

# Ballasttrust

Understanding Technical Archives

**Annual Report**  
**2014-2015**

## Key achievements in 2014-15

- Meet the Archivists and Who Do You Think You Are? Live events to promote business archives
- Engagement with insolvency practitioners through the National Strategy for Business Archives Scotland
- Contract to manage the cataloguing of the records of MacTaggart Scott & Co Ltd, hydraulic engineers
- Exceeded 660,000 online views on Flickr
- Ballast Trust history viewed over 14,000 times



Image: Roman built by J & J Hay, 1904

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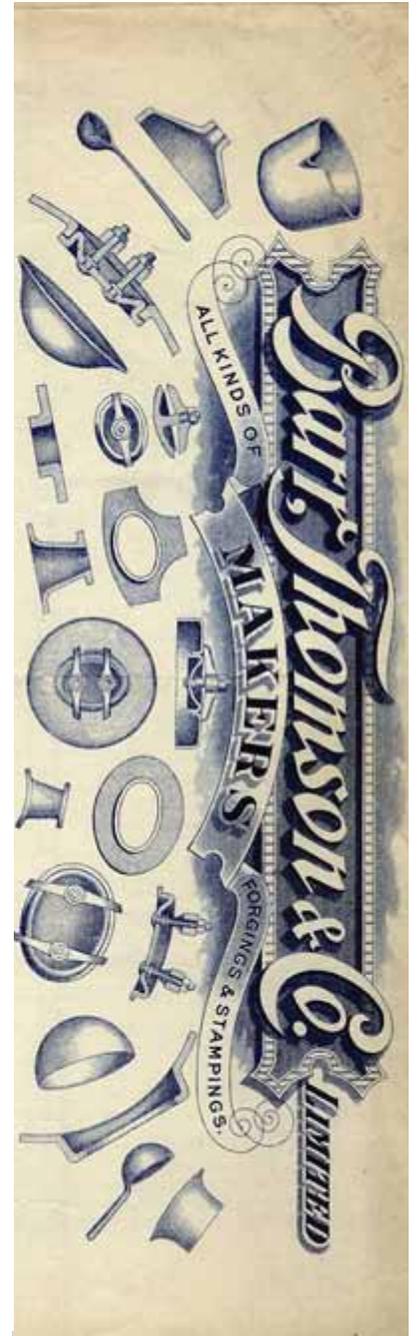


Image: Headed paper from Barr, Thomson & Co. Ltd, 1916.

## Director's Report

It is pleasing to report that we have again experienced a year of ever expanding activity through the highly productive interaction between the work of the Ballast Trust and the outreach of the Business Archives Surveying Officer. Regrettably this momentum is to some extent now winding down as an outcome of the maternity leave of our Archivist, Kiara King, and the completion of the one year contract of the Surveying Officer, Cheryl Brown. Happily the coincidence of these occurrences has made it possible for us to appoint Cheryl Brown as the maternity cover Archivist for the Ballast Trust, a one year post commencing 1 March 2015. This appointment allows us, in part, to continue some of the work of the Surveying Officer in addition to managing the activities of the Ballast Trust.

One notable outcome has been that the recent survey of the records of MacTaggart Scott & Co Ltd. hydraulic engineers, has led to a contract to manage the sorting and cataloguing of the records at the Ballast Trust. The company will provide funds to the University Archives to cover the cost of employing an archivist for this purpose.

Another productive outcome has emerged from the role of the Ballast Trust in the implementation of the National Strategy for Business Archives in Scotland. Now in its fifth year the Strategy is facilitating collaboration between Heritage professionals and Insolvency Officers. This focusses on how best to manage the affairs of Scottish companies facing administration or liquidation, with a view to saving any records of historical importance at risk of disposal. In similar vein Kiara King and Cheryl Brown have deployed the Strategy in cooperation with the Scottish Council on Archives to prepare case studies to demonstrate the value and importance of securing the existence of business records. Two significant case studies are now available through the web page of the Scottish Council on Archives. These are studies of the administration of Upper Clyde Shipbuilders and of the carpet manufacturer, Stoddard – Templeton & Co Ltd. This initiative also links to the work of the Crisis Management Team whose focus is on the rescue and safe deposit of business records at risk. While this high profile outreach work of the Ballast Trust is dependent upon the roles of Kiara King and Cheryl Brown, the detailed day today operation of the Trust in sorting, listing and cataloguing the collections on deposit with us, is carried out by both our permanent staff of Archive Assistants, and of our team of expert volunteers. Their current contributions are detailed in the Report.

