



**SCOTTISH
COUNCIL ON
ARCHIVES**

A photograph of a woman with long brown hair, wearing a grey and black striped sweater, looking through a magnifying glass at a document. The image is overlaid with a purple gradient. In the background, a framed document is visible on a stand.

**2017-18
ANNUAL REVIEW**

CONTENTS

- 2. FOREWORD – CHAIR
- 3. DIRECTOR'S REPORT
- 3. PURPOSE AND GOALS
- 4. OUR YEAR IN NUMBERS
- 5. HIGHLIGHTS

LEAD

- 6. SCARRS
- 6. ARMS
- 6. SKILLS FOR THE FUTURE
- 7. ARCHIVE ACCREDITATION STANDARD
- 7. PRESERVATION

INFORM

- 8. TOWARDS A SHARED COLLECTING POLICY
- 9. DIGITAL PRESERVATION
- 9. COPYRIGHT
- 9. EVIDENCE AND IMPACT

INSPIRE

- 10. WEB PORTAL FOR SCOTTISH ARCHIVES
- 10. COMMUNICATIONS
- 12. EVENTS
- 12. EDUCATION
- 13. GOVERNANCE
- 13. ACKNOWLEDGEMENTS

CHAIR'S FOREWORD

It is a great pleasure to present the Annual Review for 2017-2018, which covers 12 months of significant progress.

In recent years, the Scottish Council on Archives has necessarily been focused on improvement and capacity building. The tools, training and programmes delivered are resulting in a positive and cumulative impact across numerous areas. Although challenges remain, we have made important advances. From workforce development through to education and standards, the sector has actively engaged with SCA's initiatives and contributed to its achievements. SCA's three-year £513,000 HLF funded Skills for the Future traineeship programme is just one example of a highly collaborative and award-winning project that would not have been possible without the support of the sector. We are grateful for the active role our trustees, members and partners play in our progress and success.

Rapid changes in legislation, technology and society are reflected in the increasingly complex roles and skills required of archivists and records managers. Although the context in which we all operate is fast changing, the importance of robust records and archives management practices remains vital. As the 'documented national memory', archives and records not only underpin culture and identity, they are central to democratic accountability. The ongoing and crucial role the sector has played in gathering and submitting evidence to the Scottish Child Abuse Inquiry underlines this point. More broadly, the phenomenon of 'fake news' also highlights the importance of accountability and transparency in record keeping. The value of the records management and archive sector cannot be overstated and SCA will continue to advocate its importance.

In addition to thanking the many individuals and organisations who have made contributions throughout the year, we are grateful for the Scottish Government for core operational grant funding. As a relatively small sector with an enormous responsibility, the gains we have made over the past year would not be possible without this support. We also recognise the longstanding support and partnership of our colleagues in the National Records of Scotland.

We're delighted to introduce SCA's new Director, John Pelan. John has worked in the cultural heritage sector in Scotland for over 20 years and brings with him a wealth of experience in organisational leadership. We're pleased to welcome John on board as the Scottish Council on Archives moves into an exciting new phase of development.

Dr Irene O'Brien
Chair



**SCOTTISH
COUNCIL ON
ARCHIVES**

DIRECTOR'S REPORT

Since taking on the role of Director of the Scottish Council on Archives in December 2017, I have been enormously impressed by the dedication and skills of both the small team of staff and the board of trustees. SCA continues to deliver an impressive programme of workshops, conferences and training sessions to build capacity and share knowledge for the archives and records management sector. Working in partnership with a wide range of stakeholders throughout the UK we advocate widely on the benefit of archives to deliver transformational change in organisations.

The achievements and activities set out in this annual report reflect SCA's ongoing commitment to support the work carried out by archives services throughout Scotland including national bodies, local authorities, universities, businesses, national bodies and cultural trusts. We promote best practice with learning, training and networking opportunities and a suite of tools and resources that are constantly updated. We encourage engagement with users and potential users of archives through our education and outreach programmes and we represent the sector in many meetings, forums and policy discussions.

I have been fortunate to meet many archivists and records managers in my first four months as director and have found them, without exception, to be hard-working, dedicated, knowledgeable and most importantly, friendly! The sector is small in Scotland, but its output and impact are both extraordinary.

John Pelan
Director

PURPOSE

The Scottish Council on Archives's purpose can be summed up in three words – Lead, Inform, Inspire.

