

Ballasttrust

Understanding Technical Records

Annual Report
2015-2016

Key achievements in 2015-16

- Launch of Scottish Business History Network
- MacTaggart Scott partnership
- Extension of the Surveying Officer post



Image: Steering Gear in Mactaggart Scott workshop

Contents

Directors Report	4
About Us	5
Work in Progress	6
Projects	9
Raising Awareness	11
Business Archives Surveying Officer	12
Presentations, Participations and Publications	13



Image: Headed paper from Arnott, Wm. & Co., 1922

Director's Report

After twenty-eight years of established legal and financial arrangements, it is with great regret that I have to report that in August of 2015, our firm of administrating lawyers, McClure Naismith, unexpectedly entered Administration, and ceased business. Faced with this unforeseen event we had to seek urgently a new arrangement. Fortunately, the quick action of our Chairman of Trustees, Dr Kenneth Chrystie, secured a smooth transition of our business to the long established firm of Maclay Murray & Spens LLP. I am happy to report that this new relationship is working well. It is also pleasing to report that the strength of our Trustees has been deepened by the addition of a new colleague, Professor Sam McKinstry.

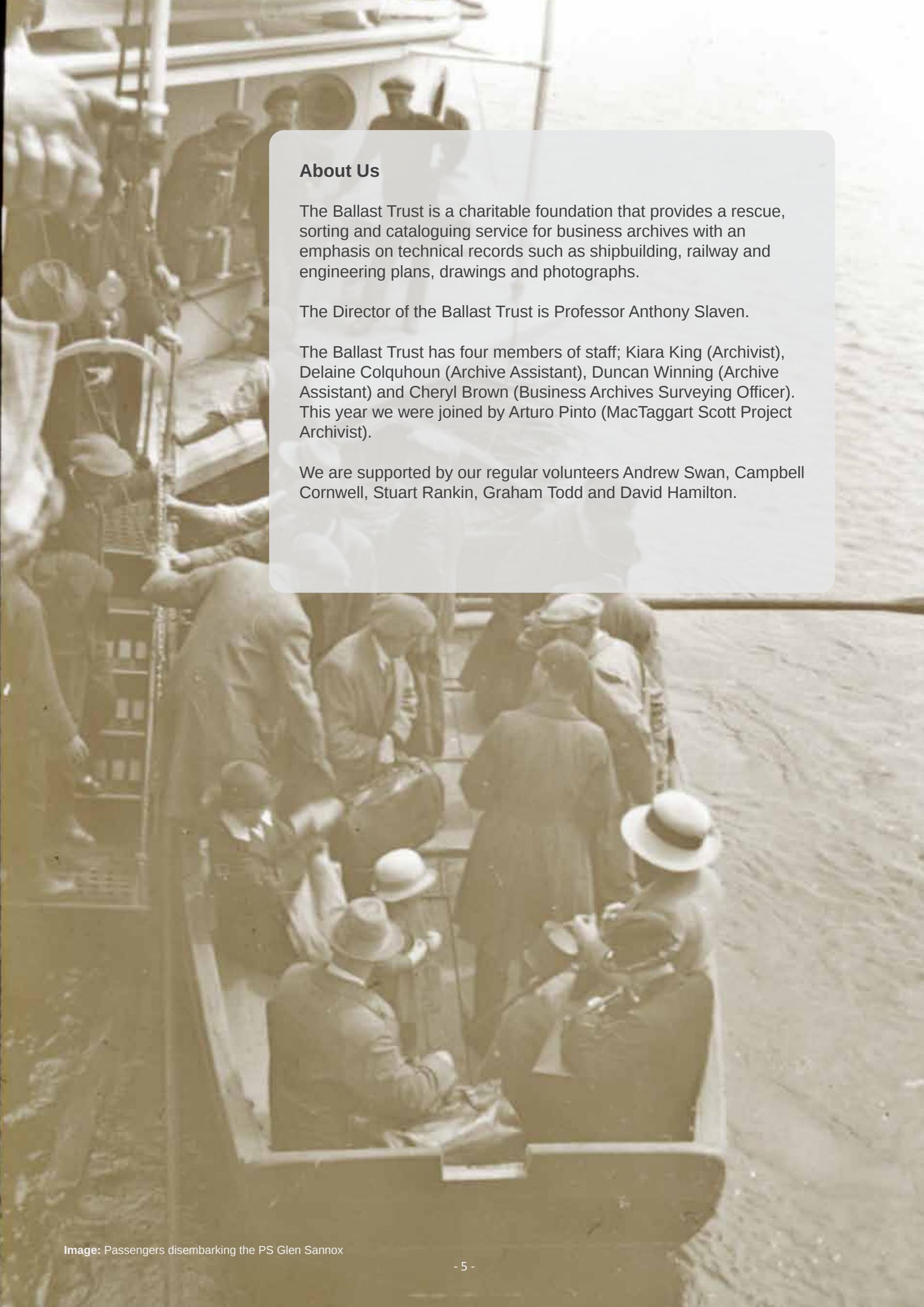
During the absence this year of our archivist, Kiara King, on maternity leave, the day to day management of the Ballast Trust was carried out by our Business Archive Surveyor, Cheryl Brown. To enable her to stretch over both responsibilities, the Trustees have been happy to extend her existing contract for a further period to March 2017. The welcome return to full time work of Kiara King in January 2016, has also brought the staffing of the Ballast Trust back to full strength.

