



SCOTTISH
COUNCIL ON
ARCHIVES

20⁰²₂₂ YEARS

ANNUAL REVIEW 2021-22

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

LEAD • INFORM • INSPIRE

BOARD OF TRUSTEES

CHAIR

Bruce Jackson

VICE-CHAIR

Elizabeth Roads

HONORARY TREASURER

Rachel Hart

TRUSTEES

Phil Astley

Caroline Brown

Lesley Ferguson

Kay Foubister

Heather Jack

Kiara King

Sharon McMeekin

Linda Ramsay (to November 2021)

David Paris

Ruaraidh Wishart (to May 2021)

HONORARY PRESIDENT

Dr Irene O'Brien

TEAM 2021-22

DIRECTOR

John Pelan

PROGRAMMES & DEVELOPMENT MANAGER

Victoria Brown (to May 2021)

PARTNERSHIPS & ENGAGEMENT MANAGER

Audrey Wilson

PROGRAMME & OPERATIONS MANAGER

Robert Wright

YOUR SCOTTISH ARCHIVES PROJECT MANAGER

Miriam Buncombe (from May 2022)

DIGITAL COMMUNICATIONS & ADMINISTRATION ASSISTANT

Justina Gedgaudaitė (from May 2022)

Rachel Talbot (to April 2022)

CONSULTANT

Ellie Pridgeon

ROBERTSON TRUST INTERN

Taylor Webb (summer 2021)



FOREWORD

I could have carried over the first sentence of my foreword to last year's SCA Annual Report almost without change – it suggested that no-one would have expected the Covid/post-Covid restraints to have continued so long – and I doubt anyone would have noticed! While confidence and recovery remain in short supply generally, I would suggest that as an organisation, SCA has used the time constructively to reshape how it works and how we can work more effectively in future to both raise our profile and win more widespread support for the sector. None of us are under any illusions about the scale and difficulty of the task, but the building blocks are increasingly in place. The staff have responded well to the challenges and I am grateful to them and all my fellow trustees for moving us on. By next year, I hope that we will be seeing tangible progress, even in the extremely challenging situation which is increasingly clearly ahead. It makes our work more, rather than less, essential.

**BRUCE JACKSON,
CHAIR OF THE BOARD OF TRUSTEES**

DIRECTOR'S REPORT

It may seem like this is the worst of times but, of course, you don't have to delve too far into the archives to realise that the world has been in a much worse and more precarious state, emerging from it stronger and more resilient. Archives provide the evidence to help us learn from our mistakes (or, at least, they should do) and show the resilience of humans in difficult circumstances.

SCA trustees and staff are working together to demonstrate the value of archives and records. In early 2022, we produced our manifesto for the local government elections in May, *Why Archives and Records Matter – Supporting communities, wellbeing, economic recovery, and a fairer society*, setting out the many ways that archives and records can help with a wide range of professions and interests, including family history, academic research, conservation, planning, wellbeing and informing policy. Good records management will be key to providing the evidence sought as part of the Scottish COVID-19 Inquiry.

The team finally moved back to its offices in General Register Edinburgh in June, albeit adopting a hybrid model. The Your Scottish Archives project, significantly impacted by the pandemic, is now back on track, and we expect to launch the first phase in early summer 2023.

Our busy programme of events and activity in 2021 and 2022 has included: *Voices: The Hebridean Story*; the launch of our Ancestral Journeys film; a full in-person conference in Glasgow during COP26 on the theme of *Sustainable Stories: Capturing an Age of Change in Community Archives*; the Annual Lecture with Richard Ovenden OBE, Bodley's Librarian in the University of Oxford; continued support for the National Manuscript Conservation Fund grants for projects in Scotland with generous funding from National Records of Scotland; and a programme of CPD events on topics such as copyright and photographic collections, with plans for events on inclusive practice, monitoring environments for archive storage and accreditation support.

SCA turned twenty in 2022. Here's to another twenty years!

**JOHN PELAN,
DIRECTOR**

OUR WORK

SCA's programme of advocacy and development activity is informed by the board of trustees and committees. We plan our work around four agreed strategic objectives:

1. ADVOCACY AND COMMUNICATIONS

- Advocate the benefits and positive impact that wider engagement with and use of archives and records can deliver.
- Promote the widest possible access to physical and digital archives and records.

2. PROGRAMME AND DEVELOPMENT

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

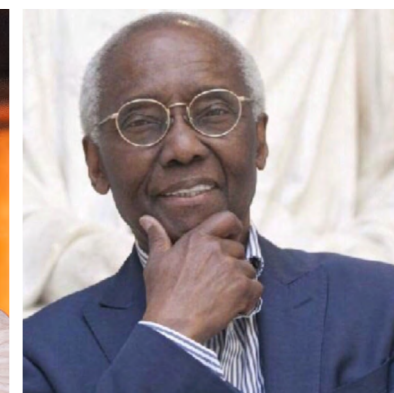
3. PARTNERSHIPS AND ENGAGEMENT

- Realise the outreach and engagement potential of archives to inform a wide range of people from diverse backgrounds.
- 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.
- Provide support for community groups managing archival material.

4. GOVERNANCE AND MANAGEMENT

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

Images (clockwise from top): Arike Oke, Black Cultural Archives; Professor Karen Roybal, Colorado College; Understanding Copyright brochure; Sir Geoff Palmer; SCA Manifesto; Bethany Aylward, COP26; Professor Michelle Caswell, University of California, Los Angeles; Jaime Valentine, OurStory Scotland.



