



# ANNUAL REPORT 2016-17





## MESSAGE FROM THE CHAIR

It is with great pleasure that I present the Annual Report for 2016-2017. In doing so I am aware that an annual report is akin to an MOT. More than a mere glimpse under the car bonnet is required. Assurance must spring from the pages – no signs of mechanical failure or, even worse, absence of sense of direction leading to a possible careering off the road.

Readers of the report will have their own particular areas of interest. It is hoped that as they dip into this-or-that part of the document, they will feel assured that the Scottish Council on Archives (SCA) is getting to grips with issues and pursuing initiatives in a sensible and effective manner.

The report covers a huge number of areas: from setting and supporting standards in the sector, through developing capacity (or resilience) within archives services and evaluating the wider economic impact of the sector, to encouraging use of archives in education and learning and harnessing modern technology to provide easier access to unique material.

The reliability of SCA 'on the road' is down to two critical factors. The first factor is support from the Scottish Government. That support comes in the form of a grant, which underpins the ability of SCA to plan and to deliver a range of activities and initiatives as well as through the interest in and understanding of archives shown by Ms Fiona Hyslop, Cabinet Secret for Culture, Tourism and External Affairs. Her time is precious, and she has been unstintingly generous in the giving of it.

The second factor is the combined efforts of a range of individuals who have been constantly generous in their commitment to the work of the SCA – its trustees and its staff and those who have contributed time, expertise and ideas. Without them SCA could not function.

From its inception in 2002 the SCA has promoted co-operation and partnership working in the belief that the relatively small archives and records management sector can punch above its weight if it pulls together and uses

constrained resources to best effect. The SCA also has at its core a belief that archives must have a clear focus on their actual and potential contribution to Scottish society.

The value of archives and robust records management to society is being proven beyond doubt against the tragic backdrop of the Scottish Child Abuse Inquiry. 'Evidential value' – a term often used by archivists in relation to what they hold – has assumed a deep significance. Recognition of that significance must not fade but rather grow from strength to strength.

As 'the documented national memory' archives contain the story of the people of Scotland over the generations, not least the story of momentous events and challenges. We are living amid momentous events following the narrow UK vote to leave the European Union and the decisively different view of the Scottish people and their government. We live in interesting times, and archives will provide doubtless intriguing evidence of that reality for future generations.

Archives are important. SCA will continue to voice that core message to the people of Scotland and prove its validity by working to open up archives in innovative ways to ever wider audiences

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

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## GOVERNANCE

SCA's revised constitution, achievement of charitable status, refreshed strategic aims and growing membership reflect the sector's views and aspirations for the organisation's – indeed, the sector's - direction of travel. They also demonstrate commitment by the sector and its stakeholders to an overriding purpose – to make archives a 'household name', whose value and relevance are appreciated by present and future generations.

Throughout 2016-17, there was a strong focus on utilising the new structure to grow membership, harness expertise and develop the range of services and initiatives supported by SCA. The organisational and individual membership – standing at 266 - is important in terms of the spectrum of stakeholders, including professional record keepers, a wide range of collecting bodies, friends' groups, history societies and (always important) archive users.

SCA's membership is active. Particularly impressive are responses to a range of ongoing consultative surveys reflecting 'on the ground' realities and the readiness to make significant contributions across the SCA programme of events and projects. Developing an expanded and engaged membership will continue to be central in delivery of SCA's strategic priorities. Membership is free, and more can be found out about the benefits of becoming a member at [www.scottisharchives.org.uk/membership](http://www.scottisharchives.org.uk/membership).

In addition to providing ongoing strategic oversight, the SCA board of trustees also generously volunteer time and expertise to support programme delivery. The third Annual Members' Meeting (held on 29 September 2016) elected the following trustees:

- Phil Astley
- Caroline Brown
- Rachel Hart
- Bruce Jackson
- Claire Johnson
- William Kilbride
- Irene O'Brien (Chair)
- Meic Pierce Owen
- Linda Ramsay
- Elizabeth Roads (Vice-Chair)
- Victoria Stobo

The SCA's constitution allows for the co-opting of trustees to contribute specific required skills. In June 2016, William Kilbride was co-opted to the board. As Director of the Digital Preservation Coalition, he brings extensive knowledge in the vital area of digital preservation. Victoria Stobo continued as a co-opted trustee and brings to the table specialist knowledge of sometimes intricate and challenging copyright-related issues.

Irene O'Brien was re-elected as Chair. After many years of contributing to the demanding task of developing SCA, Kevin Wilbraham stepped down as a trustee. Two new board members were welcomed – Bruce Jackson and Meic Pierce Owen.

Those who might want to consider future election as a trustee can find out more at:  
[www.scottisharchives.org.uk/becometrustee](http://www.scottisharchives.org.uk/becometrustee)

## RESEARCH AND STANDARDS

### ARMS: QUALITY IMPROVEMENT FRAMEWORK FOR ARCHIVES AND RECORDS SERVICES

The Quality Improvement Framework for Archives and Records Management Services (ARMS) is a robust tool that can support archives and records services in meeting everyday pressures, needs and priorities, not least by encouraging efficient use of limited resources and skills. The chosen method is self-evaluation and self-improvement. ARMS seeks to replace well-intentioned perceptions and inspired guesses with a strongly evidence-based focus. The objective is planned, measurable 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 time. The fact that priorities change means that ARMS has ongoing relevance to its users.

The framework has been endorsed by the Keeper of the Records of Scotland, the Scottish Information Commissioner and the Chief Executive of Quality Scotland. That treble endorsement is wholly understandable since ARMS addresses all key policies and procedures needed for compliance with the Public Records (Scotland) Act 2011. It is also an important tool in assisting services to meet Archive Accreditation Standard requirements.

ARMS is ultimately about supporting the needs of those who use it. Hence a three-part series of training workshops delivered in collaboration with Quality Scotland. The workshops supported current users of ARMS as well as those interested in undertaking the full cycle of the self-assessment process for the first time. In preparation for moving the ARMS online tool to a new and improved multi-browser platform, the workshops allowed gathering of valuable user input. In response to user feedback, changes to the reporting functions, support mechanisms and future training will all be implemented on the refreshed tool and platform.

The framework is available on the SCA website ([www.scottisharchives.org.uk/arms](http://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.

### 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. 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 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 gathering robust qualitative and quantitative evidence demonstrating economic impact and other benefits that archives deliver to a variety of stakeholders. Amid current financial constraints it is more important than ever to show that meeting costs results in valuable and valued services.



SCA supports and promotes PSQG surveys by subsidising the costs of participation for Scottish archive services. This continuing support has led directly to a marked increase in uptake on previous years, providing a clear Scottish profile within the UK-wide survey data.

