CORPORATE PLAN
2016 - 2019

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BUSINESS PLAN
2016 - 2017

Scottish Council on Archives: A Scottish Charitable Incorporated Organisation (SC044553)

CONTENTS

CORPORATE PLAN 2016-2019

Foreword

Vision Statement, Strapline & Mission Statement

Contributing to a Better Scotland

Strategic Goals, Objectives & Risks

BUSINESS PLAN 2016-17

Introduction

Strategic Goal One:
Promote joint working by service providers in order to build capacity, and create and support mutually beneficial partnerships

Strategic Goal Two:
Actively encourage the development and appointment of individuals from the sector to senior decision-making roles

Strategic Goal Three:
Identify and support workforce development

Strategic Goal Four:
Support the Scottish sector in its development of the capacity and organisational sponsorship to effectively identify, curate and make accessible digital information in perpetuity

Strategic Goal Five:
Support the Scottish sector to develop the capacity and organisational sponsorship to develop relevant and valued online services

Strategic Goal Six:
Lead advocacy in Scotland for the sector's role in cultural heritage, business efficiency, and individual and community identity

Contact Details

CORPORATE PLAN 2016 – 2019

FOREWORD

Strategic Direction Set

The previous Corporate Plan highlighted SCA's becoming a Scottish Charitable Incorporated Organisation (SCIO). Two tasks were at the heart of the status change. First was 'a root and branch consideration of internal administration and ways of working'. Second – and crucial – was consulting stakeholders to inform strategic direction, identify the most pressing and important priorities and strengthen co-operation within (and beyond) the sector. What emerged was a clearer, re-energised focus on partnership working, building capacity within the archives and records management sector (including workforce development), digital information and securing ongoing access, online services and the SCA advocacy role.

The Strategic Goals, Objectives and Associated Actions flow from the direction set by the SCA stakeholder consultation, and these set the framework and timeframe for the delivery of specific programmes and projects. Every commitment made, every action taken must advance the set strategic direction.

SCA in Three Words

During the consultation exercise three words emerged that summed up SCA's reason for existing – *Lead, Inform, Inspire*. So what insight do these words provide?

Lead

Though there is tremendous variety within the archives and records management sector in Scotland, it is sufficiently compact to be a community capable of voicing overall needs and priorities. Effective SCA leadership has to be grounded in reality and that means listening to stakeholders – including, indeed especially, users of services - and working with them to meet needs and priorities. How best to do so feeds into SCA's planning and actions.

Within the archives and records management sector there is extraordinary expertise. Delivering a wide (and widening) range of services, usually on a tight budget, means that the sector must make the most effective use of every asset, including staff expertise. SCA advocates solutions that embed co-operation within and beyond the sector and seeks to identify and meet skills gaps within the archives community.

Inform

Since both archives and records management relate to handling of information in different formats, it is hardly surprising that there exist already standards and 'how to' guidance. Accumulated wisdom and practice over many years sometimes requires no more than minor tweaking, but there are times when significant changes are essential. Discerning what is best for the sector and for the users of archives and records is a key challenge. Tackling the task requires dissemination of up-to-date information, encouragement of debate and identification of what is practical within available resources. SCA informs debate and ensures that information is readily available across the sector. What results must be robust and resilient solutions to well-analysed problems.

Inspire

One of the greatest strengths of archives is their ability to inspire a wide (and ever widening) range of users across a multitude of subjects and interests. That is scarcely surprising when archives are a vital and irreplaceable part of the story of the Scottish people over the centuries. Archive professionals and existing users of archives know the inspirational power of the 'documented national memory'. More needs to be done to extend understanding of archives and records and to open up resources in ways that meet the needs of potential users. SCA has an advocacy role that builds on the richness and depth of the archival heritage.

Funding, Trust and Delivery

The capacity of SCA to deliver across a range of activities continues to be transformed by funding from the Scottish Government. That empowerment has been underpinned by the continued interest of the Cabinet Secretary with responsibility for archives and records management, Ms Fiona Hyslop. Trust has been placed in SCA by both the Scottish Government and the sector. It is vital that SCA responds to that trust by delivering across the full range of actions and activities set out in the new Business Plan.

