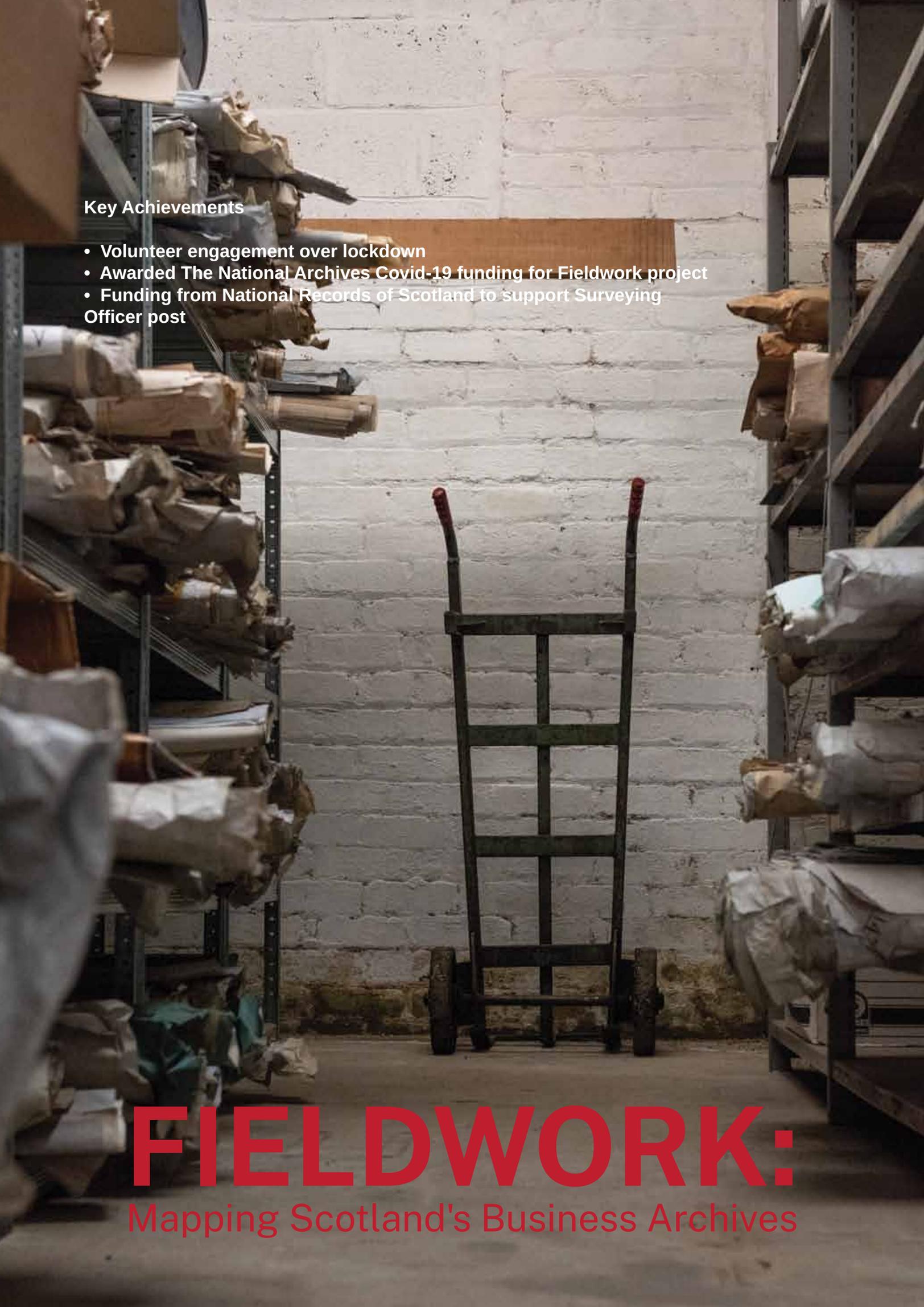


Ballasttrust

Understanding Technical Records

Annual Report
2020-2021



Key Achievements

- Volunteer engagement over lockdown
- Awarded The National Archives Covid-19 funding for Fieldwork project
- Funding from National Records of Scotland to support Surveying Officer post

FIELDWORK:

Mapping Scotland's Business Archives

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J & A McKenzie Ltd headed paper, 1968
J S Symons Collection

Director's Report

This 33rd annual report covers one of the most unusual years in the history of the Ballast Trust. As an organisation set up to provide practical hands-on processing of collections it has been frustrating to spend so much of the year removed from that aspect of our work. However, during this time we have strengthened our connections to the wider sector through our work with the Business Archives Council of Scotland and the Scottish Council on Archives along with our participation in other networks.

In a year of so much uncertainty one of our key achievements has been to secure additional funding for the Business Archives Surveying Officer role. We have been delighted to build on our partnership with the National Records of Scotland having worked on their collections since our establishment in 1988. In late 2020 following approaches by the Trustees to the National Records of Scotland we received confirmation that they would provide a one off funding package of £25,000 to help support the costs of the post. This financial support has allowed us to plan for a contract extension to the role that will take it to June 2023 and secured the short-term future of the Surveying Officer role.

Additionally, our Surveying Officer, Chris Cassells prepared an excellent application which we submitted to The National Archives Covid-19 fund to run a Scotland-wide 'State of the Nation' survey of business records held privately. This will be delivered as a 10 month project titled Fieldwork: Mapping Scotland's Business Archives that started in March 2020. Chris is also to be congratulated on the varied consultancy work he has delivered during lockdown. While the anticipated increase in insolvencies and associated records at risk work did not materialise, Chris has been busy with research and consultancy work for The Macallan and King's Theatre.

One of the challenges as Director this year has been how to maintain the important community we have created at the Ballast Trust for our staff and volunteers. I have continued to be impressed with how flexible staff have been in adapting to work from home and blended working arrangements throughout the year. I am grateful to our band of regular volunteers for showing up each week on our zoom calls and continuing to give their time to the Ballast Trust and our collections remotely and for brief periods in person again.

We end our reporting year with all regular volunteers and some staff vaccinated. With new projects and funding for the Surveying Officer post and with the promise of an easing of restrictions to allow us to get back to our core collections work. On reflection, there is much to be grateful for and we look forward to celebrating our lockdown successes when we can gather again at Walkinshaw Street.

