

# Ballasttrust

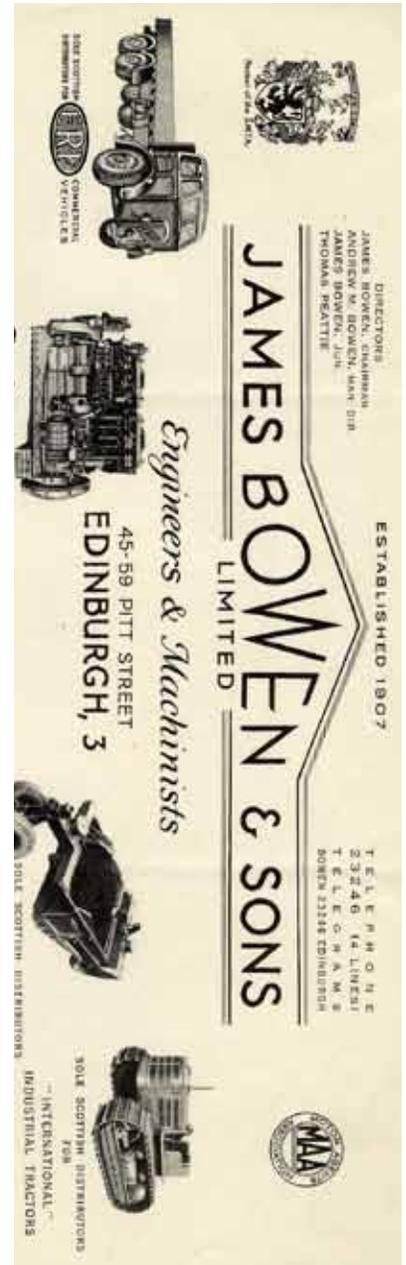
Understanding Technical Records

**Annual Report**  
**2018-2019**



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James Bowen & Sons headed paper, 1950

## Director's Report

The Financial year, 2018-2019, on which we report, was the thirtieth anniversary of our foundation by Dr Lind in 1988. Two years ago, the Trustees agreed that we should mark our thirty years of growth and achievement by publishing a record of our foundation and operation. It was agreed that it was important to do so before all who had been associated with the Ballast Trust from its inception disappeared, taking their knowledge and recollections with them. The first twenty years of our work was dominated by the vision, flair and determination of Dr Bill Lind. The past ten years has been guided by the commitment of the Trustees to continue Bill's endeavours.

Making this happen was entrusted to Professor Tony Slaven as Director, and subsequently with Kiara King as our Archivist. Piecing the history together from Bill Lind's work diaries, miscellaneous correspondence and the Annual Reports to the Trustees proved to be a much harder, longer, and more difficult task than first imagined. The two-year time frame adopted proved to be barely enough to accomplish the work. Writing the chapters was the first challenge, but even more challenging was the formatting, design and illustration of the publication. While much of the former rested with Tony Slaven, all of the latter lay with Kiara King in collaboration with our excellent graphic designer Shirley Lochhead, and with the professionalism of our splendid printers, J Thomson Colour Printers, JTCP, of Glasgow. With barely 48 hours to spare we took delivery of 750 copies of our publication *The Business of Archives: A Labour of Love*. The launch, with grateful thanks to Glasgow Life, and the effort of our Chairman, Dr Kenneth Chrystie, was a grand affair in the Riverside Museum on a wet November evening. Nevertheless, a memorable evening for the staff and volunteers of the Ballast Trust, and for the Trustees and the hundred or so guests who turned out to support us.

While this was the highlight of our thirtieth year much else was also accomplished and is set out in detail in our Report. A notable success was the funding of a Graduate Traineeship in association with Renfrewshire Council. The six-month post was a considerable success and encourages us to seek to continue this type of opportunity for trainee archivists. Another milestone was the departure of our Surveying Officer, Cheryl Traversa, via promotion, and the appointment of her successor Christopher Cassells to continue this important function of the Ballast Trust in association with the Business Archives Council of Scotland.

Our two core staff, Kiara King and Chris Cassells indeed represent the centrality and significance of the work of the Ballast Trust in relation to the major agencies devoted to the preservation and utility of business records, especially their work with the BACS, the Scottish Council of Archives, the Archives and Records Association, and the International Council on Archives. The Report indeed sets out the extraordinary energy and involvement of our Officers in service on significant Committees, their contributions in presentations and publications and support of professional Conferences. This is the professional work of our archivists, actively publicising the work of the Ballast Trust which in turn depends on the patient and expert work of our volunteers who fulfil the central purpose of the Ballast Trust in understanding and explaining the significance of Scotland's technical business records.

It is my privilege to work with the professional and volunteer staff of the Ballast Trust who daily make real Bill Lind's aspirations set out in the Foundation of his Ballast Trust thirty years ago.