An important initiative in which Kiara King and latterly Cheryl Brown have been involved, has been the National Strategy for Business Archives in Scotland. This has been a five-year project, successfully concluded at the beginning of 2016. To mark this outcome, Lloyds Bank generously hosted a meeting of participants and clients in the Museum of the Bank of Scotland on the Mound in February. This event not only reviewed the achievements of the Strategy, but launched its successor programme, a new Network for Scottish Business History. This aims to seek to connect both individuals and organisations with an interest in Scottish Business History and business archives. It plans to provide a website, case studies, training, archival toolkits and other resources in support of its aims and objectives. These include developing partnerships and networks to increase awareness of the importance of business archives, and to improve access to collections.

The work of the Ballast Trust continues to be enhanced by the contribution of our volunteers. The scope and variety of their interests are fully documented in the Report, as is that of our archive assistants, and our Archivists. There is as usual also a more detailed report outlining the activities of our Business Archive Surveyor, Cheryl Brown. She has made remarkable progress in revitalising and extending the support of the Ballast Trust to Scotland's Business community, giving advice on archive management as well as carrying out numerous surveys. The success of this initiative is well illustrated in the project funded by MacTaggart Scott & Co, Hydraulic Engineers, to sort and catalogue their extensive business records. This has been carried out at the Ballast Trust on behalf of the University of Glasgow Archive Services by a young archivist, Arturo Pinto.

It is my privilege as Director to encourage and support these diverse activities, and on behalf of the Trustees to thank the staff and volunteers for their continuing enthusiasm and expertise. I also warmly acknowledge the unstinting support of the Trustees in underwriting and promoting the work of the Ballast Trust.

Professor A Slaven
Director
April 2016



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). This year we were joined by Arturo Pinto (MacTaggart Scott Project Archivist).

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

Work in Progress

Kiara King

Returned from maternity leave in January 2016 and focused on the creation and launch of the Scottish Business History Network. This involved the design and publication of a new website for the network as well as a series of 10 new promotional postcards, a bookmark and banners. Preparing with Cheryl a final guidance document for the National Strategy for Business Archives on dealing with records at risk.

Currently reviewing collections in progress at the Ballast Trust and identifying new projects for volunteers to work on with plans for new short-term project volunteer projects to restart in the summer.

Delaine Colquhoun

Initiated a project to sort and roll the North British Locomotive Company diesel drawings. These drawings have been regularly used by model makers and restoration groups this year and it has previously been difficult to extract items for copying. In particular this work has improved our service for the Project 22 group which regularly requests drawings from the North British Locomotive company collection. Continued to assist with the daily operations of the Ballast Trust and also provided assistance to Arturo with the MacTaggart Scott project.

Duncan Winning

Continues to list the British Rail Civil Engineering plans on behalf of the National Records of Scotland. Provided assistance, advice, and support to Arturo Pinto with his work on the MacTaggart Scott collection. Worked directly with MacTaggart Scott to review their plan collection and agree appraisal criteria before transfer of plans to the Ballast Trust for cataloguing.

Assisted Cheryl with her Crisis Management Team work in the collection of records from Ferguson's Marine Shipbuilders and the Arches Theatre Company. Personal contacts with Lady Belch resulted in additional material being added to the Belch Papers collection. Organised the copying of plans and drawings in response to ongoing requests from model makers and restoration societies. In particular this year to support Project 22 group which has involved a large number of drawings from the North British Locomotive company collection.