It is also pleasing to acknowledge the importance of the developing role of the Ballast Trust as a training agency for technical archive skills. Short term placements of trainee archivists seeking work experience with us have become a regular feature of our links with the University Archives. Our contribution to training was also one of the purposes of a one day Meet the Archivists event in October. This was organised in cooperation with The Business Archives Council for Scotland and explored the value of business records and oral history in genealogical research. Similar occasions are likely to be undertaken in the future.

These brief notes are intended to highlight important contributions in the field of business archives emanating from the Ballast Trust, but they are only a small part of the scope of the work of the Trust which is set out in more detail in the Report. The Director gratefully acknowledges the commitment and expertise of the staff and volunteers, and the unstinting support of the Trustees.

Professor A Slaven  
Director  
April 2015

## About Us

The Ballast Trust is a charitable foundation that provides a rescue, sorting and cataloguing service for business archives with an emphasis on technical records such as shipbuilding, railway and engineering plans, drawings and photographs.

The Director of the Ballast Trust is Professor Anthony Slaven.

The Ballast Trust has four members of staff; Kiara King (Archivist), Delaine Colquhoun (Archive Assistant), Duncan Winning (Archive Assistant) and Cheryl Brown (Business Archives Surveying Officer).

We are supported by our regular volunteers Campbell Cornwell, Stuart Rankin, Andrew Eadie and Graham Todd.

Placements & Temporary Volunteers during 2014/15 included: Joanne Savage, Joseph Hefferman, Cameron Pow and Sean Macmillan.



Image: Crowds attending the launch of RMS Queen Mary, 1934

## **Work in Progress**

### **Kiara King**

Continues to provide professional archival advice about business and industrial records, ensuring the sector is represented in strategy committees including: Scottish Transport and Industry Collections Knowledge network (STICK), National Strategy for Business Archives in Scotland (NSBAS), Business Archives Council for Scotland (BACS) and the Industrial Heritage Strategy for Scotland. Provided advice to the Scottish Southern Electricity on their heritage archive project at Errochty.

Both Kiara and Cheryl attended the Who Do You Think You Are Live event hosted at the SECC, Glasgow to represent the Scottish Council on Archives. The event allowed us to engage with genealogists and family historians about the value of business archives for genealogical research. With over 1000 people visiting the Scottish Council on Archives' stalls over two days, the event was a huge success with the potential of becoming a regular event to promote business archives.

During 2014, with the support of the Director and Trustees, Kiara reduced her hours as the Ballast Trust Archivist to allow her to take on the maternity cover role of Business Archivist at the University of Glasgow. This role provided valuable and varied experience including liaising directly with businesses about the management of their collections, the completion of HLF Collecting Cultures application which was successful in securing a grant of £91,800 being awarded to enable Archive Services to further develop its textiles collections. And a project working with the DiMaggio's Group on their project to renovate and open the Anchor Building as a restaurant. They made extensive use of the Anchor Line collection, digitising over 200 items and displaying copies of original archive material in their restaurant.

As in previous years we were also pleased to welcome new volunteers: Joanne Savage from Project Scotland, Cameron Pow, University of Glasgow student and Joseph Hefferman whom all completed placements to gain work experience. Their work focused on the Penman boilers collection, Edinburgh City engineers collection and scanning images for Flickr.

My maternity leave commenced in January 2015 and I will return to the post of Ballast Trust Archivist in October 2015. Cheryl Brown, previously Business Archives Surveying Officer for Scotland has been appointed to provide maternity cover.

### **Delaine Colquhoun**

The processing of the Montague Smith Collection was completed and is ready for return to the National Records of Scotland. In addition I am working with Duncan to assess the Ian Muir Collection for archival value to researchers. This has enabled the collection to be sorted and it has been transferred to the appropriate repository.

Assistance with work on the Caledonian Railway Association Collection continues.

Delaine, Duncan and Cheryl have provided further assistance to the Johnstone History Museum in assessing the extent of their collection and advising on the future cataloguing of the collection by their volunteers.

### **Duncan Winning**

Continues to list the British Rail Civil Engineering plans on behalf of the National Records of Scotland. Preparing North British Diesel locomotive plans to be digitised for the Project 22 restoration project. Continues to support the work of the volunteers that provide their expert knowledge to assist with listing collections. Fundamental in the transfer of the MacTaggart Scott & Co Ltd collection to the Ballast Trust, to be worked on in partnership with the University of Glasgow Archive Service.

