitter to publicise a range of outreach and community engagement activities under the 'Explore' banner throughout the year. 'Don't Risk It! Know Your Records' materials were made available to delegates attending the PRSA conference in February 2016. SCA also continues to support and publicise the ARA-UK Volunteering Award and contributes a panel member to assess annual nominations.

The ARA-UK Competency Framework - a comprehensive programme of CPD which supports all who work in archives through all phases of their careers - was progressing through its pilot phase in 2015-16. In August 2015, SCA co-hosted a workshop with ARA-UK where archivists and trainees were updated on progress and had the opportunity to offer input to the framework as it developed. SCA will continue to jointly promote the framework across the sector in Scotland.



Opening up Scotland's Archives and Transforming Archives, Skills for the Future Trainees discussing ARA at Base Camp, November 2015



Promoting Archive Preservation in Scotland

The Preservation Assessment Survey (PAS) is a statistically robust methodology based on a random sample of some 400 items from participating archives' holdings or a discrete part of it (e.g. photographs). The 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 - SCA, NRS and the British Library's Preservation Advisory Centre. SCA funded 11 surveys to ensure Scotland was properly represented in the UK-wide preservation picture. Participants received the outcome for their individual service.

The report set out an analysis of the state of preservation in Scotland based on data from the range of participating archive services. Strengths and weaknesses were highlighted and useful pointers given to how the existing situation might be improved despite significant resource constraints. The finalised report is available at the preservation pages of the SCA website (www.scottisharchives.org.uk/preservation).

After its formation in September 2013 the Preservation Committee examined the results of Scotland's preservation assessment survey report using it to inform an action plan for the committee.

As part of the plan the committee delivered a high-profile event focussed on disaster planning and mitigation. In light of the recent fire at The Glasgow School of Art, it was decided to theme the event around fire. 'Fire in the Archives' took place on 30 September 2015 – coinciding with the second SCA annual members' meeting – in Edinburgh. Speaking to a capacity audience, experts shared their experiences and highlighted lessons learned. The speakers were Iwan Bryn James on dealing with the aftermath of the National Library of Wales fire), Susannah Waters (recovery after The Glasgow School of Art fire) and Gavin Gray (putting forward the Scottish Fire and Rescue Service view that fire safety is everyone's business).

Following on from the fire themed event, the committee planned delivery of a related event – a mixture of presentations and training - with a practical focus on disaster planning and salvage.

A Preservation and Conservation Survey was devised and distributed across the sector. There were 23 respondents from a variety of services with a good representative mix of health boards, local authorities, universities, NRS and a small number of small specialist archive collections.

The survey content and questions were aligned with Archive Service Accreditation to ensure that Preservation Committee priorities and work assisted services with their preparations for meeting the requirements of the accreditation standard. The intention is to publish an executive summary of the survey findings along with an updated version of the Preservation Committee Action Plan.

The profile of preservation was further strengthened by the publication of a preservation-themed special issue of the e-magazine *Broadsheet*.

Development

Opening Up Scotland's Archives: Skills for the Future

As part of its Skills for the Future programme the Heritage Lottery Fund (HLF) has given SCA significant financial support (£513,000) to deliver the 'Opening Up Scotland's Archives' project in partnership with The National Archives (TNA), University of Dundee and ARA-UK. The project aims to improve skills and service delivery within the Scottish archives sector through the provision of 18 traineeships between 2014 and 2017.

At the time of this *Report* the project is mid-way through its second year and cohort two trainees are progressing well. Progress can be followed via the trainees' blog on the website.

www.scottisharchives.org.uk/sff/blog

The first cohort completed their 12 month traineeships, focussing on areas ranging from digital preservation and collections development, to First World War commemorations and community engagement. SCA hosted a farewell event on 16 September 2015 at New Register House, Edinburgh, where those responsible for their training and mentoring were invited to hear presentations. Each trainee delivered inspiring reports on their time working within the sector.

In addition to adding capacity to Scottish archives and encouraging a new and diverse workforce, 'Opening Up Scotland's Archives' has the potential to deliver high-profile advocacy on behalf of the sector. The Cabinet Secretary for Culture, Europe and External Affairs, Fiona Hyslop MSP, showed her support for and keen interest in the project and the development of trainees by attending a farewell event and presenting certificates of achievement and a gift to each trainee.

