

Ballasttrust

Understanding Technical Archives

Annual Report
2017-2018

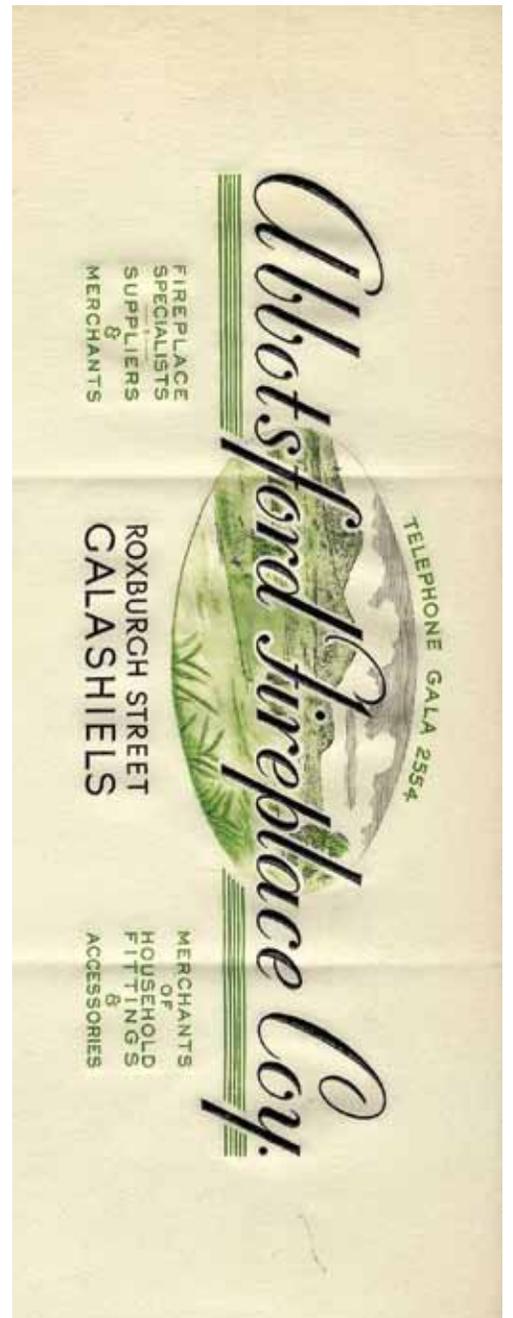


Key Achievements:

- 30th Anniversary Preparations
- Ballast Trust Graduate Trainee
- Publication of *Enterprising Scotland: A Celebration of Scotland's Business Archives*
- Association of Business Historian Conference

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Abbotsford Fireplace Company headed paper, 1953.

Director's Report

It is now 30 years since the Ballast Trust was established by Dr Bill Lind, and in that time it has established itself not only as the primary agency in surveying technical business records in Scotland, but as a major contributor to the work of the wider field of business archives in Scotland, and further afield.

At the present time the Ballast Trust and its officers are active in no fewer than eight professional agencies and networks. Moreover in association with the Business Archives Council of Scotland it is actively promoting its newest initiative of the Scottish Business History Network. The long established link with the BACS is reinforced through the work of the Business Archives Surveying Officer, together with the recent appointment of the Director as President of the Business Archives Council of Scotland, succeeding the late Professor Peter Payne.

This has been an exceptionally busy year for the Trust, its workforce of volunteers growing to no fewer than eighteen participants, each bringing specialised knowledge and commitment to the surveying and listing work being undertaken on the many collections detailed in the Report. Externally, the outreach of the Trust has been equally impressive, the involvement of the staff in conferences, seminars and committee work, being marked by significant presentations and publications. Both Kiara King and Cheryl Traversa have been much involved in the production of the Scottish Council of Archives publication, *Enterprising Scotland: A Celebration of Scotland's Business Archives*. Training initiatives have also been much enhanced by a successful application to Renfrewshire Council for funds to appoint a Graduate Trainee. This will run for six months from March this year.