Cheryl Brown

Covered the management of the Ballast Trust until the archivist, Kiara returned from maternity leave. This included carrying out enquiries, working with volunteers, processing accessions and working closely with Duncan and Delaine. An important part of my responsibilities has been the supervision of the MacTaggart Scott cataloguing project, on behalf of our clients the University of Glasgow Archives, and the company itself. The project, funded by the company, enabled a Project Archivist, Arturo Pinto Garcia to be employed for eight months to catalogue the records of the hydraulics company, established in 1898.

In addition, the Ballast Trust received the first tranche of MacTaggart Scott engineering plans to be processed as a separate project, by Trust staff, using their technical archival skills, on behalf of the company and Glasgow University Archive Services. Duncan provided invaluable advice to MacTaggart Scott regarding the appraisal of their engineering drawings.

Arturo Pinto

Spent eight months as project archivist for the MacTaggart Scott collection on behalf of the company and the University of Glasgow Archive Services. This project has included box listing the collection, appraisal, arrangement and description with the production of an electronic catalogue as the final output.

David Hamilton

Completed a review of the Caledonian Railway Association's drawing collection. This has involved checking all references and descriptions for eight series of drawings to ensure consistency and enhancing the catalogue descriptions where appropriate. Two boxes of drawing lists have also been catalogued

Campbell Cornwell

Working on the Kenneth Kirkwood MacKay collection of 35mm colour slides. The subject matter is extremely varied as it includes many family photographs, historic buildings, fauna and flora as well as railways, ships, trams, busses and aircraft. Few of the slides have titles so identification is a difficult and time-consuming task. This stage of the project has focused on appraisal and weeding of the collection to retain slides of family or transport interest. With the intention that the transport related slides will be assessed for their collection potential.

Andrew Swan

Cataloguing the infrastructure drawings from a private collection for eventual deposit into the Caledonian Railway Association archive held in the Glasgow University Archive Service. These are primarily of bridges and station alternations and include some track plans dating from 1870s to 1930s.

Stuart Rankin

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 within the British Rail plan collection. This has involved consulting the Kilmarnock Works Drawing Office Register and resulted in an additional project to transcribe the register and create a useful, searchable resource.

Graham Todd

Processing the Ian Brown photographic collection this has involved identifying black and white images of vessels and a review of the collection's archival value. The collection contains general ship images as well as a set of 1950s images of Clyde river steamers. On this basis potential repositories have been identified and approached about permanent deposit.

Deposits and Accessions

- Ferguson Ltd, shipbuilders - the remaining records were transferred to the Trust to be weeded, listed and added to the collection already processed and held at the University of Glasgow Archive Services
- Caledonian Railway Association - additional plans from the Perth Engineers' offices, University of Glasgow Archive Services
- MacTaggart Scott Co Ltd, hydraulic engineers - engineering drawings, University of Glasgow Archive Services
- Whyte & Mackay Ltd, whisky distillers - Dalmore Distillery records, University of Glasgow Archives Services
- Morisons solicitors LLP (formerly A J & A Graham) - Know family papers, including a Victorian travel journal of a P&O cruise to India in 1898, custodian to be decided

Returns and deaccessions

- Donaldson Line Ltd, ship owners to Glasgow City Archives
- Fairfield Shipbuilding and Engineering Co. Ltd, shipbuilders to Glasgow City Archives

Jan 14/90

Received Monday Jan 24/90
First letter

P.O. Victoria

Jan 14th

Tender veered off about 1 P.M.
Good Bye all —

Started Eastwards ho! about 2 P.M.

I wonder what fate has in store.

I suppose if you could see into the

future one would die right off

the reel, thank goodness I am

blessed with good spirits, so

here's "luck" to all things new!

At the first blush one doesn't seem

to be lucky in one's fellow

travellers, but I dare say we

shall shake down all right. I

had a little chat with Miss Head,

she's got eyes like a cat. Old

Head is a good sort & I expect

we & I will get on very well.

Dinner at 7 was an awful

muddle, all the places being

promised twice over. I had luck

for the beginning for I took the

first seat & happened to chum

in with Lord Loch & party, who

seem very nice but are only

bit

Temperature on deck all day 46 Fath.
Dull & cold.

Projects

National Strategy for Business Archives in Scotland

This year marked the final year of the 5 year National Strategy for Business Archives in Scotland. The Ballast Trust has taken a lead role in the development and implementation of the strategy since its launch in 2010.