The certificates were signed by senior executives (University Principals, Local Authority Chief Executives and similar) from each of the host services' parent bodies, alongside the partner organisations delivering the project. A gift to express thanks and well-wishes on behalf of the project and the hosts took the form of high-quality mounted images from each host service, selected by their mentors to bear special meaning for each trainee.

Second cohort trainees are strongly focussed on digital issues and outreach though traditional archive skills are also represented. They had an opportunity to meet the cohort one trainees and ask questions during a panel session at the farewell event. More can be found about each trainee and their development at www.scottisharchives.org.uk/sff

In addition to the trainees' ongoing events and training, SCA held a Scottish 'basecamp week' in Edinburgh in early March 2016. Trainees from the 'Opening Up Scotland's Archives' sister project 'Transforming Archives', delivered by TNA, were brought together with their Scottish counterparts for the three-day learning and networking events. Experts representing various aspects of the Scottish sector delivered presentations and workshops.

SCA intends to apply for additional HLF support to deliver a similar project of traineeships with a strong focus on digital skills. As with 'Opening Up Scotland's Archives', it is hoped to continue the successful partnership with The National Archives to develop a joined up approach.

Cohort Two Trainees: Gary Thomas, Naomi Harvey, Catriona Doyle, Anabel Farrell, Olivia Howarth, and Michael Mackinnon, on a cohort visit to National Galleries of Scotland.



Development

Fundraising for Archives: HLF Catalyst Umbrella Fund

This collaborative project – supported by £476,000 from the Heritage Lottery Fund Catalyst Umbrella Fund - between TNA, SCA, ARA, MALD (Museums, Archives and Libraries Division of the Welsh Government), the Public Record Office of Northern Ireland (PRONI) and the Institute of Fundraising (IoF). SCA represents the Scottish sector on the project board and will be assisting delivery of 10 fundraising and capacity building training opportunities in Scotland each year between 2014 and 2017. The three-year programme includes workshops and training events for the Scottish sector.

Fundraising for Archives is designed to support the UK archives sector in improving its fundraising knowledge, skills and capacity. The focus is on supporting archives in increasing funding received from private sources, e.g. individual and corporate donations and trusts and foundations.

Five training events were held in Scotland throughout 2015-16, which covered fundraising planning, measuring outcomes, evaluation and commissioning. The training was delivered to a cohort of individuals in Scotland representing eight organisations. Each cohort attended a suite of linked training courses with follow-up tasks and the opportunity to share ideas and explore potential partnerships. SCA participated in the cohort training and will be feeding this learning directly into future fundraising strategies and activities.

Scottish Council on Archives Records Retention Schedules (SCARRS)

SCARRS seeks to deliver to local (and other public) authorities guidance for the compilation of retention schedules that relate directly to the at-the-desk experience of officials trying to cope with records they create, add to and handle during the course of day-to-day working. The schedules are therefore based on local authority functions rather than tied to a traditional 'department > service > record series' approach. Most importantly, it means that SCARRS can be applied across different (and changing) structures.

SCARRS covers 26 functions freely available to download from the SCA website at www.scottisharchives.org.uk/scarrs. Delivery of the schedules has proved timely in supporting implementation of the Public Records (Scotland) Act 2011. SCA website statistics show that the schedules are a frequently-accessed tool.

Following the full review of SCARRS in 2014, Frank Rankin of IG Scotland has been retained by SCA to perform regular maintenance of the schedules, incorporating user feedback and suggestions. These 'mini-reviews' will be published on a quarterly basis.

IG Scotland will work collaboratively with additional external support dedicated to reviewing legislative changes that could impact on the content.

The latest review of SCARRS was undertaken at the end of 2015 and published at www.scottisharchives.org.uk/scarrs in January 2016. The changes were minor and included:

- ◆ Removal of functions now transferred to the Scottish Fire and Rescue Service (3.005 and 3.006)
- ◆ Closure period for school admission register amended to 100 years (10.002.001)
- ◆ Citation note corrected for payroll records (12.007.001)
- ◆ Retention period increased for records retention schedules and records destruction registers (17.004.005 and 006).