PSQG survey results have shown consistently high rates of service user satisfaction. The survey content itself has also evolved to collect more detailed demographic information and outcomes - focussed feedback in relation to skills development, community identity and well-being. Such survey data feed into a wider picture that collates data from a range of initiatives, including archives awareness campaigns (promoted by the Archives and Records Association), the Archives, Libraries and Museums Alliance UK (ALMA-UK) Economic Impact Toolkit and the Archives and Records Management Services Quality Improvement Framework.

[Further information and the latest PSQG survey results.](#)

## 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 home nation, i.e. Scotland, Wales, Northern Ireland and England. ALMA-UK promotes and underpins a sense of common purpose notably through information sharing, coping with risk and pooling of resources across the sectors.

An important and on-going collaborative initiative is the UK-wide Economic Impact Toolkit for Archives and Museums, 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 showing the impact of a sector that often suffers from an inadequate profile. In 2016, a review of the Economic Impact Toolkit guidance was undertaken, alongside a refresh of the benchmarking data. An Economic Impact Aggregation Toolkit and associated guidance has also been developed. This additional toolkit will allow organisations who look after more than one archive to aggregate their findings, enabling users to generate a picture of impact within their geographical area.

[The updated toolkits and guidance.](#)

## COPYRIGHT

Archivists and records managers are regularly confronted with the need to make well-informed decisions about copyright. While infringements within archives are incredibly rare, the reality is that decisions regarding ownership rights can be complex and challenging. In a fast-changing legislative and technological landscape, it is important that the archive sector makes decisions with an awareness of copyright law developments and their implications. It is equally important that the particular experience and insights of archivists are represented in relation to changes in legislation affecting rights and access to archive material.

In 2014, SCA established a partnership with the University of Glasgow-based CREATE (Centre for Copyright and New Business Models in the Creative Economy). SCA's continuing partnership with CREATE has ensured access to up-to-date copyright guidance, expertise and training for the whole sector. In 2016, SCA co-ordinated two training events (27 May 2016 in Edinburgh and 17 June 2016 in Perth) focussed on copyright duration. Delivered by SCA's appointed Copyright Policy Adviser, Victoria Stobo, the

focus was on how duration of copyright protection impacts on the work of the archivist, a notoriously complicated area of the law. In addition to providing attendees with an introduction to the different terms of protection that can affect material in archive collections, the workshops included group exercises based on real collections to demonstrate the impact and application of the legislation. The related concepts of authorship and ownership were also explored.

SCA continues to be an accredited member of the World Intellectual Property Organisation Standing Committee on Copyright and Related Rights. Victoria Stobo monitors and participates 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.](#)

SCA is also an active member of the Libraries and Archives Copyright Alliance (LACA). Convened by the 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.

#### [Information about LACA.](#)

[An online copyright guidance document.](#) *The most recent update was completed in November 2016.*

## ARCHIVE SERVICE ACCREDITATION

Now in its third year the archive service accreditation standard has an impressively growing number of applications from across 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 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.

In June 2016, Falkirk Archives' accreditation status was renewed and the Royal College of Nursing Library and Archive (with a base in Edinburgh and London) was accredited in March 2017.

Now that the roll out of the standard has entered its third year, SCA has benefitted from reviewing the annual accreditation standard reports. Patterns are beginning to emerge around in areas of suggested improvement across the sector – namely within collections management and disaster planning. SCA has moved to prioritise support and future training in this area, particularly in the work undertaken by the Preservation Committee.



There is clear momentum behind the initiative with the number of Scottish services expressing interest in the accreditation scheme continuing to grow and considering submitting an application between now and 2019.

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](mailto:accreditation@scottisharchives.org.uk) and also visit [www.scottisharchives.org.uk/accreditation](http://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 SCA, the National Records of Scotland (NRS) and the then 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 RCAHMS 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, SCA convened a group of bodies representing National, Local Authority, University and Business collections. Initial meetings in 2015-16 served as a forum for discussion of issues around collecting policies and constructive approaches to facilitating communication between collecting bodies and promoting information sharing.

The group 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 relevant networking events. 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.

In 2016, an information gathering survey was developed and distributed. There were over 31 responses from collecting bodies across Scotland. Information about collecting policies and areas has been collated for inclusion on the SCA Scottish Archives map with collecting policy web pages currently under development.

The Collecting Policy Group has agreed to progress the development of a framework and issues register, following a consultation and networking event planned for 2017.

## ADVOCACY

### LEADERSHIP DEVELOPMENT

The sector-wide consultation (in 2015) commissioned by SCA highlighted the importance of leadership and advocacy for the sector. SCA works to communicate the value of the collective contributions of the sector to decision makers and the wider public. It is equally important that archivists and records managers are equipped with the skills and confidence to make the case at a local level and within their organisations.

Through the delivery of relevant and tailored training, SCA ensures that archivists and records managers continue to access leadership development opportunities. Feedback from the 'Powerful Influencing and Advocacy' workshops (in Spring 2016) indicated that attendees wanted both access to ongoing peer support and were keen to learn more about practical approaches to overcoming seemingly intractable challenges. To meet these needs, SCA commissioned STAR CIC to develop an Action Learning Set training programme.

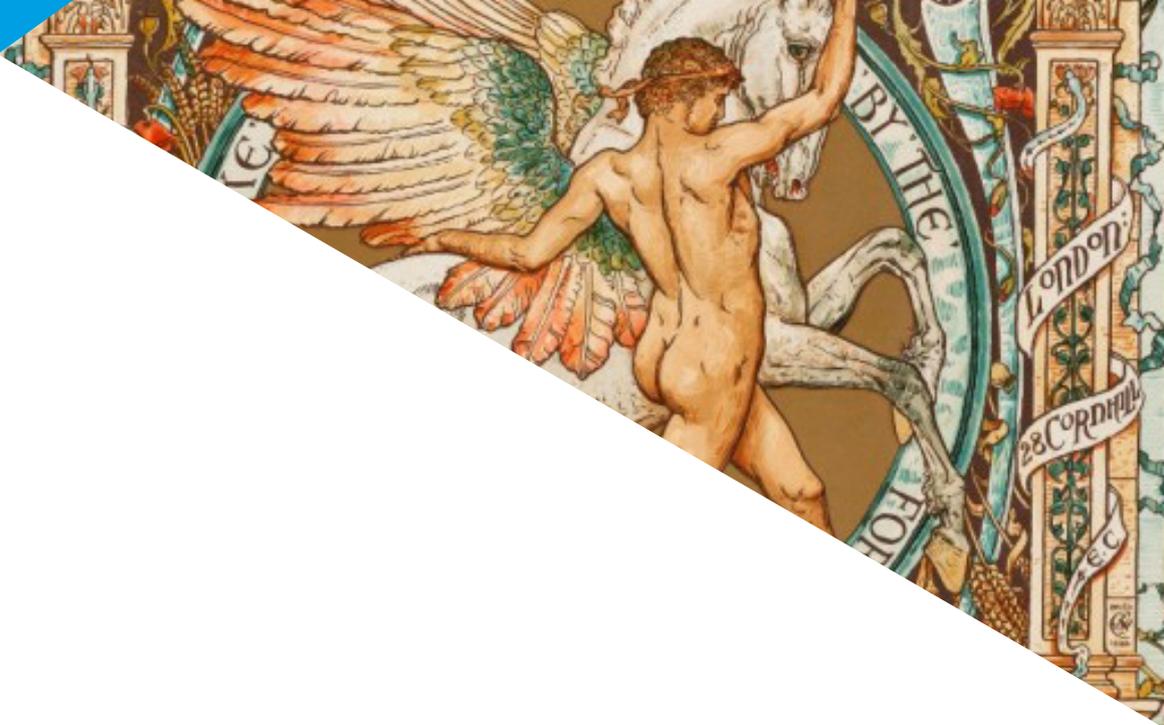
The chosen means of meeting declared needs is the Action Learning Set. Each of these brings colleagues together in small groups to discuss their challenges and goals in an open, non-threatening and confidential environment. Learning from each other encourages commitment to practical actions to move forward. By this group (or 'Set') meeting regularly, partly to review progress, the members become accountable to the group and are encouraged to carry out the actions to which they are committed. The absence of threat and the confidential environment encourage participants to be open about what has prevented taking action and to reflect on why specific actions have (or have not) been successful. Participants learn from one another and together create a valuable network of shared experience.