Kiara King
Director

Addendum

It is now 18 months since I stepped down as Director of the Ballast Trust, and Kiara King was invited to take on that responsibility by the Trustees. We could not have imagined the changes in circumstances which she has had to navigate through the impact of COVID-19 and the ensuing lockdowns. She is to be congratulated in how expertly she has managed this set of challenges which she outlines so clearly in her report as Director.

Other planned changes have yet to be resolved, namely the transition to the new Chair of Trustees, and the need to appoint at least one new Trustee. Dr Chrystie has generously continued in the Chair throughout these changes, providing continuity in the troubled months since March 2020. This has enabled me to have the time to provide some support to Kiara as the incoming Director. Dr Chrystie and the Director have my grateful thanks for their support during these difficult months. It is my hope that the imminent reinstatement of Trustees meetings will enable the work of the Ballast Trust to proceed more easily in the years ahead.

Anthony Slaven
Sometime Director

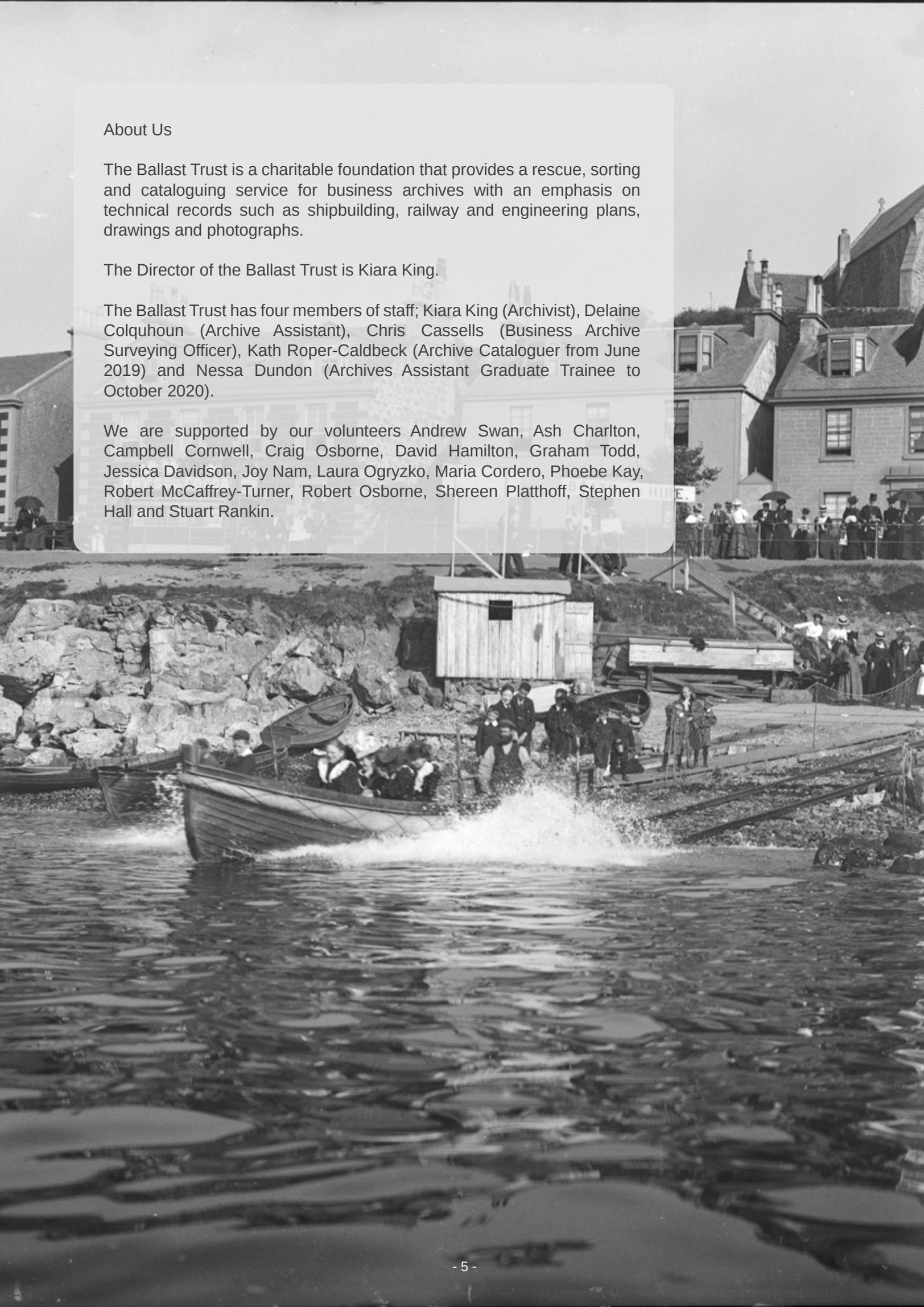
About Us

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 Kiara King.

The Ballast Trust has four members of staff; Kiara King (Archivist), Delaine Colquhoun (Archive Assistant), Chris Cassells (Business Archive Surveying Officer), Kath Roper-Caldbeck (Archive Cataloguer from June 2019) and Nessa Dundon (Archives Assistant Graduate Trainee to October 2020).

We are supported by our volunteers Andrew Swan, Ash Charlton, Campbell Cornwell, Craig Osborne, David Hamilton, Graham Todd, Jessica Davidson, Joy Nam, Laura Ogryzko, Maria Cordero, Phoebe Kay, Robert McCaffrey-Turner, Robert Osborne, Shereen Platthoff, Stephen Hall and Stuart Rankin.



Review of Work

During this reporting period, all staff have worked mainly from home with a phased return to being on site starting for Kiara in June and others in August and September before the second lockdown in January 2021 necessitated a full return to working from home again. As restrictions ease we expect a blended approach will continue to be the norm with a mix of work from home days and onsite days for all staff.

The change to working pattern has obviously affected the type of work staff and in particular volunteers have been able to accomplish this year. Many of our volunteers have focused on personal projects and research but we have also been able to adapt some projects to remote working.