A Unique Asset for Scotland

The term 'archives' has wide (and increasing) currency but it is not one generally used outside the environs of an archive service or of a committed group of frequent users of archives. Yet in their daily working and domestic lives, citizens come into contact with documents. Of course, the terminology really does not matter. The crucial task is to convey – using whatever words best do that – the importance of archives, the 'documented national memory'. Whatever terminology is used, rich and diverse archives provide a unique asset central to understanding the experiences of a nation over the centuries and its contribution to the wider world.

Archives are as varied as the thoughts, the experiences and the actions of generation upon generation. They capture the sweep of an important event or the detail of what contemporaries would likely have dismissed as the ordinary, the everyday. In their different ways, the record of the great event and that of the everyday contribute to the richness and the variety of archives. In a unique way, archives connect the present generation with everything that has gone before, with what has moulded a nation and created its individual communities.

To maintain access for present and future generations, archives must be cherished and protected. Therein lies a tension, that between preventing deterioration of physically vulnerable documents and, at the same time, ensuring that as many as possible are open and available for use by a range of users, actual and potential. That means understanding different viewpoints, eliminating any 'them and us' attitudes and together seeking the optimum solution for balancing competing pressures.

Bringing together the documented national memory is not the result of some fortuitous accident. The vast range of manuscript, photographic and other resources exist and are accessible because of the uniquely important contributions by various 'players'. Motivated by sense of duty, private owners of family archives have handed them to archives services so that unique assets might be both made available to the public and given the physical care necessary to ensure survival over the decades and centuries. Without the commitment of government (in the broadest sense), archive services would wither and assets in their possession would be threatened with deterioration to the point of destruction. The final part of this benign jigsaw is the small cadre of professional archivists, records managers and conservators, ably supported by volunteers, who operate the essential services.

The great strengths of archives – uniqueness, evidential value and sheer survival – can be reduced by only one thing, the failure to open up, share and make readily available those archives. It cannot be stated too often that the sector must strive to draw in potential users. Technology may not be a magic wand that produces with ease access to every piece of paper, every map, every photograph, but it does provide exciting opportunities to make more readily available considerable quantities of unique material otherwise relatively inaccessible.

The sector can best support the advance of technology in archives by playing to its traditional strengths of accuracy, precise description and knowledge of unique sources and their relationship one to another. In other words, the professionals can supply the high quality content that makes the technology platform worth populating and then using to retrieve information. It is important both in Scotland and across the world that ease of access should open the way to content both accurate and understandable. Scotland's documented memory deserves nothing less.

Changing Archives

The uniqueness of archives brings with it real challenges. Archives are not a standard 'product' whose significance and usefulness can be advertised by a simple and oft-repeated phrase. Yet that is no excuse to engage in the esoteric, to communicate with 'the world out there' in a language solely understood within the archival world and incomprehensible to others. Simplicity of language is essential if there is to be full engagement with users and, even more importantly, potential users of archives. There has to be a willingness to explain, to draw into discussion those outside the archives and records management profession. There must also be a readiness to recognise that trumpeting the uniqueness of archives – wholly justified and commendable – needs to be supported by evidence of relevance to, and impact on, wider society. This is an obvious reality when there is severe competition for limited resources.

The acceptance of change is not enough. Archivists must be at the forefront of change. They must show that they are eager to embrace new ways of doing things, to work with experts outside the sector and to engage with the needs of users and stakeholders. That is an enormous challenge. Refreshed by the outcomes of its stakeholder consultation, SCA is even more decidedly committed to co-operation and partnership. The Corporate and Business Plans reflect that focus and determination.

Purpose of the Business and Corporate Plans

Plans are tools. They inform. The Corporate Plan sets out the overall direction for a three-year period, while the Business Plan gives in more detail what is to be achieved within a financial year. The reality is that neither can be absolutely rigid. Following the stakeholder consultation, SCA strategic direction is set. However, circumstances can always change. For that reason, plans must have within them a significant element of flexibility. For example, securing further significant external funding would immensely enhance the effectiveness of both SCA and the whole archives sector in Scotland. The strategic direction may be firmly set but annual review of the Corporate Plan is essential to ensure continued relevance to the on-the-ground realities for both SCA and the sector.