We provide leadership by acting as strong, independent and committed advocates for the archives and records management sector. We strive to encourage co-operation across the sector and seek to improve standards, deliver practical tools and meet skills gaps. SCA disseminates up-to-date information, builds partnerships and fosters debate and knowledge-sharing. We harness the potential of archives to inform decision-making in legislation and governance matters and to support Scotland's economy by supporting ancestral tourism.

Archives can inspire creativity and enrich communities by connecting them with their past. As the documented memory of the nation, they tell our stories, enrich our lives, connect us with the past and give us a sense of identity. They may be used to provide evidence of our rights as individuals, organisations and communities and, through them, we can hold authorities to account. Archives can bring families and communities together by telling us who we are and where we come from.

GOALS

The Scottish Council on Archives has six strategic goals and associated outcomes that provide the overarching framework for all activities throughout the year:

1. Promote joint working by service providers in order to build capacity and create and support mutually beneficial partnerships.
2. Actively encourage the development and appointment of individuals from the sector to senior decision-making roles.
3. Identify and support workforce development.
4. Support the Scottish sector in its development of the capacity and organisational sponsorship to effectively identify, curate and make accessible digital information in perpetuity.
5. Support the Scottish sector to develop the capacity and organisational sponsorship to develop relevant and valued online services.
6. Lead advocacy in Scotland for the sector's role in cultural heritage, business efficiency, and individual and community identity.

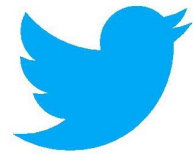
2017-18 IN NUMBERS



295 Members



£109,779 invested
in tools and training



3,527 new followers
10,197 profile visits
372 mentions



£240,807 external
project funding



2,336 e-magazine
downloads



Traineeships



14 workshops
events &
conferences



936



MAIN ACHIEVEMENTS

The Scottish Council on Archives delivers a wide-ranging programme of activity to support the archive and records management sector and its users. From training and skills through to standards and advocacy, the following is a summary of the year's key achievements:

- Delivery of the third and final year of our award winning £513,000 Heritage Lottery funded Skills for the Future traineeship programme. A key objective of the scheme was to diversify the workforce by offering alternative pathways into the archive sector. 18 trainees successfully completed the programme and 70% are now working in the archive sector.
- As a partner of the third and final year of the £477,000 Heritage Lottery Funded 'Funding for Archives' project, SCA supported the delivery of a comprehensive fundraising training programme for archivists in Scotland. A set of freely available fundraising e-learning resources is now available to the archive sector.
- Continuing support for the implementation of the Public Records Scotland (Act) 2011 (PRSA) with practical tools - Record Retention Schedules and the ARMS Quality Improvement Framework. A new platform and refreshed content was developed for the ARMS online tool.
- In partnership with Tasglann nan Eilean/Hebridean Archives and the Archives and Records Association UK & Ireland, SCA delivered a two-day Community Archives conference at Lews Castle Museum and Archive in Stornoway in June 2017. The conference featured speakers from a range of inspiring community archive projects and attracted over 80 delegates from the archive sector and local history groups.
- In collaboration with the Business Archives Council for Scotland, SCA published *Enterprising Scotland: A Celebration of Scotland's Business Archives*. The publication was endorsed by Fiona Hyslop, Cabinet Secretary for Culture, Tourism and External Affairs and distributed to MSPs and business leaders.
- SCA developed a new three-year Education Plan, *Many More Stories, One Scotland: 2018-21*. The new plan will build on the achievements of SCA's previous education and outreach work with an emphasis on engaging with communities.
- Delivery of a Scotland-wide consultation event and workshop to support progress on the 'Towards a Shared Collecting Policy' initiative. SCA is co-ordinating a strategic approach to encouraging dialogue across the sector around collecting policies and related issues.



LEAD

SCOTTISH COUNCIL ON ARCHIVES RECORD RETENTION SCHEDULES (SCARRS)

SCARRS provides local and other public authorities up-to-date guidance for the compilation of retention schedules to help manage the records they create and use day to day. SCARRS covers 26 functions freely available to download from the SCA website. Delivery of the schedules has proved useful in supporting implementation of the Public Records (Scotland) Act 2011. The schedules also offer a reliable point of reference for the many organisations preparing for compliance with the General Data Protection Regulation.