This has also been a year marked by two significant changes in the personnel of the Ballast Trust. It is a pleasure to report that our Archive Surveying Officer, Cheryl Traversa, completed four years of distinguished service in February, and has resigned to take up a new position as Brand Archive Manager with The Macallan. We wish her well in this new and challenging appointment.

Sadly however, we have also lost the services of our long established Archive Assistant, Duncan Winning. After some 27 years Duncan retired from the Trust through ill health in January. Regrettably he passed away on the 28th of March 2018. Duncan Winning OBE, was a distinguished and influential member of the UK canoeing community, being awarded the OBE for his service to its development. He was equally influential in his work for the Ballast Trust. A well-attended committal took place at Greenock crematorium on April 12th.

He is sorely missed by his friends and his family to whom we extend our deepest sympathy and respect.

Professor A Slaven
Director
May 2018



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), Cheryl Brown (Business Archives Surveying Officer) and Jennifer Brunton (Graduate Trainee).

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

Student placements, archivist work experience and short-term volunteers this year have included: Amanda Mackie, Alice Whichelow, Claire Robinson, Emma Raper, James Loney, Kirsty Menzies, Louise Neilson, Ruth Adamson, Stephen Hall, Kirstie Anslow, William Brown.

Work in Progress

Kiara King

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

This year Kiara secured funding from Renfrewshire Council which was matched by the Trustees to support a 6 month graduate trainee role. Jennifer Brunton was appointed to this role and she started on 27th March and will work on a varied programme of tasks including boxlisting, cataloguing and digitisation.

Advocacy work for the wider business archives sector has been ongoing. Firstly by supporting the local organising committee for the Association of Business Historians conference. Kiara planned archival displays and an open evening to support the conference and showcase material from the Scottish Business Archive collections at the University of Glasgow. In November, *Enterprising Scotland: A Celebration of Scotland's Business Archives* was published. Kiara and Cheryl worked with Alison Turton of the Royal Bank of Scotland to author this Scottish Council of Archives (SCA) sponsored publication. It was distributed to all MSPs by the SCA and to all contributors by the Ballast Trust.

From January to March this year, Kiara has taught 25 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 and last summer supervised 2 dissertation students.

Delaine Colquhoun

Delaine has completed the reorganisation and enhanced cataloguing of Bill Lind's collection held by the University of Glasgow. She has prepared the North British Locomotive Company drawings for the Project 22 copy orders and identified material in Bill's diaries and correspondence that will support the 30th anniversary project. Delaine continues to assist with the daily operations of the Ballast Trust and in particular supporting our student volunteers.

Duncan Winning

Duncan retired in January after 27 years working with the Ballast Trust. During this time, he worked on many collections including British Rail Civil Engineering and Ferguson Shipbuilders plans as well as material relating to J & G Kincaids collection where he had worked as a draughtsman. His contribution to the work of the Ballast Trust is detailed on page 16.

Cheryl Traversa

Cheryl completed work to enhance the catalogue of MacTaggart Scott & Co Ltd, and this collection has now been transferred to the University of Glasgow Archives and Special Collections, with the catalogue accessible to researchers online. The Ballast Trust continue to receive accruals of the technical plans and photographs, which are to be appraised and catalogued in more detail.

Cheryl supervised volunteer archivist, Louise Neilson to catalogue the Holyrood Glass Works collection held at Edinburgh City Museums. The collection consists of legal papers relating to the William Ford Trust established by the family business, as well as pattern books relating to the decorative glass designs and travel journals of both business and personal travels around the world.

Andrew Swan

Andrew has completed the cataloguing of drawings from a private collection for eventual deposit with the Caledonian Railway Association and their archive held by the University of Glasgow Archive Services. He is awaiting direction from CRA on the referencing of these items which are primarily railway bridge general arrangement drawings and also drawings of buildings and associated infrastructure for the Caledonian Railway Company.