The Action Learning workshops delivered in Edinburgh and Glasgow (in March 2017) offered archive sector leaders in Scotland the training essential to set up and run their own sets. This approach promises to be a cost-effective and sustainable method of offering ongoing leadership development opportunities and peer support. Action sets for the sector will be established and facilitated on an ongoing basis.

STAR CIC, is a not-for-profit community interest company ([www.starcic.org](http://www.starcic.org)) dedicated to driving resilience and excellence in the cultural heritage sector. It has identified the ability – indeed, necessity - of the archives and records management sector learning from within its own ranks and developing the ability implement practical actions that successfully meet workplace challenges.

### ARCHIVES SERVICES ONLINE MAPS

There are varied and significant archive collections located across Scotland, and SCA identified a need for information about services to be accessible at a single location. Hence SCA developed an online [Scottish Archives map](#) giving location, basic information and an image gallery showcasing some collection highlights for services all over Scotland. In 2016-17, the map was expanded to include 97 services with enhanced information about holdings provided.



Practical information about services and collections is important, but SCA also wanted to develop a platform for archive users to share posts about their discoveries (and not least their enthusiasm). The SCA website now features a [‘Your Scottish Ancestry Story’](#) map where family history researchers can share unique stories uncovered in their family history research. This map has also been further enhanced by new web pages offering guidance on the practicalities and the key sources for researching your family history in Scotland’s archives. These should prove particularly valuable to those contemplating visiting Scotland to research their ‘roots’ but perhaps otherwise put off by lack of knowledge of relevant archive resources and Scottish terminology.

## BROADSHEET MAGAZINE

[Broadsheet](#) – the SCA’s quarterly e-magazine, celebrated its sixth anniversary in March 2017. Information-rich and full of eye catching images, it continues to play an important communications role within the sector in Scotland, sharing up-to-date developments and encouraging comment and debate. Every issue carries news articles, features, interviews and images from a wide variety of contributors. *Broadsheet* is valuable both within and outside the archive sector. 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 - in all its diversity. Across 2016-17, it carried articles about a variety of exciting projects and initiatives, for example the recent of the earliest census of the population of St Kilda made in 1764, - and the relaunch of Visit Scotland’s Ancestral Welcome Scheme.

A notable contribution on the creative use of archives came from the historical novelist E.S. Thomson. Researching archive material whilst writing her two novels, *Beloved Poison* and *Dark Asylum*, E.S. Thomson underlined the value of archives and archivists in practicing her craft:

“ There can be no excuse for any historical novelist to rely only on secondary sources. Archives and archivists are the custodians of our history, and we should use them in any attempt we make to construct a realistic portrayal of the past. People say to me, “I wouldn’t know where to start in an archive”. The answer is “start anywhere”. The problem is where to stop!”

*Broadsheet* belongs to the whole of the archives and records management sector in Scotland in all its richness and variety. Contributors freely give of time and effort thus turning *Broadsheet* into a means of reinforcing the co-operative spirit and sense of community among archive professionals and users of archives right across the country.

Even the best of publications can become stale if not refreshed. An ongoing anonymous, multi-choice survey keeps the publication in touch with readers’ interests. Feedback is not only welcome but absolutely essential.

[The feedback form along with current and back issues can be accessed on our website.](#)

## WEBSITE AND SOCIAL MEDIA

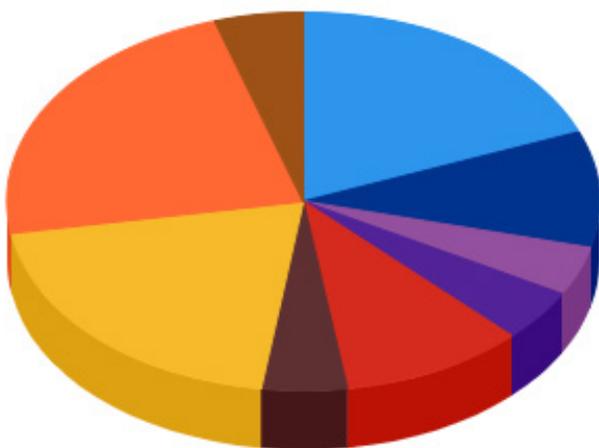
SCA has an accessible, visually attractive, informative and up-to-date website. Here are found announcements, detailed information and practical tools presented alongside a vast collection of superb images contributed by archive services across Scotland. To ensure that the online presence remains relevant and dynamic, SCA reviewed its Communication Strategy and approach to online engagement.

In 2016-17, increased resource was allocated to development of social media platforms as well as a review of the whole content and structure of the website. The review placed stronger focus on identifying stakeholder categories, determining how to best meet their individual information needs and increase their interest in archives.

The website has been updated to include more content aimed specifically at archive users. New pages offer information about volunteering, what you can expect when you visit an archive along with research guidance. A 'What's on in the Archives?' offers a regularly updated round up of public talks, workshops and events hosted by archive services across Scotland.

SCA's investment in social media has yielded significant returns. The SCA Twitter following has grown from 3,900 over 2015-16 to 13,000 in 2016-17. Engagement on facebook has also seen significant growth.