SCA website statistics show that the schedules are a frequently-accessed tool, with an average of 440 visits per month. SCA is committed to ensuring that this well used tool remains up-to-date. Following a 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 reviews are published on a quarterly basis. The creation and maintenance of the tool has provided local authorities with a resource that eliminates otherwise time-consuming searches.

ARMS: QUALITY IMPROVEMENT FRAMEWORK FOR ARCHIVES AND RECORDS SERVICES

The Quality Improvement Framework for Archives and Records Management Services (ARMS) is a self-evaluation tool that can support archives and records services in meeting everyday pressures, needs and priorities. 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 endorsement is 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.

Following on from a three-part series of training workshops delivered in 2016-17, SCA gathered feedback from users. Throughout 2018, SCA has worked with Quality Scotland to preparation for moving the ARMS online tool to a new and improved multi-browser platform. In response to user feedback, changes to the reporting functions, guidance and support mechanisms will all be implemented on the refreshed platform.

The framework is available on the SCA website where potential users can access a video tour before registering formally as an ARMS user (a modest charge is levied)

'OPENING UP SCOTLAND'S ARCHIVES' SKILLS FOR THE FUTURE PROGRAMME

As part of its Skills for the Future programme the Heritage Lottery Fund (HLF) awarded SCA £513,000 in 2014 to deliver the 'Opening Up Scotland's Archives' project in partnership with The National Archives (TNA), University of Dundee and the Archives and Record Association UK and Ireland. The project aimed to improve skills and service delivery within the Scottish archives sector through the provision of 18 traineeships hosted by 14 archive services between 2014 and 2017.

Three cohorts have now completed their 12-month traineeships, focussing on areas ranging from digital preservation and collections development to education and community engagement. An external evaluation of the project was undertaken, jointly, with The National Archives' sister programme, 'Transforming Archives'.

The projects set out to diversify the archive sector, address skills gaps in the workforce and provide new routes into working in archives. Overall, both programmes were tremendously successful in meeting these aims. The evaluation revealed that 49% of trainees had degrees in subjects other than humanities and 89% of the trainees brought skills from a different career. There were also benefits to host organisations with 90% agreeing that their staff had developed mentoring skills. A key indicator of success is that 70% of trainees are now working in the archives or heritage sector.

The project presented a variety of opportunities to raise the profile of archives, including an exhibition and fringe event at the Scottish Parliament. One of the many highlights for the projects included winning a Digital Preservation Coalition Award for 'Teaching and Communication' in 2016.

SCA is delighted to see so many former trainees continuing to work within the sector and wish them well on their future career paths.

The full project evaluation report is available on the SCA website.

From the trainees:

'My year as a trainee was so successful due to my host organisation. Their willingness to share knowledge and expertise and provide varied opportunities allowed to develop new and build on existing skills.'

'Admittedly, although I had always had the notion that working in an archive would really suit me, I am unsure whether I would ever have known anything more about the archive sector had I not undertaken the traineeship.'

ARCHIVE SERVICE ACCREDITATION STANDARD

Now in its fourth year, the archive service accreditation standard has a 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 3 key factors in service delivery:

- Organisational health
- Collections management
- Stakeholders and their experiences

In October 2017, Janice Tullock Associates delivered accreditation training to 22 delegates from national institutions, local authorities, and private collections. The training offered an overview of the standard and practical tips on getting started. The spectrum of delegates reflected that accreditation is open to all archive services, large or small, and the assessment team look forward to future applicant submissions.

In July, Historic Environment Scotland were awarded Archive Accreditation. HES are the seventh Scottish service to be accredited, and the Panel congratulated the service on its impressive delivery, particularly in developing its digital offer. In November 2017, Orkney Archive became the next Scottish service to be accredited. The Panel applauded the valuable service provided by the archives and recognised the pride felt by the people of Orkney in their heritage. The November panel also awarded Lloyds Banking Group Archives accreditation status. This was a dual award by



the English and Scottish assessors, reflecting the English, Scottish and national context of the collection. The Scottish holdings, based in Edinburgh, include the UNESCO World Memory inscribed Bank of Scotland collection, dating from the Bank's founding in 1695.

Accreditation requires a continual commitment to maintaining a high standard of service delivery. In March 2018, the panel renewed the accredited status of the National Records of Scotland and the Lothian Health Services Archive. Both services are congratulated for continuing to maintain their status.