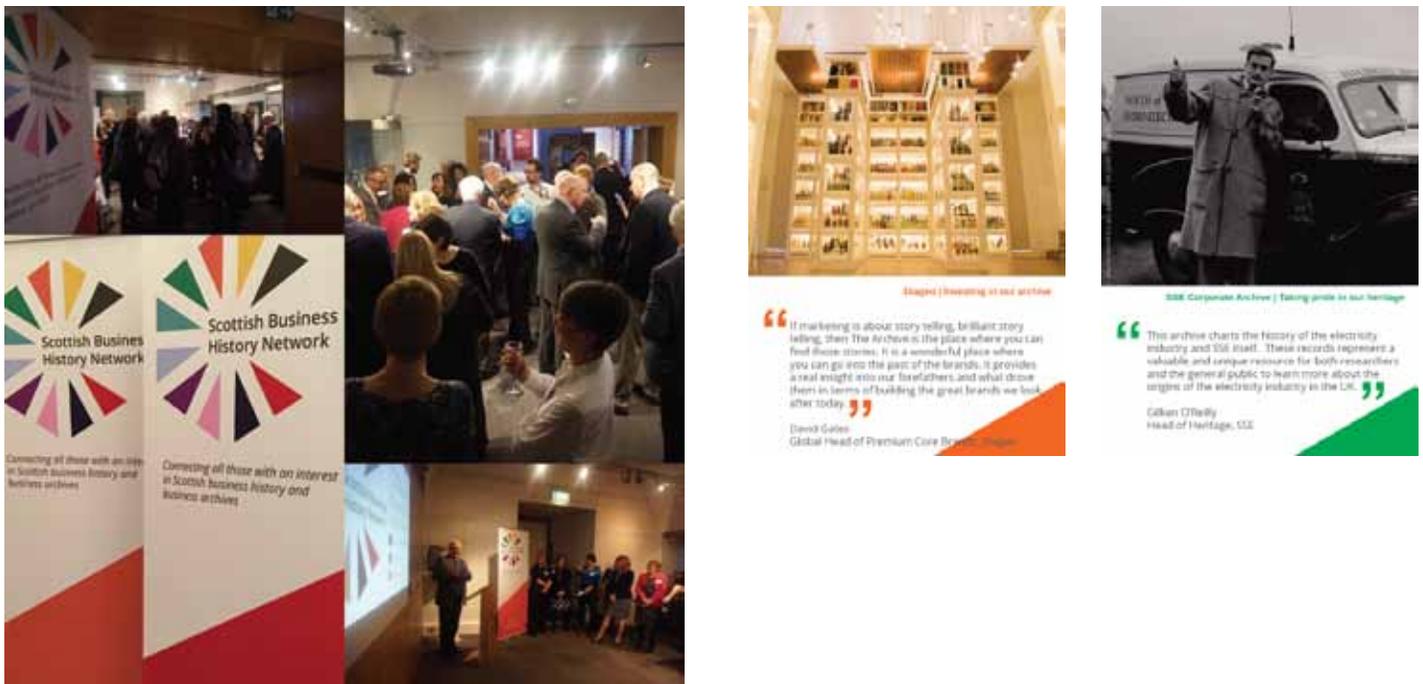
Our work with the strategy has placed us at the centre of the Scottish business archives sector and allowed us to help the strategy achieve a great deal. This has been realised through outreach and engagement activities like 'Meet the Archivist' workshops, national awareness campaigns, exhibitions, publishing 21 case studies and an active online presence with a twitter account and a business archives section on the Scottish Council on Archives' website.

The strategy successfully connected with fellow archivists but also businesses, insolvency practitioners, academics, family historians, the public and Members of the Scottish Parliament (MSPs) to share our vision that business archives in Scotland provide crucial commentary not only on Scotland's economic, political and social development, but also on that of the UK and many countries around the world.

Scottish Business History Network

The Scottish Business History Network was launched in February 2016. It aims to connect all those - both individuals and organisations - with an interest in Scottish business history and business archives. The Network continues the advocacy and outreach work begun by the five-year National Strategy for Business Archives in Scotland.

Membership of the network is open to anyone, both individuals and organisations, with an interest in Scottish business archives and business history. We hope the network will bring together members with a diverse range of interests and expertise to share knowledge and raise awareness of the importance of the continuing exploration and care of Scotland's business heritage. Since the launch, the network has issued two newsletters and is planning projects and events for 2016.



Images: Network launch and case study postcards, 2016

Scottish Transport and Industry Collections Knowledge network (STICK)

A network of heritage professionals that advocates the historical value of Scottish industrial collections through research and public engagement. The Ballast Trust sits on the steering group to ensure business archives are represented to provide a holistic approach to collecting in museums and archives.