### WEBSITE: VIEWS BY SECTION



Total views: 37,755

- Home
- About
- News
- Magazine
- Discover
- Map
- Skills for the Future
- SCARRS
- ARMS

### TWITTER: NEW LIKES



2015-16

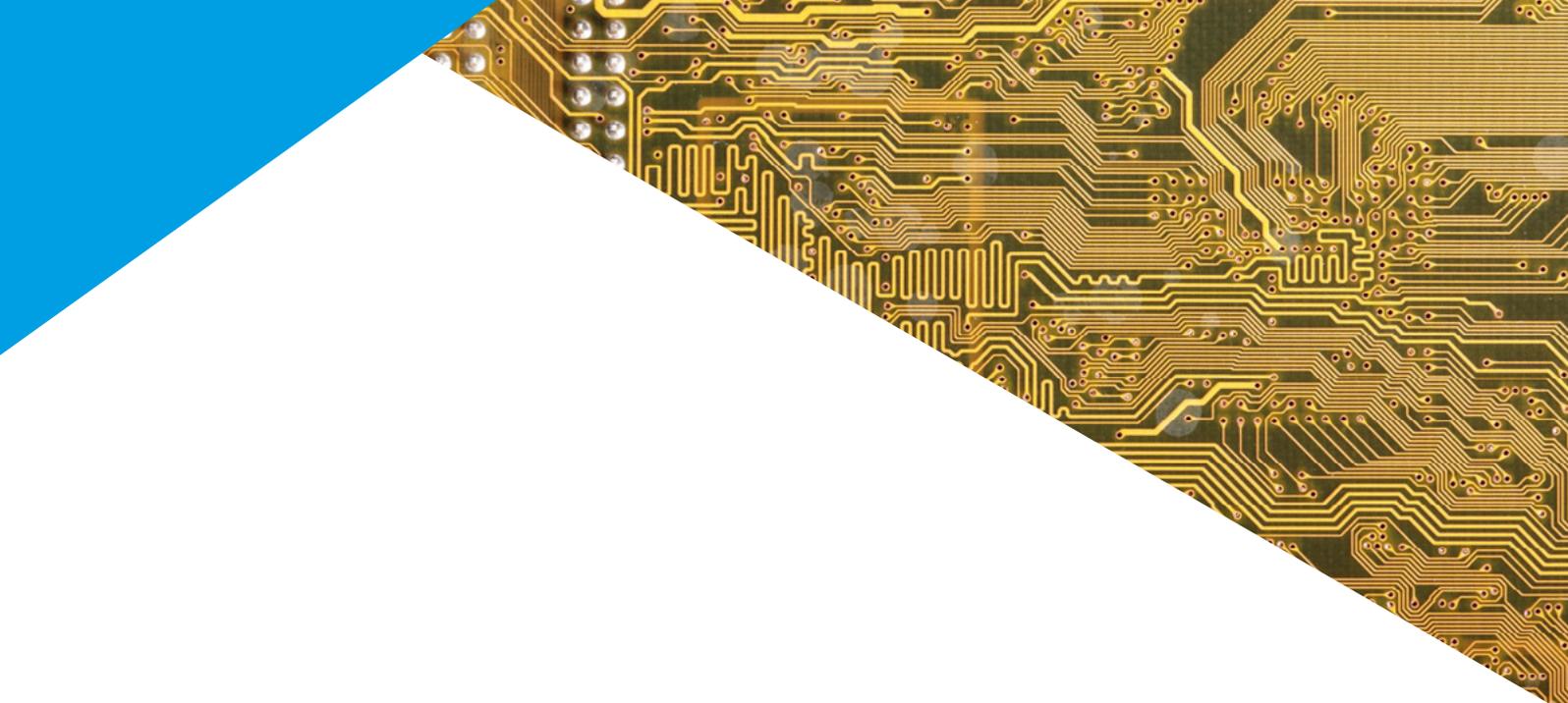
2016-17

### FACEBOOK: NEW LIKES



2015-16

2016-17



## UNESCO UK MEMORY OF THE WORLD

Held on the website of the UK National Commission for UNESCO at [www.unesco.org.uk/memory\\_of\\_the\\_world](http://www.unesco.org.uk/memory_of_the_world) the register (began in 2010) promotes preservation of and access to the world's archive holdings and library collections. On 21 June 2016, at an awards ceremony at the Senedd in Cardiff, eight items and collections joined the UK Memory of the World Register, a list of documentary and audio visual heritage which holds cultural significance specific to the UK.

In partnership with the UNESCO Memory of the World UK Committee, SCA organised the 2014 Awards Ceremony in Edinburgh where several items held in Scottish collections secured Memory status. SCA has continued to encourage the sector in Scotland to identify and nominate significant items for inclusion on the register. That most iconic of Scottish documents, the Declaration of Arbroath (6 April 1320) was added to the register in 2016. Held by the National Records of Scotland, the Declaration is widely acknowledged as *the* key Scottish document from the Wars of Independence. Of 66 items and collections on the UK register in 2016, no fewer than 14 were from Scotland. *Broadsheet* was used to publicise the latest Scottish inscription to the register. SCA will continue to encourage services to pursue this means of international recognition of Scotland's rich documentary heritage.

## DIGITAL CONTINUITY

SCA needs to support the Scottish sector in development of capacity to identify effectively, curate and make accessible digital information for decades (and more) into the future. Record keepers are keenly aware of the need to implement practices and procedures for the creation, management and preservation of records in the digital environment. In addition to the risk posed to the survival of the future historical record, ensuring digital continuity is imperative to the everyday functioning of private, public and third sector bodies. All that goes with securing continuity should be

recognised as essential infrastructure for each individual body and be so integrated and accepted as to be described as 'the way we do things here'.

Of course, reinventing the equivalent of the wheel for digital preservation is wasteful of resources and excludes the benefits of sharing solutions. The sector needs to take a collective and pragmatic approach to tackling the challenge digital records pose. Partnership working, advocacy and skills development can do much to mitigate risk and do so within a reasonable timetable – the issue is pressing, to say the least – and at acceptable cost.

Through its Skills for the Future traineeship programme, SCA has sought to contribute to exploring new models of recruitment and skills development that help address the digital skills gap. The project has brought fresh and diverse talent into the sector. It has offered an excellent platform for advocacy and communication. In November 2016, the project secured international recognition by jointly winning with The National Archives (Kew) the Digital Preservation Coalition and Netherlands Coalition for Digital Preservation award for Teaching and Communication. The initiative has also gone some way in delivering projects of wider benefit to the sector.

In consultation with local authority archivists and records managers, two Skills for the Future Digital Preservation trainees (hosted by the National Records of Scotland – see case study on pg. 18) have undertaken a joint project to deliver a capacity planning tool and guidance for local authorities. This initiative will offer jargon-free guidance for practitioners. It will also provide a practical tool to assist with the important task of calculating the resource and capacity required to meet organisational digital records management needs. This work is currently underway, and the tool and guidance will launch in summer 2017.

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. SCA has been delighted to enable delivery of a project that contributes to the on-going NRS commitment

to supporting the wider sector in tackling the challenges of digital preservation.

In March 2017, SCA became an Associate Member of the prestigious Digital Preservation Coalition. The DPC helps members deliver resilient long-term access to digital content and services and thus derive enduring value from digital collections. DPC also raises awareness of the attendant strategic, cultural and technological challenges and supports members through advocacy, workforce development, capacity-building and partnership.