Campbell Cornwell and Robert Osborne

Campbell and Bob have continued to work on the large Kenneth Kirkwood MacKay photographic collection. This collection consists of photographs in slide format of railway subjects, primarily but not exclusively a train or locomotive/unit, from parts of the British Isles and other countries/continents. Within the collection some superb frames are available which have the potential to be a significant resource and of great value to interested researchers including modellers.

They have reviewed the initial sorting of many thousands of images and this closer examination has led to initiation of categorisation and collating of subject matters. The ultimate aim is the identification of individual items, the date (often approximate) the image was recorded, the location and occasionally details of the particular service or event. Unfortunately, full details of the material have not been available which has made the descriptive information of frames difficult. However, reference to other sources, typically maps, books and a number of personal collections and individual's expertise has enabled captions to be prepared, albeit a protracted and time consuming, exercise.

Craig Osborne

Craig completed the boxlisting of the Ferguson Shipbuilders photograph collection and has begun cataloguing this material. More than 450 catalogue descriptions have been provided for over 4,000 photographs. Craig also completed the listing, packaging and scanning of 70 glass plate negatives that came from photographer Wm Robertson's premises in Gourrock that have now been transferred to Inverclyde Archives.

David Hamilton and Graham Todd

This year, Graham Todd has worked with David Hamilton to finish the listing of the contents of all the John G. Kincaid material in the boxes held in the Ballast Trust store. Graham took a few Kincaid items for display at a recent 'Kincaid Reunion' held on 5th April, 2018, previously the late Duncan Winning had provided Kincaid items so we were pleased that Graham continued the tradition. The items were welcomed and were of interest to those present.

David and Graham have now moved on to listing the 35mm Black and White negatives belonging to the R. Rankin collection, which relates to the shipbuilding firm of Alexander Stephen & Sons of Linthouse, Glasgow. This is a fascinating collection of negatives taken by the yard photographer from the mid fifties to the mid sixties and covers nearly all aspects of shipbuilding in that yard.

Stuart Rankin

During the year Stuart worked mostly on Andrew Barclay locomotive records. He has draft catalogued over 200 diesel shunter drawings some of which subjects appear to have been built, some for export. However there was no linking to builder's numbers as verification. Other diesel shunter drawings in very good condition were only drafts for pricing with no verification that some, or any, were built.

Being rather sceptical as to any worthwhile end product, Stuart switched to a study of chief draughtsman records of steam locomotives which were definitely built, these handwritten records being working copies taken some time ago but laid aside. He is abstracting the Scottish content from these records which also give some livery details.

Student Placements

Kiara set up 3 short-term volunteer placements for University of Glasgow students through their Internship Hub programme. Over the summer they carried out boxlisting of collections and repackaged and digitised 80 Dan McDonald glass plate negatives. One of these students, Alice Whichelow has since been successful in securing an archives traineeship with Unilever to develop her career.

In November, Kiara and Cheryl managed three University of Glasgow students on a two-week cataloguing placement. Two of them worked on material sent to us by Scottish Canals which is going to the National Records of Scotland and Scottish Canals visited while they were here and did some publicity on the project.

Other student and archive professional placements have carried out a variety of tasks including the boxlisting of boat builder material for McGrouthers Boatyard and Whyte & Mackay, cataloguing of Edinburgh City Engineers and Hannah, Donald and Wilson material as well as digitisation of photographic collections.

Deposits and Accessions

- John Emslie Photographs (additions) – assorted railway line societies
- McGrouthers (additions) - TBC
- Graphic Partners, design agency - TBC
- Mactaggart Scott Plans (additions) - University of Glasgow
- Hannah, Donald and Wilson (additions) - University of Glasgow
- Rankin Shipbuilding Collection - University of Glasgow
- Scottish Canals Correspondence Bundles - National Records of Scotland
- Papers of Ian Brodie - TBC
- Motherwell Bridge Plc glass plate negatives - TBC

Returns and deaccessions

- Mactaggart-Scott, hydraulic engineers - University of Glasgow
- Douglas Brown glass plate negatives from Wm Robertson, photographer – Inverclyde Archives
- Caledonian Railway Association - University of Glasgow