SUPPORTING THE SECTOR

Events, Workshops ,and Consultations

In support of its own *Business Plan* objectives (www.scottisharchives.org.uk/cbp), SCA has an important role in promoting, organising and contributing to events that help to sustain initiatives within (and, indeed, beyond) the sector. Events facilitate an invaluable exchange of information and ideas within a relatively small sector that benefits particularly from the sharing of insights, skills and experience.

In the year 2015-16, SCA welcomed over 1000 guests and a number of speakers from across Scotland and from elsewhere in the UK to a variety of events, consultations and workshops. SCA also contributed speakers, publicity and support to a variety of events and meetings, including::

April 2015

- 14 April 2015 Catalyst Funding Workshop: Measuring Outcomes (Edinburgh)
- 20 April 2015 Copyright Work Programme meeting (Teleconference)
- 28 April 2015 Sound Archive Meeting (Edinburgh)

May 2015

- 01 May 2015 Preservation Conference/Event Planning (Edinburgh)
- 08 May 2015 Archive Service Accreditation Committee Meeting (London)
- 11 May 2015 Skills for the Future Project Meeting (Edinburgh)
- 12 May 2015 Skills for the Future Steering Group Meeting (Edinburgh)
- 14 May 2015 Ancestral Tourism Exhibition Materials Meeting (Edinburgh)
- 15 May 2015 SCAN Ltd Annual General Meeting (Edinburgh)
- 18 May 2015 Catalyst Giving Value Feedback Meeting (Teleconference)
- 19 May 2015 Archive Service Accreditation Assessment Visit
- 27 May 2015 Archive Service Accreditation Training Event with BACS (Edinburgh)

June 2015

- 04 June 2015 New Strategy for Business Archives Scotland Meeting (Edinburgh)
- 05 June 2015 ARA Annual General Meeting (Stirling)
- 09 June 2015 Education Committee Meeting (Edinburgh)
- 19 June 2015 Preservation Event Planning Meeting (Edinburgh)
- 24 June 2015 Trustee Board Meeting (Edinburgh)
- 03 July 2015 WIPO 30th Session of the SCCR (Geneva)

July 2015

- 01 July 2015 Archive Service Accreditation Panel Meeting (Glamorgan)
- 14 July 2015 SCA/NRS Partnership Meeting (Edinburgh)
- 17 July 2015 Scottish Ancestral Tourism Group Meeting (Edinburgh)

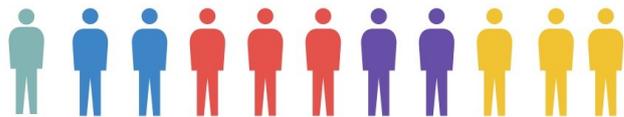
August 2015

- 04 August 2015 Year of Food and Drink Projects Meeting (Edinburgh)
- 07 August 2015 Fire in the Archives Speaker Briefing (Edinburgh)
- 12 August 2015 ARA Competency Framework Event (Edinburgh)
- 17 August 2015 Preservation Committee Meeting (Edinburgh)
- 17 August 2015 Skills for the Future Meeting (Edinburgh)

September 2015

- 02 September 2015 Trustee Board Meeting (Edinburgh)
- 08 September 2015 Skills for the Future HLF Meeting (Edinburgh)
- 10 September 2015 Archive Service Accreditation Assessment Visit
- 15 September 2015 PR(S)A Conference Planning Meeting (Glasgow)
- 16 September 2015 Skills for the Future Cohort 2 Induction (Edinburgh)
- 16 September 2015 Skills for the Future Cohort 1 Awards & Farewell Event (Edinburgh)
- 18 September 2015 Fire in the Archives Speaker Briefing (Edinburgh)
- 30 September 2015 Fire in the Archives Event (Edinburgh)
- 30 September 2015 SCA 2nd Annual Members' Meeting (Edinburgh)

SUPPORTING THE SECTOR



= 100 attendees

- Copyright Events
- Education Events
- Preservation Events
- Leadership Development Events
- SCA Meetings

SCA has welcomed over
1,000 guests to events
during 2015-16.

