



**SCOTTISH
COUNCIL ON
ARCHIVES**

STRATEGY

2019-21

Lead

Inform

Inspire



SCOTTISH COUNCIL ON ARCHIVES

The Scottish Council on Archives is an advocacy and development body for the archives and records management sector, providing leadership and building capacity.

OUR VALUES

We are an independent and trustworthy organisation which responds to the needs of our members. By working in partnership with a wide range of stakeholders we strive to inspire the highest standards in collection management and service delivery.

OUR VISION

Scotland's documented past is valued, understood and shared.

MISSION

Leading Scotland's archives, records management and conservation sector to inspire and inform the nation.

STRATEGIC OBJECTIVES

CAPACITY BUILDING

Build capacity in the archives, records management and conservation sector to encourage best practice, improve skills and raise standards.

The Scottish Council on Archives will support the work of professionals involved in the custody, use and care of archives and records by delivering a programme of sector-focused events and projects. This will include areas of work such as copyright, digital preservation, collections policy, conservation, fundraising, legislative compliance and advocacy.

We will work with partners to develop and promote tools such as the Archives Accreditation Standard, the Archive and Records Management Services Quality Improvement Framework (ARMS) and the Scottish Council on Archives Record Retentions Schedules (SCARRS).

We will strive to inform best practice and support the needs of our members working with archive collections through our Preservation Committee and Collecting Policy Working Group.

EDUCATION & OUTREACH

Realise the educational and outreach potential of archives to inform and inspire teachers, students and local communities.

We will continue to deliver the innovative and exciting Education Plan – Many More Stories 2018-21. We will provide training and resources to help archivists realise the potential of their collections to engage with teachers and young people. We will also work directly with schools to deliver creative archival education projects.

We will support the work of volunteers that maintain or are considering a community archive by providing mentoring and training opportunities in areas such as cataloguing, standards and digital preservation.

We will engage with a wide range of organisations both within and outwith the archives and records management sector to promote the practical application of archival material in many different fields of work including governance, wellbeing, culture and community engagement.

ACCESS TO ARCHIVES

Promote the widest possible access to physical and digital archives and records.

We will deliver a new portal for improving online access to Scotland's archive collections, opening Scotland's records to many more people, both at home and abroad. We will maximise the potential of the new portal to encourage people of all ages and backgrounds to engage with Scotland's archive collections. We will strive to improve both physical and online access to archives.

We will communicate news and updates about Scotland archives and records to a wide audience through our website, e-bulletins and social media accounts. We will promote the work and activity of our member organisations and stakeholders.

ADVOCACY & IMPACT

Advocate the benefits and positive impact that wider engagement with and use of archives can deliver.

We will advocate the importance and impact of archives in areas such as governance and accountability; health and wellbeing; academia; tourism; and heritage and culture.

We will advocate the importance of good records management both in terms of compliance with the Public Records (Scotland) Act 2011 and as evidence of good governance and business management.

We will consult with members and colleagues to prioritise key areas for our advocacy work. We will establish an advocacy working group to lead on the delivery of a programme of activity promoting the importance and relevance of Scotland's archives and records to almost every aspect of society.

We will work with colleagues to collate evidence which strengthens the case for using and supporting archive services.

PARTNERSHIP

Foster a collaborative relationship with a wide range of partners both within and outwith the archives, records management and conservation sector to meet shared objectives.

We will continue to develop partnerships with colleagues across the archives, records management and cultural heritage sector as well as professionals from other sectors including the historic environment, education, arts and health.

We will work closely with key partners, including National Records of Scotland, Archives and Records Association, National Library of Scotland, Museums and Galleries Scotland, Historic Environment Scotland and Digital Preservation Coalition.

We will work collaboratively with our institutional members by identifying areas of shared interest. We will continue to participate in consultations to support the needs of archives and records management professionals. We will improve our offering to members by giving new focus to our membership scheme and opportunities to engage with the SCA.

GOVERNANCE

Ensure that the Scottish Council on Archives is effectively managed with a robust and sustainable business model.

We will work together as trustees and staff to ensure that we remain a viable organisation focussed on meeting our strategic objectives and representing our members' interests.

We will continue to monitor risks to the organisations, identifying early-warning signs and mitigating solutions. We will ensure that our running costs are monitored and managed effectively and that a realistic reserves policy is in place.

We will explore opportunities to diversify our income streams.

We will improve our offering to members by providing more networking and learning opportunities.



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JOIN US

If you work in archives or records management, are a regular user of archives services or would like to learn about Scottish's incredible collections of archival material then why not become a member? It is free to join the SCA and we offer a range of benefits.

We welcome applications from individuals and organisations.

Find out more at

www.scottisharchives.org.uk/members



**The Scottish
Government**

SUPPORTERS

The Scottish Council on Archives is grateful for the support of the Scottish Government and the National Records of Scotland.



**National
Records of
Scotland**

We work with a wide range of partners across Scotland and the UK.

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