Claire Robinson and Emma Raper cataloguing Scottish Canal records



Projects

Business Archives Council of Scotland and Scottish Business History Network

This year the Business Archives Council of Scotland (BACS) celebrated 40 years since it established a full-time Surveying Officer post in 1977. As the current Surveying Officer Cheryl organised the BACS conference on the theme of 40 Years of the Surveying Officer. The past, present and future success of the role, as well as its impact on the business archives sector to date was discussed. Talks focused on how surveyed collections have been used, the history of the role and its place in the wider business heritage landscape and included a session by Cheryl on how surveying can help you and how to carry out a practical survey.

Discussions at Executive Committee meetings for the Business Archives Council of Scotland (BACS) agreed to draw the work of the Scottish Business History Network into the remit of the BACS and have the network operate as an outreach initiative of BACS in the future. Changes to the network and BACS websites will reflect this soon.

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. Kiara acts as the Digital Content Manager for STICK and submitted a Kiara's funding bid on behalf of STICK to Historic Environment Scotland. This bid to update and redesign their website was successful and from December she has worked with a web designer to manage the redesign which will be launched in May 2018.

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 4 cases that the Crisis Management Team investigated in Scotland. These have included:

- Graphic Partners, design agency (1971-2009) temporarily at the Ballast Trust
- Lindsay Gray Alan Beaton, architects (1919-2017) negotiated transfer to Historic Environment Scotland
- Balmoral Knitwear, textile manufacturer (1895-2018), no response from liquidators to date
- Scottish Boatowners Mutual Insurance Association, insurance company (1918-2918), held locally at present



Awareness Raising

We answered 33 enquiries this year with the majority relating to shipbuilding plans and photographs as is usual. Some of the visits we accommodated have included the Argyll Estate Papers archivist to discuss our cataloguing software, a film company seeking source material for an in-house promotional film on Fergusons' Shipyard and a visit by a journalist to write an article about the Ballast Trust for *Old Glory* (a leading magazine for steam and vintage machinery enthusiasts).

Online Presence

Our online focus this year has been on twitter where our followers have again increased by 17% to 612. It continues to be a useful platform to engage with colleagues and researchers and to share relevant news and links and will be the focus for our online activity around the 30th anniversary under the hashtag #Ballast30.

The website acts as the official home for information about the Ballast Trust and we saw a spike in page views last year when we uploaded our guidance on Understanding Technical Records. The new graduate trainee will be contributing to the blog again during her 6 months and we will review its sustainability at the end of 2018.

	Visits	Unique Visitors	Page Views
Website 2015/16	1,359	1,118	2,439
Website 2016/17	1,550	1,211	3,544
Website 2017/18	1,079	866	2,674

Flickr

This year we have steadily digitised the Dan McDonald glass plate negatives thanks to student volunteers. We now have 1,406 items uploaded and the majority of these images are from the Dan McDonald collection. Our total views of all photos currently stands at 1,416,366.

Flickr	2014	2015	2016	2017	2018	Increase
Uploaded Image	1,095	1,169	0	208	29	-
Photostream Views	50,197	57,690	62,978	67,694	72,652	7%
Favourite Images	437	469	474	510	530	4%

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 29,025 views since it was published online in February 2013.

Business Archives Surveying Officer for Scotland

During 2017, Cheryl continued to carry out surveys of business records, providing advice to businesses and promoting the ongoing value of business archives to the archive sector. Her ongoing research work with Inver House Distillers has provided the marketing team with brand stories, which can be used for the Balmenach the expressions. Cheryl also completed the survey of the 14 whisky distillery sites for Chivas, producing a recommendations report for the value and future management of the archive.