Member of the Clydeside Lusitania Commemoration Group, delivering a talk on the vessel's machinery at the forthcoming event, which is also supported by the Ballast Trust.

### **Cheryl Brown**

Accessioned the records of MacTaggart Scott Co Ltd, hydraulic engineers, specialising in steering gears based in Loanhead. The collection will be catalogued by a member of staff from the University of Glasgow Archive over a one year period, with staff at the Ballast Trust providing their knowledge of technical collections, before being returned and held on deposit. The collection stretches approximately 60 linear metres, details the history since 1898 and includes machinery fitted in Clyde built ships, including submarines and vessels built for the Ministry of Defence.

### **Campbell Cornwall**

Continued working through the Kenneth Kirkwood MacKay collection of colour slides. Due to their number, he has postponed all attempts at identification of individual subjects. This will be done when all the slides of non-archival value have been eliminated.

### **Andrew Swan**

Cataloguing the Caledonian Railway infrastructure drawings from a private collection for eventual deposit into the Caledonian Railway Association archive held in the Glasgow University Archive Service. The drawings consist of both bridges/viaducts and station plans, dated between 1858 and 1948.

### **Stuart Rankin**

Has catalogued the Great North of Scotland Railway, Highland Railway and Glasgow & South Western Railway collections. Work continues on the North British Railway and Caledonian Railway collections. This has involved consulting the Kilmarnock Works Drawing Office Register, held at the Ballast Trust to process the Great & South Western Railway collections.

### **Andrew Eadie**

Listing and appraising the business headed notepaper collection we hold as part of the Ballast Trust's own collections. Items have now been selected, digitised and shared via Flickr website.

### **Graham Todd**

Cataloguing the Caledonian Railway infrastructure drawings from a private collection for eventual deposit into the Caledonian Railway Association archive held in the Glasgow University Archive Service. The drawings consist of both bridges/viaducts and station plans, dated between 1858 and 1948.

### **Deposits and Accessions**

- McKenzie Niven Ltd, sail riggers - University of Glasgow Archive Services
- Kelvin Diesels Ltd, marine engine manufacturers - University of Glasgow Archive Services
- Ferguson Ltd, shipbuilders - University of Glasgow Archive Services
- Ailsa Shipping Co Ltd, shipbuilders - University of Glasgow Archive Services
- MacTaggart Scott Co Ltd, hydraulic engineers - University of Glasgow Archive Services

### **Returns and deaccessions**

- Clifton & Baird Ltd, machine tool manufacturers - University of Glasgow Archive Services
- Additional Caledonian Railway Association drawings - University of Glasgow Archive Services
- Papers of Ian Muir



Image: Ballast trust work space

## Projects

### National Strategy for Business Archives in Scotland

The Ballast Trust continues to take a lead role in the implementation of the National Strategy for Business Archives in Scotland throughout 2014/15. The strategy is now in its fifth year and the final year of the initial 5 year action plan. Strategy actions in 2015 will focus on developing partnership working between heritage professionals and Insolvency Practitioners, whom are employed to manage the business affairs of Scottish companies facing administration or liquidation. The strategy has engaged specifically with KPMG, forging relationships with Gary Fraser, Associate Partner in the Edinburgh office.

The Joan Auld Memorial lecture presented at the Annual General Meeting of the Business Archives Council for Scotland in November 2014, was given by Gary Fraser from KPMG on the subject of Records at Risk. The lecture highlighted the issues of dealing with business records at risk of damage or destruction. It was noted that this situation often arises in relation to abrupt business failures and that the impact is frequently heightened because there has been no digital preservation of the records. Gary Fraser's presentation has opened up a dialogue between the Business Archives Surveying Officer and the insolvency profession. This has raised awareness of the importance of historical business archives and is a platform from which to work in collaboration to secure business records deemed to be at risk of destruction.

Additional case studies for the strategy have been added to the Scottish Council on Archives website. The two organisations continue to collaborate with the aim of promoting the archival value of business collections and demonstrate the use for business archives as assets. The case studies of the Upper Clyde Shipbuilding archive and the Stoddard-Templeton archive are evidence of partnership working between heritage professionals and insolvency practitioners, to secure historically important archives for the nation, whilst celebrating the wide ranging research uses of the collections.