Whether in the plans or in the day-to-day operations of SCA the emphasis is on what is practical and deliverable. That means bringing together a number of elements – relevance to Scotland's needs and government priorities; advocacy as an independent and consistent voice for the sector; making a compelling case for archives based on robust data; demonstrating impact; co-operation and partnership within and beyond the sector; and encouraging change with standards and best practice guidance that ensure quality and improve efficiency. These diverse elements together can grow the sector for the benefit of its staff, its users and the whole people of Scotland.

VISION STATEMENT

Leading Scotland's archives and records management community to inspire and inform the nation.

STRAPLINE

Lead, Inform, Inspire.

MISSION STATEMENT

Working with the sector and other associates to develop services and realise their potential for users.

CONTRIBUTING TO A BETTER SCOTLAND

In straitened times everyone becomes more aware of the critical importance of funding. Continuing Scottish Government funding means that SCA can function effectively across an impressive (and challenging) range of activities. It signals confidence in the organisation and recognises the present and future importance for Scotland of archives and records management. It brings with it a clear responsibility for SCA, namely to ensure that value for money is a guiding principle. Hence the emphasis on partnerships and co-operation that allows access to a wider range of scarce skills and expertise, the focus on standards and on best practice and the gathering of robust data that inform decisions and underpin advocacy on behalf of the sector.

Archives and records support the day-to-day functioning of Scottish society. The most important single means of highlighting the wider (and widening) impact of archives is the link to the Strategic Objectives and associated National Outcomes set by the Scottish Government. That cannot be a box ticking exercise. It must be an expression of the determination to advertise the impact of archives across society, whether in terms of assisting learning in our schools, ensuring efficient access to information at every level in our public and private sectors or encouraging visitors to our shores so that they can enjoy the Scottish experience.

STRATEGIC GOALS

1 Promote joint working by service providers in order to build capacity, and create and support mutually beneficial partnerships

Associated Objectives

1.1 To promote more efficient use of constrained resources.
1.2 To engage with decision-makers so as to secure mutually beneficial outcomes.
1.3 To position archives as a prominent element in an offer attractive to visitors to Scotland.

Associated Risks

(a) Failure to promote and support practical and mutually beneficial collaboration within and beyond the sector.
(b) Failure to support the most effective use of skills and expertise available in the sector.
(c) Failure to harness available expertise outwith the sector in promoting understanding of copyright and related rights issues within the sector.
(d) Failure to engage effectively with decision-makers.
(e) Failure to promote the benefits of making more readily available information regarding existing collections policies.
(f) Failure to promote Scotland's genealogy offer, including relevant online information and family history centres in local authorities

2 Actively encourage the development and appointment of individuals from the sector to senior decision-making roles

Associated Objectives

2.1 To co-operate with relevant bodies within and outside the archives and records management sector in order to advance understanding of the sector within a wider strategic and operational context.

Associated Risks

(a) Failure to promote the importance of skills within the sector and their relevance beyond the sector.
(b) Failure to identify possible training opportunities within and outside the sector that would equip professional staff to develop wider managerial skills.

3 Identify and support workforce development

Associated Objectives

3.1 To promote key skills and encourage their optimum use.
3.2 To promote the effective use and full participation of volunteers in archives.

Associated Risks

(a) Failure to support the HLF-funded 'Opening Up Scotland's Archives' project.
(b) Failure to promote the relevance of the ARA Competency Framework to Archive Accreditation and to Records Management Plans required by the Public Records (Scotland) Act 2011.
(c) Failure to provide ongoing support in the use of SCA tools (SCARRS, ARMS).
(d) Failure to participate fully with partner bodies in the evaluation process and granting of the ARA Archive Volunteering Award.

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

Associated Objectives

4.1 To promote the proper management of born digital records as essential to meeting business needs and encouraging better decision making and governance.