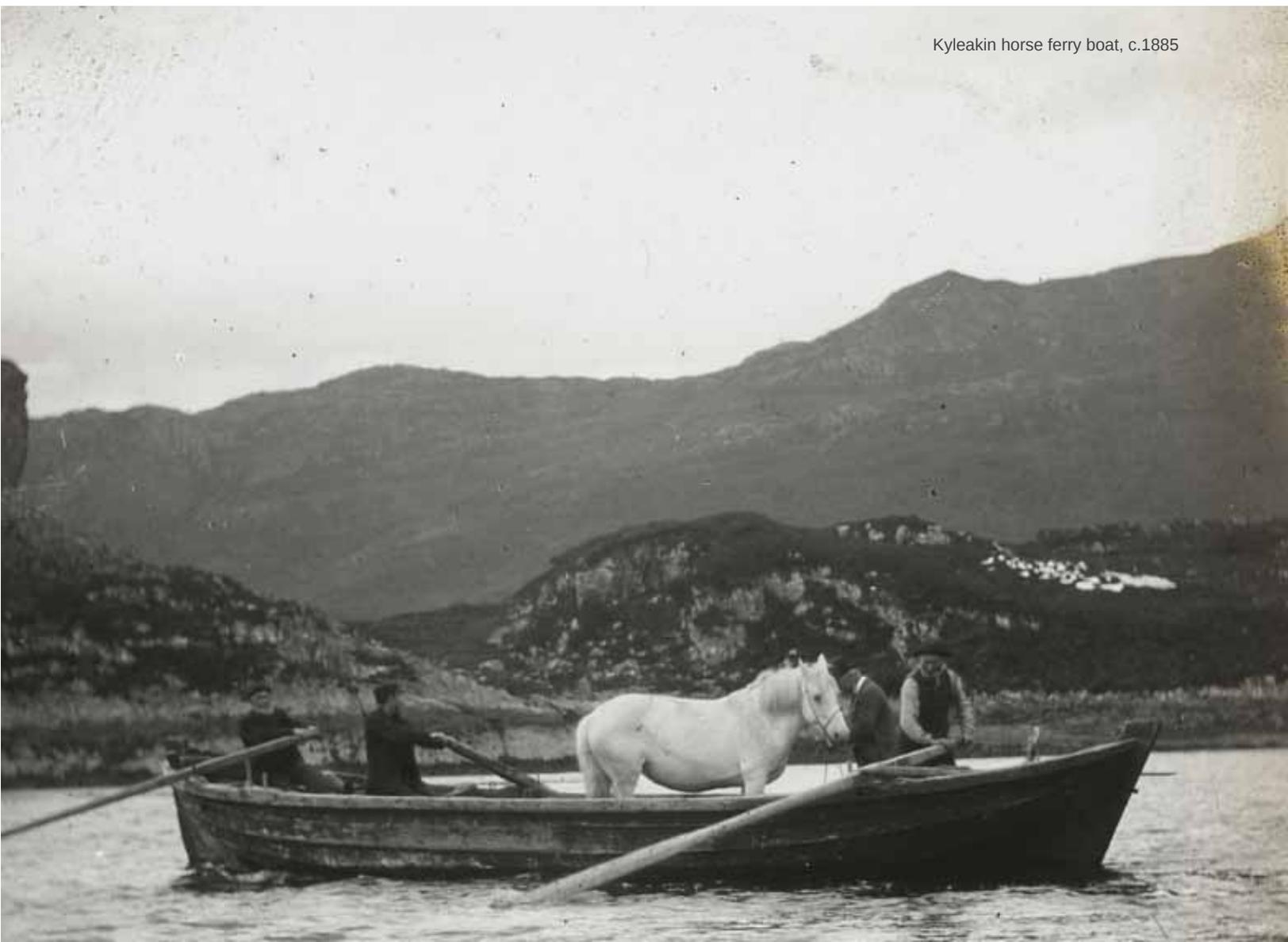
Records surveyed

- Chivas Brothers Ltd, whisky distillers (1801-present)
- Harrison Clyde (additions) (1895-present)
- King's Theatre survey (1906-present)
- West Linton Pharmacy (1901-1971)

Crisis Management Team

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- Lindsay Gray Alan Beaton, architects (1919-2017) negotiated transfer to Historic Environment Scotland
- Balmoral Knitwear, textile manufacturer (1895-2018), no response from liquidators to date
- Scottish Boatowners Mutual Insurance Association, insurance company (1918-2017), held locally at present until the Surveying Officer can survey it

Kyleakin horse ferry boat, c.1885



HANNA, DONALD & WILSON,

GOVERNMENT CONTRACTORS
ON ADMIRALTY LIST,

ABERCORN SHIPBUILDING CO.