The standard has been up and running for a few years and the partner bodies agreed that a review of the standard would be beneficial. Elizabeth Oxborrow-Cowan, consultant archivist, was commissioned to undertake the review and the refreshed standard and guidance will be launched in June 2018.

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. The Assessment Team in Scotland can accept up to six applications annually. Those considering an application should email accreditation@scottisharchives.org.uk for more details.

PRESERVATION

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. This report was based on a consideration of priorities emerging from the data of 28 individual preservation assessment surveys made between 2010 and 2013. In 2016, the Committee undertook a sector-wide survey to gain an up to date picture of development needs. 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.

The survey pointed to priorities for the archives sector, notably in terms of training and skills. Disaster planning and response was highlighted as a key area of development, especially in light of the Glasgow School of Art fire in 2014. Following on from the delivery of practical training sessions, SCA has commissioned Fiona Macalister, an independent and accredited conservator, to deliver a set of disaster planning guidelines and templates. The guidance and templates will be freely available to the sector. In addition to assisting services in disaster preparedness, it is intended that the guidance will support services in meeting the Archive Service Accreditation Standard.

INFORM

TOWARDS A SHARED COLLECTING POLICY FOR SCOTLAND'S ARCHIVES

In 2015, SCA convened a group of bodies representing National, Local Authority, University, Health and Business archives to explore issues around collecting. Initial meetings served as a forum for discussion of issues around collecting policies and constructive approaches to facilitating communication and information sharing between collecting bodies. It was 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.

The Collecting Policy working group identified some common and key themes arising from these discussions – funding, information sharing, conflict resolution, policies and training. On 1 February 2018, SCA organised a consultation workshop and invited the sector to provide feedback and ideas to address challenges. The feedback gathered from 35 representatives from across the sector will be incorporated into a high-level framework, setting out guiding principles in relation to collecting activities.

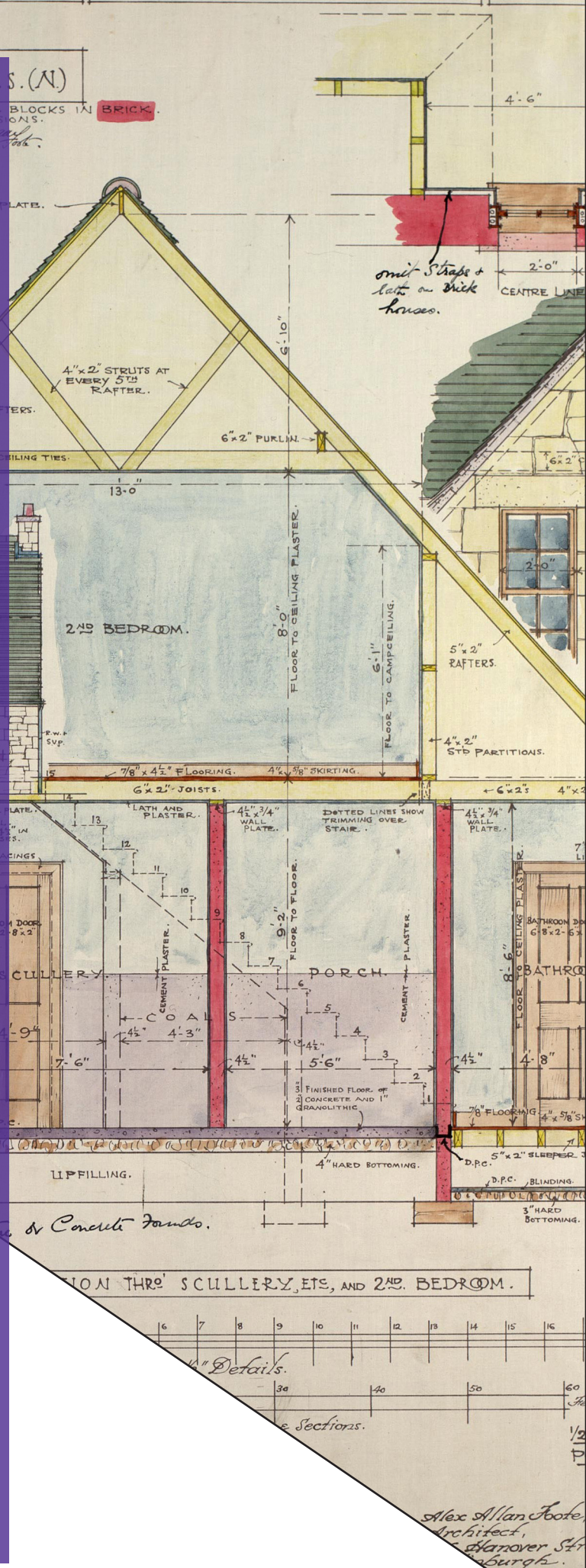
In autumn 2018, a draft collecting policy framework will be circulated to gather input from museums, libraries, community archives and related collecting bodies. It is intended that the framework and associated training and networking activities will support a co-ordinated non-prescriptive approach to addressing collecting issues across Scotland,