October 2015

- 01 October 2015 Sound Scotland Advisory Group meeting (Edinburgh)
- 02 October 2015 Preservation planning meeting (Edinburgh)
- 19 October 2015 Public Records Act conference planning meeting (Teleconference)
- 21 October 2015 Collecting Policy Group meeting (Edinburgh)
- 22 October 2015 Education Workshop, 'Archives In the Community' (Edinburgh)
- 30 October 2015 Education Committee meeting

November 2015

- 05 November 2015 Education Workshop, 'Working Effectively with Community Groups' (Glasgow)
- 05 November 2015 Archive Service Accreditation Panel meeting (York)
- 05 November 2015 Scottish Ancestral Tourism Group meeting (Edinburgh) 14-22 November 2015 ARA-UK 'Explore Your Archive' Week
- 23 November 2015 Annual Accreditation Assessors' meeting (London)
- 23 November 2015 Copyright workshop (Edinburgh)
- 24 November 2015 SCA finance meeting (Teleconference)
- 26 November 2015 Education workshop, 'Reaching Out a Bit Further' (Edinburgh)
- 27 November 2015 SCAN Ltd Board meeting (Edinburgh)

December 2015

- 07 December 2015 SCA Trustee Board meeting (Edinburgh)
- 08 December 2015 Collecting Policy Group meeting (Edinburgh)
- 09 December 2015 Skills for the Future Cohort 2 event – National Galleries of Scotland (Edinburgh)

January 2016

- 13 January 2016 Skills for the Future HLF meeting (Edinburgh)
- 15 January 2016 Education planning meeting (Edinburgh)
- 19 January 2016 Skills for the Future meeting (London)
- 20 January 2016 Skills for the Future Cohort 2 event – University of St Andrews (St Andrews)
- 27 January 2016 Museums Galleries Scotland Skills for the Future event (Edinburgh)
- 28 January 2016 Skills for the Future Cohort 2 event – Glasgow City Archives (Glasgow)

February 2016

- 04 February 2016 Copyright workshop (Perth)
- 11 February 2016 Scottish Ancestral Tourism Group meeting (Edinburgh)
- 11 February 2016 Scottish Business History Network launch reception (Edinburgh)
- 24 February 2016 Public Records Scotland Act conference, 'Changing a Record Landscape: Public Records (Scotland) Act, 2011' (Glasgow)
- 25 February 2016 Fundraising for Archives event: Financial Preparedness (Edinburgh)

March 2016

- 01 March 2016 National Records of Scotland / SCA Meeting (Edinburgh)
- 01-03 March 2016 Skills for the Future Scotland 'basecamp' week (Edinburgh)
- 03 March 2016 Archive Service Accreditation Panel meeting
- 08 March 2016 Fundraising for Archives Project Board meeting (London)
- 10 March 2016 Leadership Development Programme workshop (Edinburgh)
- 11 March 2016 Preservation Committee meeting (Edinburgh)
- 14 March 2016 SCAN Ltd accounts meeting (Edinburgh)
- 17 March 2016 Preservation planning meeting (Edinburgh)
- 18 March 2016 SCA Trustee Board meeting (Edinburgh)
- 21 March 2016 Fundraising for Archives event: Advocacy & A Case for Support (Glasgow)

SUPPORTING THE SECTOR

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.

In November 2015 SCA announced the relaunch of the bursary (www.scottisharchives.org.uk/cadell) with an extension of eligible applications to cover all types of CPD, from travel expenses to purchase of books and software. The upper limit for each bursary is £200.

The criteria for applications are

- ◆ an archivist, records manager or conservator in a Scottish service, unable to get financial support for the CPD activity from their employer, or
- ◆ volunteer or student, with at least six months' experience in a Scottish archive or records management service, who is working towards a career in the archive or records management sector

Four individuals benefited from the latest bursary - two archive service volunteers, a professional conservator and an archive exhibitions assistant. The bursary enabled activities, including attendance at a conference, a CPD workshop and two Centre for Archive and Information Studies (CAIS) modules.



