

# Ballasttrust

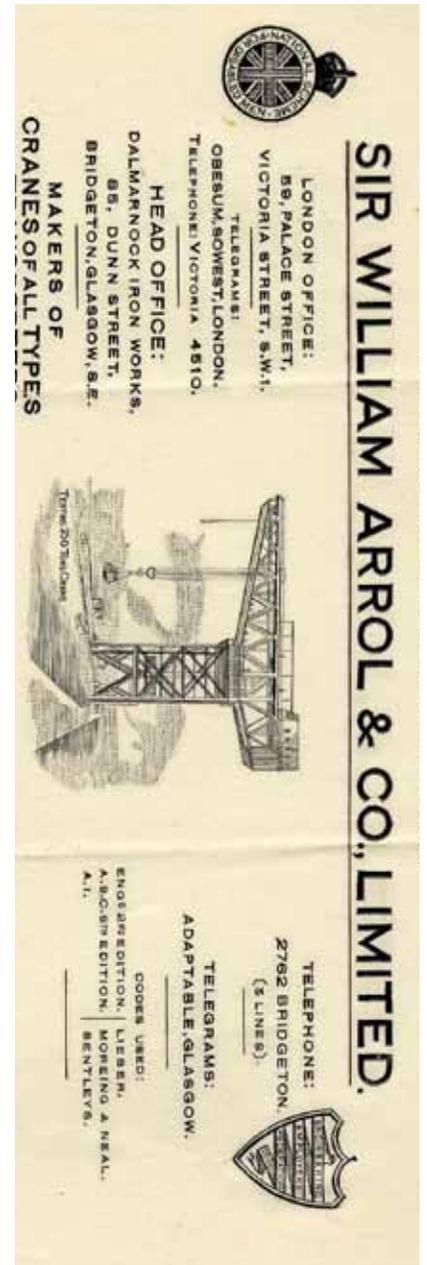
Understanding Technical Records

**Annual Report**  
**2016-2017**



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Arrol & Co. Ltd headed paper, 1934

## Director's Report

Readers of these Reports will be familiar with the range and variety of the surveying, cataloguing and listing of business records, plans and photographs carried out by our staff of experienced volunteers. Their individual contributions are briefly outlined in their summary reports below. This year there has been a pronounced concentration on a variety of Railway projects. These have included British Rail Civil Engineering plans, North British Locomotive drawings of diesel engines, and a specialised exercise to copy plans and drawings in support of the Project 22 Group. This is a group of volunteers established in 2014, which aims to build a full size working replica of a 1958 North British Diesel Hydraulic Class 22 Locomotive.

All of the work undertaken by the Ballast Trust is on behalf of accredited archives and sponsoring companies or agencies. One of the major projects undertaken this year has been the sorting, listing and classification of the records of the important firm of Hydraulic Engineers, MacTaggart Scott & Co Ltd. The owners of the company have taken a keen interest in the project as it progressed. The work was undertaken on behalf of the University of Glasgow Archive Services, and the collection will be deposited there in due course.

While this type of activity is representative of the routine work of the staff and volunteers, much of the time of our full-time archivists, Kiara King and Cheryl Brown, is increasingly involved in training exercises, and in outreach and advocacy programmes. These collectively serve to promote and publicise the significance of our heritage of technical business records, and the links of the Ballast Trust to the wider framework of Scottish Archive services. A leading element in this activity is the Scottish Business History Network established a year ago, and designed to extend popular interest in Scottish Business History, and business archives.

The training function of the archive staff of the Ballast Trust involves some contribution to teaching in the Postgraduate Archives course in the University of Glasgow. It also involves some placements of students in that course working on designed projects at the Ballast Trust. A successful placement last year was that of Kirsty Menzies. She undertook a number of projects, including the digitisation of coloured glass plate negatives from the Dan McDonald Collection. Her experience has contributed to her subsequent appointment to a post with the University of Glasgow Archive Services.

An important service supported by the Ballast Trust is the post of Business Archive Surveyor, currently held by Cheryl Brown. It is pleasing to report that the Trustees have extended her appointment by a further year. Her detailed Report makes plain the importance of this position, which recently has been much involved in providing advice and support to a number of Whisky Distillers. Cheryl's work is closely associated with that of the Business Archives Council of Scotland, and her post now has a lineage of some 40 years. Cheryl and Kiara are also collaborating with the Scottish Council of Archives to produce a commemorative publication "Celebrating Scotland's Business Archives", planned for publication this Summer.