DIGITAL PRESERVATION

In 2017, SCA became an Associate Member of the Digital Preservation Coalition (DPC). DPC helps members deliver resilient long-term access to digital content and 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.

SCA now sits on the DPC's Advocacy and Communications subcommittee and contributed to a key DPC advocacy campaign, 'The Bit List of Digitally Endangered Species'. The campaign was based on an extensive crowd-sourcing exercise to discover which digital materials are most at risk, as well as highlighting those that are benefitting from best practice in digital preservation.

SCA was delighted to participate in the judging panel alongside an impressive and international group of experts in the field. Nominations for at risk digital materials included digital community archive collections, obsolete formats, data sets and social media. The main 'Bit List' page received 10,000 hits in 2 weeks and coverage on the BBC Click programme. Four new projects have been proposed



Manuscript plans and elevations of houses for Zetland County Council (Lerwick Landward) Scheme, Garthspool site, 1930s. Shetland Museum and Archives

to develop it further. Two international inter-governmental agencies now want to endorse and adopt the 'Bit List' or explore how they might come up with their own.

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

COPYRIGHT

SCA's continuing partnership with the University of Glasgow-based CREATE (Centre for Copyright and New Business Models in the Creative Economy) ensures access to up-to-date copyright guidance, expertise and training for the whole sector.

In 2018, SCA co-ordinated two training events – Copyright and Cultural Heritage and Diligent Search for Rights Holders. Delivered by SCA's appointed copyright policy adviser, Victoria Stobo, the workshops included group exercises based on real scenarios. Workshops on copyright and related issues continue to be well-subscribed and SCA will be looking to extend this training to community archive and local history groups in 2018 and beyond.

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 can be seen [here](#).

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. More information about LACA can be found [here](#).

EVIDENCE AND IMPACT

Across the wider cultural heritage sector, the collection and communication of robust, clear and relevant evidence of impact and value remains a challenge and necessity. Long standing statistical and information gathering exercises include CIPFA Cultural Statistics for Scotland, CIPFA Archive Statistics and the Public Services Quality Group and archive user survey. SCA provides representation on the CIPFA Cultural and Archive statistics working groups and financial support for services to participate in the PSQG archive user surveys.

A great deal of information is being gathered however, it is not always straightforward to use the statistics to 'make the case.' SCA and CIPFA working group members are currently exploring how the returns can be best used to gather information about impact. This will include exploring the potential of developing headline and trend reports from

existing data, both to inform development activities and to raise the profile of the sector's contributions to social and economic outcomes.

SCA is now a member of the Scottish Culture Evidence Network (SCENE). Led by a core group of Scottish Government analysts, SCENE is a group of researchers, statisticians and evidence-interested people in the culture sector in Scotland including Creative Scotland, HES and MGS. Through its association with SCENE, SCA has contributed feedback to the Scottish Household Survey. SCA has also been involved in an Academic Roundtable Group for the Scottish Government's new Culture Strategy. This involvement has ensured that archives are represented in relation to the development and future evaluation of the strategy.

SCA continues to be one of eight member organisations active in the Archives, Libraries and Museums Alliance UK (ALMA-UK). An important and on-going collaborative initiative is the UK-wide Economic Impact Toolkit for Archives and Museums. An Economic Impact Aggregation Toolkit and associated guidance have 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.

In spring 2018, SCA offered a toolkit workshop including follow up support for services interested in using the tool. The toolkit is freely available and SCA will continue to promote its benefits through the development of case studies and future training events.