Tony Slaven  
Director

## 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), Chris Cassells (Business Archive Surveying Officer) and Jennifer Brunton (Graduate Trainee) to September.

We are supported by our volunteers Andrew Swan, Campbell Cornwell, Clementine Oliver, Craig Osborne, David Hamilton, Graham Todd, Jennifer Lightbody, Jessie Walsh, Katherine Barnes, Kirstie Anslow, Lucy MacIver, Mark McGregor, Robert Osborne, Stephen Hall, Stuart Rankin, Thomas Abercromby and William Brown.



## **Review of Work**

### **Kiara King**

At the start of the reporting year in May, Kiara's professional registration portfolio application was successful, and she was certified as a registered member of the Archives and Records Association.

Kiara's focus for much of 2018 was the preparations for the publication to mark the 30th anniversary of the Trust and related awareness raising activities. She worked with Tony for several months to finalise the content for the book, including organising the digitisation of material from collections currently held by the Trust and contributions from individuals who have worked with the Trust and liaising with the graphic designer Shirley Lochhead. Since the book was published and launched she has arranged the distribution of nearly 300 copies of the book.

Recently, preparations have been made to undertake a collections audit of material held at the trust as part of a focus on wider collections management. This activity will review and report on what collections we have, their extent and the scale of projects required to action them and inform forward planning.

This year Kiara supervised our new graduate trainee Jennifer Brunton, a role that was part funded by Renfrewshire Council and also worked with the University of Glasgow supervising their Heritage Lottery Funded project Darning Scotland's Textile Collections until September.

From January to March this year, Kiara has taught 20 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 3 dissertation students.

### **Chris Cassells**

Chris took up the post of Business Archives Surveying Officer in June 2018. He quickly settled in the role and has been able to build on the service that Cheryl Traversa had established, providing advice and surveying the records of a range of Scottish business.

These have included the Edinburgh silversmiths Hamilton & Inches, the Glasgow independent school The Glasgow Academy, and the Campbelltown distillery Glen Scotia – while promoting Scottish business records within the archive sector and beyond. As part of his awareness raising activities Chris managed a project to create a new brand and standalone website for the Surveying Officer <http://surveyingofficer.co.uk/>

In his Crisis Management Team work, Chris took the lead on this and spent some time working with House of Fraser during their administration process at the end of 2018 to identify records of value in those stores earmarked for closure and eventually bringing in material for the Edinburgh Princes Street store (formerly Binns) which will be deposited with the University of Glasgow. Other successes included the transfer of material for Hourstons an Ayr department store to North Ayrshire Archives and the Scottish Boatowners collection.

This year annual work plans have been prepared by the Archivist and Surveying Officer to inform forward planning of work priorities. These have identified key priorities around collections management and better space management for the Ballast Trust and surveying priorities relating to school records, the drinks industry and football for the Surveying Officer while balancing time for crisis response work.

### **Delaine Colquhoun**

Delaine has devoted much of this year to listing Duncan Winning's collection. This was a significant undertaking as it is comprised of 100 boxes of archive material plus publications detailing Duncan's involvement in the development of canoeing as a sport in Scotland from the 1960s onwards and his other interests around open access. This listing is now complete, and Kiara is working with the Winning family to identify a permanent home for it.

Delaine has continued to prepare the North British Locomotive Company drawings for the Project 22 copy orders and identified material in Dr Lind's diaries and correspondence that supported the 30th anniversary publication. Recently Delaine has started to transcribe the hand-written listings that Campbell Cornwell has prepared so they are in a digital format.

Delaine continues to assist with the daily operations of the Ballast Trust and in particular supporting all our volunteers. We were pleased to celebrate her thirty years long service award from the University as part of our Lind lunch in January.

### **Jennifer Brunton**

In her six months with us as Archives Assistant (Graduate Trainee) Jennifer made a great success of the role. She worked on all aspects of archival work with projects ranging from box-listing and numbering records, cataloguing and appraisal report writing to digitising glass plate negatives and answering research enquiries.

Jennifer demonstrated a skill for outreach and engagement work by planning and preparing regular content for our blog and twitter account to reflect on work she carried out as a trainee and she devised and implemented a twitter campaign to celebrate 30 years of the Ballast Trust under the hashtag #Ballast30. She left us in September and secured a permanent job with Cambridgeshire Archives as Archives Assistant.

### **Andrew Swan**

Andrew has continued work on the cataloguing of drawings that document railway infrastructure from a private collection. He has also listed drawings for a Bedford Crane Manufacturer.

### **Bob Osbourne and Campbell Cornwell**

Campbell and Bob have continued their work on the Ken McKay collection. This is a large collection of photographs principally in slide format of railway subjects. Within the collection some superb and possibly rare frames are available whilst the collection as a whole has the potential to be a significant resource.