APPENDIX

WHAT SCA HAS ACHIEVED

Contributing to National Outcomes

While SCA has a vision statement - 'Leading Scotland's archives and records management community to inspire and inform the nation' - and supporting mission statement and strategic objectives, its annual planning process is closely allied to the Scottish Government's National Outcomes. The SCA and the sector contribute to *at least six* of the 15 National Outcomes:

National Outcome(s)	We are better educated, more skilled and more successful, renowned for our research and innovation
SCA Contribution	Identifying skills gaps and promoting and organising training, and mainstreaming standards within the sector that encourage efficiency and innovation

National Outcome(s)	Our young people are successful learners, confident individuals, effective contributors and responsible citizens
	Our children have the best start in life and are ready to succeed
SCA Contribution	Rolling out and continuing to advance the National Plan for Learning with its focus on the teacher in the class-room and how archives can best support Curriculum for Excellence

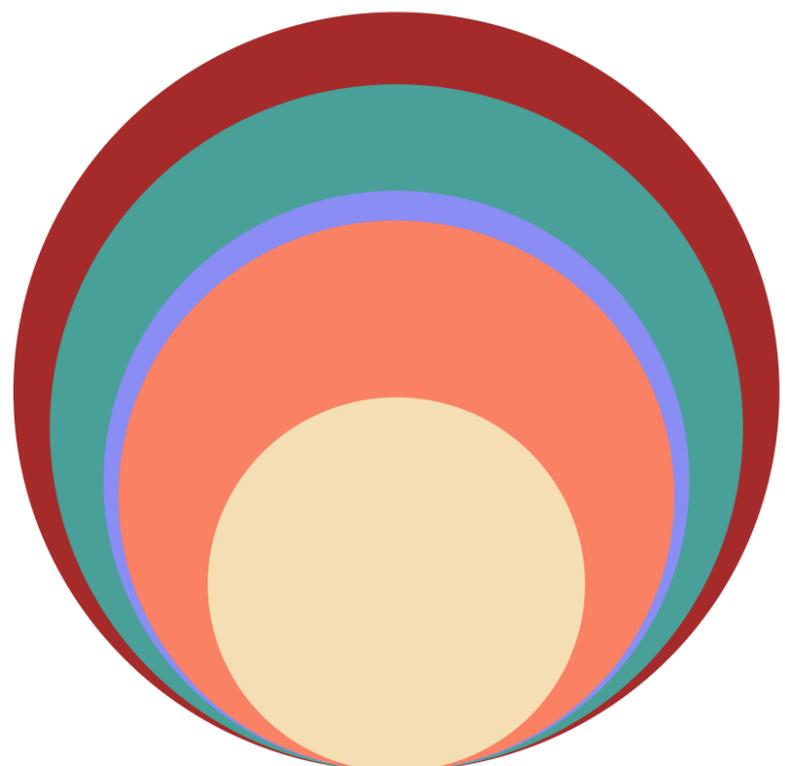
National Outcome(s)	We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others
	We take pride in a strong, fair and inclusive national identity
SCA Contribution	Encouragement of community identity through the opening up to wider use of archives that show the achievements of individuals and of communities and their contribution to the story of the Scottish nation at home and abroad

National Outcome(s)	Our public services are high quality, continually improving, efficient and responsive to local people's needs
SCA Contribution	This informs the whole purpose and the practical outcomes of the work of SCA across the range of its activities

SCA Funding 2015-16

Voluntary Contributions

The grant has allowed the putting in place of a structure that supports, informs and directs voluntary contributions from the Chair and Trustees and from individuals co-operating with the organisation. In year 2015-2016 the estimated cash value of such 'in kind' contributions was over £100,000 from the former category and some £90,000 for the latter (contributions to conference and other events, and SCA committees focussed on priority issues). These contributions substantially boost the impact of SCA and its ability to deliver for the sector.



■ Skills for the Future (HLF) ■ Scottish Government Grant ■ Trustees' Contributions ■ Supporters' Contributions
■ Catalyst Funding (HLF)

WHAT SCA HAS ACHIEVED

Attracting Funding

SCA has focused resources on attracting funding for the archives and records management sector in Scotland:

Catalyst Fund

£476,000 from the Heritage Lottery Fund (HLF) 'Catalyst Fund' that is being used to encourage skills, knowledge and understanding of fund-raising, including planning, efficiency and resilience, developing a fundraising strategy and building a case for financial support. The training will include fundraising road-shows, an online diagnostic toolkit, a 'train the trainer' learning group and online communities. The sector will thus be better equipped than before to pursue additional funding from the HLF and other funding sources.