These are some of the highlights of the work of the Ballast Trust in the past year, the activity, as usual, warmly supported by the Trustees. It is with considerable pleasure that I extend my thanks and appreciation to the Trustees, and to the staff and volunteers, for once more enhancing the reputation of the Ballast Trust.

Professor A Slaven  
Director  
April 2017

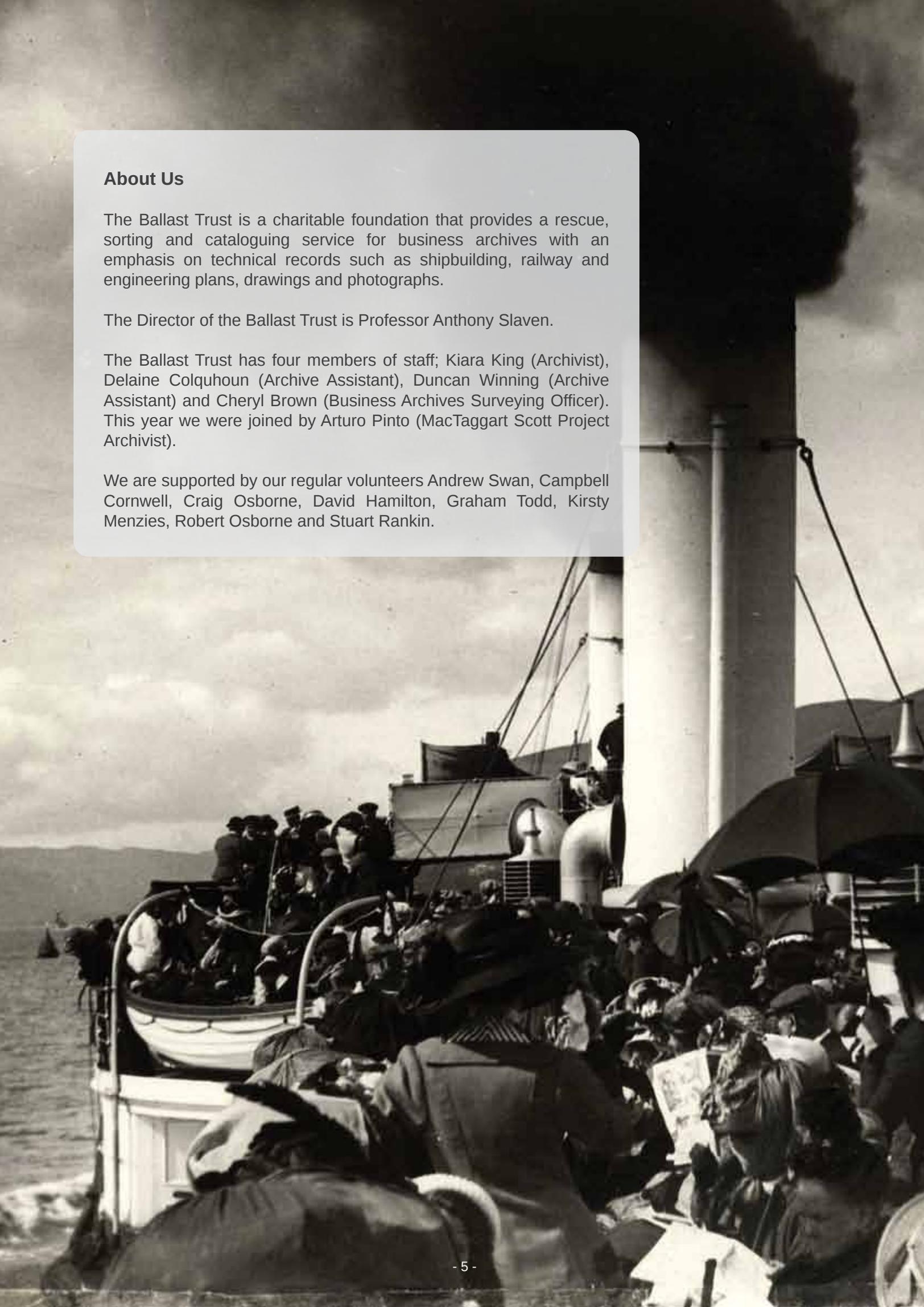
## About Us

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, Craig Osborne, David Hamilton, Graham Todd, Kirsty Menzies, Robert Osborne and Stuart Rankin.