To date a first phase, the screening of many thousands of images, has now been completed. Closer examination in phase-2 of just short of 1900 items, has enabled categorisation and collating of subjects. Unfortunately, full details of the material were absent which has made the descriptive information of frames difficult; reference to other resources has enabled captions to be prepared.

### **Craig Osborne**

Craig has continued his box listing and weeding work on the Ferguson material and is currently at box number 342. As part of this exercise he identified 26 boxes related to sub-contractor material in connection with Caledonian MacBrayne vessels and these boxes were transferred to Ian Cameron at Cal-Mac's offices at Gourock, as this material would not be retained in the Ferguson archive collection.

At the end of 2018 Craig created a listing of former volunteer Phil Thomas's collection of blue prints and original tracings for ships and small craft. This included model makers drawings by Phil and original drawings by a Daniel Anderson c1900 and is comprised of 57 bundles.



LAGAN. MOYOLA. NENE  
TWIN SCREW DRIVETTES  
PLYM. LOCHY  
RIVER CLASS FRIGATES

MOTOLA  
NENE  
PLYM  
LOCHY  
RIVER CLASS FRIGATES

MOTOLA  
NENE  
LOCHY  
RIVER CLASS FRIGATES

PLYM. LOCHY

TWIN SCREW  
RIVER  
LAGAN  
NENE PLYM

TWIN  
RIVER

### **David Hamilton**

David has worked on several collections this year. He finished the listing of the Rankin Shipbuilding Collection which included detailed listing of a collection of ship plans for Alexander Stephens & Sons. He started and completed the listing of British Corporation Frigates and has recently listed two collections of glass plate negatives.

### **Graham Todd**

This year Graham finished listing the Stephens of Linthouse shipyard 35mm black and white negatives. They were very interesting to list and give a very good insight into the change over from the traditional way of constructing vessels 'plate by plate' to building prefabricated units to speed up construction. Views captured by the negatives varied from ship construction progress on the berths to marine engine building in the engine shop as well as various personnel views for the 'in house' magazine the 'Linthouse Times'.

Recently he has worked on listing a number of black and white negatives belonging to John R. Hume. These negatives are of various views of steam locomotives and trains in the Glasgow area as well as a number of negatives of Glasgow trams at various locations around the city.

Of further interest is a collection of glass lantern slides, also belonging to John Hume. These appear to date from the early 1920's or early 1930's and are of various views of European steam locomotives and trains. At the moment he is assessing what is to hand (approximately 30+) and there are more to come. Graham will make use of other resources to identify the various locomotive classes and the different locations. This may take a little while to complete but will be well worth doing.

### **Stephen Hall**

Stephen has carried out research to create a system to organise the photographs of the hydraulic engineering firm MacTaggart Scott as part of their collection UGC-223/12 which is held by the University of Glasgow. Using this structure, he has started the cataloguing and selective digitisation of the photographs. He also carried out work to catalogue legal documents and correspondence related to the construction of the Forth & Clyde Canal for Scottish Canals (c1750s-1890s).

### **Stuart Rankin**

This year Stuart has continued to examine carefully and individually the rolls of linen drawings produced by Andrew Barclay, Sons & Co. (locomotive) Engineers, Kilmarnock. He found that the drawing office numbers bore no connection with the engine running number on the cabside works plate; but some other paper records do give cross-reference and livery details. These are being collated with emphasis on engines for Scottish customers.

Whilst waiting for decision on retention or disposal of no- customer drawings, Stuart has started work on processing a large roll of standard component detail drawings which would have been used in manufacture and possible replacement of worn-out standard parts. There are about 25 general arrangement drawings of standard types of steam tank engine with cylinder size as a measure of power. Diesels measured by horsepower of inserted power unit.

Supplementary research revealed that a standard 14 x 22 inch 0-4-0 saddle tank was supplied to Blackburn Corporation Gas Works and named TONY. Sometimes, like ships, even humble industrial engines bore relevant local names, often people such as colliery owners or wife; but often just a number and pit name.

### Student Placements

We have had a variety of student and archive professional placements this year who have carried out a variety of tasks including the box listing of boat builder material for McGrouters Boatyard and Whyte & Mackay, cataloguing of Edinburgh City Engineers and Hanna, Donald and Wilson material as well as digitisation of different photographic collections.

In November, Kiara managed two University of Glasgow students on a two-week cataloguing placement. Katherine Barnes worked on additional material from Scottish Canals which will go to the National Records of Scotland and Clementine Oliver catalogued the Knox family papers.

### Volunteer Recognition

It is important to recognise the essential contribution that our volunteers make to the work of the Ballast Trust. This is done annually at our Lind Lunch in January and through the organisation of a volunteer outing linked to their interests. This year we visited the Glasgow Museum Resource Centre to see their ship and locomotive model store. Emily Malcolm, Transport Curator at Glasgow Life, gave us a guided tour of the space and objects and a return visit to their transport art collections is planned for 2019.