Associated Risks

(a) Failure to understand the strategic and practical issues relevant to continued access to digital information
(b) Failure to secure adequate strategic co-operation with the Digital Preservation Coalition and with National Records of Scotland.
(c) Failure to promote discussion, collaboration and sharing of information about relevant activities in Scotland

5 Support the Scottish sector to develop the capacity and organisational sponsorship to develop relevant and valued online services

Associated Objectives

5.1 To promote wider use and understanding of Scotland's archival heritage.

Associated Risks

(a) Failure to secure a dedicated SCA post to progress Scotland Online options
(b) Failure to promote greater understanding of the importance of an online catalogue among decision-makers and potential partners.
(c) Failure to identify funding streams relevant to Scotland Online.

6 Lead advocacy in Scotland for the sector's role in cultural heritage, business efficiency, and individual and community identity

Associated Objectives

6.1 To ensure that the Scottish Council on Archives is a user-focussed, evidence-based, sector profile-raising body that promotes best practice for the benefit of Scotland's archives and records management.
6.2 To promote archives and records management services as well as gather evidence of their impact.
6.3 To promote understanding of Scotland's archival heritage, especially through cultural and learning partnerships.

Associated Risks

(a) Failure of SCA to be a representative and effective lead advocate for the sector.
(b) Failure to secure access to the skills and funding necessary to promote the sector.
(c) Failure to promote effectively best practice guidance and shared standards.
(d) Failure to advance mutually beneficial collaboration within the sector and with other sectors.
(e) Failure to extend public and stakeholder understanding of the unique value of archives and records management services, including their benefit to business.
(f) Failure either to gather or to promote effectively evidence showing the economic impact of archives and records management services.

BUSINESS PLAN 2016 – 2017

INTRODUCTION

This Business Plan covers the financial year beginning in April 2016. The Scottish Council on Archives (SCA) is into its second year as a Scottish Charitable Incorporated Organisation (SCIO) and into consolidating internal administrative changes that build further on administrative efficiency and innovation.

The focus of the Business Plan is on what SCA will deliver during the year 2016 to 2017 in support of the Strategic Goals and Objectives set out in the Corporate Plan. It is about the specifics of deliverable Associated Actions (linked to the Objectives) and therefore necessarily detailed. It is about the hands-on, practical commitments underpinning delivery of individual projects that each contributes to SCA's strategic direction. That strategic direction was set following a stakeholder consultation that identified the priorities for the archives and records management sector in Scotland and how SCA could most effectively help to deliver those priorities as well as continue to act as the lead independent advocacy body for the sector.

SCA promotes quality and standards across the range of services that together make up the archives and records management sector in Scotland. Thus SCA will continue actively to support implementation of the Public Records (Scotland) Act 2011 as well as raising standards within the sector by means of Archive Service Accreditation and of the Archives and Records Management Services (ARMS) Quality Improvement Framework.

The SCA is committed to advancing quality and standards, cost-saving, business efficiency and legislative compliance across public authorities and within the archives and records management sector. This commitment overarches the Strategic Goals, Objectives and Associated Actions contained in this Business Plan. The numbers refer to the Strategic Goals, Objectives and Associated Actions detailed in the Plan:

1.1.1 Working in partnership with national and other collecting institutions to support and promote the cross-institutional 'Towards Sharing Collecting Policies', including creation of a one-stop information hub.
1.1.2 Work with CREATe to deliver workshops on recent developments in copyright and related issues, provide up-to-date relevant information and represent Scotland at international forums.
1.2.1 Provide decision-makers with up-to-date information on archives and records management services and on SCA.
1.3.1 Promote Scotland's genealogy offer and its relevance to tourism.
2.1.1 Identify opportunities within and outside the sector that would equip professional staff to develop skills.
3.1.1-4 Promote skills within the sector.
3.2.1 Support and promote sector-wide volunteer-related initiatives, including the annual Archives and Records Association Archive Volunteering Award.
4.1.1 Work with the Digital Preservation Coalition and National Records of Scotland on strategic digital preservation issues.
4.1.2 Secure digital records expertise for SCA and to provide advice to the sector.
5.1.1 Secure a post within SCA focused on progressing Scotland Online.
6.1.1 Ensure that SCA has in place an effective profile-raising PR and communications strategy.
6.1.2 Support, promote and celebrate quality and standards in archives - the Scottish Government's 'Year of Innovation, Architecture and Design', business records, Scotland's profile in UNESCO Memory of the World, Public Records (Scotland) Act 2011 implementation, ARMS and SCARRS, archives in education, Heritage Lottery Fundraising for Archives training courses, Archives Accreditation Standard and initiatives from the Archives and Records Association and the Public Services Quality Group.
6.1.3 Promote understanding of and best practice in archives preservation as well as providing practical support to individual services.
6.2.1 Promote understanding and use of the Economic Impact Tool and secure robust statistics.