This year Duncan and Cheryl have both worked closely with Daniela Wellnitz to contribute to her Machine Tool Project that surveyed surviving machine tool artefacts and corresponding archives in Scotland.

Lusitania Commemoration Group

Duncan and Tony were involved in developments around the Lusitania commemoration event in 2015, with both of them speaking at the Lusitania Centenary Conference that took place in Clydebank in May 2015.

Project 22

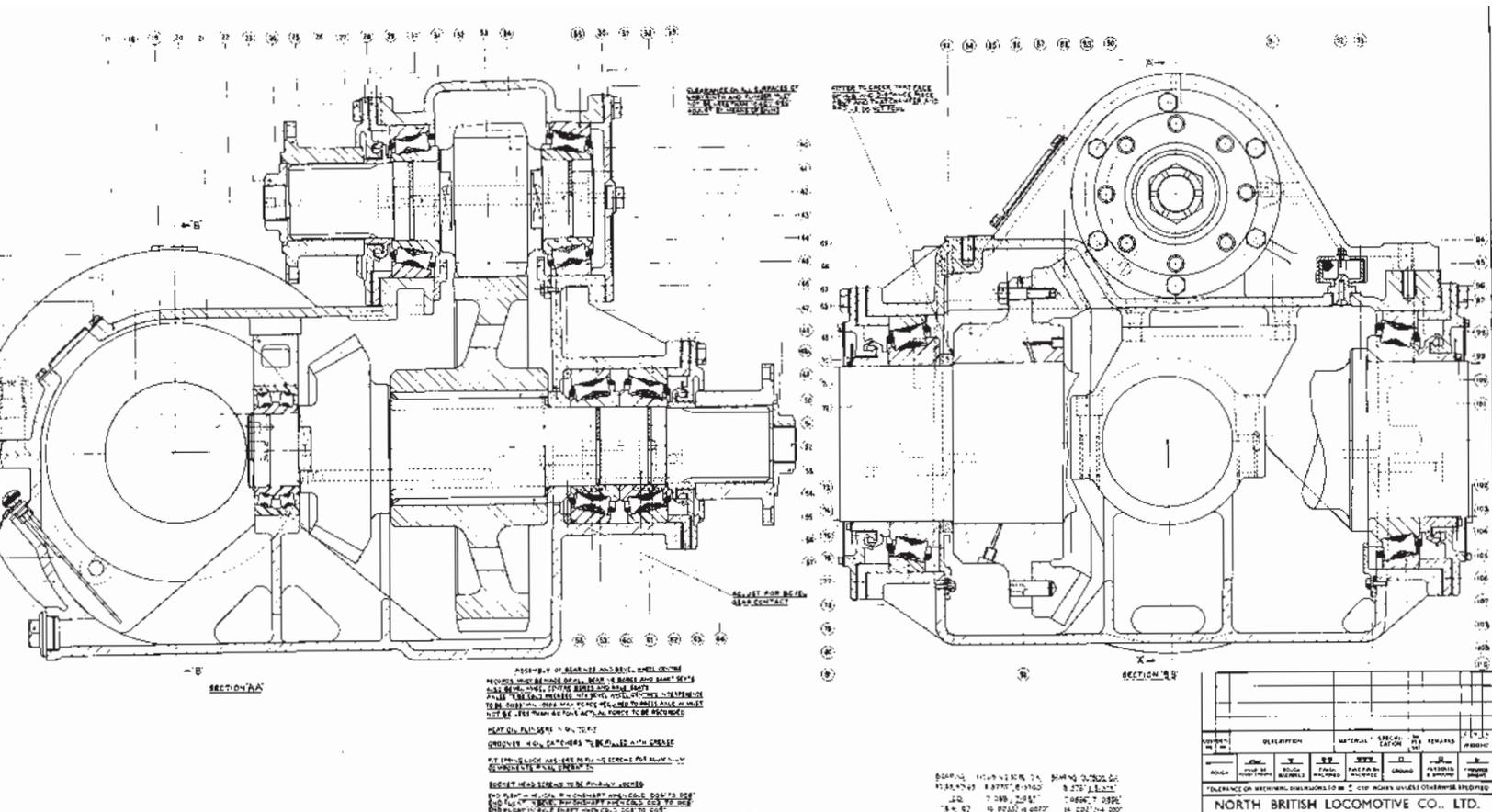
All of the staff at the Ballast Trust have been involved in supporting copy orders from the project 22 group. This volunteer group was established in 2014 and aims to build a full size working replica of a 1958 North British Diesel Hydraulic Class 22 locomotive. To this end they have been ordering copies of drawings from the North British Locomotive company records stored here on behalf of the University of Glasgow.

