

Cyngor Archifau a Chofnodion Cymru Archives and Records Council Wales

Minutes of the meeting held on 7 March 2008 at the National Library of Wales, Aberystwyth.

Present: K. Collis (West Glam., Chair); K. Matthias (Denbigh); H. Palmer (Ceredigion); A. Rowley (TNA); E. Jones (CyMAL); M. Ellis (CyMAL); C. Hodgson (Glamorgan); P. West (Anglesey); H. Malaws (RCAHMW); S. Davies (SoA); S. Horton (Aberystwyth U.); D. Rimmer (Gwent); J. Davies (Carmarthen); N. Jenkins (ARCW); G. Parry (NLW).

1 Welcome

The Chair extended a warm welcome to a well-attended meeting and especially to Non Jenkins, the temporary Programme Manager for ARCW, and to Sarah Horton of Aberystwyth University, both of whom were attending their first meeting. Chair also explained that this was the last meeting of David Rimmer (Gwent) and Eluned Jones (CyMAL). The meeting thanked Eluned Jones for her very valuable and dedicated work for archives in Wales with CyMAL and previously as Research Officer for ARCW. The meeting also conveyed its best wishes to David Rimmer who was retiring shortly and to Lucy Burrow (Cardiff U.) who had recently been appointed to a post at UCL. Chair explained that LB had represented both Cardiff U. and RMS on ARCW and that Peter Keelan was taking over from her as the representative of Cardiff U. but that we needed to contact RMS to nominate its new representative. Chair also noted that Hilary Malaws was taking over from Gareth Edwards as RCAHMW's representative.

Action: GP to contact RMS to nominate their representative

2 Apologies

A. Venables (Anglesey); E. Bennett (Swansea U.); L. Burrow (Cardiff U.); C. Orr (Pembrokeshire); G. Jenkins (NLW); A. Rhydderch (Gwynedd); A. Prescott (UC Lampeter); C. Richards (Powys); C. Harrington (Flintshire).

3 Minutes of last meeting

The minutes of the meeting held on 23 November 2007 were confirmed.

4 Matters arising

There were none.

5 Archifau Cymru-Archives Wales

5.1 Chair's progress report

Chair reported on latest developments, namely, meetings of PMB; bids to CyMAL; and the two Inspiring Learning bids which had been submitted by Glamorgan RO and the North East Wales Education Forum. CH gave further details about the IL bids. A discussion followed about past progress, evidence accumulated to prepare future funding bids, creating an identity brand for archives in Wales, and readers' tickets which could be used in any repository in Wales.

5.2 Audience Development Plan

Chair explained that this was Helen May's report as amended by Andrea Johnson and that it was a study of users and especially of non-users which is linked to ambitious action plans and to the developments mentioned in minute 5.1. A discussion ensued on branding and how to carry out the action plans. It was noted that some of the conclusions in the report were incorrect.

Action: All to read the report and action plan and to prioritise the action plans within an agreed framework by 31 March.

5.3 ANW Progress Report (circulated before meeting: attached as Annex 1)

GP reported on the latest developments. The currency of ANW, authority files and how to migrate data from CALM to ANW, lack of training, and lack of news item on ANW were discussed.

Action: CyMAL to set up a training session on Library of Congress subject headings; a meeting to discuss CALM issues to be held with Nigel Callaghan; GP to invite members to send newsworthy item to him.

6 ARCW Strategy 2008-10

KC reported that a number of comments had been received on his circulated strategy paper and that he had now prepared a revised version which was circulated at the meeting. Members were very satisfied with the strategy. The wording of the seventh strand in the strategy -electronic records- was discussed, as was the title of this particular strand. Chair explained that the strategy will be published bilingually as a glossy document for which a funding application has been submitted to CyMAL; that the strategy was to be launched on International Archives Day to be held at the Assembly on 9 June which Rene Kinzett of the NCA was arranging; and that all eight groups of Community Archives Wales would also launch Cymru Ni/Our Wales in the assembly on the same day.