### Scottish Transport and Industry Collections Knowledge network (STICK)

STICK is a network of heritage professionals. It advocates the historical value of Scottish industrial collections through research and public engagement. Kiara is a contributor to the steering group to ensure business archives are represented to provide a holistic approach to collecting in museums and archives. The Ballast Trust has provided advice and access to collections as part of the recent STICK Machine Tool Project to survey the surviving machine tool artefacts and corresponding archives.



Upper Clyde Shipbuilders | archivists and liquidators work in partnership to save key business records for the nation

“ These were iconic businesses whose names were familiar to households throughout the United Kingdom if not the world. They were not only long established but had a reputation for the excellence of their workmanship that was captured in two words – ‘Clyde Built’.”

Michael Moss  
Surveying Officer at University of Glasgow, 1971.

### **Clydeside Lusitania Commemoration Group**

Duncan, Kiara and Tony have been involved in developments around the Lusitania commemoration event in 2015, with Duncan and Tony both speaking at the event.



### **Crisis Management Team**

The Surveying Officer has taken over as the representative for Scotland. The team exists to organise agreed responses to business archives under threat and to monitor and assist in steering records at risk into suitable homes.

This year there were seven cases that the Crisis Management Team investigated in Scotland. The ongoing partnership between Ferguson Shipbuilders Ltd and the Ballast Trust has resulted in further records to be processed and returned to the University of Glasgow Archive Services to add to the existing collection held on deposit there.

### **Knowledge capture**

Steve Beattie is an expert volunteer who has worked on our North British Locomotive collection. He returned in May 2014 to work on the diesel drawings, providing expert information to help with the appraisal and cataloguing of this collection.

### **Electronic cataloguing**

Our cataloguing software database, the Archivists' Toolkit continues to work well for us and all new volunteers receive training in using it to catalogue collections. The Surveying Officer has also adopted it for business archive cataloguing that may result from surveying work. This year we have assisted Johnstone History Museum with their implementation of it.

## Raising Awareness

### Outreach

We worked with the Scottish Council on Archives (SCA) to engage with members of the public at Who Do You Think You Are Live exhibition at SECC in August 2014. This was a successful two day event to promote the genealogical research value found in business archive collections. We received very positive feedback and the SCA tables received over 1000 visitors.

Following the success of the event, we organised a Meet the Archivists event in October 2014 with the Business Archives Council for Scotland. The theme of the training day was the use of business archives and oral histories for genealogical research. Due to the success of the event, we hope to provide outreach events to this audience on a more regular basis.

### Douglas Alexander MP visit

We were pleased to host a visit from Douglas Alexander in May 2015, to view the work of the Ballast Trust and the unique service it offers to archives through the specialist knowledge of its staff and volunteers.

### Raising Awareness Online

Twitter has become the primary tool we use to share information about our activities online and our follower numbers have increased by 70%. Our use of twitter for professional networking and engagement within the archives sector has been particularly helpful and we now have 360 followers with 25% of our tweets being retweeted. We have continued to maintain our website and blog with the two sites serving different purposes reflecting their different levels of visitors shown in the statistics below for the period 1 April 2014 to 31 March 2015. The website acts as the official home for information about the Ballast Trust and the blog is used to share more informal updates about projects and news with twitter being used for regular updates.

	Visits	Unique Visitors	Page Views
Website	1,143	902	2,840
Blog	1,544	1,354	2,630

### Flickr

This year we have focused on uploading images from some of William Lind's miscellaneous collections, particularly the merchant shipping images and those ships connected to the First World War from the Dan McDonald collection. Several of our Dan McDonald images of puffers were used in the BBC programme *Grand Tours of the Scottish Islands* in October.