Crisis Management Team

The Surveying Officer has continued to work as the Crisis Management Team representative for Scotland. The team has existed since 2009 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. These have included: Malcolm Fraser Architects, The Arches Theatre Company and Tullis Russell Papermakers. Full details are provided in the Surveying Officer’s report on page 12.

Image: Sectional arrangement of final drive unit drawing scanned for Project 22



Raising Awareness

This year, the Caledonian Railway Association held their Archive Away Day 2015 at the Ballast Trust. This provided members with an overview of the work and strategy of the Ballast Trust. It has since enabled them to create a work plan for processing their collection by volunteers at the Trust.

Duncan organised for items from the Kincaid Shipbuilding collection to be displayed at an employee reunion event which two hundred people attended.

We answered 34 enquiries this year, mainly related to shipbuilding plans and photographs. One enquiry was from a BBC researcher about images of puffers (including the Lady Isle shown below). Following a visit to the Ballast Trust and with permission, one hundred glass plate images from the Dan MacDonald collection were digitised and published and then used in a documentary titled *Scotland's Vital Spark: The Clyde Puffer* shown on BBC 2 in December 2015.



Image: Lady Isle at Port Askaig, 1949

Online Presence

Our online focus this year has been on the website and twitter. The website acts as the official home for information about the Ballast Trust and we use twitter for networking and wider engagement and to share relevant links and news. Our followers on twitter have increased by 20% to 435 followers with a quarter of our tweets being retweeted and 15% favourited.

	Visits	Unique Visitors	Page Views
Website	1,359	1,118	2,439
Blog	978	877	1,680

Flickr

No new images were uploaded this year due to a temporary suspension of our shortterm volunteer placements which have routinely carried out small digitisation projects for Flickr. Despite this we are fast approaching 1 million views of our images with over 800,000 views since we joined in 2009 and have plans for new digitisation projects in 2016.

What\Year	2013	2014	2015	2016	Increase*
Uploaded images	621	1,095	1,169	0	-
Photostream views	36,106	50,197	57,690	62,978	9%
Favourited images	253	437	469	474	1%

*Increase on 2015 figures. All stats based on figures to date.

Online publications

We continue to use Issuu to upload and share our annual reports and the Ballast Trust history online. To date the history has had 20,285 views since it was published online in February 2013.

Business Archives Surveying Officer Report

During 2015, I continued to carry out surveys of business records, providing advice to businesses and promoting the ongoing value of business archives. I was also involved in a short-term project funded by the University of Glasgow's Settlement Fund. This project developed from the successful survey and acquisition of the Erskine Hospital records by the University of Glasgow Archive Services and required me to supervise an oral history project to record the memories and experiences of residents and staff. The project gave two University of Glasgow students experience of carrying out oral history interviews, producing recordings and transcripts to coincide with the hospital's centenary celebrations. The interviews have been added to the existing Erskine Hospital collection.

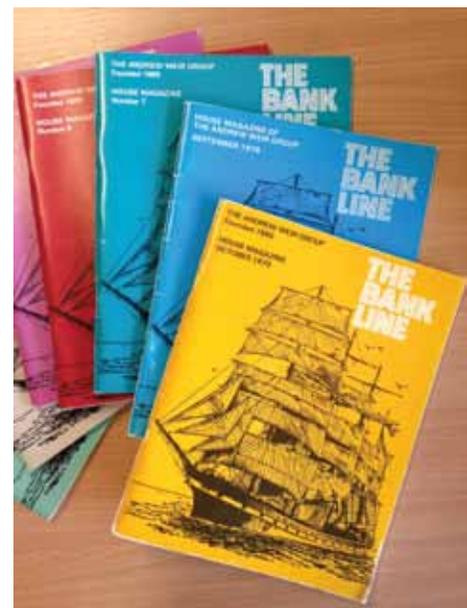
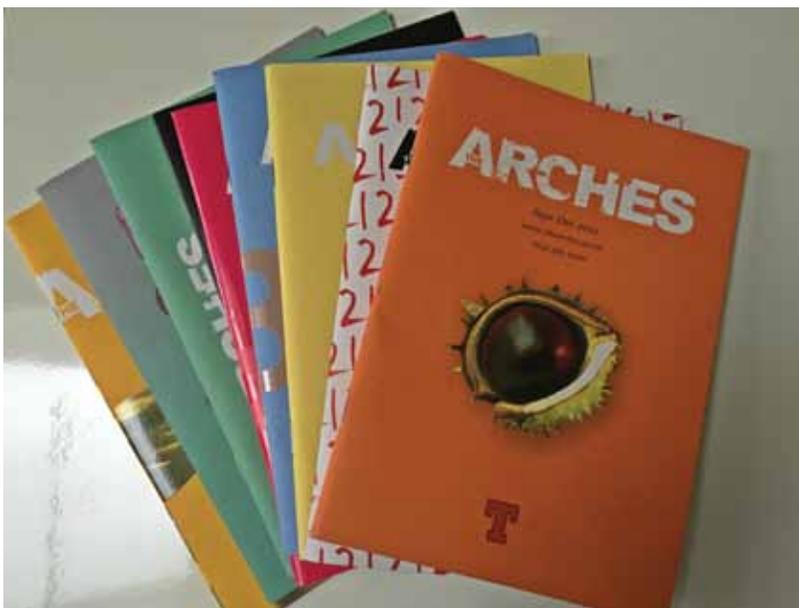
Records surveyed:

- Edrington Distillers, drinks group (1961-present)
- Chivas Brothers Ltd, whisky distillers (1801-present)
- Andrew Muirhead & Son Ltd, leather tanners and manufacturers (1840-present)
- Andrew Weir & Co Ltd, ship management (1885-present)
- Canadian Natural Resources, Aberdeen, oil and gas industry, Murchison field (1970s-2008) in partnership with the Capturing the Energy Project, Aberdeen University Archive

Crisis Management Team

- The Arches Theatre Company, arts venue and theatre (1991-2015), transferred to Special Collections, University of Glasgow Library
- Tullis Russell, paper mill (1809-2015), transferred St Andrews University Archive
- Malcolm Fraser Architects Ltd, Edinburgh (1993-2015)
- Ailsa Shipbuilding Co Ltd and Ferguson Brothers (1887-1986), added to existing collections held at University of Glasgow Archive Services
- Motherwell Bridge Ltd, engineers (1898-present), transferred to North Lanarkshire Archives
- Robert Noble, textile manufacturer (1666-2015), interest from the Scottish Centre of Textiles/ Scottish National Textiles Collection Project
- Andrew Weir Shipping Ltd, ship management (1885-2014), London Metropolitan Archives

Cheryl Brown
April 2016



Images: The Arches Theatre Company programmes, 2000s and staff magazines from Andrew Weir Shipping Ltd, 1970s

Presentations, Participations and Publications

Professor Tony Slaven

Presentations

- Spoke at the Lusitania centenary conference on 'Clydebuilt – leading the world', May 2015

Kiara King

Presentations

- Spoke at Archives and Records Association Scotland Section's Social Media workshop on 'Where do I start? Beginner's social media', June 2015

Participations

- Attended and organised 6 meetings and the launch of Scottish Business History Network, February 2016
- Attended and organised 4 National Strategy for Business Archives in Scotland Implementation Group meetings
- Attended launch of Scottish Brewing Heritage exhibition, March 2016

Cheryl Brown

Presentations

- Spoke at the Business Archives Council for Scotland's second Scottish Business and Industrial History Conference, April 2015
- Spoke at International Council on Archives' Section for Business Archives conference in Milan on 'Advocacy with Business Archives and Public Archival Repositories', June 2015
- Spoke at the Business Archive Council's Annual Conference on 'From Boom to Bust: Documenting Scotland's Business History', November 2015
- Spoke about the role of Surveying Officer to the 2016 Skills for the Future Trainees at the National Records of Scotland, March 2016

Participations

- Visit to the New Lanark Mills for a University of Glasgow ReCREATE event, to learn about the current multidisciplinary approaches to recording the 19th Century textile industry in Scotland, April 2015
- Attended 4 meetings of the executive committee of the Business Archives Council for Scotland
- Attended the Digital Preservation Coalition training session Making Progress, May 2015
- Attended the first meeting held by the Scottish Council on Archives' (SCA) Shared Collection Policy group which aims to provide a platform for representatives of institutions with a shared interest in collecting and making collections accessible, October 2015
- Attended 3 National Strategy for Business Archives in Scotland meeting
- Organised and attended the Business Archive Council for Scotland's AGM, Joan Auld Lecture and conference on Working Lives Recorded: Best Practice and Case Studies in Oral history, November 2015
- Attended the launch of SSE Energy Archive at Pitlochry, August 2015
- Attended the conference Business As Usual: Institutional Impact in the First World War, University of Glasgow, March 2016
- Attended 6 meetings of the Scottish Business History Network and launch
- Successfully submitted a paper titled 'Sustainability as an Argument for Initiating a Corporate Archives Program: Successes and Failures' at the International Council on Archives Business Section conference, Atlanta, April 2016