## **Work in Progress**

### **Kiara King**

Kiara's focus for much of the year has been related to awareness raising activities for the Ballast Trust with a busy programme of talks and presentations. Planning for the 30 th anniversary of the Ballast Trust in 2018 has started and a publication to reflect on the achievements of the Ballast Trust and its contribution to the wider business archives sector is in development.

General advocacy work for the wider business archives sector has been ongoing with a lead role in the Scottish Business History Network, in managing their website and newsletter. Kiara has also worked with Cheryl and Alison Turton of the Royal Bank of Scotland to author a Scottish Council of Archives sponsored publication Celebrating Scotland's Business Archives. This will be published in spring 2017 and will be a useful document to highlight the value of business archives. From January to March this year, Kiara has also taught 16 postgraduate students taking the Archives and Records Theory module at the University of Glasgow as part of the Information Management and Preservation taught masters course.

### **Delaine Colquhoun**

Delaine has completed a project to sort and roll the North British Locomotive Company diesel drawings. These drawings have been used regularly by model makers and restoration groups again this year and this project has made it much easier to identify and extract items for copying. Delaine continues to assist with the daily operations of the Ballast Trust and in particular supporting our volunteers.

### **Duncan Winning**

Duncan has completed the majority of the British Rail Civil Engineering plans on behalf of the National Records of Scotland, many of which were returned in October. He has resumed work on the Ferguson Shipbuilders plans for the University of Glasgow Archives and provided assistance in discussions relating to the J & G Kincaids collection. Ongoing advice and support was provided to Arturo Pinto with his work on the MacTaggart Scott collection.

Duncan has continued to organise 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 again involved a large number of drawings from the North British Locomotive company collection.

### **Cheryl Brown**

Following the project to catalogue the MacTaggart Scott collection by a Project Archivist, Cheryl is checking the electronic catalogue on behalf of the University of Glasgow Archives, ready for the transfer to their repository. Cheryl has provided volunteers with small collections to box list which have been accessioned following work as the Crisis Management representative in Scotland. This has included the papers of the Knox family containing Victorian P&O travel journals and further accruals of the Ailsa Shipping collection held at the University of Glasgow.

### **Arturo Pinto**

In September Arturo finished his role 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.

### **Andrew Swan**

Andrew has been cataloguing the drawings from a private collection for eventual deposit into the Caledonian Railway Association archive held by the University of Glasgow Archive Services. These are primarily railway bridge general arrangement drawings and also drawings of buildings and associated infrastructure for the Caledonian Railway Company and includes some North British Railway Company material.

### **Campbell Cornwell**

Campbell has now completed the basic sorting of the many slides in the Kenneth Kirkwood MacKay photographic collection. Along with new volunteer Robert Osborne, he has begun selecting those images covering certain selected subjects such as the 150 year anniversaries of the Dutch, German, Austrian and Czech railways.

### **Craig Osborne**

Craig has started to work on boxlisting the additions to the Ferguson Shipbuilders collection that were transferred to the Ballast Trust during his time as Naval Architect at Fergusons. Twelve boxes of photographs have been listed so far and material relating to tank test reports will be examined next.

### **David Hamilton**

David completed a review of the Caledonian Railway Association's drawing collection in June 2016. Since then he has been working on John G. Kincaid & Co. collection with Graham Todd. As a good deal of the material saved was not directly related to Kincaids, being material moved from the north east of England by British Shipbuilders, the first job was to separate out the material into different sections. This took some time, but resulted in the Kincaid material being reduced to about half its original size. The remainder is mostly from the north east of England, but there is a sizeable amount from other Clydeside yards and engine works.

At present we are producing a boxlist and nearly two thirds of the boxes – 85 have been listed, as of April 2017 and this amounts to almost 80 A4 pages. There appears to be a good deal of duplication, which will reduce the final size of the collection further following appraisal.

### **Graham Todd**

This year, Graham has been working on the John G. Kincaid & Co. collection. He is presently recording the contents of the boxes that were sorted out by David Hamilton and him in 2016. This work has started with the Managing Directors correspondence and then moved on to the larger boxes which contain large amounts of paperwork, drawings, documentation and the like. The contents of the boxes are very varied, from loose paperwork and single sheets in plastic pockets to large reports and technical information, as well as some drawings.

