

BUSINESS PLAN

2012 – 2013

SCA

SCOTTISH COUNCIL ON ARCHIVES

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

T: 0131 535 1362 **E:** info@scoarch.org.uk **W:** www.scoarch.org.uk

CELEBRATING
2002 - 2012
TEN YEARS

SCA STRATEGIC GOAL 1

Develop bigger and better services in partnership – working towards increased sustainability within the sector

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(a) To ensure that the SCA is a user-focussed, evidence-based, sector profile-raising and 'go to' body for information and best practice guidance for Scottish archives and records management.</p>	<p>(i) Ensure that the Archives and Records Management Services (ARMS) Framework is enhanced by:</p> <ul style="list-style-type: none"> • Quality assurance of content following piloting, including a focus on implementation of the Public Records (Scotland) Act • Placing of revised Framework on Quality Scotland web site, thus allowing easier access and more convenient modular use • Promotion of flexible use of the Framework in order to meet the full range of service needs • Working in partnership with users of the Framework to build up a profile of the services in Scotland • Inclusion of links to relevant sources, including an updated and user-friendly version of SCARRS • Promoting the business benefits of the tool within the private sector in partnership with the Business Archives Council of Scotland <p>(ii) Harness a Scotland-wide Preservation Assessment Survey (PAS) initiative by:</p> <ul style="list-style-type: none"> • Analysis of the practical implications of the findings for services • Devising evidence-based preservation action strategy for archives services 	<p>Our public services are high quality, continually improving, efficient and responsive to local people's needs.</p> <p>We realise our full economic potential with more and better employment opportunities for our people.</p>

	<ul style="list-style-type: none"> • Promoting preservation among decision makers by means of a focussed event, through <i>Broadsheet</i> and by direct circulation of the action guidelines to stakeholders • Linking the PAS report to the ARMS Framework <p>(iii) Address the digital preservation challenge by:</p> <ul style="list-style-type: none"> • Working with partners, including IT experts, to hold a training day that explores the major issues. • Publicising the outcomes of the training day across archives and records management services and among decision makers and stakeholders • Publishing and promoting a Practical Guide to Digital Preservation that informs the actions of decision makers, stakeholders, record creators and archivists and records managers • Publishing a Model Appraisal Policy that takes full account of digital records issues • Linking the Practical Guide to Digital Preservation and the Model Appraisal Policy to the ARMS Framework <p>(iv) Sponsor and support a Public Services Quality Group (PSQG) Scotland survey report with the following outcomes:</p> <ul style="list-style-type: none"> • Securing reliable base data on the quality of archives services • In partnership with other organisations, producing guidance on improvement of services • In partnership with other organisations, exploring the practicality 	
--	--	--

	<p>of an Archives Services Improvement Strategy for Scotland that identifies the most important improvement priorities</p> <ul style="list-style-type: none"> • Linking the Strategy to the ARMS Framework • Providing national data to support Economic Impact information <p>(v) Contribute fully to the ‘co-creation’ process in regard to Archives Accreditation, thereby co-operating with partner organisations in the development of a UK-wide standard common to both museum and archives services.</p>	
--	--	--

Comments on Strategic Goal 1(a):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(b) To engage in partnerships within and beyond the sector so as to improve understanding of the sector and enhance funding opportunities.</p>	<p>(i) Enhance the SCA Communications Strategy so as to keep members up to date and inform stakeholders and potential funders of the SCA role and work and promotion of partnerships and co-operation [by July 2012]</p> <p>(ii) Enhance the on-line <i>Broadsheet</i> publication as a means of informing decision makers, stakeholders and users and non-users of developments, including partnerships [On-going].</p> <p>(iii) Provide a unique Scottish contribution in support of the Archives Awareness Campaign 2012 theme, ‘Sport, Games and the Olympics’ [On-going, 2012]</p>	<p>Our public services are high quality, continually improving, efficient and responsive to local people’s needs</p>

Comments on Strategic Goal 1(b):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
(c) To co-operate with ARA on research into the trust status governance model for archives and records management services.	(i) Produce evidence-based research (ii) In light of the findings, seek to inform and influence decision makers	Our public services are high quality, continually improving, efficient and responsive to local people's needs

Comments on Strategic Goal 1(c):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
(d) To promote archives and records management services and gather evidence of their social and economic impact.	(i) Obtain impact data through the PSQG Scotland survey (ii) Work with ALMA UK and with ARA to further understanding of the Economic Impact Tool (iii) Organise a training event that focuses on how the sector measures economic impact and might consider social impact measurement (iv) Prepare an outline report on issues relevant to the development of a Social Impact Tool	Our public services are high quality, continually improving, efficient and responsive to local people's needs