7 Officers reports

7.1 Chair's report (circulated before meeting: attached as Annex 2)

Chair raised the question of whether the Chair or the Secretary was to represent ARCW on the NCA since there was some confusion on NCA's part and also who was to represent ARCW on the newly formed All Party Parliamentary Archive Group.

Action: It was agreed that the Chair would represent ARCW on both NCA and the All Party Parliamentary Archive Group: GP to inform NCA.

7.2 Vice-chair, Secretary and Treasurer's report

There was nothing to report.

7.3 PSQG Report

Report circulated before meeting:(Attached as Annex 3)

7.4 LLUK Report

Report circulated : (Attached as Annex 4)

SE as ARCW's representative on LLUK would welcome feedback and comments. She also informed the meeting that Elizabeth Oxborrow- Cowan sends digests to the NCA's website.

8 CyMAL Update

8.1 Eluned Jones

ME reported that EJ was taking up a new post and that ME would be the main contact point for the time being as far as archives were concerned but that Liz Bowerman would handle queries relating to the National Manuscripts Conservation Trust Grants Scheme.

8.2 CILIP Conference

CyMAL will sponsor 15 places, one per office, to attend the CILIP conference scheduled for 15-16 May.

8.3 Terry Cook

Terry Cook of Manitoba, Canada, will be in Aberystwyth in July and is willing to give a master class, probably on appraisal, on 7 or 8 July [now confirmed 8 July].

8.4 Grant applications

The outcomes of the grant applications will be announced by the end of March.

9 Society of Archivists Wales Update

Report circulated (Attached as Annex 5).

SD elaborated on some points mentioned in his report.

10 Any other business

10.1 Gwent Record Office

DM reported that the new Gwent Record Office would be sited in Ebbw Vale.

10.2 Cataloguing Grants Scheme

AR reported that an announcement about the Cataloguing Grants Scheme, which will include Wales for the first time, would be made at the end of April. The Scheme also includes for the first time several English regions and that the amount of funding ring-fenced to the newcomers will be about £200,000.

10.3 Mental Hospital Records

KM announced that a one-day school on mental hospital records will be held at Denbigh on 19 March and that a bid had been submitted to CyMAL to fund a feasibility study on archive partnership in North Wales

10.4 Future speakers

KC suggested inviting either Nick Kingsley to talk about TNA Self Assessment Process or René Kinzett, NCA's Head of Public Affairs, who was keen on creating a Welsh dimension on NCA.

Action: officers to decide whom to invite [NK subsequently invited].

10.5 Digitising Parish Registers

GP gave a brief report on the project's progress as received from Keith Withington.

11 Date of next meeting

A date sometime in the third week of July was to be circulated. [Subsequently it was agreed to meet at 11.00 am on Friday 11 July at CyMAL Offices, Aberystwyth].

ANNEX 1 Agendum 5.3

ANW and CALM

The background:

One of the original requirements of the ANW project was to be able to export data from ANW into CALM systems. At the time very few Record Offices in Wales had the CALM software. It took rather longer than planned to accomplish this, mainly due to the need to wait for recent releases of the CALM software which had the ability to import data in the agreed standard EAD format. Even once the basic feature became available, further work was needed (and still is needed) to correct a number of minor difficulties with the support of authority files etc.

Although some fine tuning may still be required to allow for variations in practice within specific offices, the ability to export collection and authority files from ANW and then import them into an empty, up-to-date, CALM system has been demonstrated for several Record Offices. The basic requirement would therefore seem to have been met, and the fine tuning noted.

The drawbacks with the basic requirement were that it looked at the export of the ANW data as a one-off exercise for each office, without considering how the ANW and CALM systems would be kept consistent after that, and also failed to consider what issues there may be with importing the data into CALM systems with related data already in them.

The current situation:

Powys: I visited Powys recently and loaded the authority files and their collection records onto their live CALM system. There was a problem with an out-of-date file on their CALM system. A revised version was e-mailed to them and installed by their IT support staff and the import was then re-run by Archive staff with support via telephone.