### Deposits and Accessions

- Mactaggart Scott Motor Club (additions) - University of Glasgow
- Mactaggart Scott Plans (additions) - University of Glasgow
- Hanna, Donald and Wilson (additions) - University of Glasgow
- Scottish Canals Correspondence Bundles - National Records of Scotland
- James S. Symon & Son (land drainage contractors) – TBC
- Lamberts Creative (design agency) - TBC
- NVA (arts organisation) - University of Glasgow

### Returns and deaccessions

- Hanna, Donald and Wilson - University of Glasgow



Envelope from the Knox Collection, 1931

## Projects

### **Thirtieth Anniversary**

Much of the activity of the Ballast Trust this year has centred on the marking of thirty years since the Trust was established by Bill Lind in 1988. The centrepiece of these celebrations was a publication *The Business of Archives: A Labour of Love* written by Tony and Kiara with contributions from trustees, volunteers and partner organisations.

In November, *The Business of Archives: A Labour of Love*, was launched at a reception held at the Riverside Museum in Glasgow. This was an opportunity to celebrate with many of our partners as well as friends and colleagues. On a very dreich Glasgow evening, nearly 100 guests from the archives and wider heritage sector in Scotland joined the staff, trustees and volunteers of the Ballast Trust to celebrate. Speeches were given by the Chairman of the Trustees Dr Kenneth Chrystie and the Director of the Ballast Trust, Professor Tony Slaven.

As well as the publication, throughout 2018 we celebrated 30 years of understanding technical records with a variety of events and activities. In June we worked in with the Section for Business Records (ARA) to organise a seminar at the National Railway Museum in York. This seminar explored the theme of technical records, focusing on the plans and drawings held in business archive collections and the different approaches that have been used to reveal the potential of these records. In August, a '30-minute makeover' session for technical records at the Archives and Records Association conference in Glasgow was delivered by Kiara, assisted by Jennifer. Finally, a social media campaign was active throughout 2018 on twitter @BallastTrust under the hashtag #Ballast30 to share memories and information about the Trust.

A thirtieth anniversary is always cause for celebration, but the commemorative activity also contributed to the wider advocacy work within the archives sector that the Ballast Trust undertakes to improve the understanding and importance of technical records. William Lind established the Ballast Trust in 1988 to rescue and preserve business records at risk of disposal, and to provide a sorting and cataloguing service, with special emphasis on technical records, drawings, plans and photographs. Thirty years on, these objectives are unchanged, a testament to his insight for the need for a specialist technical archive service.

### **Business Archives Council of Scotland**

The work of the Business Archives Council of Scotland (BACS) is strongly supported by the Ballast Trust with Tony serving as President and both Kiara and Chris also sitting as members of the executive committee. This year Chris and Kiara organised the annual conference on Art and Design in Business Archives working in partnership with David Powell, the D C Thomson archivist who hosted the event in the Dundee offices of D C Thomson.

As well as the annual conference, the Council ran a Corporate Connections event on the theme of producing corporate histories. This is an initiative aimed to encourage face to face conversations in the business archive community. The November event was held at the University of Glasgow's Archives and Special Collections with Professor Michael Moss leading the discussion to share his experiences of working with archivists and business archive collections.

The Council continues to issue its biannual email newsletter to BACS members and members of the Scottish Business History Network. The Scottish Industrial History journal was published during the year and distributed by the Ballast Trust. Kiara has taken the lead on the Council's project to create a new website and re-brand to ensure a stronger visual identity to communicate their objectives. This will be launched in summer 2019.

### **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 in 2018 worked with a web designer to redesign and launch the STICK website, a project that was funded by Historic Environment Scotland. The website was launched in May 2018 <https://stickssn.org/>.

### **Project 22**

Staff at the Ballast Trust have continued to be involved in supporting copy orders from the Project 22 group. Delaine has taken the lead in overseeing the bulk of the work in selecting and preparing the drawings for copying. 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 lead 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 5 cases that the Crisis Management Team investigated in Scotland. These have included:

- Scottish Boatowners Mutual Insurance Association, insurance company (1918-2018). Records held locally at present.
- Hourstons, Ayr department store (1896-2019). Records deposited with North Ayrshire Archives.
- House of Fraser, Edinburgh Princes Street store formerly Binns, (1894-2019). Records held at the Ballast Trust, pending deposit at the University of Glasgow.



## Awareness Raising

We answered 32 enquiries this year with the majority relating to shipbuilding plans and photographs as usual, but we have also had an increasing number on general business archives matters and from heritage professionals seeking advice on technical archives indicating that our awareness raising activity around technical records is having results.

Visits included the new Director of Scottish Council on Archives to discuss business archives, the sector and online access to collections – recognition of the Ballast Trust's role as key stakeholder in the sector.