Comments on Strategic Goal 1(d):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(e) To work with NLS and other bodies to establish a National Sound Archives and Digital Portal</p>	<p>(i) To participate in the National Sound Archives Steering Group and contribute to the planning and delivery process</p> <p>(ii) Assist with assessing current sound archives provision within the archive sector</p> <p>(iii) Promote a vision for a National Sound Archives</p>	<p>We take pride in a strong, fair and inclusive national identity</p> <p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p>

Comments on Strategic Goal 1(e):

SCA STRATEGIC GOAL 2

Strengthened leadership and a responsive, skilled workforce

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(a) To promote key skills and encourage their optimum use, including in partnership with other sectors</p>	<p>(i) Work with ICON and other organisations to:</p> <ul style="list-style-type: none"> • Promote knowledge of the science and hands-on practicalities of both archive preservation and conservation and of the PAS198 standard through a training event • Promote understanding of archive conservation among decision makers by means of an ‘at the work table’ event <p>(ii) Support BACS and ARA in training to assist custodians of business records to share best practice</p> <p>(iii) Arrange training for SCA staff in project management and in marketing and promotion to ensure they have the skills set essential to support and influence the work of the organisation [On-going]</p>	<p>We take pride in a strong, fair and inclusive national identity Our public services are high quality, continually improving, efficient and responsive to local people’s needs We realise our full economic potential with more and better employment opportunities for our people</p>

Comments on Strategic Goal 2(a):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(b) To provide strategic engagement with stakeholders to broaden user and stakeholder base; and to engage with decision makers so as to secure mutually beneficial outcomes</p>	<p>(i) Research and create a framework to underpin strategic forward engagement</p> <p>(ii) Use cultural, educational and political networks to explore SCA participation/hosting of two signature engagement events in Scotland in</p>	<p>We take pride in a strong, fair and inclusive national identity Our public services are high quality, continually improving, efficient and responsive to local people’s needs</p>

	<p>2012, including a Scottish Parliamentary event</p> <p>(iii) Work in partnership with ARA to identify ‘champions’ and liaise with them in order to secure support for archives and records management services</p> <p>(iv) Work in partnership with ARA on training to support the CEOs of public bodies in implementation of the Public Records (Scotland) Act 2011 and in recognition of those individuals’ legal responsibility for records management within their organisations</p> <p>(v) Ensure that decision makers are kept up to date on the work of the SCA and, in partnership with other organisations, about archives and records management services</p> <p>(vi) Work with ICON and other organisations to promote understanding of archive conservation among decision makers by means of an ‘at the work table’ event</p> <p>(vii) Harness a Scotland-wide Preservation Assessment Survey (PAS) initiative by promoting preservation among decision makers</p>	<p>We realise our full economic potential with more and better employment opportunities for our people</p>
--	---	--

Comments on Strategic Goal 2(b):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(c) To promote the effective use and full participation of volunteers in archives</p>	<p>(i) Secure data on the extent of the use of volunteers and the focus of their contribution in archives and records management services</p>	<p>We take pride in a strong, fair and inclusive national identity</p>

	<p>(ii) Work in partnership with ARA to explore how best to advance appropriate use of the talents, expertise and commitment of volunteers Hold an event on volunteering in archives and records management services [May 2012]</p> <p>(iii) SCA participation in the assessment for the ARA Volunteering Award 2012</p>	<p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p>
--	--	--

Comments on Strategic Goal 2(c):

SCA STRATEGIC GOAL 3

Co-ordinated response to the growing challenge of managing digital information so that it is accessible now and remains discoverable in the future

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(a) To promote greater understanding within the sector and among stakeholders of the challenges inherent in continued access to digital records.</p>	<p>(i) Working with partners, organise a training and consultation day that addresses the most significant practical issues in relation to continued access</p>	<p>We realise our full economic potential with more and better employment opportunities for our people</p>

Comments on Strategic Goal 3(a):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(b) To promote proper management of born digital records and of associated paper records as essential to meeting business needs and encouraging better decision making and governance.</p>	<p>(i) Working with partners, direct at decision makers and stakeholders publicity that addresses the most important issues in relation to both types of records</p>	<p>We realise our full economic potential with more and better employment opportunities for our people</p>