Opening Up Scotland's Archives

Just over £513,000 has been secured from HLF for the 'Opening Up Scotland's Archives' project, which funds 18 paid traineeships between 2014 and 2017. In partnership with other bodies, SCA aims to deliver training that supports service improvement across the archives sector, namely:

- ◆ Outreach and Community Engagement, strengthening relationships with and input from users.
- ◆ Digitisation to expand on-line access for users.
- ◆ Digital Preservation to explore on-going access to 'born digital' records.
- ◆ Collections Development, particularly in respect of preserving and making available archives that are representative of the wide spectrum of modern Scottish society.
- ◆ Traditional Skills, including learning handwriting from previous centuries so that more archives can be made available to and more easily understood by users

Scotland Online

£200,000 from the Scottish Archive Network (SCAN) Ltd to part fund the development of *Scotland Online*, which would substantially expand the amount of archives descriptions (down to item level) available across the world. This has implications for attracting potential visitors to enjoy 'the Scottish experience' and identify with Scotland's culture and history.

Standards, Practical Tools, Encouraging Efficiency

SCA has developed standards that directly support the implementation of the Public Records (Scotland) Act 2011:

SCARRS

Scottish Council on Archives Records Retention Schedules (SCARRS) - available online and regularly updated - consist of generic retention schedules for Scottish local authority records (and those of other public bodies). It is a 'do once' exercise that provides guidance on the records to be retained and for how long to meet business and other needs. It has eliminated the need for individual bodies to research what should be done in terms of retention. It is a popular efficiency tool.

ARMS

The Archives and Records Management Services (ARMS) Quality Improvement Framework toolkit - available online - encourages and supports a focus on key outcomes and performance indicators across the whole range of archives and records management services. It is a self-evaluation, self-improvement efficiency tool. Endorsed by National Records of Scotland, the Scottish Information Commissioner's Office and Quality Scotland, ARMS is a major support in assisting public authorities to deliver (and maintain) improvements in records management as required by the Public Records (Scotland) Act 2011. In a significant development, the Information Commissioner's Office is currently using adapting the tool to its own particular needs.

Archive Service Accreditation

Archive services must strive to improve and be more efficient. The whole sector across the UK - including SCA - has developed a definitive standard (museums have had one for some years). A single accreditation scheme now meets the varied needs of individual archive-holding bodies. Accreditation in Scotland is supported - through assessment visits (up to six each year) and resulting reports - by SCA and NRS working in partnership.

WHAT SCA HAS ACHIEVED

Current Projects

SCA has several current projects that seek to address issues of importance within the sector and, indeed, beyond:

National Plan for Learning

The Plan has at its core the harnessing of archives and archive skills to assist the work of teachers in the class-room and thus contribute to Curriculum for Excellence. Pilots in a range of schools have provided evidence that this approach works. The task is now to provide the support and key information that will underpin rollout of the initiative. Subject to funding, it is hoped to mainstream this initiative and thereby ensure equal access to a vital part of the nation's heritage for children and young people across Scotland.

Preservation

The uncomfortable reality is that traditional paper records are vulnerable if denied appropriate handling and storage. SCA has secured robust data through a total of 28 preservation assessment surveys carried out in different types of archive-holding bodies. An SCA Preservation Committee plans events that convey experience and practical advice and devises practical advice that makes efficient use of existing resources. Failure to advance preservation would set archives on a downward spiral as more and more hitherto available archives are withdrawn from public use to save them from further deterioration.

Paper records (and artefacts too) are vulnerable to potentially catastrophic fire and water damage. As shown during the fire at The Glasgow School of Art, the effectiveness of any response is vital. The SCA disaster planning event (September 2015) drew on Scottish and Welsh experience and highlighted the key elements in response preparedness.