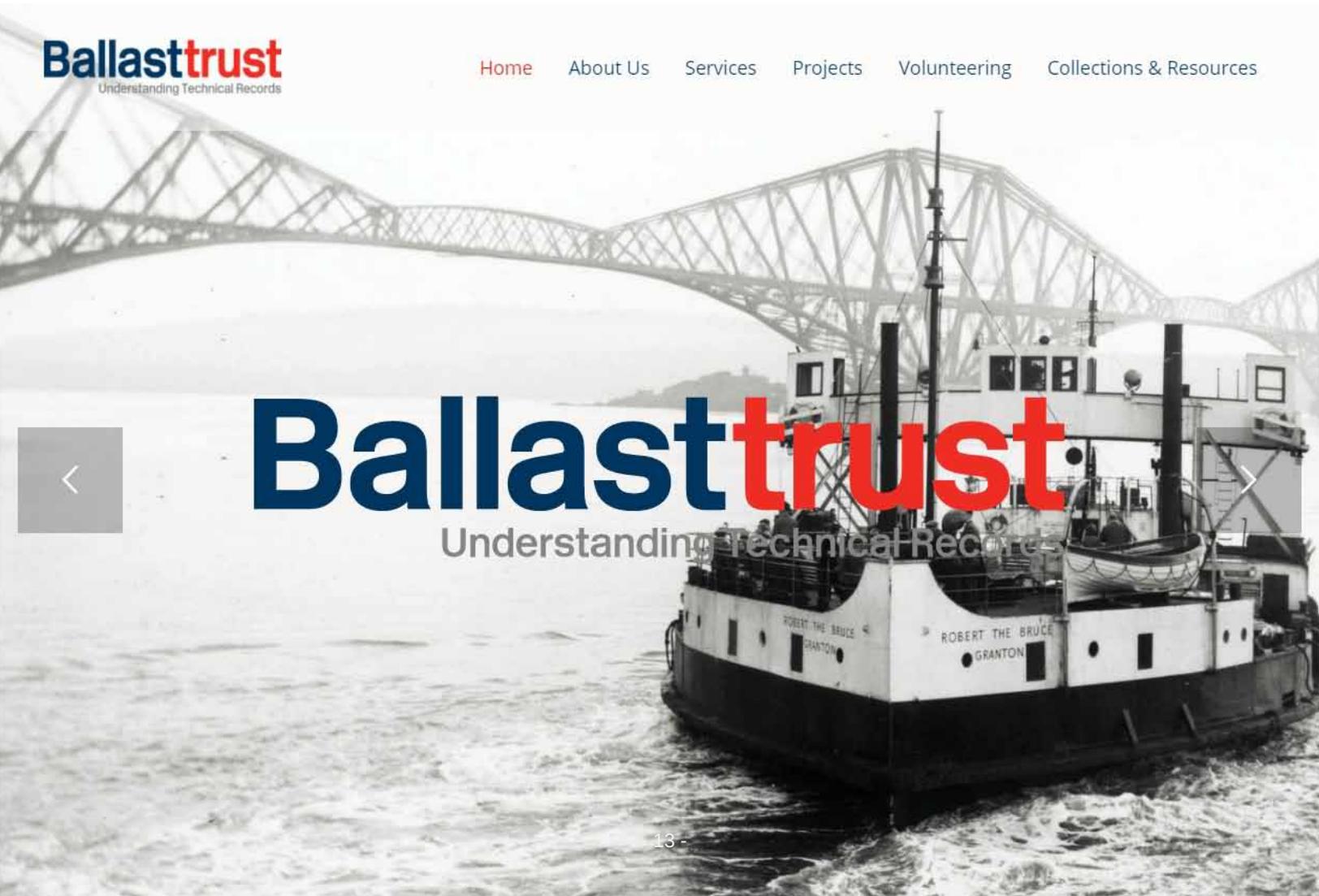
## Doors Open Day

As part of the thirtieth anniversary celebrations we took part for the fourth time in the Renfrewshire Doors Open Days programme on Saturday 8th September. This was our most successful year with 62 people attending including a local Renfrewshire councillor Andy Steele and a visit from individuals with a connection to the Hanna, Donald & Wilson collection which later resulted in deposit of further material. It is still a significant undertaking for staff and volunteers and being mindful of this we plan to participate in Doors Open Day every second or third year.

## Online Presence

This year saw a project to redesign and move the Ballast Trust website to a wordpress hosted platform. This has allowed for a more flexible and dynamic website design and we have used this opportunity to showcase in its design many of the professional images taken of the Trust in July 2018 by Greg Smith.

The website continues to be the official home for information about the Ballast Trust and from it we link to our other online platforms and activity like Flickr and Twitter.



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## Twitter

The focus of our online activity continues to be twitter where our followers have increased by 23% to 795. It continues to be a useful platform to engage with colleagues and researchers and to share relevant news and links and it was the focus for our online activity around the 30th anniversary under the hashtag #Ballast30.