Glamorgan: All the necessary authority files and collection records were copied to CD and posted to Glamorgan, together with written instructions. The installation on their live system was then done by Glamorgan Record Office staff, with support via telephone. Since then they have done detailed checking on the data which has uncovered problems with a small number of data items either being missed or being imported into (possibly) incorrect fields. One field (date of description) has been identified as being missed from the export and can be corrected at our end. Remaining issues need to be investigated by (and possibly corrected by) DS. There may be some issues due to changes in field mapping by Glamorgan, which may require a customised import script. If this is the case then the same situation may arise with other Record Offices. Once we have an answer/fixes from DS we will need to check to see if there is any impact on the Powys data.

I will be discussing these issues with DS shortly.

The future:

It is unclear at the moment precisely what direction the project will take. It makes sense, though, to consider what we should be doing in the short term, while the Archives Wales project is planned and implemented.

Several things appear to be desirable:

- 1) That the ANW database be maintained and added to as new collections are catalogued. This is for the benefit of all users and will assist in the eventual migration to whatever solution that Archives Wales adopts.
- 2) That ANW remains in step with any CALM systems that are deployed
- 3) That ANW continues to offer an option for administration of data for offices and organisations who do not wish to or are not ready to actively deploy CALM.
- 4) That any mechanism for adding data to CALM and ANW should not involve unnecessary duplication of work for RO staff.
- 5) That all Welsh ROs use a consistent set of authority terms.

In the light of this, we have been considering possible workflows that will help us to achieve these aims. The most complicated issues are technical, and relate to the different approaches used by ANW and CALM to create and use authority data, in particular subjects.

We have considered several options for this. Assuming that it is agreed that authority files should be used within CALM (and alternatives to this assumption are noted later) the only option that seems to be practicable (although even this still needs some technical development work) is for ANW to remain as the 'master' source of authority records for all Welsh Record Offices.

The work flow would then be:

- 1) As part of the initial download of data to CALM a full set of all existing ANW authority terms would be downloaded.
- 2) A cataloguer identifies a need for a link to an authority term on a collection they are working with.
- 3) If the term exists in their CALM system they use it
- 4) If not, they check ANW. If the term is there (i.e. has been added to ANW since the last time authority records were downloaded by that RO) then download an updated set of ANW authority records to CALM and make the link in CALM
- 5) If the term isn't in ANW, create a record on ANW and then download the refreshed authority set to CALM and make the link. In practice they may well do all the terms for a collection at once.
- 6) Once the collection has been catalogued in CALM, the collection record

would be exported from CALM and uploaded to ANW. It should be possible to then import this and make all the links to authority terms automatically.

What is essential is that NO authority term records are ever directly created or edited in CALM, or we will introduce serious difficulties.

There are still some technical issues with CALM regarding the import of authority files, in particular the re-import of updated files. These should be possible to resolve, but will require some assistance from DS. It is also hoped to amend the system so that the download of authority files can be restricted to only include records that have changed or been added since the previous download, which would considerably speed up the time for the task.

An alternative option:

It has become clear that there are questions over the use of authority files within CALM. The skills to correctly create new authority terms (subject terms in particular) are not universally available in all Record Offices, and the task can be a lengthy one. The method CALM uses for linking subject terms to collections (by directly copying the subject term into the collection record, rather than linking the collection to a subject term authority record, as it does for people and place) does not help here.

Much of the complexity of the workflow suggested above comes from the need to have the Authority terms in CALM.

If all Record Offices agreed that they did not want to work with standard authority files in CALM, then a couple of simpler approach could be considered.

1. New collection record is created in ANW (with authority file links) and then exported to CALM, without any authority term links. (very limited additional development needed). Item level records are then created in CALM. Subject to agreement and funding, it may be that the specialist work of creating/allocating the authority terms in ANW could be handled by NLW staff to ensure consistency.

OR 2. New collection record is created in CALM, exported to ANW, and then authority terms are created/linked to in ANW. (Requires testing of CALM export facility and some further development of the ANW import programs)

Questions:

- 1) Is it considered that the main workflow proposed above would be practicable?
- 2) If so, would all ROs using CALM be willing to adopt this workflow?
- 3) If not are either of the alternative solutions preferable?
- 4) What is the likely timetable for roll-out and active use of CALM in the ROs? Who is using it, and what data have they already included? I have visited four who are at various stages of implementation, but am aware that staffing levels and relative priorities may well be an issue for a number of offices.