### **Kirsty Menzies**

Kirsty joined the Ballast Trust volunteers to gain post-qualification experience after completing the postgraduate archives course at the University of Glasgow. During her 9 months with us she worked on a number of projects and we are pleased to report that she has since been employed as an Catalogue Data Assistant with the University of Glasgow. These projects included the repackaging and digitisation of glass plate negatives from the Dan McDonald collection, sharing them online on Flickr and promoting them through the blog. Boxlisting records of McEwens of Perth Department Store on behalf of Perth & Kinross Archives and job files of Penman & Co. Ltd, Boiler Makers for Glasgow City Archives. Boxlisting and preparing a recommendations report for a deed box containing records of three generations of the Knox family, including extensive travel journals of William Douglas Carnegie Knox written during Mediterranean and World cruises between 1894-1901. Cataloguing engineering plans of Edinburgh City Engineers Department for Edinburgh City Archives.

Kirsty also worked on a number of collections for the University of Glasgow Archive Services. She appraised engineering drawings of Clifton & Baird Ltd, Machine Tool Manufacturers. Appraised new accessions of the records of Hanna, Donald & Wilson, Shipbuilders & Engineers. Re-catalogued and repackaged the complete collection and digitised selected glass plate negatives. Boxlisted and appraised records of A F Craig, Engineers, Caledonia Engine Works, including a report on recommendations for re-cataloguing the existing University collection to incorporate the accessions from North Lanarkshire Archives.

### **Robert Osborne**

Robert has recently joined the Ballast Trust and is working on the Kenneth Kirkwood MacKay photographic collection with Campbell Cornwell.

### **Stuart Rankin**

Stuart has worked this year on the North British Railway drawing collection comprised of locomotives, carriage stock, goods wagons and platform barrows which have been catalogued and drawings sorted to subjects on behalf of the National Records of Scotland. The drawings comprising the NBR platform barrow diagram book are an important sub-collection and no similar items for other railway companies have been noted anywhere else.

Recently Stuart has started to work on additions to the Andrew Barclay collection held at the University of Glasgow Archives. He has completed the listing of a bundle of stationary and portable haulage gear drawings – mostly powered by electric motors - for colliery pitheads, a little-known output of Barclays. As well as ongoing work to transcribe the G&SWR Kilmarnock Drawing Office Register and the Andrew Barclay steam locomotive customer catalogue in order of locomotives built. Both these pieces of work have produced a useful tool in identifying owners and links between drawings and built locomotives.