In June, Jennifer began the #Ballast30 twitter campaign she had devised, taking inspiration from other archive and museum initiatives. The #Ballast30 campaign gave one fact every day about the Trust throughout June; from our favourite quote, typical items, to understanding our role within the Archives sector. The idea behind the campaign was to get to know us better and find out some interesting facts.

Building on the momentum of #Ballast30, we shared stories from the Trust's history throughout July and August with #OnThisDay tweets by Jennifer where material from Bill Lind's personal diaries and correspondence was posted to reflect the activity of the Trust in 1988. Sharing extracts gave an immediacy to the work that the Trust had carried out in 1988 and the online campaign helped us to tell the unique story of the Ballast Trust to a wider audience.

## Flickr

This year we have continued to digitise the Dan McDonald glass plate negatives and other small glass plate negative collections thanks to student volunteers. We have only added a small amount of these to Flickr alongside some photographs of the Ballast Trust premises as part of the thirtieth anniversary celebrations.

We now have 1,443 items uploaded with the majority being from the Dan McDonald collection. Our total views of all photos currently stands at 1,610,139.

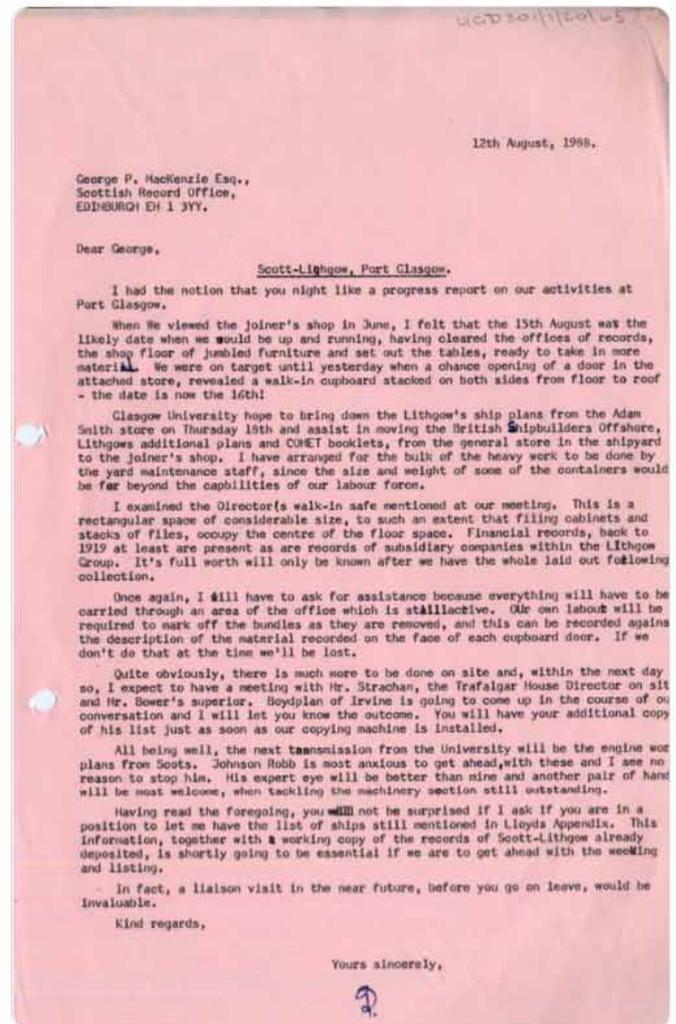
Flickr	2015	2016	2017	2018	2019	Increase
Uploaded images	1,169	0	208	29	37	22%
Photostream views	57,690	62,978	67,694	72,652	74,329	2%
Favourite images	469	474	510	530	549	3%

## Online publications

We continue to use Issuu - a digital publishing website to upload and share our annual reports and the Ballast Trust history online. We have uploaded a sample extract of the 30th anniversary publication The Business of Archives: A Labour of Love to this site at [https://issuu.com/ballasttrust/docs/ballast\\_trust\\_30\\_web\\_preview](https://issuu.com/ballasttrust/docs/ballast_trust_30_web_preview) To date our publications have been viewed 38,931 times.

Ballast Trust  
@BallastTrust

#Onthisday August 12th, progress report on the move to new premises at Port Glasgow. The proposed date for the Joiner's shop to be up and running was initially August 15th, however after finding a hidden walk-in cupboard, the proposed date was moved to August 16th! #Ballast30



4:52 PM · Aug 15, 2018 · TweetDeck

Brown No 3  
L 115

Brown No 1  
L 115

Brown No 1  
L 115

## Business Archives Surveying Officer Report

In 2018/19 Chris Cassells, the new Surveying Officer, continued Cheryl Traversa's work, providing advice and surveying the records of a range of Scottish business – including the Edinburgh silversmiths Hamilton & Inches, the Glasgow independent school The Glasgow Academy, and the Campbeltown distillery Glen Scotia – while promoting Scottish business records within the archive sector and beyond.