6.3.1-5 To promote understanding of Scotland's archival heritage, especially through education and cultural and learning partnerships and provision of education-related online resources.

As in previous years, the Business Plan for 2016-17 is challenging to SCA, partner organisations and individuals. That challenge arises from a simple reality, namely that strength and effectiveness are found in mutually beneficial co-operation and support. A sector committed to that approach can deliver across a range of initiatives, raise the profile of archives and show the relevance of archives and records management to the functioning of modern government and society in Scotland.

OBJECTIVE 1.1

To promote more efficient use of constrained resources.

Relevant National Outcome(s):

- We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.
- We take pride in a strong, fair and inclusive national identity.

Reference	Action	Deadline
1.1.1	**Working in partnership with national and other collecting institutions to support and promote the cross-institutional 'Towards Sharing Collecting Policies' by:**	Ongoing
1.1.1(a)	Providing a one-stop information hub for existing institutional policies.	December 2016
1.1.1(b)	Making appropriate information available via the SCA website, including key contacts and summary collection details.	December 2016
1.1.1(c)	Assisting in the planning for an annual networking event for sharing information and exchanging ideas.	March 2017
1.1.2	**Working in partnership with CREATe to:**	
1.1.2(a)	Deliver two CPD workshops for archivists on recent developments in copyright and related issues.	June 2016
1.1.2(b)	Ensure via the SCA website the archives sector has copyright guidance that takes full account of legislative changes.	
1.1.2(c)	Provide sector representation for Scotland on the World Intellectual Property Organisation's (WIPO) Standing Committee on Copyright and Related Rights (SCCR) thus ensuring that Scottish interests are both well represented and kept fully informed.	Ongoing
1.1.2(d)	Investigate the possibility of offering training or an event on the re-use of public sector information.	March 2017

OBJECTIVE 1.2

To engage with decision-makers so as to secure mutually beneficial outcomes.

Relevant National Outcome(s):

- We realise our full economic potential with more and better employment opportunities for our people.
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

Reference	Action	Deadline
1.2.1	Provide decision-makers with responsibility for archive services and/or records management with regular updates on the work of SCA and, in partnership with other organisations, about archives and records management services relevant to their particular needs.	Ongoing

OBJECTIVE 1.3

To position archives as a prominent element in an offer attractive to visitors to Scotland.

Relevant National Outcome(s):

- We realise our full economic potential with more and better employment opportunities for our people.
- 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.

Reference	Action	Deadline
1.3.1	**Promote Scotland's genealogy offer, including the work of Visit Scotland, by:**	
1.3.1(a)	Continuing to enrich the content of an online map that provides user-friendly access to high level information about archive holdings across Scotland.	Ongoing
1.3.1(b)	Continuing to work with National Records of Scotland (NRS) to promote family history centres in local authorities that link archive and registration services and support increased ancestral tourism.	Ongoing
1.3.1(c)	Highlighting the richness and variety of Scotland's archival heritage as evidenced in the UNESCO Memory of the World Awards.	Ongoing

2 STRATEGIC GOAL:
Actively encourage the development and appointment of individuals from the sector to senior decision-making roles.

OBJECTIVE 2.1
To co-operate with relevant bodies within and outside the archive and records management sector in order to advance understanding of the sector within a wider strategic and operational context.