INSPIRE NEW WEB PORTAL FOR SCOTTISH ARCHIVES

SCA is scoping out the potential for developing a new portal to access Scotland's online archive collections. This new resource will be a major development of the Scottish Archive Network (www.scan.org.uk) project which currently provides a searchable online union catalogue of over 50 archives at mostly collection level. Development of the new portal will involve both migrating current collection level descriptions from the records in the existing SCAN site, currently held within a CALM system, and adding new collections with descriptions from these and other archival institutions at collection and item level where possible. The ability to access item level descriptions will be a major improvement on what is currently available from the SCAN website. The project will improve the level of access to archive collections available to current and potential users and provide more opportunities for engagement both physically and virtually with archives.

In December 2017, SCA appointed a new Director, John Pelan. The development of a new portal for online archive collections is a key priority of the role. Following a review of work undertaken to date, a scoping exercise and review of technical options is being undertaken. In spring 2018, SCA will be distributing online surveys to gather the views of users and archive services. There will also be a series of user and stakeholder consultation workshops taking place in Dundee, Glasgow and Edinburgh. Stakeholders will continue to be updated as the project progresses.

COMMUNICATIONS

SCA needs to ensure that its online presence remains relevant and dynamic. To that end, we have been reviewing the functionality, navigability and 'look' of our current website. The aim will be to deliver a new and easily navigable and streamlined site with improved accessibility on mobile devices.

SCA's social media presence continues to grow, with 3,527 new Twitter followers (16,500 in total) and over 400,000 impressions for 2017/18 (as of date). We attracted 104 new followers (644 in total) on Facebook with an average of 149 engagements per month. Broadsheet – the SCA's quarterly e-magazine, celebrated its seventh anniversary in March 2018. The e-magazine engages an average of 584 readers per issue and plays an important communications role within the sector, sharing news articles, features, interviews and images from a wide variety of contributors.

Part of SCA's role is to advocate for the value and diversity of Scotland's archives to organisations, decision makers and communities. In 2017, we worked with the Business Archives Council for Scotland to produce the publication *Enterprising Scotland: A Celebration of Scottish Business Archives*. Offering an overview of the history of business archives in Scotland, included are case studies highlighting how collections have been used to support intergenerational projects, corporate identity and social history research. The publication was endorsed by Fiona Hyslop, Cabinet Secretary for Tourism, Culture and External Affairs and distributed to MSPs. SCA was also delighted to have a request from the National Library of Scotland to add the publication to their collections.



CASE STUDY

WRITTEN IN THE LANDSCAPE

The Written in the Landscape project is a three-year joint venture between Argyll and Bute Council and Argyll Estates intended to catalogue, preserve and digitise much of the archived material held by Argyll Estates and make it available to researchers and the public. Funding has come from the Heritage Lottery Fund and a wide range of other public and private donations.

The project funding bid included offering outreach and education activities in local communities and schools. SCA was invited to contribute to the project in kind through the involvement of its Education Officer, developing and delivering schools workshops in Campbeltown, using archive materials from the Anne Campbell collection related to fantastical stories of mermaid sightings, witchcraft and miracles, and a family connection to J K Rowling.

The SCA Education Officer devised workshop content using investigation approaches, drama and sound recording to engage primary-age children with the original archive sources. A series of two-hour workshops was delivered by Douglas Roberts and the project archivists in the Campbeltown library over a week period in November 2017 to eight classes from local schools.

The project reported excellent feedback from teachers and students, with a high degree of engagement.

The SCA's involvement provided an essential public engagement component for the overall project, valuable outreach experience for the archivists involved, and raised the profile of archives locally through practical engagement with schools in a community space. For the SCA the project was a cost-efficient way to model collaboration and specialist education and outreach skills. This model will be used to assist other archive services to write funding bids and devise high quality education and outreach programmes.

FROM TEACHERS:

"I valued the personalisation and choice built into the structure of the workshop"

"The workshop engaged pupils throughout"

"The courtroom scene at the end, where pupils gave 'evidence' of their sighting of the mermaid, was fantastic"

FROM PUPILS:

"I learnt that J K Rowling's great, great, lots of greats, granddad was the local sheriff"

"I learnt how people 'saw' mermaids and went to court"

EVENTS

SCA delivered workshops and events on a variety of topics from copyright to ancestral tourism. A highlight of the event calendar was Community Archives: Opportunities and Challenges, a two-day conference at Lews Castle Museum and Archive in Stornoway. With the generous support of the Heritage Lottery Fund and in partnership with Tasglann nan Eilean/Hebridean Archives and the Archives and Records Association UK & Ireland, the conference was aimed at anyone with an interest in community archives and heritage, from professional archivists, librarians, curators and heritage workers to independent community groups.