Chair of the DPC and Deputy Keeper of the Records of Scotland, Laura Mitchell welcomed SCA to the DPC saying:

“ *the DPC and SCA both share a commitment to partnership working, co-operative development of strategy, sharing of information and promotion of standards. As advocacy bodies, we are both committed to convincing decision makers of the vital importance of ongoing access to data in the functioning of a sophisticated, modern society. It will be a pleasure to work alongside SCA, helping the sector come good on the promise of Scotland’s Digital Future and ensuring the country is well placed to take full advantage of all the economic, social and environmental opportunities the digital age offers.*”

SCA looks forward to ongoing and close co-operation with the Digital Preservation Coalition, taking full advantage of the breadth and depth of networking, guidance and skills development opportunities offered by membership.

## PUBLIC RECORDS (SCOTLAND) ACT 2011

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

Meanwhile SCA contributes to the nuts-and-bolts essential for delivery of improved records management 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) – an invaluable tool for local authorities and, indeed, other bodies – and active involvement in Archive Service Accreditation.



## PARTNERSHIP AND PARTICIPATION

### EDUCATION: STRATEGY, DELIVERY AND INNOVATION

Archives are a unique resource for learning, particularly among young people. SCA is committed to making possible wider access to that resource. The SCA Education Committee - 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 that most important sphere of activity - education. Where deprivation presents particular challenges, those must be met with new thinking and close work with communities to meet their individual needs.

#### Strategy

To build on the success already achieved by the committee, a full review of the progress and achievements of the three-year [National Plan for Learning](#) was undertaken so as to feed into a new three-year plan. The review indicated that SCA has a vital continuing role in supporting archivists in Scotland in the development of effective archives education and outreach programmes. Subsequently, the Education Committee identified these priorities for the next three years:

1. to raise awareness of the ways in which archivists and archive materials are making essential contributions to education in schools and communities in Scotland
2. to facilitate collaboration and deliver the training and resources required to allow archivists to develop and deliver relevant education and outreach programmes
3. to facilitate partnerships and foster effective communication between individuals and organisations to build on and expand existing good practice within archive services, and to open up opportunities to those with limited experience of delivering education and outreach to their local schools and communities.

The objectives have been slightly revised by the committee in response to changes in the policy landscape and outcomes of the work to date. In alignment with national priorities in education to close the attainment gap and improve numeracy and literacy, the new strategy will incorporate an even greater emphasis on community engagement, access and equity. Archives can and must deliver in an area vital to the social and economic well-being of twenty-first century Scotland.

Over 2016-17, the Committee undertook a programme of activities in pursuit of these three amended objectives, with an emphasis on:

- Building online and interpersonal networks
- Facilitating creative collaboration and partnerships
- CPD and Skills Development
- Delivery of quality online resources and exemplars
- Raising awareness of existing good practice

#### 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 and archivist guidance materials to support users of the James Maxton project lesson plans. The project materials will have wider applicability across Scotland, and a preliminary set of lesson plans have been uploaded to the Education Scotland GLOW platform for teachers. A wider roll out of the materials via the SCA website is scheduled for autumn 2017.

In September 2016, Douglas Roberts, SCA Education Development Officer, presented a seminar on the James Maxton project, alongside Glasgow City archivists Nerys Tunnicliffe and Michael Gallagher, at Education Scotland's prestigious Scottish Learning Festival. This was an opportunity to showcase effective collaboration between SCA, Glasgow City Archives and Education Scotland as well as the broader applications of archival material to education. With approximately 2000 teachers in attendance, the event provided a high-profile platform for the project and for archives and education collaborative projects in general

### **Delivery - Community Engagement Workshops**

SCA delivered two community-related workshops during October and November 2016. This was a logical follow-on from earlier delivered foundational workshops focused on community engagement:

- 'Sight and Sound' (26 October 2016): This looked at creative approaches to using archives in Learning and Outreach programmes, specifically focussing on use of graphic arts and collageas well as sound recording and mixing to explore archives.
- 'Oh, What a Creative War!' (9 November 2016): Focused on World War One records, the workshop explored 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.

Participants worked together addressing the requirements of each of their particular contexts and projects. Enthusiastic feedback was followed by participants remaining in touch with the Education Development Officer about ongoing development of their education programmes.

### **Development - online resources**

In consultation with staff in schools, the SCA Education Development officer produced a guidance booklet for teachers on how to use archives in the classroom and how to get the best from collaboration with archives staff. The publication will be made available to archives staff

and teachers (in pdf format) through the SCA website and Education Scotland, and promoted to teachers through Education Scotland and contacts in schools. Print versions will be sent to teachers who participated in the Learning Festival session.

To accompany the booklet for teachers, work has been undertaken to develop a summary booklet of selected exemplar projects using archives and demonstrating collaboration. This summary of projects will link to the wider collection of exemplar archives education projects being assembled for the SCA website. The summary collection of exemplar projects can be used by archives staff to promote the use of archives in schools and community projects.

In 2016-17, SCA undertook an extensive review a review of the website structure and content, and education naturally fed into considerations. As a direct result the newly developed education materials will be launched online in mid-2017.

### **Development - collaboration and expert advice**

The SCA Education Development Officer now represents SCA on the Board of the National Library of Scotland's Connecting Scotland's Sounds project. This offers opportunities for collaboration with other professionals in related institutions such as University of Edinburgh, British Library and NLS, and potential opportunities for audience development in support of the Scotland Online Catalogue. The board has considered a number of issues and initiatives involving online collaboration between archive services, and the SCA's Scotland Online Catalogue project has been introduced as a potential way forward for these.

The SCA Education Development Officer provided expert advice to archive services in devising education projects and funding proposals. Beyond this, SCA advised Evans Woolfe Media (a London-based film company that prepares history resources for BBC Bitesize) about a series of films it is preparing ont Scottish archive records and their relevance to particular historical events.

### **Innovation - Animating the Archives**

Funding applications have been developed and submitted



in relation to a potentially exciting and innovative project.

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 skills that are 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 (both vital prerequisites), the project would involve working with an award-winning, 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.

## 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](http://www.scottisharchives.org.uk/scotlandonline)) is to build on what exists within SCAN and to extend both level of detail and the coverage of 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 has faced 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.

In January 2017, SCA received the welcome news of an uplift in core funding from the Scottish Government for 2017-18. Combined with significant partnership funds secured from SCAN Ltd, this increase in resource will bring added capacity and enable SCA to progress development and delivery of the project.

## 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) to ensure that their separate and (where appropriate) joint impact on behalf of archives is maximised.

SCA continues to support 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; 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. SCA 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 progressed to the final pilot phase in 2016-17. SCA co-hosted events and kept informed updates on progress throughout the framework's development. At the September 2016 Skills for the Future trainee induction event, an update was presented by ARA-UK. Trainees and hosts have contributed feedback throughout the framework pilot phase. SCA will continue to promote the framework following its launch in August 2017.