### **Deposits and Accessions**

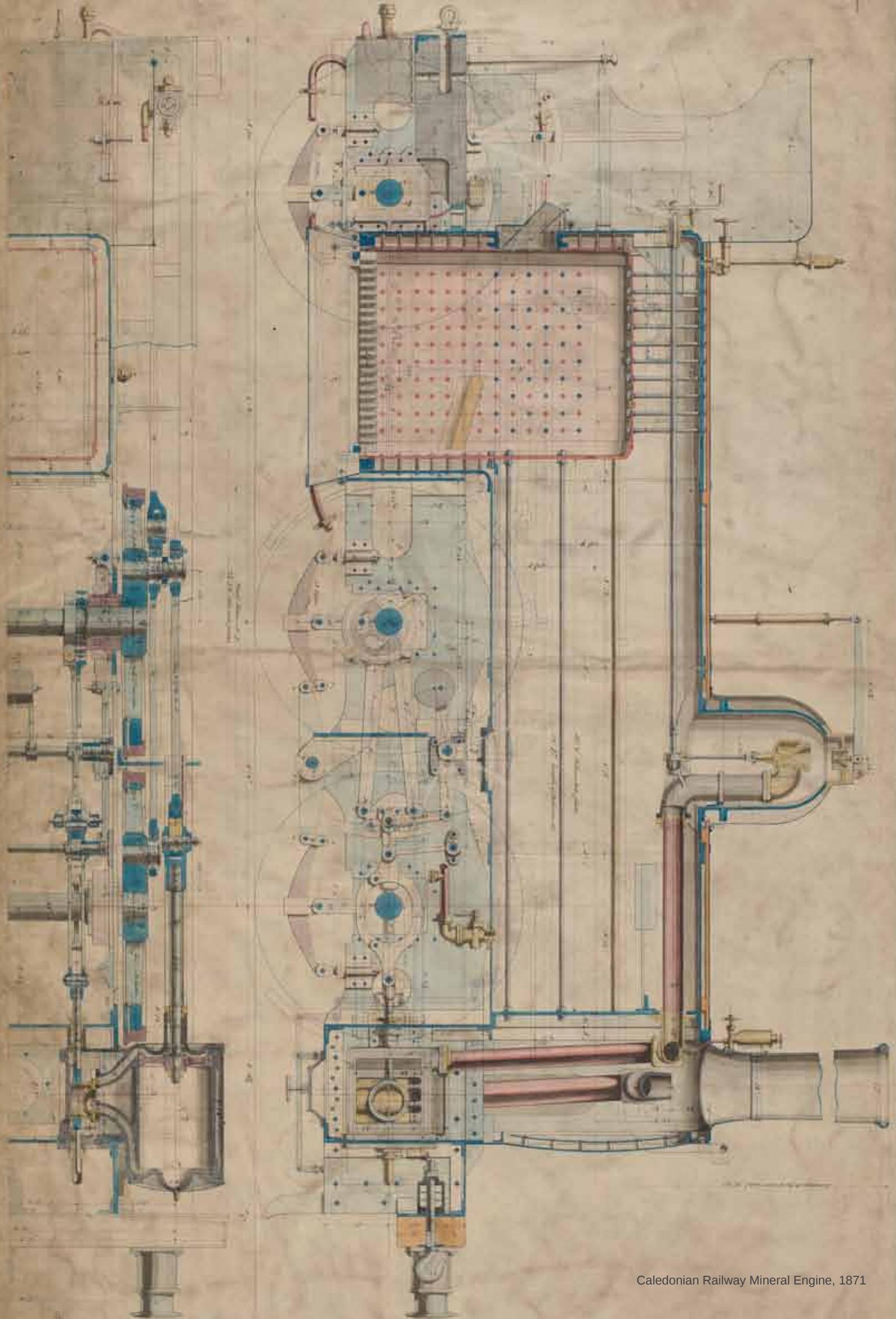
- McEwens of Perth Department Store, rescued following company liquidation - Perth & Kinross Archives
- Clyde Pilotage Authority – Glasgow City Archives
- Shipping Glass Plate Negatives – permanent home to be decided, believed to be from photographer William Robertson of Gourock
- Brass Paddle Steamer Nameplates – donated to Ballast Trust for display by Craig Downie
- Kenneth Kirkwood Mackay Audio Tapes - permanent home to be decided along with existing photographic collection

### **Returns and deaccessions**

- Montague-Smith collection (3,500 plans) – National Records of Scotland
- British Rail Civil Engineering plans – National Records of Scotland catalogued separately.



SS Linnet in the Crinan Canal at Ardrishaig, shipping negative collection



Caledonian Railway Mineral Engine, 1871

## Projects

### **Scottish Business History Network**

Following the launch of the Scottish Business History Network in February 2016, our efforts as part of the organising committee were focused on building case study examples of business archives and history in use for inclusion on the website and to publish a regular newsletter for members. This year we have published a case study about the Kirkintilloch industrial heritage trail project that involved the East Dunbartonshire Leisure and Culture Trust working with artists to explore business heritage. We have case studies prepared on Singer Sewing Machine Ltd and John Lewis Plc.

Membership of the network is open to anyone, both individuals and organisations, with an interest in Scottish business archives and business history. The Network continues the advocacy and outreach work begun by the five-year National Strategy for Business Archives in Scotland.

### **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 we have been involved in the organising of their spring event at Fairfield Heritage Centre on the topic of Reimagining Industrial Heritage as well as managing their website.

### **Project 22**

All of the staff at the Ballast Trust have continued to be 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 eight cases that the Crisis Management Team investigated in Scotland. These have included: Longannet Power Station, McEwen's of Perth, (department store), Airdrie Savings Bank and Carron Phoenix (iron foundry and sink manufacturer). Full details are provided in the Surveying Officer's report.

## Awareness Raising

We answered 42 enquiries this year, an increase on last year's figures. The majority of enquiries continue to relate to shipbuilding plans and photographs. In May 2017, we worked with Lachie Paterson to organise a display of more than 100 fishing images from the Dan McDonald collection at the Skipper Expo International Aberdeen. This resulted in an increase in our flickr visits, new followers on twitter and an article in Skipper fishing magazine.