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. Over 80 delegates from community groups and the professional archive sector exchanged information and ideas and looked to strengthening co-operation to their mutual benefit.

In April 2017, SCA travelled to Birmingham to host an exhibition stand at the 'Who Do You Think You Are?' Live Roadshow. With over 15,000 family history enthusiasts attending, it proved a very busy few days at our stall. Staff and trustees were supported by the Highland Archive Centre and Perth and Kinross Archives. We spoke to 600 delegates and received a number of follow-up enquiries.

EDUCATION

Since 2012, SCA's work in this area has been led by its Education Committee, a group of archivists and educators advising on how to deliver high quality, relevant and exciting archive-based resources to teachers, pupils and the wider community. To build on the success already achieved by the committee, a full review of the progress and achievements of its three-year National Plan for Learning was undertaken.

Evaluation of SCA's education and outreach work to date shows that considerable progress has been achieved in opening up access to archives. Archivists have further developed their skills and confidence in developing and implementing outreach programmes, leading to a significant increase in engagement with schools and communities. Collaboration with Education Scotland has raised the profile of archives amongst educators, and new partnerships have been formed. SCA's online resources are enabling archivists to devise exciting and relevant activities, tailored to the Curriculum for Excellence.

Taking account of the Education Committee's recommendations for the way ahead the key objectives of the new learning plan, 'Many More Stories: A National Plan for Learning 2018-2021' will be:

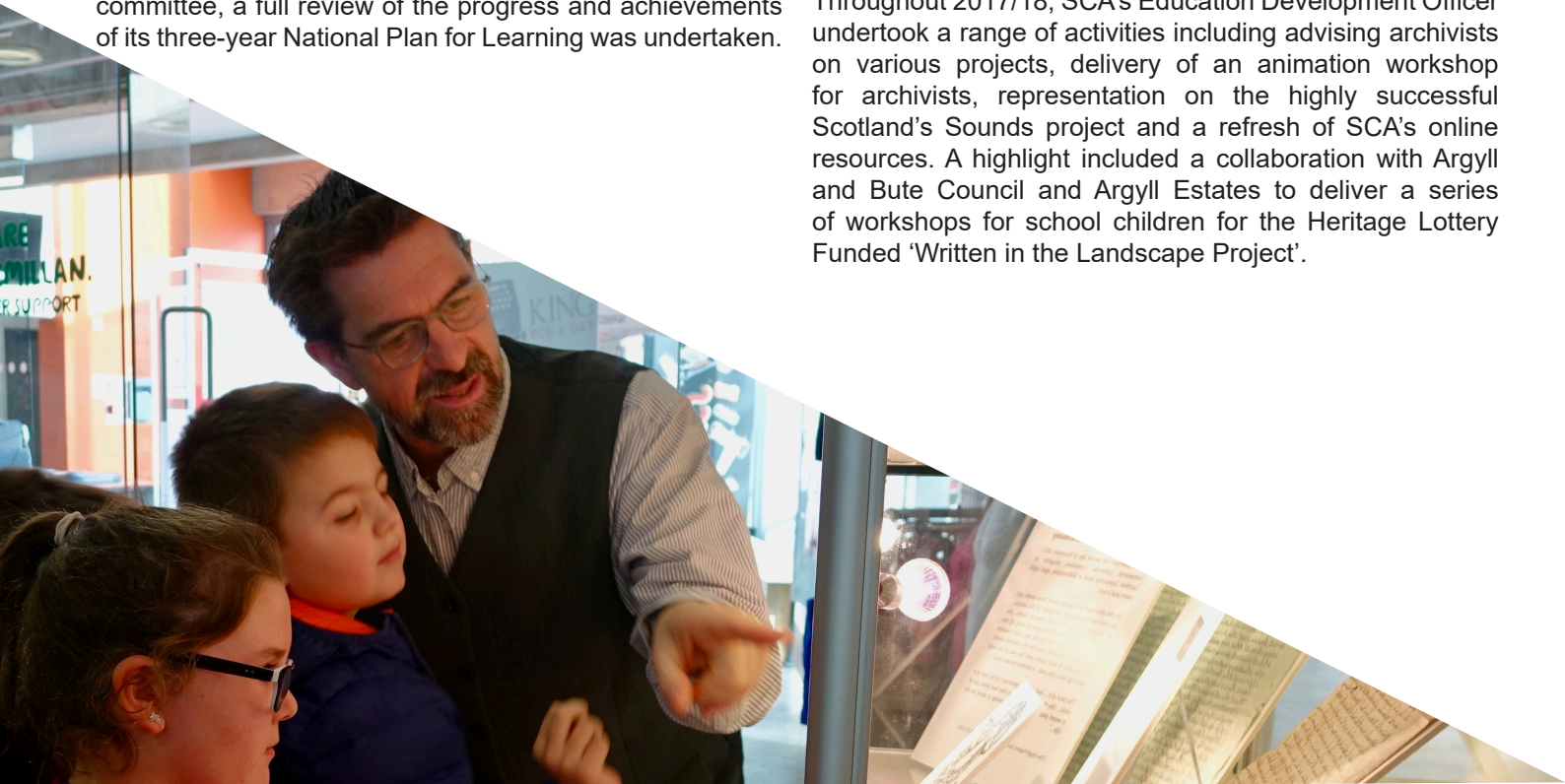
Raise awareness of the ways in which archivists and archive materials are making essential contributions to education in schools and communities in Scotland and develop further resources in partnership with others.