Future development tasks:

Depending on the answers to the questions above, some additional development work will be needed, which will be outside the scope of the original project. The amount of work will depend on the option(s) selected, but is unlikely to be more than 2-3 weeks work, and may well be considerably less.

Nigel A Callaghan
Technoleg Taliesin Cyf.
5 March 2008

ANNEX 2 Agendum 7.1

ARCW 7 March 2008

Progress Report/ of the Chair

The last three months have seen a large amount of ARCW activity on several fronts.

ARCW strategy

As chair, I have taken responsibility for the working up of the notes from the Strategy Day last September into a draft strategy for 2008-2010. This has been circulated to ARCW members and posted on our collaborative workspace. Several members have sent comments and the document has been modified as a result.

- It is proposed that the document be accepted at this meeting.
- A strategic grant application to CYMAL has been made to publish the strategy with illustrations and case studies in softcopy.
- A proposal has been made through the NCA that the strategy could be launched at the Senydd on International Archives Day, 9 June.

Archifau Cymru-Archives Wales

The programme has been particularly affected during this period by the sudden and unexpected resignation of Jackie Spence as Programme Manager, her last day being February 6th. Thanks are due to the National Library for stepping in to provide administrative support for the programme in the form of Non Jenkins.

Despite this, ARCW was able to submit five applications under the CyMAL archives strategic grant scheme relating to the Archifau Cymru-Archives Wales programme, as follows:

1. Recruitment and employment of a Development Manager for Archifau Cymru-Archives Wales, £40,153
2. An interim re-design of ARCW's ANW website, £15,680
3. Development of a funding matrix for AC-AW, £6,000
4. Development of a marketing plan and strategy for archives in Wales, £13,330
5. An audience development plan for the HE Sector £18,000

National Council on Archives

I attended a meeting of the NCA on 30 January.

The major piece of business was a discussion whether to set up an All-Party Parliamentary Group on Archives, as recommended by the new NCA Head of Public Affairs, René Kinzett. It was decided to go for an Associate Parliamentary Group rather than an APPG. An APG allows non-MPs and non-peers to sit on the group with voting rights. It has been proposed that ARCW has a seat on this group in order to represent Wales, and a number of Welsh MPs and peers were suggested to be invited (Adam Price MP, Hywel Williams MP, Lord Rowlands, Lord Morgan of Aberdyfi), the group to meet a minimum of twice a year. It was decided to exclude records management from the remit of the group, both because of the number of archive services which no longer had this responsibility and because MPs and peers would probably expect the subject of discussion to be historical records

TNA informed NCA that, prompted by recent comments by Gordon Brown, they were to conduct a review of the 30-year rule.

TNA also have plans to OCR the NRA paper lists formerly held at Quality Court in order to produce a fully searchable NRA catalogue down to item level.

Archives 4 All is ending at the end of March. After that date, no new material will be able to be added to A2A, although existing lists can be updated. The A2A website is being moved to TNA, who remain committed to promoting the online accessibility of archival finding aids and issues of retroconversion, authority files and searchability. There was some talk of a conference in early summer to try to co-ordinate UK developments in online access.

The NCA conference, once again in early summer, has the working title *Proof Positive: How archives can make better use of data and research evidence*. The CADG conference will be 18 June.

PSQG reported that the papers from the seminar last year on access and security are now available on the NCA website, as soon will also be a revised version of the Access Standard. Data from the recent survey of users is due to be sent out around now.

The BRA Records Preservation Section is likely to be axed in future, due to reduction in demand for its services. Nowadays it generally deals with records relating to London.

ANNEX 3 Agendum 7.3
The Public Services Quality Group

The 2007 forum was very successful and has resulted in the formation of a working party on security and access. This will hold its first meeting in February. Tim Harris of LMA is the Convenor and there are 15 members, representing national and smaller archival organisations. The 2008 Forum will be on the theme of workforce development. 139 archives organisations participated in the recent Visitor Survey and results will be published in March.