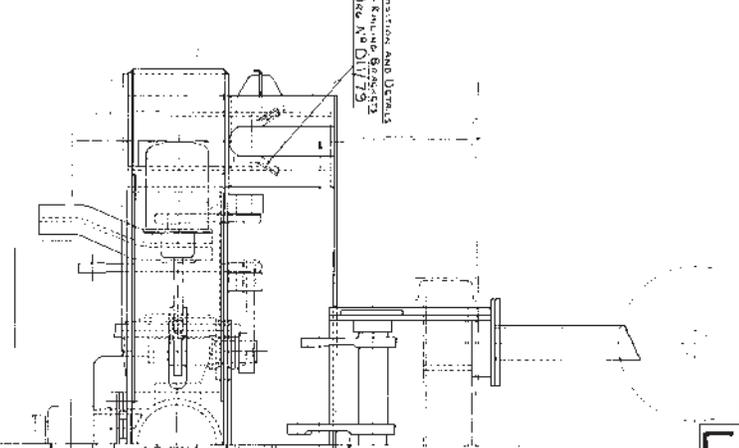
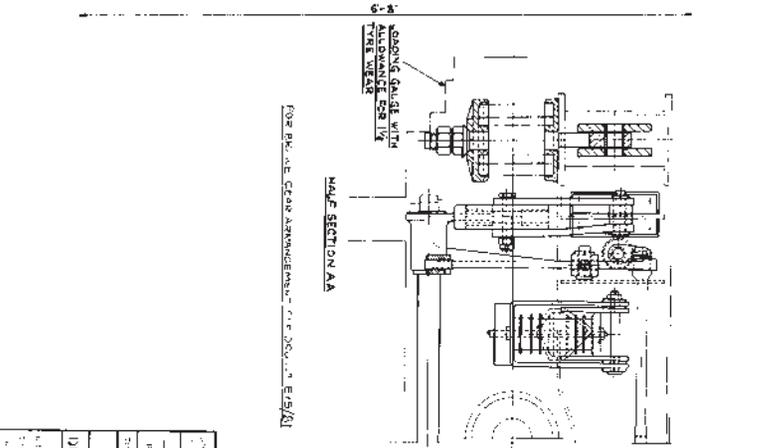
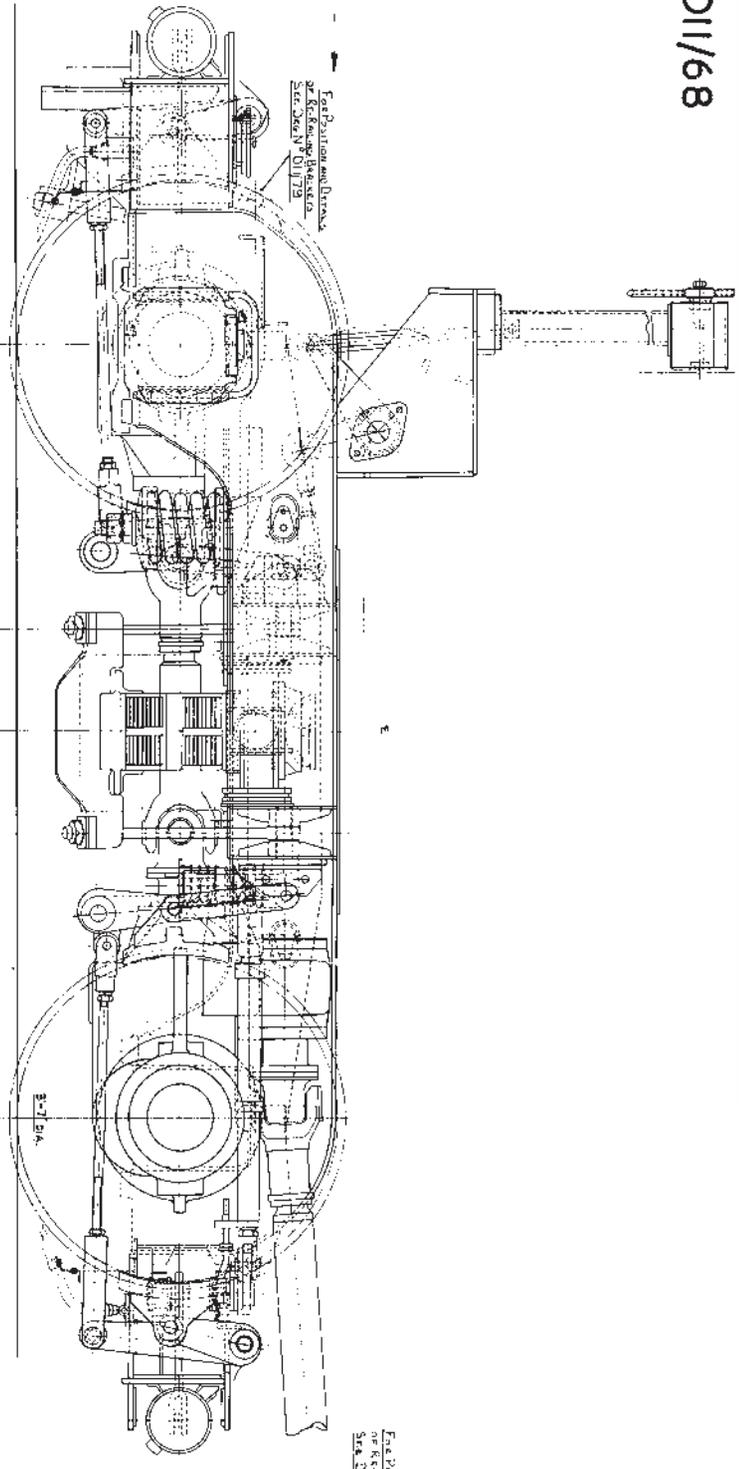
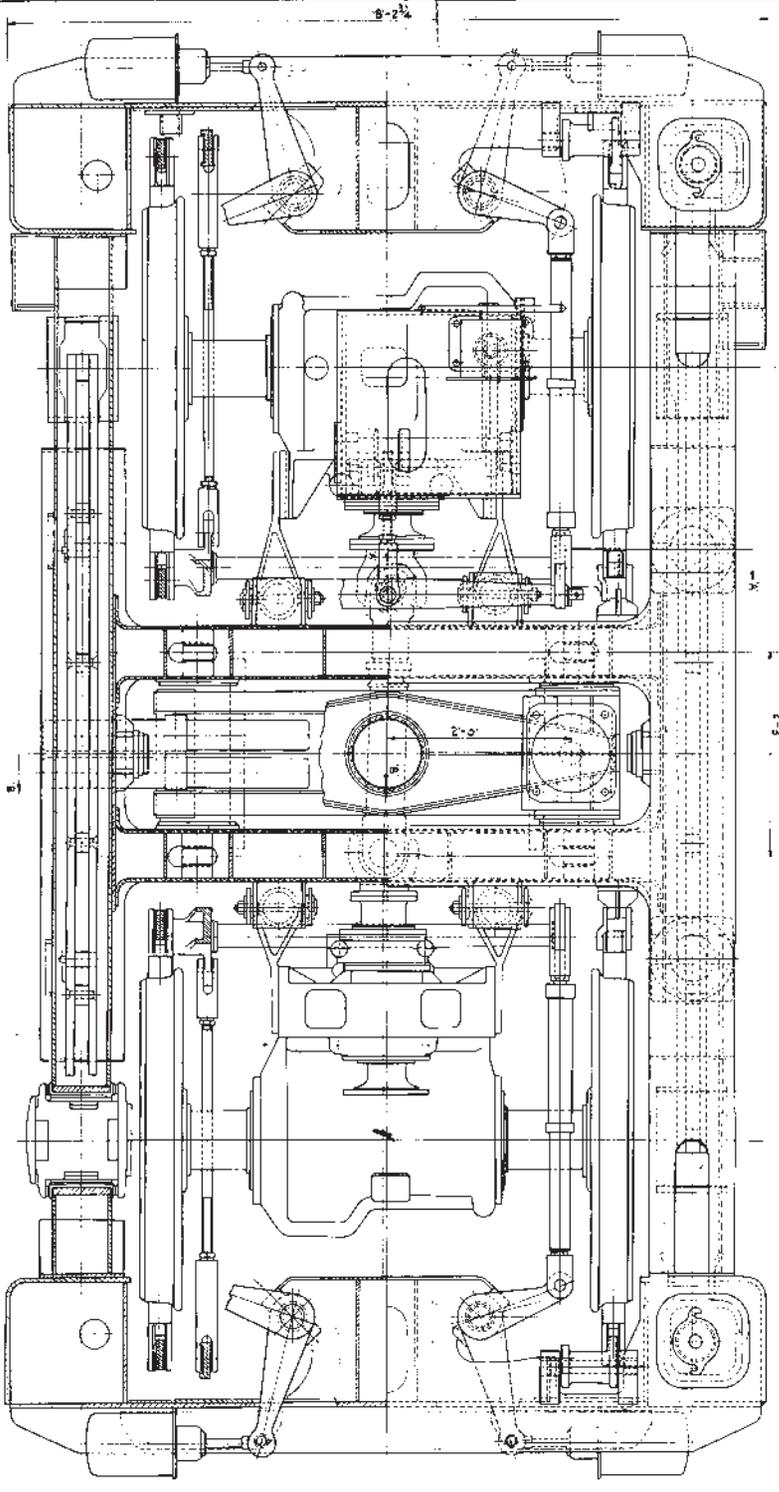
We continue to have an active audience for our images and since joining in 2009, we have now had over 660,000 views of our images and we continue to find Flickr to be a valuable tool for sharing images from our collections.