SHIPBUILDERS.

ABBEY ENGINEERING WORKS,
PAISLEY, N.B.

ABERCORN FOUNDRY CO.

BOILERMAKERS.

Bridge Builders, Gasholder and Boiler Makers.

Makers of Wrought-Iron and Steel Sheer Legs, Steel Buoys (Trinity House and others), Screw Piles, Jetties, Piers, Roofs, Markets, Travelling and Wrought-Iron Derrick Cranes, Kinipple Patent and other Cassions for dock entrances, Patent Floating Docks.



Forth Bridge, Stirling.



Ayr Swing Bridge.



Suspension Bridge, Glasgow.



Foot Bridge, Strathbungo.



Albert Bridge, Glasgow.

Makers of

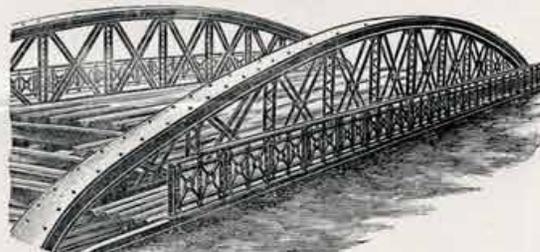
Cast Iron or Steel
Bridges, Cast Iron
Cylinders, Screw Piles,
Jetties, Piers, Caisson
for Dock Gates or
Entrances, Iron Build-
ings, Iron Roofing,
Girders, &c.

Makers of

Wrot and Cast Iron
Water Towers, Water
Tanks, Pumping Ma-
chinery, Double-faced
Sluice Valves, Ren-
stocks and Hydrants
for Water and Sewer-
age Works, Wrot Iron
and Steel Bridges, Cast
and Wrot Iron Tanks.



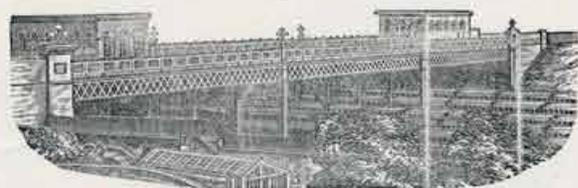
Whipple Murphy Pony Truss Bridges for India.



Roadway Bridges, Singapore.



Kelvin Bridge, Glasgow.



Waverley Bridge, Edinburgh.

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

- Tony Slaven Doctoral Workshop, Association of Business Historians, Glasgow June 2017
- Presented with a lifetime achievement award for services to business history by the Association of Business Historians at their conference in Glasgow, June 2017
- Accepted invitation to become the President of the Business Archives Council of Scotland, October 2017

Publications

- Obituary for Professor Peter Payne published in *Scottish Business and Industrial History*, the journal of the Business Archives Council of Scotland, March 2018

Kiara King

Presentations

- Prepared a display of archive material from the Scottish Business Archive collections for attendees at the Association of Business Historians conference which were seen by 150 delegates, June 2017
- Presented a paper on the Surveying Officer: the Scottish Experience at the BACS Conference on 40 years of the Surveying Officer in Scotland in Glasgow, November 2017
- Talk on the Ballast Trust to the Elderslie Men's club, February 2018
- Presented a paper on at Ship Model Seminar at Riverside Museum, March 2018

Participations

- Attended four BACS Executive Committee meetings
- Attended four STICK Committee meetings as Digital Content Manager
- Attended the International Council on Archives Section for Business Archives conference in Stockholm, April 2017
- Organised the BACS AGM and Conference Celebrating 40 years of the Surveying Officer in Scotland in Glasgow, November 2017
- Attended the BAC Annual Conference in London, November 2017