Relevant National Outcome(s):
- We realise our full economic potential with more and better employment opportunities for our people.
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

Reference	Action	Deadline
2.1.1	Build leadership capacity in the Scottish archives and records management sector by delivering a leadership development workshop, 'Powerful Influencing and Advocacy'.	April 2016
2.1.2	Identify possible training opportunities within and outside the archive and records management sector that would equip professional staff to develop wider managerial skills.	Ongoing

3 STRATEGIC GOAL:
Identify and support workforce development.

OBJECTIVE 3.1
To promote key skills and encourage their optimum use.

Relevant National Outcome(s):
- We realise our full economic potential with more and better employment opportunities for our people.
- We are better educated, more skilled and more successful, renowned for our research and innovation.

Reference	Action	Deadline

3.1.1	Support the three-year rollout of Heritage Lottery Fund Skills for the Future Programme 'Opening Up Scotland's Archives' - in collaboration with the UK National Archives, Archives and Records Association and the University of Dundee – so as to meet a range of Scottish archives' skills needs.	Ongoing (to 2016-17)
3.1.2	With a view to maximising funding and employability opportunities for Scottish archives, ensure SCA submits a funding application to the Heritage Lottery Fund for another three-year Skills for the Future Programme.	Ongoing (2018-20)
3.1.3	Promote the relevance of the Archives and Records Association Competency Framework to Archive Service Accreditation and to Records Management Plans required by the Public Records (Scotland) Act 2011.	Ongoing
3.1.4	Provide ongoing support in the use of SCA tools, namely: • (ARMS) Archives and Records Management Services Quality Improvement Framework. • (SCARRS) Scottish Council on Archives Records Retention Schedules.	Ongoing
3.1.5	Ensure that ARMS remains a fit for purpose toolkit by harnessing feedback from a user survey to inform a training event held in co-operation with Quality Scotland.	October 2016

OBJECTIVE 3.2

To promote the effective use and full participation of volunteers in archives.

Relevant National Outcome(s):

- 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.

Reference	Action	Deadline
3.2.1	In partnership with other bodies, fully participate in the evaluation process and granting of the Archives and Records Association's Archive Volunteering Award, which annually identifies an outstanding project involving the harnessing of the talents, insights and commitment of volunteers working in archives.	August 2016

4 STRATEGIC GOAL:

Support the Scottish sector in its development of the capacity and organisational sponsorship to effectively identify, curate and make accessible digital information in perpetuity.

OBJECTIVE 4.1

To promote the proper management of born digital records as essential to meeting business needs and encouraging better decision making and governance.

Relevant National Outcome(s):

- We realise our full economic potential with more and better employment opportunities for our people.
- We are better educated, more skilled and more successful, renowned for our research and innovation.

Reference	Action	Deadline
4.1.1	Continue to work with the Digital Preservation Coalition (DPC) and National Records of Scotland (NRS) on strategic issues relevant to identification of an agreed pathway for the delivery of digital preservation.	Ongoing
4.1.2	Secure digital records expertise that provides SCA with advice that takes full account of the records management landscape and offers that advice to the archives sector in Scotland.	June 2016

5 STRATEGIC GOAL:

Support the Scottish sector to develop the capacity and organisational sponsorship to develop relevant and valued online services.

OBJECTIVE 5.1

To promote wider use and understanding of Scotland's archival heritage.

Relevant National Outcome(s):

- We realise our full economic potential with more and better employment opportunities for our people.
- 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.

Reference	Action	Deadline
5.1.1	Put in place a dedicated resource focussed on progressing work to create an online catalogue offer that informs building of mutually beneficial partnerships and how best to secure necessary funding.	October 2016

6 STRATEGIC GOAL:

Lead advocacy in Scotland for the sector's role in cultural heritage, business efficiency, and individual and community identity.

OBJECTIVE 6.1

To ensure that the Scottish Council on Archives is a user-focussed, evidence-based, sector profile-raising body that promotes best practice for the benefit of Scotland's archives and records management.

Relevant National Outcome(s):

- We realise our full economic potential with more and better employment opportunities for our people.