What	2011	2012	2013	2014	2015	Increase*
Uploaded images	321	419	621	1,095	1,169	6%
Photostream views	9,140	20,659	36,106	50,197	57,690	13%
Favourited images	90	160	253	437	469	7%

\*Increase on 2014 figures. All stats based on figures to date.

### Online publications

We've continued to use Issuu - a digital publishing website to upload and share pdf versions of the annual reports and also the history online. To date the history has had 14,499 views since it was published in February 2013.



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Image: North British Locomotive Drawing copied for the Project Class 22  
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## Business Archives Surveying Officer Report\*

Since commencing the post in March 2014, I have been carrying out surveys of business collections, approaching Scotland's oldest family business and oldest businesses to carry out thematic surveys and engaging with people about the research value of preserving business archives.

Become a proactive member of the Crisis Management Team, liaising with insolvency practitioners to ensure the preservation of historical important business records are preserved.

Records surveyed:

- The Macallan, single malt whisky, Speyside (1824-present)
- Erskine Hospital, hospital for veterans (1916-present)
- Scottish Tartans Authority, professional membership body for weavers and tartan retailers (1996-present)

Collections accepted on deposit:

- Erskine Hospital, hospital for veterans (1916-present)

\*See full report attached

Cheryl Brown  
Business Archives Surveying Officer  
April 2015

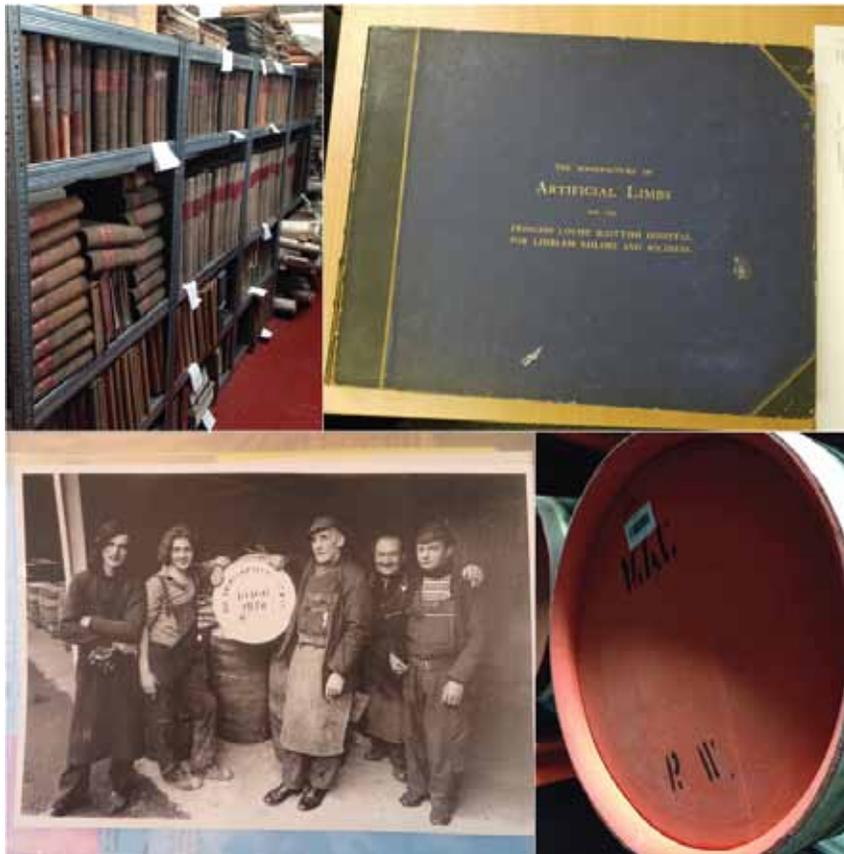


Image: Surveying activities, 2014/15

## **Presentations, Participations and Publications**

### **Professor Tony Slaven**

#### **Presentations**

- Presented at the Lusitania Conversazione, Scottish Shipbuilding; The Great Days, 1812 -1914, April 2014

### **Kiara King**

#### **Presentations**

- Spoke about the National Strategy for Business Archives in Scotland (NSBAS) at the International Conference SBL in London, April 2014.
- Spoke at the Business Archives Council for Scotland's Meet the Archivists event which focused on business records for genealogical research and the value of oral history records, October 2014.
- Spoke at the Business Archives Council's annual conference about the use of social media for awareness raising and advocacy of archives, November 2014.