### Records Surveys and Crisis Management

- Scottish Boatowners Mutual Insurance Association, Buckie, 1910-2016. Records surveyed and transferred to the Ballast Trust.
- The Glasgow Academy, 1845-2018. Records surveyed.
- James S. Symon & Son (Land Drainage Contractors), Perth, 1879-2010. Records surveyed and transferred to the Ballast Trust.
- Marshall, Ross & Munro, Motherwell solicitors, 1928-c.2000. Deposited with North Lanarkshire Archives.
- Lamberts Creative, Edinburgh design agency, 1985-2003. Records surveyed and transferred to the Ballast Trust.
- Hourstons, Ayr department store. Deposited with North Ayrshire Archives.
- NVA, Glasgow arts organisation, 1990-2018. Records surveyed and transferred to the Ballast Trust, pending deposit at the University of Glasgow.
- James Muir & Son / Merkland Tank, Clyde-based tank cleaning, 1919-1997. Records surveyed and deposited with the University of Glasgow.
- Hamilton & Inches, Edinburgh jewellers and silversmiths, c.1900-2016. Records surveyed.
- House of Fraser, Edinburgh Princes Street store (formerly Binns). Held at the Ballast Trust, pending deposit at the University of Glasgow.
- Girl Guiding Scotland, Glasgow. Records surveyed.
- W E Howden, veterinarian chemist, Coldstream. Records surveyed.

### Projects

- Glen Scotia. Commissioned to produce a short history of the Campbeltown distillery for the Loch Lomond Group.
- Thompsons Solicitors. Commissioned to report on Scottish businesses with significant current or historic overseas operations for Thompsons Solicitors and the STUC.
- The Glasgow Academy. Commissioned to catalogue and repackage collection and develop archive policy for the school.
- Whyte & Mackay. Appraisal of Dalmore distillery records.



## **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 and Collections Policy groups
- Scottish Transport and Industrial Collections Knowledge network (STICK)
- Archives and Records Association (ARA) Section for Business Records

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

### **Professor Tony Slaven**

Participations

- President of the Business Archives Council of Scotland and attended three BACS Executive Committee meetings
- Attended and Chaired a session at the conference on Paisley's Industrial and Cultural Heritage, Paisley Town Hall, June 2018
- Attended the BACS AGM and Conference Art & Design in Business Archives, Dundee, October 2017
- Attended the Scottish Maritime History Conference, Glasgow, October 2018

Publications

- The Business of Archives: A Labour of Love published by the Ballast Trust, November 2018
- The Ballast Trust: The Business of Archives, IESIS Bulletin, March 2019

### **Kiara King**

Presentations

- The Ballast Trust at the ARA Section for Business Records Summer Seminar on Technical Records, York, June 2018
- Business Archives at the Historic Environment Scotland's Celebrating Scotland's Industrial Heritage event, Stirling, September 2018
- Understanding Technical Records workshop at the Archives and Records Association conference, Glasgow, August 2018

Participations

- Attended three BACS Executive Committee meetings
- Attended two STICK Committee meetings
- Attended STICK AGM and Spring event Conservation and Display of Transport Collections, Greenock, April 2018
- Organised and attended the ARA Section for Business Records Summer Seminar on Technical Records, York, June 2018
- Attended Paisley's Industrial and Cultural Heritage conference, Paisley Town Hall, June 2018
- Attended Archives and Records Association conference People Make Records, Glasgow, August 2018
- Organised and attended the BACS AGM and Conference Art & Design in Business Archives, Dundee, October 2018

## Publications

- The Ballast Trust: understanding technical records, ARC Magazine, June 2018
- The Business of Archives: A Labour of Love published by the Ballast Trust, November 2018
- The Ballast Trust: celebrating 30 years of understanding technical records, Business Archives Council newsletter, December 2018
- The Ballast Trust: celebrating 30 years of understanding technical records, Scottish Records Association newsletter, December 2018

## Chris Cassells

### Presentations

- Talking About Sewing Machines: Oral History, Community Engagement and Singer Stories, Archive and Records Association Conference, Glasgow, August 2018
- Oral History and the Singer Factory, Deindustrialisation, Heritage and Memory Conference, Strathclyde University, Glasgow, September 2018
- Key Business Records, ARA Section for Business Records Training Day, Rothschild Archives, London, January 2019

### Participations

- Training Officer for the Section for Business Records
- Attended Archives and Records Association Section for Business Records Summer Seminar, National Railway Museum, York, June 2018
- Attended Paisley's Industrial and Cultural Heritage conference, Paisley Town Hall, June 2018
- Attended Demonstrating the value of archives, The National Archives, Kew, September 2018
- Scottish Family Business Conference, Royal College of Physicians & Surgeons of Glasgow, October 2018
- Organised the BACS AGM and Conference Art & Design in Business Archives in Dundee, October 2017
- Web Archiving Preservation Task Force, National Records of Scotland, Edinburgh, November 2018
- Can you believe it...? Business archives and trust the Business Archives Council Conference, The National Archives, Kew, November 2018