Cheryl Brown

Publications

- Archives and Records Association Scottish Section newsletter to promote the Business Archives Council for Scotland, March 2016

Duncan Winning

Presentations

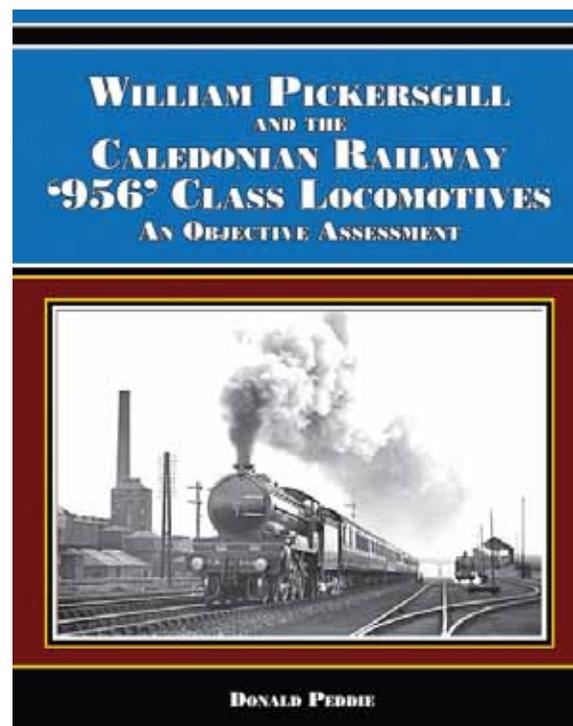
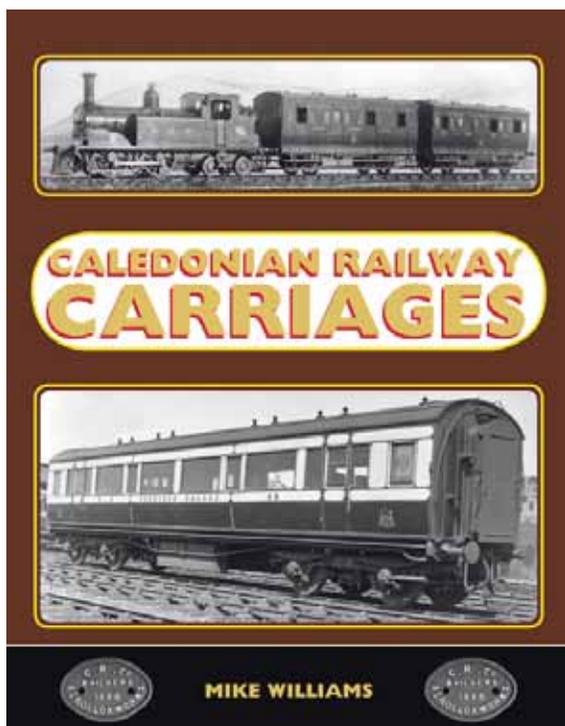
- Spoke at the Lusitania centenary conference on 'The early steam turbine & the Lusitania', May 2015

Participations

- Attended the Scottish Maritime History Conference, November 2015
- Attended and prepared material from the John G. Kincaid collection for display at their employee's reunion event, October 2015

Publications by researchers

- Mike Williams, Caledonian Railway Carriages, Lightmoor Press, 2015
- Donald Peddie, William Pickersgill and the Caledonian Railway '956' Class, Lightmoor Press, 2016
- Andrew Swan, The Port Road, Lightmoor Press, 2016
- Campbell Cornwell and David Hamilton, A History of the Caledonian Railway Locomotives in 2 volumes, in progress



Images: Book covers of publications by Mike Williams and Donald Peddie

Trustees

Dr Kenneth Chrystie, Chairman
Professor John Hume
Lesley Richmond
Professory Sam McKinstry

Director: Professor Tony Slaven

Archivist: Kiara King

Secretary: Alexis Graham
Maclay Murray & Spens LLP, 1 George Square,
Glasgow G2 1AL

Scottish Charity Number SC008790