In early 2017, SCA secured partnership support from ARA-UK, the Heritage Lottery Fund and Tasglann nan Eilean/Hebridean Archives to deliver a two-day Community Archives themed conference at Lews Castle Museum and Archive in Stornoway. SCA is committed to promoting understanding and strengthening of community groups and their archives. Stornoway – especially Lews Castle - was the obvious location for a conference since Na h-Eileanan an Iar community groups (over 20 community archives and history societies) have strong local identities and are committed and successful in what they do, including collecting genealogies, photographs, oral histories, artefacts and archives.

The conference will be aimed at anyone with an interest in community archives and heritage, from professional archivists, librarians, curators and heritage workers to independent community groups. Through a range of case studies and presentations, conference participants will consider how community archives and conventional archive organisations can collaborate and support one another to achieve common goals. The event will also be used to promote the ARA-UK Archives Explore campaign and the availability of new Gaelic branding materials. The conference will take place in June 2017.



## DEVELOPMENT

### PROMOTING ARCHIVE PRESERVATION IN SCOTLAND

After its formation in September 2013, the Scottish Council on Archives Preservation Committee examined the results of [Our Past, Our Future: A Preservation Survey Report](#) using its findings to inform an action plan for the committee. The report set out an analysis of the state of preservation in Scotland based on Preservation Assessment Survey (PAS) data from the range of participating archive services. 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 then Preservation Advisory Centre. Within the report, strengths and weaknesses were highlighted and useful pointers given as to how the existing situation might be improved despite significant resource constraints.

The need for a further survey focussed on the identification of priorities emerged from consideration of the data from the 28 individual surveys made between 2010 and 2013. In 2016, the Committee surveyed the sector to identify key areas requiring development. The survey content was deliberately aligned with the Archive Accreditation Standard, with a focus on collections management.

Findings were summarised in SCA's [Open for Use: Preservation and Conservation Survey Executive Summary](#), which offered an opportunity to bring the work of the Committee to the attention of Fiona Hyslop, Cabinet Secretary for Tourism, Culture and External Affairs. In the foreword to Open for Use the SCA Preservation Committee Chair – Linda Ramsay, Head of Conservation at National Records of Scotland – observes that 'There is no 'do nothing' option if archives – the documented national memory – are to remain available for use and enjoyment by present and future generations.' She highlighted the vital role of preservation and conservation, the 'behind-the-scenes activities that keep archives open for use.'

A representative mix of archive services (23 in all from Health Boards, through Local Authorities, National and Special Collections, to Business Archives) participated in the survey. Their feedback forms a snapshot of where archive services stand in terms of preservation/conservation. Some notable points are:

- 55% of services have the certainty of an ear-marked conservation/preservation budget
- 43% have sought external funding (e.g. from HLF) and attracted £300,000 over the past five years
- 46% of storage is environmentally controlled
- 40.9% expect storage space to increase within the next five years
- 85% of services train volunteers to undertake supervised basic work

There are undoubtedly challenges, but Scotland can be proud of the range and depth of its archives heritage and of its ability to look for ways of improving services. Consideration of the *Survey Executive Summary* has further strengthened the SCA focus on encouraging practical co-operation and sharing of skills and best practice. That way maximum impact can be achieved, that way services can continue to '*keep archives open for use*'. The findings of the survey results have been incorporated into an updated and revised version of the Preservation Committee's action plan, now published [on the SCA website](#).

The survey pointed to priorities for the archives sector, notably in terms of training and skills. Importantly, services' priorities drive those of SCA - hence, SCA's workshops on the practicalities of fundraising and post-disaster recovery (especially relevant after the Glasgow School of Art fire).

In June 2016, the Preservation Committee organised a very successful event, 'Meet the Funders', with a panel of expert speakers drawn from both those who fund and those who have received funding for conservation projects.

Speakers from the National Manuscripts Conservation Trust and the Wellcome Trust gave insightful advice and encouraged Scottish collections to apply for funds. Ruaraidh Wishart, from Aberdeen City Archives, detailed the impact NMCT funding had on its work. Lorraine Murray, Archivist at Inverclyde Council Archives, secured funding from the Friends of the National Library for acquisition of scrapbooks relating to the Greenock area. She indicated that she pursued this opportunity after becoming aware of possible funding during the event.

The 'After the Fire or Flood' event that immediately proceeded the Annual Members' Meeting in September 2016 featured speakers from the National Trust for Scotland, Harwell, and the National Centre for Resilience (NCR). They gave talks on lessons learned and key issues around disaster response in the event of flooding. The NCR aims to improve understanding of the impact of natural hazards and provide support to responders and communities, including practical toolkits and resources for those who operate on the ground. The link with NCR, a newly founded government agency, proved very rewarding, and may prove to be a fruitful collaboration.

The continued value of the work of the committee was demonstrated by the high demand for places at SCA disaster planning workshops. The two workshops served as a practical follow up to the issues covered at the 'After the Fire of Flood' event. 'Writing Your Disaster Plan' (24 January) and 'Testing Your Disaster Plan' (2 March) drew interest from across the sector with 63 delegates attending both training sessions.

Further information about the committee's work, action plan and previous events can be found [on the preservation section of the website](#).

## 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 19 traineeships between 2014 and 2017.

At the time of this Report the project is entering its third year and cohort three trainees are progressing well. Progress can be followed via [the trainees' blog](#).

Two cohorts have completed their 12-month traineeships, focussing on areas ranging from digital preservation and collections development, to education and community engagement. SCA hosted a farewell event in September 2016 at New Register House, Edinburgh, where those responsible for their training and mentoring heard presentations. Each trainee delivered inspiring reports on their time working within the sector. The majority of the first and second cohort trainees who completed the programme found employment in the archive or wider heritage sector.

In addition to adding capacity to Scottish archives and encouraging a new and diverse workforce, 'Opening Up Scotland's Archives' has offered the opportunity deliver high-profile advocacy on behalf of the sector. In November 2016, the project's innovation and quality received



international recognition by winning the Netherlands Coalition for Digital Preservation (NCDD) Award for Teaching and Communications at the Digital Preservation Coalition Awards ceremony in London. SCA was pleased to share the award with the National Archives' sister programme, 'Transforming Archives'.

Cohort three 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 [on the project's webpages](#).

In addition to the trainees' ongoing events and training, SCA held a Scottish 'basecamp week' in Edinburgh in early March 2017. 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.

The 'Opening Up Scotland's Archives' project concludes in October 2017.

## CASE STUDY

### SCA DIGITAL PRESERVATION TRAINEESHIP AT THE NATIONAL RECORDS OF SCOTLAND – PENNY WRIGHT

The aim of my traineeship project is to work with Scottish local authorities to produce tailored guidance for the digital preservation process, after determining their readiness and current ability to preserve born-digital records.