Kiara King

Much of Kiara's work this year has focused on preparations for return to site and implementation of new Covid-19 related procedures, set-ups, and guidance. There has been support in this from the University of Glasgow and we have aligned our practices with their official guidance where practicable. The University's risk assessments and standard operating procedures have been completed by Kiara and internally for Ballast Trust purposes a user friendly guidance document was created to share with our staff and volunteers.

This year has seen significant capital works carried out on the buildings at Walkinshaw Street. Extensive electrical work was undertaken in July and January by CMC Electrics with comprehensive electrical testing, improvements to our emergency lighting and work to allow a new Electrical Installation Condition Report to be issued completed. In August we had a new monitored fire alarm system installed by ESP Security following the decommissioning of our sprinkler system earlier in the year. General maintenance has been carried out by Eddie Colquhoun who has been very helpful in adapting the space to implement certain Covid-19 arrangements (fixing additional toilets in the outstore, installing paper towel dispensers and shelves for our hand sanitiser stations) and assisting in building checks during lockdown periods.

A priority this year has been how to maintain volunteer engagement when faced with the continued absence of our volunteers from Walkinshaw Street. At the start of April 2020 Kiara created a weekly email newsletter for volunteers (now at vol.39 and going strong) and from May has hosted a weekly zoom call on a Thursday for volunteers and staff. This has worked very well and most weeks we have between 6-8 volunteers join the call plus staff. It has allowed for some discussions and feedback around a return to site and the guidance drafted as well as general tea table talk.

In August, an 'open day' afternoon was held for volunteers to come on site and see the new arrangements that had been implemented. At that stage volunteers were not able to return to working on site but a new 'click and collect' type arrangement was introduced by Kiara to allow volunteers to borrow suitable material (primarily items from Dr Lind's collections) to work on at home and new loan paperwork was created to support this.

As the second lockdown postponed the likelihood of volunteers returning again Kiara began to consider what sort of remote volunteering placements we could offer. Ongoing discussions with the University's Archives and Special Collections team about their collections and potential projects had a very positive outcome at this point with their agreement to provide access to their digitised Adamson & Robertson collection. This news of a fresh collection to work on was enthusiastically received by the volunteers and several of them worked remotely on the images and they have been able to enhance the descriptions. The Adamson & Robertson collection is one that Dr Lind purchased and donated to the University so there has been a sense of the photographs coming back to the Ballast to be worked on albeit virtually. Kiara has also researched Dr Lind's correspondence files to better understand the provenance of the collection.

Towards the end of the reporting year Kiara devised some remote volunteering placements that would focus on supporting our social media content creation and wider online engagement. Eight students from the University of Glasgow's Information and Management Preservation course joined in March to begin volunteering remotely. The outcomes of these placements will be shared in the 2021/22 report.

Kiara has attended external meetings for BACS, STICK and various SCA committees. There have also been meetings for the Crisis Management Team to discuss records at risk across the UK and the Archives and Records Association's Editorial Board. She has been involved in organising some of the events for BACS and STICK, improving her knowledge of zoom technology to host a large webinar for STICK and several online Corporate Connections events for BACS. Work on the BACS 60th anniversary picked up and several meetings of the working group were held to discuss what activities could be delivered.

This year saw an end to Kiara's teaching of the Archives and Records Theory module as part of the University of Glasgow's Information Management and Preservation masters. She supervised one student's dissertation - Toby Buckley who looked at the 'Challenges Facing the Management and Promotion of Archives in Rail-Related Memory Institutions'. In November, Kiara co-taught an online session on Business Archives for the Records and Evidence module along with the HarperCollins Archivist.

Chris Cassells

Chris expected this reporting period to be dominated by crisis management as a result of the economic downturn from Covid-19. However, the job retention scheme and other government support has helped to reduce the number of crisis situations and instead there have in fact been fewer insolvencies for businesses in 2020 compared to 2019. Details of the crisis work that has been undertaken are listed in his Surveying Officer's report.

Surveying activity has been affected by the ongoing Covid-19 restrictions which has resulted in fewer records surveys although experiments with remote surveys have been interesting. Project work continued with the National Lottery Heritage funded King's Theatre project restarting in February and ongoing work for The Macallan throughout the year as Chris completed 'Decades' research and research for a product timeline. Additionally, the Surveying Officer has been engaged by a number of new businesses to provide consultancy services.

The inability to conduct on-site surveys has allowed the Surveying Officer to engage more with the archive sector, including the Scottish Council on Archives, the Business Archives Council (England & Wales), the Archivists of Scottish Local Authorities Working Group, the Scottish University Special Collections and Archives Group, National Records of Scotland, and The National Archives.

A key achievement this year for the Surveying Officer has been the successful application to The National Archives' Covid-19 fund for a grant of £26,170 to support a Scotland-wide survey of business records held by active businesses, with a particular focus on those sectors vulnerable to the economic impact of Covid-19. There were 85 applications in total across the UK and only 25 awards, so this was a great achievement. The project titled Fieldwork: Mapping Scotland's Business Archives started in late March and will run to December 2021.

Delaine Colquhoun

Delaine made the switch to working from home and has been transcribing the handwritten lists prepared by former volunteer Graham Robinson for the British Rail negative collection which is a National Records of Scotland collection. She has remained motivated in this work and completed 10 volumes of lists – roughly 40,000 descriptions.

As the restrictions of the first lockdown eased Delaine returned onsite 2 days a week to facilitate 'return to site' preparations and also to prepare North British Locomotive Company drawings for the Project 22 group who submitted three copy orders this year with Delaine organising the scanning and re-shelving of these drawings.

Kath Roper-Caldbeck

With the move to remote working, Kath focused on transferring the cataloguing descriptions for material in the collection of Whyte & Mackay Ltd, whisky distillers and blenders into the University of Glasgow's new collections content management system Emu. The collection includes the records of Whyte & Mackay and

also those records of various distilleries owned by Whyte & Mackay including Dalmore, Fettercairn, Tomintoul, Invergordon, Jura, Bruichladdich, Tomintoul and Tamnavulin, and other subsidiary companies. The online catalogue can be viewed here <http://collectons.gla.ac.uk/#/details/ecatalogue/460781>

When lockdown restrictions eased Kath returned to working onsite from late August to December and began the final processing work of referencing and repackaging the collection using supplies provided by Archives & Special Collections (ASC). This work was put on hold when the second lockdown started in January 2021 and Kath has been working on other ASC collections but will return to complete the collection when restrictions lift.