Several presentations and talks by the Archivist have promoted the work of the Ballast Trust to new audiences, such as the Map Curator's Group and many attendees at the Maritime Archives Conference were not aware of our service.

### 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 in December this year we uploaded our guidance on Understanding Technical Records along with a version of the Shipbuilding Core List. The blog was redesigned in May and a review of its purpose and sustainability is underway as visit statistics have declined.

On twitter our followers have again increased by 20% to 525 followers and it continues to be a useful platform to engage with colleagues and researchers and to share relevant news and links.

	Visits	Unique Visitors	Page Views
Website	1,550	1,211	3,544
Blog	570	553	964

### Flickr

This year as part of her numerous volunteer projects, Kirsty worked on a digitisation project for the Dan McDonald glass plate negatives that focused on the coloured plates that were transferred from the University of Glasgow. Many of these were used in a display of fishing images at the Skipper expo event in Aberdeen. This event resulted in an increase in our Flickr visits, new followers on twitter and an article in Skipper fishing magazine.

As a result, we have now exceeded 1 million views of our images since we joined in 2009 with total views currently standing at 1,027,523.

What\Year	2013	2014	2015	2016	2017	Increase*
Uploaded images	621	1,095	1,169	0	208	-
Photostream views	36,106	50,197	57,690	62,978	67,694	7%
Favourited images	253	437	469	474	510	7%

\*Increase on 2016 figures. All stats based on figures to date.

### Online publications

We continue to use Issuu - a digital publishing website to upload and share our annual reports and the Ballast Trust history online. To date the history has had 22,905 views since it was published online in February 2013 - an increase of 25% on views last year.

## Business Archives Surveying Officer Report

During 2016, I continued to carry out surveys of business records, providing advice to businesses and promoting the ongoing value of business archives to the archive sector. My ongoing work with Edrington has developed into an advisory role to the Corporate Affairs department in preparing a proposal to the board for the establishment of an Edrington Archive. I also continue to carry out surveys of the various Chivas Brothers Ltd sites in Scotland, which will inform the development of their archive strategy. I have attended training in the writing of advocacy documents which will be beneficial for promoting the role of surveyor, as well as the work of the Trust.

### Records surveyed

- Balmenach Distillery, Inver House Distillers (1824-present)
- Private collection of Jim Brown, Scottish whisky distilleries (c19th - c20th century)
- G&H Roberts Ltd, Woollen Yard Spinners, Dalry (1935-1980s)
- Edrington Distillers, drinks group (1961-present)
- Chivas Brothers Ltd, whisky distillers (1801-present)
- Murchison oil field, North Sea, Canadian Natural Resources (1975-present) with Capturing the Energy Project

### Crisis Management Team

- Longannet Power Station, Fife (c1971-present), technical plans and drawings to transfer to National Records of Scotland
- Airdrie Savings Bank (1835-present), to be transferred to North Lanarkshire Archives
- James Haugh (Castle Douglas), car dealer (1890-present)
- Penman Engineering, motor car body builders (1859-2016), Dumfries
- Galloway Group, engineering (1872-2016), Dundee
- Hawick Knitwear Limited (1874-2016), sold to Lyber 2016 Limited
- Carron Phoenix, iron foundry and sink manufacturer, Falkirk (1759-2016)
- McEwen's of Perth, department store, Perth (1868-2016)

Cheryl Brown  
April 2017



McEwen's of Perth, c.1910

## **Presentations, Participations and Publications**

The Ballast Trust is represented on the following committees and networks:

- The Business Archives Council of Scotland (BACS)
- Capturing the Energy
- Corporate Collections Network
- Crisis Management Team
- Glasgow Area Disaster Planning Network
- The Scottish Business History Network (SBHN)
- Scottish Council of Archives (SCA) Preservation Committee
- Scottish Transport and Industrial Collections Knowledge network (STICK)

The Ballast Trust is a member of the following organisations and associations

- The Business Archives Council (BAC)
- International Council on Archives (ICA) Section for Business Archives
- Archives and Records Association (ARA) Section for Business Records

### **Professor Tony Slaven**

Participations

- Attended the Scottish Maritime History Conference, October 2016
- Attended launch of the Paisley Industrial and Business History Centre, January 2017