Challenges quickly became apparent, not least that the 32 local authorities varied widely in their experiences; some were familiar with digital preservation and already preserving some digital records, while some had no resources to deal with digital preservation at all and were unsure how to begin.



The guidance to digital preservation is intended to act as a starting point for local authority archivists to find simple information about the process and how to get started, why it's important and who needs to be involved to make it happen. The target audience is local authority archivists and record managers, but an important aspect of the guidance is that it can be read by other key stakeholders, such as financial managers and IT managers who will need to support the process. Therefore, the principles and drivers behind digital preservation are clearly articulated, so that while it includes current best practice and some simple technical direction, it can be read by a wider audience than those ultimately tasked with managing digital preservation.

The project was done in tandem with another SCA Skills for the Future trainee, Ruth Marr. Ruth's project was to produce a capacity planning tool so that local authorities could measure how much storage they need for preserving digital records. Ruth and Penny did several months of outreach and research, visiting different local authorities, attending the meetings of the Archivists of Scottish Local Authorities Working Group (ASLAWG) and sending countless emails. Forming relationships with the local authorities and providing a forum for structured discussion around digital preservation was one of the most useful outcomes of the project.

My previous professional experience in broadcasting includes marketing and journalism, enabled me to assess the information required by the local authorities, and also the best approach in articulating it so as to be most widely understood by the target audience.

Ruth and myself will be conducting two training events in July and August 2017 to present the digital preservation guidance and capacity planning tool to local authorities. By engaging with these tools, it is hoped that NRS will continue to provide support for local authorities with their digital preservation needs.

One of the most important lessons I've learnt is to speak to everyone who might be relevant – often the people who know the most or have authority over the subject, in this case digital preservation, are not the ones you would expect. It is also really important to look at the context – the challenges of digital preservation are largely 'sociotechnical' instead of technical, in other words it can be the organisational structure or individual people and their roles who impede the rollout of digital preservation, not the absence of resources or a technical solution (such as storage, hardware and software). Advocacy among managers and stakeholders is vital, which is why it is important to use non-specialist language.

*The project will be complete by the end of August 2017.*

## CASE STUDY

### SCA TRADITIONAL SKILLS TRAINEESHIP AT TASGLANN NAN EILEAN / HEBRIDEAN ARCHIVES – SHONA MACLELLAN

Before taking on the traineeship at Tasglann nan Eilean, I had worked in the media and public sector mainly as a researcher and as a Communications Officer. What attracted me to this programme was the fact that it would give me the opportunity to change career but also required the skills I had already gathered through my previous roles such as my Gaelic language skills and media training. I had gained a little insight into the world of archives through my work as a researcher, looking for archive content for documentaries. My role was to find and agree the use of photos and archive film footage so I have been on the other side and know what researchers are looking for. On seeing the traineeship advertised, I jumped at the chance knowing I would enjoy it. Opportunities such as this, especially in the Western Isles, don't come round often.



The traineeship has been a fascinating experience. Through on the job training with Seonaid McDonald, the archivist at Tasglann nan Eilean and through the Scottish Council on Archives, I have been able to go back to study, something I had wanted to do but was unable to before now. I decided to focus on a module in Outreach and Engagement with Dundee University through their Centre of Archives and Information Studies (CAIS) and entered Year 2 of a BA in Scottish Cultural Studies at the University of the Highlands and Islands. After working for 15 years what has been extremely useful as part of the internship is studying for qualifications that underpinned that knowledge I had gained elsewhere.

Through my previous experience, on the job training at the archive and the training provided by SCA, I have been able to undertake a number of projects as the trainee Archivist. Most of these have involved Outreach as the skills involved clearly aligned with my own. In every event or exhibition we created, I have been able to use my Gaelic language skills in order to ensure Gaelic is included as the Western Isles is one of the largest Gaelic-speaking areas of Scotland. Promoting the archive service and archives in general has also been a priority as Tasglann is a new service and not many know about it or understand what an archive is. To increase awareness and understanding and the professional standards required to run an archive service has been one of my responsibilities.

I can now say that traditional archive skills such as cataloguing, preservation, handling, basic conservation, dealing with enquiries and records management are all new skills that have been added to my portfolio. Writing press releases, writing a blog, writing social media and web content have also been part of my role at the Tasglann. Scottish Council on Archives and Tasglann nan Eilean have certainly helped me on my path and I now have a good mix of skills to continue to find work within the Heritage Sector and with further study I hope to achieve that.

## A FUNDRAISING FOR ARCHIVES SUCCESS STORY

### SARAH BROMAGE, SCOTTISH POLITICAL ARCHIVE, UNIVERSITY OF STIRLING

I participated in the Scottish Fundraising for Archives training cohort as I was keen to find out new ways to fundraise for the University archives and its collections. I found the course really interesting and informative in providing ideas for innovative ways of fundraising. Of particular help was learning how to draft an effective and standout case for support for our archive service. As part of the course we were also offered the opportunity to go to a crowdfunding workshop which was something I knew very little about. This workshop discussed previous crowdfunding campaigns, how to develop a crowdfunding idea and how to structure and market your campaign. I was inspired by the course and went back to work and following discussions it was decided to start a crowdfunding campaign to support cataloguing and digitisation of the Peter Mackay archive held at the University of Stirling.



Peter Mackay (1926-2013) was a key figure in the independence movements of Southern Rhodesia (Zimbabwe) and Nyasaland (Malawi). The archive contains a comprehensive record of Mackay's journalism, political activism, travel, photography and charitable work. His journals, notebooks, correspondence and papers preserve a detailed account of his life as a writer and activist, while the large collection of photographs taken by Mackay during his travels around southern Africa provides a stunning visual record of a continent during a period of great change.

Our Directorate for Advancement who manage fundraising supported the project and we decided to crowdfund for £8,000; which was successful in achieving its target. This was the first crowdfunding project the University had undertaken and its success has meant they have launched subsequent crowdfunding campaigns. The project also received a Commendation at the Herald Higher Education of the Year Awards for Campaign of the Year. Most importantly though it has allowed us to make this important archive accessible and we are already thinking how to crowdfund for the next phase of the project.

For more information about the archive please visit <http://libguides.stir.ac.uk/archives/mackay>



## FUNDRAISING FOR ARCHIVES: HLF CATALYST UMBRELLA FUND

This is a collaborative project – supported by £476,000 from the Heritage Lottery Fund Catalyst Umbrella Fund - between TNA, SCA, ARA, MALD (Museums, Archives and Libraries Divisions 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 assist 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 from private sources, e.g. individual and corporate donations and trusts and foundations. To date, the project has engaged with 280 archive professionals, friends and volunteers

Two training events were held in Scotland throughout 2016-17 and the project has also developed a range of e-learning resources and toolkits covering topics from bid writing and financial planning to evaluation. [Further information and project resources.](#)

## SCOTTISH COUNCIL ON ARCHIVES RECORD RETENTION SCHEDULES (SCARRS)

SCARRS provides local (and other public) authorities up-to-date guidance for compilation of retention schedules relating directly to 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](#). Delivery of the schedules has proved timely in supporting implementation of the Public Records (Scotland) Act 2011.