Nessa Dundon

Nessa completed the remaining 6 months of her 9 month post as Archives Assistant (Graduate Trainee) mainly under lockdown and work from home conditions. Despite this Nessa was able to build on her archival experience and carry out core tasks such as appraisal and cataloguing. She tackled the large Kincaid's collection creating an excellent and very detailed appraisal report for the material remotely using the box lists previously prepared by volunteers David and Graham. Nessa was also able to prepare a plan for the appraisal and arrangement of the James Symons, land drainage contractor collection.

Fortunately, one of Nessa's other key duties as Trainee was online focused and she took the lead on creating content for the Ballast Trust's social media accounts on Twitter and the newly created Instagram profile to showcase the Dan McDonald collection. Both platforms saw high level of engagement and increased followings throughout the year.

While working from home Nessa also carried out research to assist the Surveying Officer by updating the list of Scotland's 100 Oldest Companies and she prepared a proposal for a booklet outlining the role of the Surveying Officer and the advantages of preserving and managing business archives.

From September, Nessa returned to Johnstone one day a week to focus on implementing the cataloguing structure she had devised for the James Symons collection which will be going to Perth and Kinross Council Archives. Nessa was able to physically catalogue the material and completed 7 boxes of correspondence records before she finished her contract in October.

One advantage of lockdown for the Graduate Trainee role was an increase in the online training opportunities offered by a variety of organisations. Nessa was able to identify many useful online training programmes, events, and webinars to attend, including online palaeography training, a series of webinars on copyright from the British Association of Picture Libraries & Agencies (BAPLA), practical approaches to oral history from the Sporting Heritage Network and the Digital Preservation Coalition's Novice to Knowhow training.

Andrew Swan

Andrew has been working on his forthcoming book *Blocks to Baltic – a history of the Glasgow and South Western Railway and its Antecedents, 1808-1923* which will be a two volume publication. It will include chapters with photographs and coloured drawings station by station; Kilmarnock Works; amalgamated proposals; signalling, industrial relations and more.

Bob Osbourne and Campbell Cornwell

Activities by Bob and Campbell have continued to centre on consideration of the large collection of photographs by Ken McKay principally in slide format, of railway subjects. Within the collection some superb and possibly rare frames are available whilst the material as a whole has the potential to be a significant resource.

A first phase of this project, the screening of many thousands of images, was completed before 2020 and the lockdown allowed for a consideration of how to compile the detailed inventory.

During 2020, a second project, the Montague Smith (MS) collection, has been enacted which is of similar format to the McKay collection. The MS collection also has the potential to be a valuable resource consisting of approx. 200 photographic prints portraying many, but not exclusively Pre-Grouping locomotives (ex Caledonian Railway) and often staff, typically on the now defunct Peebles branch, as well as associated subjects. Considerable detail, such as date, train/locomotive, personnel, and location, is recorded by MS on the back of prints facilitating preparation of useful captions. Most of the MS material has now been reviewed, collated and details initially recorded and on completion a detailed inventory will be prepared in the next phase of the initiative.

Campbell Cornwell

In addition to working with Bob on the Ken McKay and Montague Smith collections Campbell saw the publication of his book *Caledonian Locomotives The Classic Years* by the Lightmoor Press and the Caledonian Railway Association in July 2020. Campbell has kindly donated a copy of it to the Ballast Trust library and along with David Hamilton's companion volume dealing with the company's early locomotives, the Trust now has a comprehensive and highly detailed account of all Caledonian Railway locomotives.

This year Campbell has also been involved in assisting the work of the Advanced Steam Locomotive Group. The group was formed to continue the work of the Argentinian locomotive engineer Livio Dante Porta and his disciple David Wardale in making major improvements to the steam locomotive.

Craig Osborne

Craig made use of the option to borrow some material and he has undertaken to list and identify where necessary the McLaren collection of brochures and photographs in brown envelopes that has been at the Ballast Trust for decades. These images are part of the Thomas McLaren, shipbrokers collections and are organised by ship name alphabetically. By April 2021 Craig had completed the envelopes A to Q preparing a detailed list and also scanning over 700 items where the image showed significant or rare ships. This included the recent discovery under Q of ten good photographs of Shackleton's QUEST expedition 1921-22 which will prove useful as the 100th anniversary of the aborted expedition approaches.

Craig was one of three volunteers who assisted with the Adamson & Robertson collection. He was able to add significant detail to the collection and make use of his family connection to Gourrock Fire master Russell and local knowledge of the area.



Dougals BK247
McLaren Shipbrokers Collection

David Hamilton

David returned briefly over the late summer where he worked in the outstore building sorting and reorganising the small railway collection of John Boyle which will be part of the Caledonian Railway Collection.

He was also one of those who worked on the Adamson & Robertson collection where he discovered that many of the historic photographs in the Lind Collection (which he was previously working on pre-covid) were duplicated in this collection, which may very well have been their original source. His research efforts extended to searching through old copies of the Melody Maker to try and discover the name of the dance band shown in image 2015 but it has eluded him!

David completed some personal projects with a long series of articles on the Glasgow & South Western Railway Steamers and the first few parts of another long series of articles on the early locomotives of the same railway. The penultimate article on the steamers and the first one on the locomotives both appearing in the last Sou'West Journal. He has also been working on a book, his second which will be a history of the railways and steamers operating on the south side of the Clyde, basically the Caledonian trains and steamers from Greenock, Gourock and Wemyss Bay.

Graham Todd

Graham has worked 'on and off' on the negatives in John Hume's collection with a list completed of the large glass negatives and some further work to be done on the single negatives to add on any extra information and check for duplicates.

Graham also assisted in adding extra information to the Adamson & Robertson collection. Carrying out additional research using published sources to be able to clarify details of ships and locations. Graham was particularly good at spotting those images that had been scanned the wrong way round such as the photograph of the entrance to Gourock Station "as the large cast iron sign above the station can be read correctly and is facing the town, to be read correctly it should face on to the Clyde!"