Publications

- *Enterprising Scotland: A Celebration of Scottish Business Archives* published by the Scottish Council on Archives, November 2017

Cheryl Traversa

Presentations

- Presented a paper on the role of Business Archives Surveying Officer at BACS Conference 40 years of the Surveying Officer in Scotland in Glasgow, November 2017

Participations

- Attended four BACS Executive Committee meetings as Secretary
- Organised the BACS AGM and Conference Celebrating 40 years of the Surveying Officer in Scotland at the former Stoddard-Templeton factory, WEST Brewery in Glasgow, November 2017
- Attended the International Council on Archives Section for Business Archives conference in Stockholm, April 2017
- Attended the Archives and Records Association Section for Business Records training day at the Peel Group Archives in Manchester, May 2017
- Attended the first Corporate Collections meeting at the M&S Archive in Leeds, May 2017
- Attended Animated Outreach workshop by Scottish Council on Archives in Edinburgh, December 2017

Publications

- *Enterprising Scotland: A Celebration of Scottish Business Archives* published by the Scottish Council on Archives, November 2017
- Surveying Scotland's Business Archives, Scottish Council on Archives publication *Broadsheet* Issue 42, Summer 2017



ENTERPRISING SCOTLAND:
A CELEBRATION OF SCOTTISH BUSINESS ARCHIVES



Duncan Winning OBE

In March this year our Friend and Colleague, Duncan Winning passed away. Duncan was part of the Ballast Trust for more than twenty five years and his commitment and contribution to the growth and development of its work is remembered with affection and appreciation by us all.

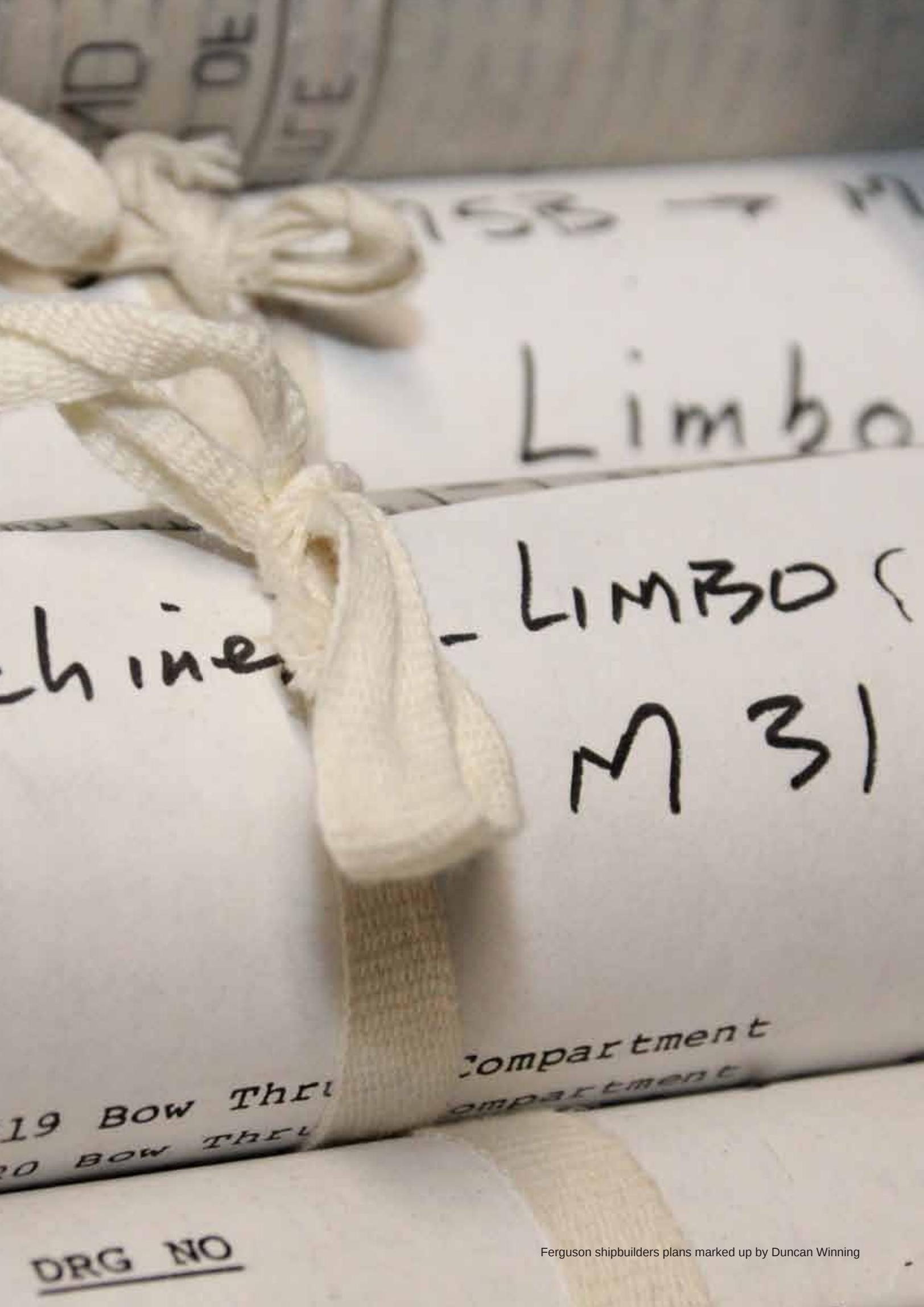
Duncan became a core member of the Ballast Trust in 1995. Before that he had worked for thirty-six years in the heavy marine diesel engine building industry for John G. Kincaid and Company. In 1991 his role as drawing office administrator brought him into contact with the Ballast Trust, when a survey and rescue operation for the Kincaid's records was undertaken and Duncan worked on site in Greenock to identify significant technical records. In his role as archives assistant/technician for the Ballast Trust Duncan brought a wealth of knowledge about engineering processes and drawing office practices to help survey and catalogue industrial records of business archives. He was always generous with this knowledge and his time, methodical in his approach and never daunted by the scale of the task!