Charlotte Hodgson,
Principal Archivist/Prif Archifydd

ANNEX 4 Agendum 7.4

LLUK Wales Country Panel Report

The Panel met on 15 and 16 November 2007 at Rhayader and 29 February 2008 in Cardiff.

The 2 day November meeting was held specifically to discuss the Sector Skills Agreement Action Plan and its sign off plus a reflection and forward planning day for the Wales Country Panel. The role of the country panel was examined and ways in which members could contribute discussed. On the second day the 10 solutions were analysed from the perspective of the various employer representatives.

At the February meeting a panel of key stakeholders addressed members in an open and strategic debate. Linda Tomos represented CyMAL, along with senior officers of DCELLS, YALO and Communities First. The discussion centred on the WAG consultation document *Skills that work for Wales: a skills and employment strategy*, an attempt to combine in a single coherent document the various recommendations of the Webb and Leech reports, the One Wales vision and the 14 to 19 strategy. LT identified sectoral issues as an ageing workforce, loss of bilingual staff, career development and succession planning.

It was reported that LLUK and CyMAL are developing a partnership in support of the Workforce Development Strategy for LAIS in Wales and there is a firm commitment to Management Standards. Denise Lavis confirmed that knowledge and information management elements have been picked up for use as a module by the Management Standards Centre.

The meeting ended with final input to the SSA. Further comments were added post meeting by SE and DL. Archives play a minor role but have a contribution to make to the pathways to building skills, not only through engagement with personal research and computer use but through placements and work experience of students at all levels and the development of volunteer opportunities for the unemployed and retired.

LLUK is one of several SSCs seeking relicensing in the summer of 2008 and has just completed a major staff reorganisation.

A questionnaire on employment in archives and records management in Wales was launched in January to complete the Archive Research Project already reported for the rest of the UK. SE reviewed the questionnaire and advised on circulation. She has been asked to review and comment on the draft reports.

Susan Edwards for ARCW

5 March 2008

Last SoA meeting

This was held at the refurbished West Glamorgan archives, and included a presentation and tour of the new facilities by Kim Collis and a presentation by Lesley Walker on “Reading the Real - using archives to inspire learning in schools”.

Changes in SoA at National level

John Chambers, the new SoA Executive Director, also attended the last meeting and spoke on developments within the Society generally from his perspective:

- Many changes to Council have been made as detailed on the website, including new Chairman Peter Emmerson, and eight councillors with individual portfolios.
- The Society’s strategic plan has been accepted and is on the website, to be followed by the Annual Business Plan.
- Communications and Education / Training are seen as priorities for improvement. A good training programme existed four years ago; this has fallen away, and we want to return to the previous standard, partly working with CILIP and with better co-ordination. Better communications are now the responsibility of councillors with portfolio; a new ARC and better website are also forthcoming, using ideas from members.
- The Society had been accused of being a declining organisation. He believed that increasing membership refuted this, but that the society did need to address archaic procedures that are currently in place.
- The Society’s office has been streamlined and is now run by two staff.
- Regions that were not currently using their regional budgets, but using the CfR budget, for this expense would receive additional funding. Accordingly Wales will be receiving an extra £300 next financial year.

Advocating Archives

It had not been possible to arrange a meeting at the December CyMAL event between SoA, ARCW and ACALG to discuss issues for Wales arising from SoA’s advocacy stance. A day set aside for this is thought to be a non-starter; I proposed starting an email debate to push this forward and this was generally agreed on.

Future events

- Members have again been encouraged to give feedback on what they want from meetings / from SoA Wales generally, be it more / different types of training, social or other events, venues and times of meetings etc. and I would try and accommodate this.
- A joint meeting with the Records Management Society has been proposed, potentially covering electronic records; this idea met with general approval.
- I raised the possibility for future meetings of using teleconferencing to help get around travelling difficulties in Wales.
- The upcoming training conference on records appraisal was also highlighted, this summer at the National Library.