Student Placements

We paused our usual short-term student and early career archivist placements this year due to lockdown restrictions. However, in early 2021, Kiara began to consider what sort of remote placements the Ballast Trust could offer and we took on 6 students to work on the Archives and Records Association's #Archive30 awareness campaign to create content for the Ballast Trust and Business Archives Council of Scotland twitter accounts during April 2021. Two further students have joined us to work on planning and creating content for the Instagram account which was rebranded as a Ballast Trust account <https://www.instagram.com/ballasttrust/>.

Volunteer Recognition

Sadly Covid-19 restriction levels did not reach a stage where we could safely organise a volunteer outing or even a lunch as usual to say thanks to our volunteers for all their contributions. However, in place of our normal afternoon tea breaks we started a weekly zoom call on a Thursday afternoon, and this has been regularly attended by all our volunteers and helped to preserve some of the community feeling that we have built up and given us all something to look forward to each week.

In lieu of our normal Christmas mince pies we organised a zoom version with goodie bags distributed by Kiara in the days beforehand so we could all enjoy a mince pie together virtually.

Collections

In anticipation of new accessions as a result of business insolvencies, space was cleared in November removing 4.4 tonnes of records. This was mainly legacy material since the last secure destructions of records had taken place in 2011. New Covid-19 quarantine arrangements of 72 hours for material were also put in place for deposits that have come in and we have had 7 new accessions this year.

Deposits and Accessions

- Wabtec Rail (Andrew Barclay Sons & Co), Rail Engineers, Kilmarnock.
- Caledonian Railway Archive - John Boyle Collection
- Caledonian Railway Archive – Records from Jim McIntosh Collection
- Charles Gifford Naval Architect and owner of Strathclyde Maritime Design
- Assorted Scott Lithgow and Kincaid records (via Clyde Marine Services)
- John Hume photographs (additions)
- Fergusons additions

Returns and deaccessions

- None

Gare Maritime de Dieppe



Dieppe Maritime Station
John Hume Collection

Projects

Business Archives Council of Scotland

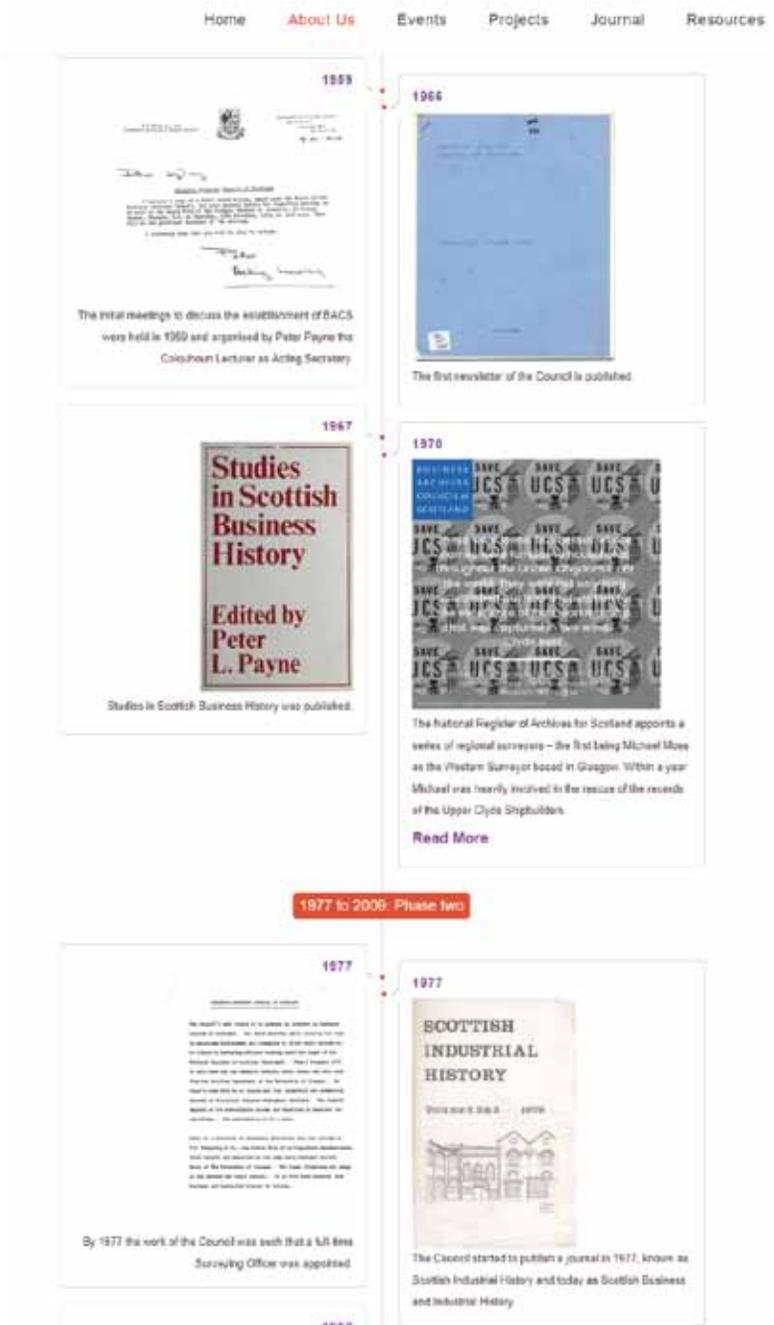
The work of the Business Archives Council of Scotland (BACS) is strongly supported by the Ballast Trust with Tony serving as President and both Kiara and Chris also sitting as members of the executive committee. This year we worked with BACS to plan their sixtieth anniversary throughout 2020 and into 2021 with Kiara sitting on the working group and carrying out work on the BACS website to help mark the 60th anniversary with a timeline area and hosting for the films produced as part of the celebrations. We also took part in filming for the Business Archives Council of Scotland's 60th anniversary films and they can be watched online.

A core part of the sixtieth anniversary plans has been the publication of an anniversary edition of the journal *Scottish Business and Industrial History*. To support this Tony undertook the mammoth task to review sixty years of minutes and papers held in the BACS archive which had been transferred to the Ballast Trust for processing just before March 2020. From this he has produced a 16,000 word history of the Business Archives Council of Scotland which will provide the core articles for the anniversary journal when it is published in late 2021.