Encourage and facilitate greater access to archive material and resources, particularly for minority groups, disadvantaged communities and young people, by diversifying the ways in which it is presented and delivered. Facilitate collaboration and deliver training and resources required to enable archivists to develop and deliver engaging and relevant education and outreach programmes.

Facilitate partnerships and foster effective communication between individuals and organisations to build on and expand existing good practice within archive services. Open up new opportunities to those with limited experience of delivering education and outreach to their local schools and communities.

SCA looks forward to formally launching the plan at Education Scotland's two-day Scottish Learning Festival at the Glasgow SEC in September 2018.

Throughout 2017/18, SCA's Education Development Officer undertook a range of activities including advising archivists on various projects, delivery of an animation workshop for archivists, representation on the highly successful Scotland's Sounds project and a refresh of SCA's online resources. A highlight included a collaboration with Argyll and Bute Council and Argyll Estates to deliver a series of workshops for school children for the Heritage Lottery Funded 'Written in the Landscape Project'.



GOVERNANCE

In 2017-18, SCA's membership reached 295. Our membership makes significant and valued contributions across the SCA programme of events and projects. Members represent a mix of professional record keepers, a wide range of collecting bodies, friends' groups, history societies and archive users. Developing an expanded and engaged membership will continue to be central in delivery of SCA's strategic priorities. SCA membership is free, and more can be found out about the benefits of becoming a member at www.scottisharchives.org.uk/membership.

In addition to providing ongoing strategic oversight, the SCA board of trustees also generously volunteer their time and expertise to support programme delivery. The fourth Annual Members' Meeting (held on 29 September 2017) elected the following trustees:

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

ACKNOWLEDGEMENTS

The invaluable contributions of our trustees, members, funders, volunteers and partners are critical to the success of every initiative and project we deliver. We would particularly like to thank the Scottish Government and the Heritage Lottery Fund for their generous support.

We would also like to acknowledge the ongoing support of the National Records of Scotland. We work closely with colleagues at NRS in delivering the Archive Service Accreditation Standard, supporting the implementation of the Public Records (Scotland) Act 2011 and SCA's HLF Funded Skills for the Future traineeship programme. In practical terms, we would also like to thank NRS for continuing to provide office and venue space for SCA.

Throughout 2017/18, we worked with numerous individuals and partners, and we are very grateful for their contributions and generosity. We would also like to give thanks to the Scottish Government, National Records of Scotland, and the Heritage Lottery Fund for their continued support.





SCOTTISH COUNCIL ON ARCHIVES



facebook.com/ScotsArchives



[@ScotsArchives](https://twitter.com/ScotsArchives)



www.scottisharchives.org.uk

Scottish Council on Archives
HM General Register House
2 Princes Street
Edinburgh
EH1 3YY

A Scottish Charitable Incorporated Organisation (SC044553)