Scotland Online

Already mentioned above, this is a project whose success depends on consideration of precise scope, technological options and available funding. SCA will continue to explore practical options in order to secure a cost-effective and long-term solution.

Aware that Scotland Online could contribute significantly (and uniquely) to the 'offer' made to potential visitors from overseas, SCA is working with Visit Scotland.

Copyright

Given recent changes to the law with implementation of the Copyright and Rights in Performances (Research, Education, Libraries and Archives) Regulations 2014, the provision of guidance and training on copyright and related issues for archivists across Scotland is both timely and helpful.

SCA has collaborated with CREATE at the University of Glasgow to deliver freely accessible online copyright guidance and a series of related capacity-building workshops for the Scottish archive sector.

SCA also represents Scotland at an international level by participating in the World Intellectual Property Organisation's Standing Committee on Copyright and Related Rights (WIPO-SCCR) in Geneva.

Advocacy for Sector

UNESCO Memory of the World Awards

SCA will continue to promote the awards since it is important that the richly varied and unique archival heritage of the Scottish nation is represented on the world stage.

Submissions and briefings (including on legislation)

SCA is in a unique position in that it is not an archive-creating or an archive-holding body. It can therefore look at issues on a purely sector-wide basis. That was its position when supporting the then Public Records (Scotland) Bill (in oral evidence to the Education and Culture Committee of the Scottish Parliament).

The same stance governed submissions in respect of Historic Environment Scotland, which were supplemented by useful meetings with the responsible civil servants. Under the auspices of SCA a Collecting Policy Group has been formed drawn from major collecting bodies to examine issues surrounding which archives might be held by which bodies and to encourage a more joined-up collecting approach and sharing of information.

WHAT SCA HAS ACHIEVED

SCA website and Social Media

There has been an impressive boost in our social media presence and influence with an increase of 900 Twitter followers over the previous year- our Tweets made a total of 116,400 impressions and engagements. With close to 4,000 followers, this growing network brought 10% more traffic to our web site and offers greater reach in disseminating news and promoting a range of initiatives and organisations. The SCA website continues to be a 'go-to' source for news and resources with our downloadable Retention Schedules, Education Resources and *Broadsheet* e-magazine being accessed the most out of the 62,400 visits to our site over 2015-16.

Broadsheet magazine

Since March 2011, the SCA website has hosted (in .pdf format) its e-magazine *Broadsheet*. It plays an important role in communication within the sector (and beyond) in Scotland, sharing up-to-date information and encouraging comment and debate. Every issue carries news articles, features, interviews and images from a wide variety of contributors. There are also occasional special single-theme issues. There is an on-going and enthusiastic commitment of time and effort freely offered by contributors that reflects the vibrancy of the sector.

Workshops and training

Organising events is one of SCA's key roles. They bring to attendees the insights and experience of experts they might not otherwise encounter and encourage wider discussion. Recent events and workshops have addressed diverse areas of interest: fundraising, copyright, working with community groups, disaster response and the impact of the implementation of the Public Records (Scotland) Act, 2011.

The securing of funding for the 'Opening Up Scotland's Archives' project - 18 traineeships over three years - has shown what SCA can achieve in partnership with other bodies.

Liaising on Behalf of the Sector

SCA works with NRS in practical ways that both complement and support the latter's statutory responsibilities and skills, e.g. in supporting implementation of the Public Records (Scotland) Act 2011. The February 2016 conference, 'Changing a Record Landscape: Public Records (Scotland) Act 2011', highlighted progress with implementation and how to build on it.

SCA also liaises with a range of archives-related organisations, including The UK National Archives, the Public Record Office of Northern Ireland, Museums, Libraries and Archives Division (MLAD) of the Welsh Government, the Archives and Records Association UK and Ireland (the professional body for archivists) and its Public Services Quality Group (with its emphasis on user services improvement).

Beyond the sector, SCA liaises with the Archives, Libraries and Museums Alliance UK (ALMA-UK) - which brings together representatives from the three sectors from across the UK - and with the National Library of Scotland, Museums Galleries Scotland and Culture Counts.

It is particularly important for the relatively small archives sector in Scotland to learn from the experiences and initiatives of others outside the sector and also beyond Scotland and to adapt ideas wherever practicable.



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