Like many other organisations BACS made the move to online events during lockdown and Kiara has organised and hosted these using the zoom platform. The first online Corporate Connections event was held in August on the topic of the 'Impact of Covid-19 and the Challenges of Reopening Archive Services' with speaker Rachel Hosker of the University of Edinburgh. Chris spoke at the next event in December on the topic of 'Collecting in a Crisis' and in March BACS started the first in a series of Corporate Connections on the subject of 'Decolonising Business Archives: Connections to Slavery and Empire in Business Archives' with Jennifer Melville of the National Trust for Scotland as our first speaker.

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. In October, STICK held their first online conference which Kiara was responsible for hosting and managing the technology for using the zoom webinar facility. The theme was Art & Industry and there was a good attendance with 125 people signed up and on average 70 attendees present at any time.



Project 22

Staff at the Ballast Trust have continued to be involved in supporting copy orders from the Project 22 group. We received three orders this year and Delaine continued her work in selecting and preparing the drawings for copying when restrictions eased. 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 representative for Scotland on the UK Crisis Management Team. 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 12 cases that the Crisis Management Team investigated in Scotland. A full list is found in the Surveying Officer's report, but some successes included:

- Wabtec Rail (Andrew Barclay Sons & Co), Rail Engineers, Kilmarnock, 1892- . Records rescued from Wabtec Rail prior to its closure for transfer to the Andrew Barclay Sons & Co. collection held at the University of Glasgow. Also in discussion with the National Records of Scotland and the Dick Institute to establish whereabouts of missing company minute books.
- Carlton Bakeries, Kirkcaldy, 1942-2020. Business contacted and referred to Fife Archives.
- Survey undertaken and material deposited with Edinburgh City Archives and the Scottish Liberal Club.
- Peter Grieg & Co Ltd, Linen Weavers, Kirkcaldy, 1825-2020. Business in process of winding up and currently fulfilling backlog of orders, agreed access in Summer 2021 once this is completed to conduct records survey.

Awareness Raising

Awareness raising has been a long standing priority for the Ballast Trust both in person through staff presentations at conferences and workshops and also remotely across various online channels. Opportunities for presentations were different this year but Chris in particular has spoken at several events on the topic of records at risk to try to help build capacity in the sector for when insolvencies resume and business records start to become vulnerable. A key event was the 'Collecting in a Crisis' event held by the Scottish Council on Archives and the Business Archives Council of Scotland in October.

Enquiries & Visits

We answered 37 enquiries this year, an increase of 27% on last year. Enquiries relating to shipbuilding plans and photographs still dominate but we have continued to see a regular stream of enquiries from individuals and colleagues within the heritage sector seeking general business archive collections advice, guidance on technical records and despite the lockdown requests for volunteering experience which prompted us to consider what remote placements we could offer.

Online Presence

Our website is the official home for information about the Ballast Trust and from it we link to our other online platforms like Flickr and Twitter. We have also created space on the Ballast Trust website to host information about the ongoing Fieldwork: Mapping Scotland's Business Archives project at <https://ballasttrust.org.uk/fieldwork> .

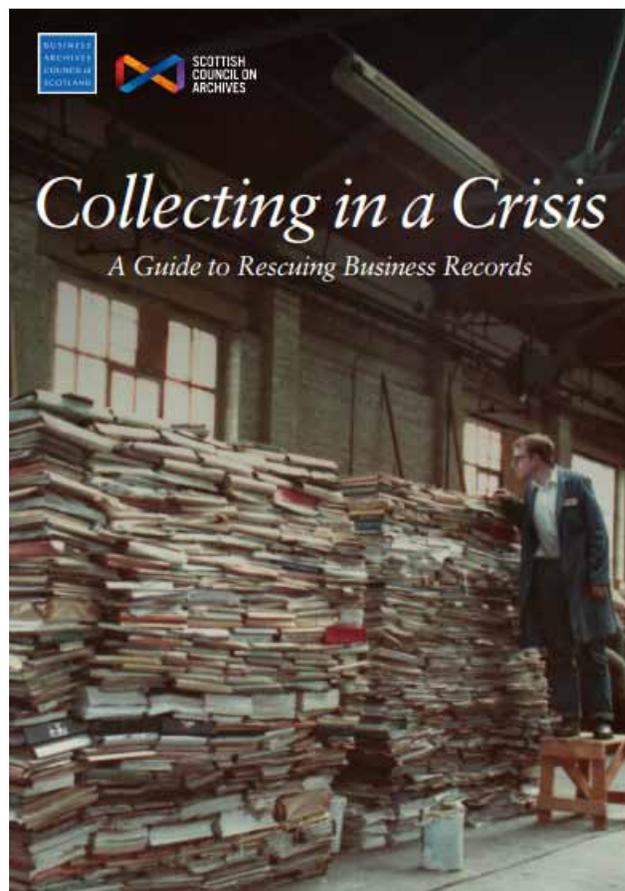
Twitter

The focus of our online activity continues to be twitter where our followers have increased by 15% to 1,004. It remains a useful platform to engage with archival peers and researchers and to share relevant news and links. Having Nessa in post as Graduate Trainee allowed us to participate in different awareness campaigns and in 2020/21 we saw total impressions increase by 52% to 198,000 with an engagement rate of 1.25% (considered very high for twitter).

Flickr

This year we digitised some of the glass plate negative collections that volunteers were working on remotely, but these were not collections suitable to upload to Flickr. So we still have 1,465 items uploaded with the majority being from the Dan McDonald collection. Our total views of all photos currently stands at 1,997,369.

Flickr	2019	2020	2021	Increase
Uploaded images	37	28	0	-
Photostream views	74,329	7	77,533	3%
Favourite images	549	570	598	5%



Instagram

Last year Nessa created a project account for our Dan McDonald collection on the photo sharing app Instagram https://www.instagram.com/danmcdonald_archive. This was developed to tie in with the Scottish Government's themed year of Coasts and Waters celebrations sharing images that focused on coastal landscapes as well as ships and boats from the Dan McDonald collection.