## Publications

- Singer stories: talking about sewing machines, ARC Magazine, November 2018
- An employee's perspective on professional development, ARC Magazine, March 2019

## Jennifer Brunton

### Participations

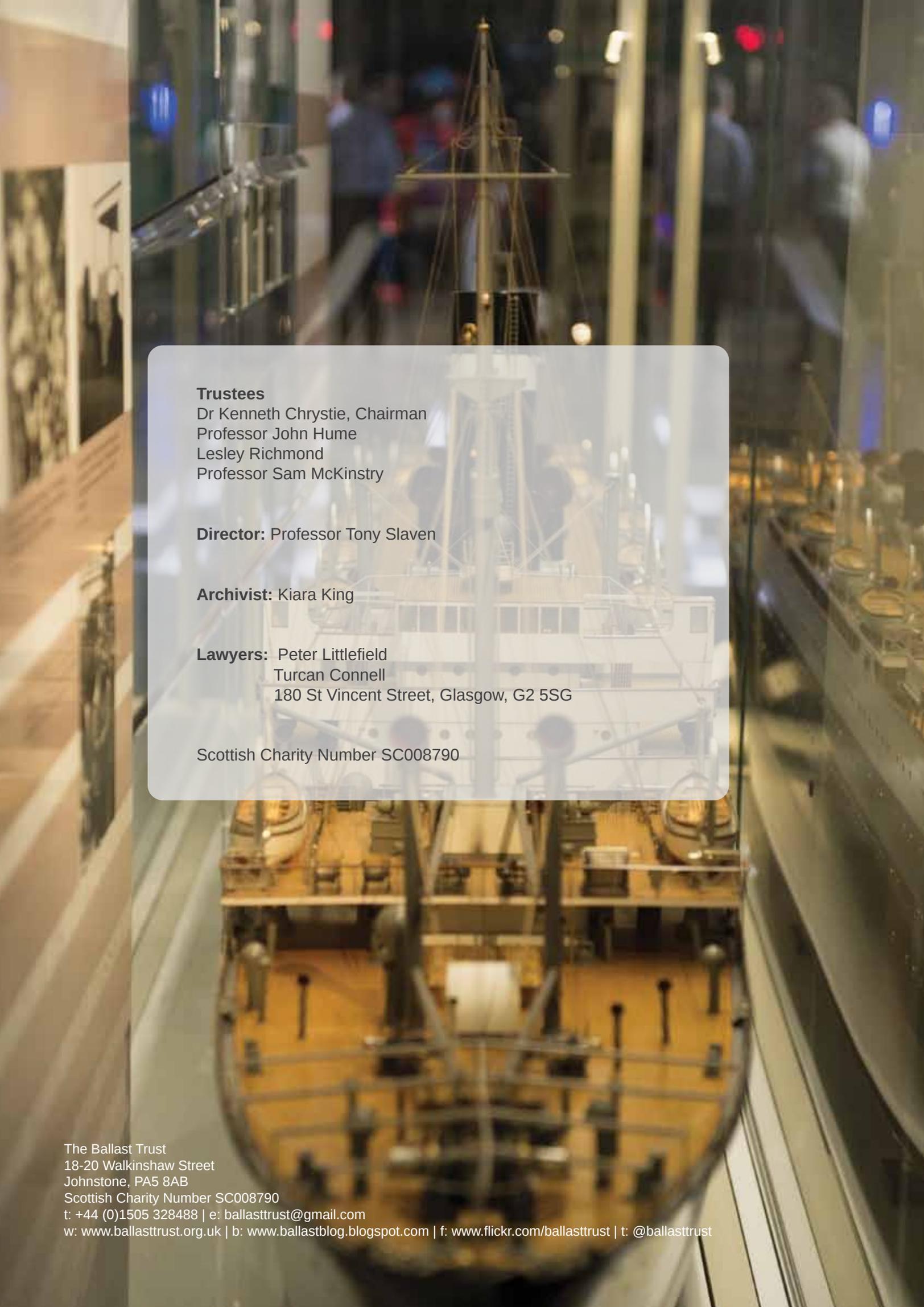
- Attended the 'The ABC's of the ARA', Perth, May 2018
- Attended Paisley's Industrial and Cultural Heritage conference, Paisley Town Hall, June 2018
- Visited HarperCollins Archive, Bishopbriggs, June 2018
- Attended Archives and Records Association conference People Make Records, Glasgow, August 2018

## Publications

- Celebrating 30 Years at the Ballast Trust, ARC Magazine, August 2018



Kiara hosting a workshop on technical records at the ARA Conference August 2018



**Trustees**

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

**Director:** Professor Tony Slaven

**Archivist:** Kiara King

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