Reference	Action	Deadline
6.1.1	**Revise and update a PR and communications strategy that:**	
6.1.1(a)	Raises the profile of SCA within and beyond the archives and records management sector.	September 2016
6.1.1(b)	Promotes improved understanding of both sector-specific and wider issues that impact on the sector and its users.	September 2016
6.1.1(c)	Promotes exemplars of best practice in the sector.	September 2016
6.1.1(d)	Embeds and promotes links to other organisations operating in the archives and records management sector.	September 2016
6.1.1(e)	Supports the expansion of SCA membership, both in terms of numbers and of range of interests and skills.	September 2016
6.1.1(f)	Harnesses to maximum effect the SCA website and e-magazine *Broadsheet*.	September 2016
6.1.2	**Support and celebrate quality, standards and continuous improvement in archives by:**	
6.1.2(a)	In partnership with individual organisations that employ SCA tools, maintaining and promoting those tools in support of implementation of the Public Records (Scotland) Act 2011 and access to information legislation: • (ARMS) Archives and Records Management Services Quality Improvement Framework. • (SCARRS) Scottish Council on Archives Records Retention Schedules.	Ongoing
6.1.2(b)	Continuing to promote the Archives and Records Association 'Don't Risk It! Know Your Records' campaign.	Ongoing

6.1.2(c)	Supporting the three-year Heritage Lottery Fund Fundraising for Archives in order to deliver training courses and events in Scotland that promotes good fund-raising practice in the sector and provide individual archivists with the opportunity to develop relevant skills.	Ongoing 2014-17
6.1.2(d)	Supporting Archives Accreditation Standard in terms of assessment of and reporting on individual archive services as well as providing feedback that ensures Scotland's needs are fully met within the standard.	Ongoing
6.1.3	**Promoting understanding of and best practice in archives preservation by:**	
6.1.3(a)	Holding a key event focussed on disaster planning and response.	October 2016
6.1.3(b)	Launching a 'Providing Preservation Essentials' (PPE) scheme that improves preservation in participating archives services by means of provision of essential supplies through lending, hire or co-operative bulk buying.	March 2017
6.1.3(c)	Producing practical preservation guidance.	Ongoing

OBJECTIVE 6.2

To promote archives and records management services as well as gather evidence of their impact.

Relevant National Outcome(s):

- We realise our full economic potential with more and better employment opportunities for our people.
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

Reference	Action	Deadline
6.2.1	Promote understanding and use of the Economic Impact Tool so that the services and the sector secure robust statistics.	Ongoing

OBJECTIVE 6.3

To promote understanding of Scotland's archival heritage notably through cultural and learning partnerships and initiatives that support Curriculum for Excellence and outcomes flowing from *Many Stories, One Scotland: A National Plan for Learning*

Relevant National Outcome(s):

- We realise our full economic potential with more and better employment opportunities for our people.
- We are better educated, more skilled and more successful, renowned for our research and innovation.
- Our young people are successful learners, confident individuals, effective contributors and responsible citizens.
- Our children have the best start in life and are ready to succeed.

- We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.
- We take pride in a strong, fair and inclusive national identity.
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

Reference	Action	Deadline
6.3.1	Develop Creative Scotland and Paul Hamlyn Foundation funding proposals for a two-year 'Animating the Archives' artist in residence project in partnership with Scottish archive services which highlights the creative potential of archive material and is underpinned by a promotional strategy focussed on promotion of outputs and activities via film festivals and local and national media as well as the SCA website and *Broadsheet*.	From June 2016
6.3.2	Promote case studies of exemplar archive education projects and activities being delivered across Scotland via the SCA website, (e.g. The James Maxton Project, a collaboration between Glasgow City Archives, Education Scotland and SCA, and East Dunbartonshire Leisure and Culture's 'Trails and Tales').	From April 2016
6.3.3	Create online resources and contribute to audience development in support of the Scotland Online Catalogue Project.	From April 2016
6.3.4	Build the teachers' side of the SCA website and publicise the initiative among schools and teacher professional bodies, e.g. link to the Education Scotland website.	From September 2016
6.3.5	Assist archivists in working more effectively with schools and community groups by continuing to develop and expand the SCA education online resources for archivists.	Ongoing
6.3.6	Promote collaboration and sharing of best practice by delivering two national workshops with facilitated activities and discussion.	From September 2016