The account published images throughout 2020 under a weekly A-Z theme and by April 2020 had gained nearly 250 followers. In January we were asked to participate in the ARA Scotland's Instagram account's monthly Scottish archive highlight later in 2021. In March, we have created a student placement to review the account and consider what content we could be posting on it. So there will be changes to the function of the account as we move to a general Ballast Trust format for it.



ballasttrust
Campbeltown Scotland U.K.

ballasttrust C is for Civic Week.

This colourful image was taken in Campbeltown during Civic Week celebrations, 1950.

Image ref: DC188/1/13/9

📷 by Dan McDonald

@traditionalboats
#YCW2020 #ExploreYourArchive
#Scotland #Archives
#ArchivesofInstagram #Photography
#ScotlandPhotography
#ScotlandScenery #Shipstagram
#VisitScotland #scotlandscenery

[View Insights](#)

❤️ 💬 📌

👤 Liked by **haughty_bill** and 27 others

MARCH 17, 2020

😊 Add a comment... [Post](#)

Campbeltown during Civic Week celebrations, 1950
Ref: DC188/1/13/9. Dan McDonald Collection

Business Archives Surveying Officer Report

2020/21 has been dominated by the Covid-19 pandemic and the ongoing restrictions has meant fewer records surveys. However, project work has increased significantly, and the Surveying Officer has been engaged by a number of new businesses to provide consultancy services. The inability to conduct on-site surveys has also allowed the Surveying Officer to engage more with the archive sector, including the Scottish Council on Archives, the Business Archives Council (England & Wales), the Archivists of Scottish Local Authorities Working Group, the Scottish University Special Collections and Archives Group, National Records of Scotland, and The National Archives.

Contrary to predictions last year, there has, if anything, been fewer business insolvencies in 2020/21 than previous years; thanks largely to the ongoing government furlough scheme. This is likely to change as the furlough scheme winds down. Notable crisis management cases include Debenhams and Wabtec (Andrew Barclay Sons & Co.).

Of the few surveys conducted, a survey of the records of the Stornoway Trust was carried out remotely using existing lists, photographs, and discussions with staff. While no substitute for an on-site survey, this was relatively successful and offers a potential approach for future surveys where access is difficult.

The Surveying Officer provided consultancy services to a number of businesses in 2020/21, including the Macallan, Shaw Industries, the Loch Lomond Group, the King's Theatre (Edinburgh), and Whyte & Mackay. Work has also continued on the University of Glasgow's NVA collection, with a digital appraisal completed in Spring 2021. During the 2020/21 financial year, the Surveying Officer issued invoices for a total of £12,300. A total of £34,500 has so far been secured for the 2021/22 financial year in consultancy fees from five businesses.

Other notable projects include the publication of a Surveying Officer authored guidance document in partnership with BACS and the SCA. This was titled *Collecting in a Crisis: A guide to rescuing business records* and an online launch event attracted over 60 participants. The guidance itself has been download over 200 times from the SCA website. The Ballast Trust also successfully applied to The National Archives' Covid-19 fund for a grant of £26,170 to support a Scotland-wide survey by the Surveying Officer of business records held by active businesses, with a particular focus on those sectors vulnerable to the economic impact of Covid-19. Finally, the Ballast Trust also secured some financial support from the National Records of Scotland for the Surveying Officer role over the next two years and discussions have been had around potential projects including ones to increase the diversity of business collections held in public repositories.

Records Surveys

- Stornoway Trust, Charitable Trust, Stornoway, 1923- . Remote survey conducted and recommendations for future management provided. The Stornoway Trust subsequently requested a 30 day cataloguing project to be undertaken by the Surveying Officer in Spring 2022.
- Strathclyde Maritime Design, Marine Engineering Services, Glasgow, 1975-2007. Records surveyed and collected in preparation for transfer to University of Glasgow Archives and Special Collections.
- Modern Institute, Contemporary Art Gallery, Glasgow, 1997- . Records survey scheduled for Summer 2021.

Crisis Management

- Wabtec Rail (Andrew Barclay Sons & Co), Rail Engineers, Kilmarnock, 1892- . Records rescued from Wabtec Rail prior to its closure for transfer to the Andrew Barclay Sons & Co. collection held at the University of Glasgow. Also in discussion with the National Records of Scotland and the Dick Institute to establish whereabouts of missing company minute books.
- Debenhams Princes Street, Department Store, Edinburgh, 1979-2021. Survey undertaken and material deposited with Edinburgh City Archives and the Scottish Liberal Club.
- Peter Grieg & Co Ltd, Linen Weavers, Kirkcaldy, 1825-2020. Business in process of winding up and currently fulfilling backlog of orders, agreed access in Summer 2021 once this is completed to conduct records survey.

- Alexander Inglis & Son Limited, Grain Merchant, East Lothian, 1950-2021. Liquidators have agreed to provide access to records during the latter stages of winding the company up, most likely in Summer 2021.
- Ballet West, Dance School, Argyll, 1991-2020. Liquidators have agreed to allow access to the records when Covid regulations permit. Also, situation with records complicated due to ongoing allegations of abuse by staff.
- Morris Young Ltd, Hauliers, Perth, 1948-2020. Business contacted and referred to Perth & Kinross Archives.
- Hendersons, Vegetarian Restaurant, Edinburgh, 1962-2020. Business contacted and referred to Edinburgh City Archives.
- Carlton Bakeries, Kirkcaldy, 1942-2020. Business contacted and referred to Fife Archives.
- Remnant Kings, Fabric Retailer, Glasgow, 1946-2020. Both KPMG and the company contacted, no response.
- JH Horn, Plumbers, Glasgow, 1872- . Business contacted due to being in administration, subsequently recovered but unfortunately no interest in business archives.
- Duncanson & Edwards, Pawnbrokers, Edinburgh, 1830-2020. Bought over by Ramsdens. Contacted Ramsdens to enquire about potential historic records but received no reply.
- Parson Peebles, Electrical and Mechanical Engineers, Rosyth, 1898- . Business contacted due to being in administration, subsequently recovered but unfortunately no interest in business archives.