Comments on Strategic Goal 3(b):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
(c) To promote within the sector and in partnership outside the sector the skills required for digital records management.	(i) Publish guidance for archivists, records managers, record creators and stakeholders in relation to handling successfully the practical issues for born digital records.	We realise our full economic potential with more and better employment opportunities for our people

Comments on Strategic Goal 3(c):

SCA STRATEGIC GOAL 4

Comprehensive online access for archive discovery through catalogues and to digitised archive content by citizens at a time and place that suits them

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(a) To create an on-line information hub for Scottish archives and records management services that reflects the SCA status as a 'go to' body for the sector</p>	<p>(i) Replace the current web site with one based on user and stakeholder consultation and that widens access to services by being:</p> <ul style="list-style-type: none"> • User-friendly • Information rich • Topical • Partnership oriented • Innovative in its use of modern technology <p>(ii) Enhance the on-line <i>Broadsheet</i> publication as a means of informing decision makers, stakeholders and users and non-users of developments, including partnerships [by June 2012?].</p>	<p>We take pride in a strong, fair and inclusive national identity</p> <p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p> <p>We realise our full economic potential with more and better employment opportunities for our people</p>

Comments on Strategic Goal 4(a):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(b) To create an on-line catalogue – <i>The Nation's Catalogue</i> – including digitised archive content built on co-</p>	<p>(i) Secure Lottery funding for a scoping study that maps the overall concept and identifies key issues</p>	<p>We take pride in a strong, fair and inclusive national identity</p>

<p>operation with archive-holding, providing the experience wanted by users and opening up the archival heritage.</p>	<p>(ii) Scope quality assurance and enhancement of description detail in regard to content in existing <i>Scottish Archives Network</i></p> <p>(iii) Identify appropriate software for the collection of catalogue data, including that on the <i>Scottish Archives Network</i></p> <p>(iv) Devise a programme of catalogue data capture</p>	<p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p>
---	---	--

Comments on Strategic Goal 4(b):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(c) To promote use of <i>The Nation's Catalogue</i> as a major resource for formal and informal learning and means of promoting individual and community identity and greater interest in Scotland's history and culture.</p>	<p>(i) Consult with partners and with the expert SCA Education Working Group and devise an engagement strategy with a clear focus on impact.</p>	<p>We take pride in a strong, fair and inclusive national identity</p> <p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p> <p>We realise our full economic potential with more and better employment opportunities for our people</p>

Comments on Strategic Goal 4(c):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(d) To promote on-going enrichment of <i>The Nation's Catalogue</i> and participation in its development through additional information from users with relevant knowledge.</p>	<p>(i) Research software options, consult potential users and explore practical means of delivering this degree of user interaction.</p>	<p>We take pride in a strong, fair and inclusive national identity</p> <p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p>

Comments on Strategic Goal 4(d):

SCA STRATEGIC GOAL 5

Active participation in cultural and learning partnerships promoting a sense of identity and place within the community

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(a) To promote understanding of Scotland's archival heritage, especially through cultural and learning partnerships and greater user involvement in service development and delivery.</p>	<p>(i) Promote a Learning and Archives Plan compiled by the SCA Education Working Group</p> <p>(ii) As part of the Learning and Archives Plan, launch pilot studies for two schools in deprived areas on the use of archive sources in the classroom</p> <p>(iii) Evaluate the pilot studies, especially in relation to social impact</p> <p>(iv) On the basis of the evaluation, seek funding for the extension of the initiative across a range of participating schools</p> <p>(v) Working with partners, focus on building links between the SCA web site, GLOW and <i>The Nation's Catalogue</i></p> <p>(vi) In partnership with BACS, promote business archives among a range of users, including schools</p>	<p>We take pride in a strong, fair and inclusive national identity</p> <p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p> <p>We realise our full economic potential with more and better employment opportunities for our people</p>

Comments on Strategic Goal 5(a):

STRATEGIC OBJECTIVE	ASSOCIATED ACTIONS	RELEVANT SCOTTISH GOVERNMENT NATIONAL OUTCOMES
<p>(b) To promote use of archives and records as a means of enhancing personal skills and encouraging</p>	<p>(i) Working in partnership with family and local historians to address priority archives-related issues</p>	<p>We take pride in a strong, fair and inclusive national identity</p>

personal and community pride and identity.	(ii) Work in partnership with family history societies to identify skills and training issues in relation to the use of IT in archives services	We realise our full economic potential with more and better employment opportunities for our people
--	--	---

Comments on Strategic Goal 5(b):