ADVOCACY & COMMUNICATIONS

WHY ARCHIVES AND RECORDS MATTER – A MANIFESTO FOR LOCAL GOVERNMENT

In February 2022, we published a manifesto for local government called 'Why Archives and Records Matter' (available in English and Gaelic), which emphasises that archives and records management services underpin and support every aspect of local and national government.

ANCESTRAL JOURNEYS FILM

In March 2022, we released a short film called 'Coming Home – Ancestral Journeys in Scotland'. Ivan McKee MSP, Minister for Business, Trade, Tourism and Enterprise, welcomed the film at its launch in General Register House, Edinburgh on 16 March 2022. The film highlights how Scotland's rich collection of archives held by local authorities, national bodies as well as small heritage and community groups tell the stories of the people who have left Scotland over the last four hundred years.

PODCASTS

We created five more podcasts, on the theme of objectivity and subjectivity in the archive, interviewing a range of guests including Sir Geoff Palmer, Professor Michelle Caswell and Arike Oke.

PROGRAMME & DEVELOPMENT

SAVING SCOTLAND'S HISTORY CONSERVATION GRANTS

Saving Scotland's History continued to support manuscript conservation projects across the country in 2021 and 2022. The scheme was launched in 2020 with support from National Records of Scotland, and is managed by the National Manuscripts Conservation Trust (NMCT) in partnership with SCA.

ACCREDITATION

After a temporary suspension caused by the pandemic, the accreditation scheme, which SCA administers in Scotland, reopened in 2022. Highland Archives was the latest Scottish service to be awarded accredited status, following the meeting of the March panel. Assessors are making good progress through applications delayed by the pandemic, and the backlog of reviews is hoped to be cleared for the March 2023 panel.

CAPACITY BUILDING

Our programme of CPD and capacity building events has expanded over the last couple of years as we fully embraced the online delivery model. Our busy programme of workshops and talks have covered a range of topics, including copyright, photographic collections, and records management, with plans for events on inclusive practice, monitoring environments for archive storage and accreditation support.



PARTNERSHIPS & ENGAGEMENT

VOICES: THE HEBRIDEAN STORY

In 2021, we ran a pilot project, *Voices: The Hebridean Story*, offering the stories of a diverse range of people living in the Hebrides, part of a larger community engagement programme for 2022: Scotland's Year of Stories. The recordings have been catalogued and will be permanently archived and available at the local authority archive, Tasglann nan Eilean (Hebridean Archives).

WEST BOATHOUSE PROJECT

We have been supporting a project by the Glasgow Building Preservation Trust (GBPT), which aims to rejuvenate the category B listed timber frame building and its contents, the West Boathouse – a clubhouse for two rowing clubs on the banks of the River Clyde, Glasgow. SCA has worked closely with GBPT's Heritage Engagement Officer to bring a series of blogs detailing the unique challenges of preserving and cataloguing the building's collections, along with developing a series of webinars.

COMMUNITY ARCHIVES HERITAGE GROUP SCOTLAND

After an initial pilot stage, Community Archive Heritage Group (CAHG) Scotland was approved as a regional branch of the national CAHG

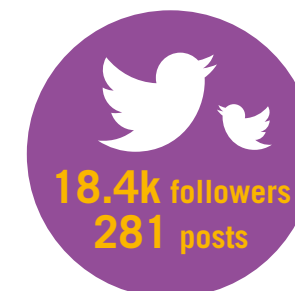
group. The group receives financial support from the Archives and Records Association UK and Ireland (ARA). Activities so far include a 'Developing Your Digital Skills' webinar training series, a conference called 'Sustainable Stories: Capturing an Age of Change in Community Archives' which took place during COP26; and support for Historic Environment Scotland's photographic competition, Visions of Climate Heritage.

EVERYONE'S STORIES MATTER

SCA is a partner in the AHRC-funded *Outreach to Ownership* pilot research project, managed by Historic England and Historic Environment Scotland. Our project, *Everyone's Stories Matter*, explores the challenges and opportunities around managing and sharing community archival material.

YOUR SCOTTISH ARCHIVES

After Covid-19 delays, the Your Scottish Archives (YSA) portal is scheduled for launch in mid-2023. The project aims to make Scottish archival collections accessible online, as well as helping to catalogue and share stories of communities across Scotland. This will be a highlight of 2023 for everyone working in or using Scottish archives.



GOVERNANCE & MANAGEMENT

GOVERNANCE

Our new governance model, introduced in 2021 and aligned with the four strategic objectives, has been functioning well. Staff and trustees work in partnership to develop and deliver our programme of activities for the sector.

RISK MANAGEMENT

We identify and monitor potential and real risks on a quarterly basis, putting in place mitigating measures where needed. A new risk register is currently under development.

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 National Records of Scotland and Scottish Government for our annual grant funding, without which SCA would struggle to function.

We would like to give thanks to the many people and organisations who continue to support and work with SCA.

Images (clockwise from top): Dom Miller-Graham, OurStory Scotland; Your Scottish Archives; Coming Home, Ancestral Journeys in Scotland film; Richard Ovenden, Bodley's Librarian; SCA display, COP26.





Scottish Council on Archives
Room 18, HM General Register House
2 Princes Street
Edinburgh EH1 3YY
E: contact@scottisharchives.org.uk
T: +44 (0)131 535 1362

[Facebook.com/ScotsArchives](https://www.facebook.com/ScotsArchives)
[Twitter @ScotsArchives](https://twitter.com/ScotsArchives)
www.scottisharchives.org.uk

A Scottish Charitable Incorporated
Organisation (SC044553).

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.

SCA is grateful for the continued support of National Records of Scotland and Scottish Government.