Publications

- Prepared Peter Payne's obituary to be published in the next Scottish Business and Industrial History, the journal of the Business Archives Council of Scotland

### **Kiara King**

Presentations

- Spoke at ARA Scotland's core training on Audience Engagement, Inverness, April 2016
- Presented an overview of the work of the Ballast Trust to Chinese delegates at the University of Glasgow, July 2016
- Presented at the Map Curators Group conference on the topic of The Ballast Trust: Understanding Technical Records, Edinburgh, September 2016
- Presented at the Railway Conference on The Scottish Business History Network, Perth, October 2016
- Presented at the Maritime Archives conference about Scottish Maritime Archives, London, November 2016
- Presented at the Skills for the Future Basecamp on An Introduction to Business Archives and Technical Records, Edinburgh, March 2017

Participations

- Attended launch of Scottish Brewing Heritage exhibition, Edinburgh, March 2016
- Attended Scottish Council on Archives leadership training on influencing and advocacy, Glasgow, April 2016
- Attended Introduction to Digital Preservation training, Glasgow, May 2016
- Attended STICK conference Unsung Heroes of Our Industrial and Technological Heritage, Edinburgh, October 2016
- Attended the BACS AGM and Conference Digital Business Records and the User at the Standard Life Archive in Edinburgh, November 2016
- Attended the BAC Annual Conference branching out: the rewards and realities of diversifying your service at HSBC in London, November 2016
- Attended SCA Disaster Planning Training, Edinburgh, January 2017
- Attended launch of the Paisley Industrial and Business History Centre, January 2017

## Publications

- Contributed to The International Business Archives Handbook: Understanding and Managing the Historical Records of Business by Alison Turton, Routledge, 2017

## **Cheryl Brown**

### Presentations

- Presented the talk Introducing Sustainability as an Argument for Initiating a Corporate Archives Program: Successes and Failures at the International Council on Archives, Section for Business Records Conference at Coca-Cola World in Atlanta, Georgia, USA, April 2016
- Presented the talk Hunting digital business records on the wild, at the Centre for Business History Scotland funded event 'How will business histories be written from digital records?', Edinburgh, May 2016
- Presented an overview of the role of Business Archives Surveying Officer to Chinese delegates at the University of Glasgow, July 2016

### Participations

- Attended ARA workshop How to champion your work, Edinburgh, May 2016
- Attended Introduction to Digital Preservation training, Glasgow, May 2016
- ARA SBR Summer Seminar Making your Archive Relevant to your Business at the British Motor Museum, June 2016
- Attended TedX conference to assist University of Glasgow Archives with Zika display and to attend talk by the Managing Director of DC Thomson & Co Ltd, Glasgow, June 2016
- Assisted with Erskine Hospital Archive display as part of the centenary commemorative event, which Princess Anne attended, Glasgow, June 2016
- Attended Paisley Make event, celebrating Scottish textiles and made contact with Morton Young And Borland Ltd, lace manufacturer, Paisley September 2016
- Attended talk at Perth Museum by Professor Gregor White to make contact about surveying the videogame industry in Scotland, Perth, September 2016
- Attended the BACS AGM and Conference Digital Business Records and the User at the Standard Life Archive in Edinburgh, November 2016
- Attended the BAC Annual Conference branching out: the rewards and realities of diversifying your service at HSBC in London, November 2016
- Attended the Corporate Archives in Global perspective at the Gothenburg State Archive in Sweden organised by the University of Gothenburg, November 2016
- Attended ARA Digital Preservation Workshop, Edinburgh, November 2016
- Attended launch of the Paisley Industrial and Business History Centre, January 2017

## Publications

- How I got started article outlining 40 years of the Surveying Officer in the Scottish Business History Network newsletter
- Advocacy with Business and Archival Repositories article published in the Proceedings of the International Council on Archives, Section for Business Archives Conference, Milan 2015

## **Duncan Winning**

### Participations

- Attended the Scottish Maritime History Conference, Glasgow, October 2016

## Publications by Volunteers

- Andrew Swan, The Port Road, Lightmoor Press, 2017
- Campbell Cornwell and David Hamilton, A History of the Caledonian Railway Locomotives in 2 volumes, 2018

**Trustees**

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

**Director:** Professor Tony Slaven

**Archivist:** Kiara King

**Secretary:** Alexis Graham  
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