Some of Duncan's notable projects included choosing and preparing plans and drawings to be sampled by the National Records of Scotland to create an aid to the identification of technical records and their materials which we still use today. He established good working relationships with different clients and in particular with Fergusons shipbuilders which facilitated their regular deposits of records for processing. He assisted the firm of naval architects G. L. Watson & Co. Limited in their search for early "one design" yacht plans called Red, White and Blue which Duncan had previously identified in plans he had catalogued for R. McAlister & Son. His contribution to the recent cataloguing of the MacTaggart Scott & Co. Ltd, hydraulic engineers was invaluable as he provided essential technical knowledge for this project. More recently Duncan used his subject specialist knowledge to develop industry specific appraisal examples to complement our general guide to understanding technical records. Thus making a lasting contribution to the archives sector and its handling of technical records.

Duncan was always a calming presence at work, something much appreciated by successive Surveying Officers when working with him to rescue records for companies such as Clifton & Baird Ltd, machine tool manufacturers and The Arches Theatre Company. In 2009, when a professional archivist was appointed, he readily adapted to new procedures and was incredibly helpful and welcoming to this "young lady manager" with little experience of technical records. In the last ten years he extended this welcome to other new members of staff and volunteers including dozens of student volunteers. He will be remembered for his gate-opening tutorials and his particular talent in turning any topic of conversation around the tea table to the subject of canoes and canoeing - his lifelong passion.

Duncan formally retired in January this year and we hope that he was proud in his own modest way of his contribution to Scottish business and industrial history and content that he was leaving the Ballast Trust in good hands, certain that it could not have achieved all that it has without him.





Chinese

Limbo

LIMBO

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19 BOW THRU
20 BOW THRU

Compartment
Compartment

DRG NO

Trustees:

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Professor John Hume
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