Following the full review of SCARRS in 2014, Frank Rankin of IG Scotland has been retained by SCA to perform regular maintenance and updating (notably impact of legislative changes) of the schedules, incorporating user feedback and suggestions. These 'mini-reviews' are published on a quarterly basis. SCA website statistics show that the schedules are a frequently-accessed tool, with an average of 600 visits per month. The creation and maintenance of the tool has provided local authorities with a resource that eliminates otherwise time-consuming searches.

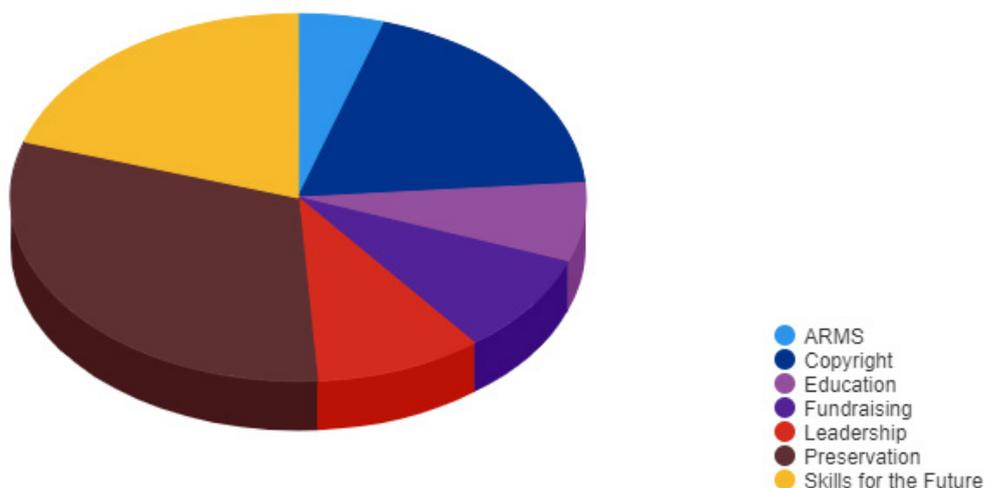
## SUPPORTING THE SECTOR

### EVENTS, WORKSHOPS AND CONSULTATIONS

In support of its own [Business Plan](#) objectives, 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.

We held 25 events and workshops in 2016/17 with 313 attendees.

#### WORKSHOPS AND EVENTS: BY SUBJECT





## 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](http://www.scottisharchives.org.uk/cadell)) The bursary accepts 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

Five individuals benefited from the latest bursary - two archive service volunteers, a trainee and professional archivist and an information compliance intern. The bursary enabled activities, including attendance at conference and training workshops in addition to the partial funding of a Centre for Archive and Information Studies (CAIS) module.

## APPENDIX: WHAT THE SCOTTISH COUNCIL ON ARCHIVES 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:

<b>National Outcome(s)</b>	<i>We are better educated, more skilled and more successful, renowned for our research and innovation</i>
<b>SCA Contribution</b>	Identifying skills gaps and promoting and organising training, and mainstreaming standards within the sector that encourage efficiency and innovation
<b>National Outcome(s)</b>	<i>Our young people are successful learners, confident individuals, effective contributors and responsible citizens</i>
	<i>Our children have the best start in life and are ready to succeed</i>
<b>SCA Contribution</b>	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
<b>National Outcome(s)</b>	<i>We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others</i>
	<i>We take pride in a strong, fair and inclusive national identity</i>
<b>SCA Contribution</b>	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
<b>National Outcome(s)</b>	<i>Our public services are high quality, continually improving, efficient and responsive to local people's needs</i>
<b>SCA Contribution</b>	This informs the whole purpose and the practical outcomes of the work of SCA across the range of its activities



## 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 2016-2017 the estimated cash value of such 'in kind' contributions was over £105,000 from the former category and some £92,000 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.

## 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.

## CURRENT PROJECTS

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

- **Education**

The purpose of the Education Committee's work is 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 response event (September 2016) drew on Scottish and Welsh experience and highlighted the key elements in response preparedness. Further to this, practical training in developing and testing a disaster plan drew 63 attendees across 2016-17.

- **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. The welcome news of an increase in SCA core funding for 2017-18 will assist greatly in progressing the development and delivery of the project.



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 SECTOR

SCA works with NRS in practical ways that both complement and support the latter's statutory responsibilities and skills, e.g. implementation of the Public Records (Scotland) Act 2011 by delivering the Archives and Records Management Services (ARMS) Quality Improvement Framework and associated training, by securing funding for two Digital Preservation Trainees to develop digital preservation guidance, and through a capacity planning tool for local authorities

SCA also liaises with a range of archives-related organisations, including The UK National Archives, the Public Record Office of Northern Ireland, Museums, Archives Libraries Division (MALD) 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.

*IMAGES:*

*FRONT COVER: Laser Scan of General Register House, Edinburgh, 2012. Book Shelf - Special Collection, University of Aberdeen, 2012. Conservation work undertaken on the architectural drawing plans of the University of Glasgow buildings at Gilmorehill by Sir George Gilbert Scott (1811-1878), 2011.*

*PAGE 0: Fun Run, 1984, West Lothian Council Archives.*

*PAGE 2: Glasgow School of Art Prospectus, 1973-4, The Glasgow School of Art.*

*PAGE 4: St Catherine: Illustration accompanying hymn commemorating St. Catherine, from the Burnet Psalter, 15th Century, University of Aberdeen - Special Libraries and Archives.*

*PAGE 6: Scottish Widows advertising placard designed by Walter Crane, featuring the original winged horse logo, 1900s, Lloyds Banking Group.*

*PAGE 11: Students receiving instruction in broadcasting from James Crampsey (BBC Producer), 1953, Royal Conservatoire of Scotland.*

*PAGE 12: Glasgow City Archives.*

*PAGE 14: Glasgow Womens Library - Event, 2010, Glasgow Womens Library.*

*PAGE 15: Declaration of Arbroath, 1320, National Records of Scotland.*

*PAGE 16: Johann Keller and William Reid Dick (seated front left) with male and female students in a Glasgow School of Art modelling studio, c1907, The Glasgow School of Art.*

*PAGE 18-20 BACKGROUND: Matheson Letter, 1862, Tasglann nan Eilean Siar (Hebridean Archives).*

*PAGE 20: Independence supporters at the first conference of the Malawi Congress Party in 1960 (photographed by Peter Mackay), Scottish Political Archive, University of Stirling.*

*PAGE 26: Men from Mingulay and Vatersay, 1909, Tasglann nan Eilean Siar (Hebridean Archives).*

*PAGE 28: City of Perth Charter, 2012, National Records of Scotland - Conservation Department.*

*All other photos not listed: Scottish Council on Archives*



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