Projects

- Produced a publication in partnership with the Scottish Council on Archives and Business Archives Council of Scotland titled *Collecting in a Crisis: A guide to rescuing business records*. Launched in October 2020 with a well-attended webinar. Guidance has since been downloaded 217 times.
- Funding secured from The National Archives Covid-19 fund to run a Scotland-wide 'State of the Nation' survey of business records held privately, project titled Fieldwork: Mapping Scotland's Business Archives. A cataloguer from the University of Glasgow has been seconded to support the project and a 10-person advisory panel – comprised of academics, businesspeople, and archivists – convened to provide advice and guidance. Project due to report in December 2021.
- Loch Lomond Group have commissioned 12 days research to be undertaken June-September 2021 to report on the history of a property acquired by the company.
- Shaw Industries commissioned a research project to examine the history of a recent acquisition, Sanquhar Tile Services (est. 1915).
- Edinburgh City Archives have requested a survey of digital records from the Edinburgh Tram project, provisionally scheduled for Autumn 2021.
- Work on the University of Glasgow's NVA collection is ongoing. Appraisal of the digital collection completed in Spring 2021, cataloguing to commence in Summer 2021.
- The Macallan have continued to engage the Survey Officer on a number of projects through 2020/21, including research to support product launches, project supervision, and cataloguing.
- King's Theatre (Edinburgh) project is underway after being postponed in 2020 due to Covid-19. Project is nearing half-way mark and will primarily deliver an Archive Plan to be implemented between 2022 and 2026 as part of the heritage section of the £25m redevelopment project.
- The 42 senior professional clubs in Scotland were all contacted twice (once by letter, once by email) during 2020 to offer a records survey and support for managing archive collections. Only Aberdeen FC responded. The Sporting Heritage Network has also recently concluded a national survey of Scottish sporting collections with similar response rates from clubs. As a result, efforts to survey Scottish football records will be incorporated into the ongoing survey work rather than maintained as a separate project.
- Whyte & Mackay commissioned a report on links between the company and historic slavery. The report was delivered in 2020 and found links relating to three of its distilleries.
- Continued to work closely with the UK-wide Crisis Management Team to monitor and act on cases where insolvency has led to historic records being at risk.
- Interviewed by Elizabeth Oxborrow-Cowan as part of a BAC review of the National Strategy for Business Archives – England and Wales.

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
- Scottish Council of Archives (SCA) Advocacy, Preservation and Collections Policy working groups
- Scottish Transport and Industrial Collections Knowledge network (STICK)
- Archives & 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
- Attended BACS Executive Committee meetings
- BACS AGM, online, October 2020

Kiara King

Participations

- Attended four BACS Executive Committee meetings and three 60th anniversary working group meetings
- Attended five STICK Committee meetings and hosted their first virtual conference in October 2020
- Attended six SCA working group meetings on advocacy, preservation and collecting in the sector
- Attended two Crisis Management Team meetings
- Attended two Archives & Records Association's editorial board meetings
- Attended Business Archives Council Conference *Do The Right Thing: Inclusivity, Equity and Anti-Racism within Business Archives*, November 2020
- Attended Scottish Heritage Social Media Group training on *Empathetic Social Media During a Pandemic*, November 2020
- Attended SCA training *Creating Online Exhibitions*, November 2020
- Hosted the Glasgow Area Disaster Planning Network annual meeting, November 2020
- Hosted BACS *Corporate Connections: Connections to Slavery and Empire in Business Archives*, online, March 2021
- Attended the European Association for Banking and Financial History event *Your Archive is an Asset!*, March 2021

Publications

- Article about BACS 60th anniversary for the Business Archives Council's newsletter, December 2020
- *Celebrating 60ish years of the Business Archives Council of Scotland*, ARC Magazine, March 2021

Chris Cassells

Presentations

- Invited to give keynote address on *Future Trends in Business Archives* to the International Council on Archives Section for Business Archives annual conference in Copenhagen in June 2020. Cancelled due to Covid-19.
- Presented on *How to Host Meetings Online* at ARA Training Officer Network Group meeting, September 2020
- Presented on *Collecting in a Crisis* publication at SCA/BACS webinar, October 2020
- Presented on *Collecting in a Crisis* publication at ASLAWG online meeting, December 2020
- Presented on *Fieldwork: Mapping Scotland's Business Archives* at SUSCAG online meeting, March 2021

- Presented on *Key Business Records* at BAC/ARA online student training day hosted by Aberystwyth University, April 2021

Participations

- Training Officer for ARA Section for Business Records
- Completed the Digital Preservation Coalition's Novice to Knowhow training digital preservation and working with digital collections.
- Attended BACS Executive Committee meetings.

Publications

- *Collecting in a crisis: A guide to rescuing business records*, SCA/BACS publication, October 2020
- *Collections in crisis: 10 years of the Crisis Management Team*, Business Archives Council Autumn 2020 Newsletter
- Opening Lines, ARC Magazine, March 2021

Nessa Dundon

Participations

- Photographic Collection Network: *Identifying Photographic Types*, April 2020
- Completed *Early Modern Scottish Palaeography: Reading Scotland's Records* University of Glasgow course on Future Learn, April 2020
- Completed the Digital Preservation Coalition's *Novice to Knowhow* training digital preservation and working with digital collections, May 2020
- Oral history training course with the Scottish Oral History Centre, May 2020
- Attended the Archives and Records Association Section for Business Records Summer Seminar 2020: *Building resilience in business archives*, June 2020
- IRMS webinar Rachael Maguire - Looking at The Law, July 2020
- Planning a successful heritage digitisation project, July 2020
- Digital Records Transfer Project at The National Archives, July 2020
- Basic web archiving skills for DIY cultures and activists, July 2020
- Practical approaches to oral history, August 2020
- Scottish Council on Archives: Capturing Covid, August 2020
- First Steps: Caring for Sound and Moving Image Collections, August 2020
- Attended ARA Copyright for Archivists, August 2020
- BAPLA Copyright Series, September 2020

Publications

- BACS 60th, Retour Magazine, March 2020
- Dan McDonald Instagram, Broadsheet Magazine, April 2020
- *How I started* blogpost for the ARA new professionals e magazine, May 2020

Trustees

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Professor Sam McKinstry
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