#### **Participations**

- Attended the Business Archives Council for Scotland's AGM and Annual Joan Auld Lecture: Records at Risk, November 2014.
- Attended and organised 4 National Strategy for Business Archives in Scotland Implementation Group meetings
- Attended two Business Archives Council for Scotland Executive meetings
- Attended 3 Scottish Transport and Industrial Collections Knowledge network (STICK) Committee meetings
- Attended Archives and Records Association meeting in Glasgow, May 2014.
- Attended Scottish Brewing Archive Association meeting, July 2014
- Attended Business Archives Surveying Officer Management Committee meeting, June 2014
- Attended Industrial Heritage Strategy meeting at Historic Scotland, Edinburgh June 2014
- Stallholder at the Who Do You Think You Are Live event hosted at the SECC, September 2014

#### **Publications**

- Article on The Ballast Trust published in the journal of the Business Archives Council, November 2014
- Review article of Scotland's Lost Industries published in ROSC: Review of Scottish Culture 26, 2014

### **Cheryl Brown**

#### **Presentations**

- Spoke at Archives and Records Association Scotland PechaKucha evening for New Professionals, May 2014
- Spoke and arranged the Business Archives Council for Scotland AGM and Annual Joan Auld lecture Records at Risk, November 2014
- Spoke to University of Glasgow Archive Services staff to inform about the role and update on the work being done for the service, February 2015
- Spoke to the Scottish Council on Archives Skills for the Future trainees at the National records of Scotland, March 2015

## Cheryl Brown

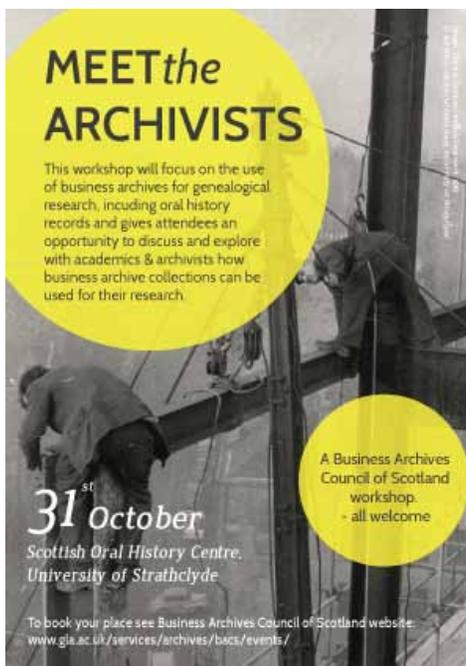
### Participations

- Stallholder at the Who Do You Think You Are Live event hosted at the SECC, September 2014
- Attended the Archives and Artefacts Study Network conference in Leeds, May 2014
- Attended Business Archives Council's annual conference in London, November 2014
- Attended Heritage Lottery Fund Collecting Cultures meeting representing University of Glasgow Archive Services, following successful funding bid for Darning Scotland's Textile Collections, London, December 2014
- Organised and attended the Business Archive Council for Scotland's Meet the Archivists event, October 2014

### Publications

- Article advocating business archives in the Archive and Records Association Business edition, January 2015
- Article published in Insolvency Practitioners' newsletter Impecunias, to engage with liquidators in preserving business records at risk, February 2015
- Article on Institute for Family Businesses website, engaging with businesses to have archive record and the use of the resource as an asset, February 2015
- Article in the Scottish Council for Archives newsletter Broadsheet, May 2014
- Article in the Business Archives Council for Scotland's newsletter, May 2014
- Article in Scottish Records Association newsletter Retour, August 2014

Cheryl Brown  
Archivist  
The Ballast Trust  
April 2015



Images: Meet the Archivists flyer and the business archives stall at Who Do You Think You Are Live

**Trustees**

Dr Kenneth Chrystie, Chairman  
Professor John Hume  
Lesley Richmond  
Douglas Corner

**Director:** Professor Tony Slaven

**Archivist:** Cheryl Brown

**Secretary:** Julie Terrey  
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