

# Newsletter



**BUSINESS  
ARCHIVES  
COUNCIL**

## BAC Bursaries



*Kevin Tennent (right) receiving his award from BAC Chairman, Terry Gourvish.*

Two bursaries to promote business history research have been awarded this year.

Dr Kevin Tennent of LSE received his BAC bursary award from Terry Gourvish at the 'Philharmonic', Liverpool in July. The award is to support Dr Tennent's research on 'A Retail Revolution: Changes in Music Distribution and Retailing in the UK, 1950-80'.



*Terry Gourvish presenting Adrian Bailey (left) with a cheque.*

Dr Adrian Bailey of the University of Exeter Business School received his BAC bursary from Terry Gourvish at LSE in August. The award supports his research on 'Regulating the supermarket in 1960s Britain: exploring the changing relationship of food manufacturers, retailers and consumers through the Cadbury archive'.

## BAC Conference 2009

### **Delivering Results: Collaboration and Exploitation of Business Archives.**

**T**his year's Business Archives Council Conference will be held at The National Archives at Kew on Tuesday 24 November 2009.

As the BAC works with its partners to deliver the new National Strategy for Business Archives, the conference will concentrate on the issues of collaboration and the exploitation of the records held within UK businesses' archive collections.

The commitment of those bodies who have been involved with the strategy will be demonstrated by the opening address by Natalie Ceeney, Chief Executive of TNA, and Alex Ritchie, the new Business Archives Advice Manager, with an opportunity to hear about the part PR and marketing can play in developing a wider awareness of our valuable collections.

The Conference will feature case studies of those for whom success has come through partnerships with other organisations. It will identify how collaboration has presented a

way forward, providing and sustaining material for academics and businesses. It will also introduce examples of how businesses have been able to exploit the unique records they hold to develop research projects in a wide variety of areas, from the use of farm records to telecommunications.

The day will also provide time for delegates to discuss the way forward for the strategy and reflect on how business collections can deliver results for their institutions and those who use them for research.

Following the Conference, the Wadsworth Prize for Business History will be presented at a reception at The National Archives to which all delegates are most welcome.

An application form for this year's Conference is available on the BAC website [www.businessarchivescouncil.org.uk/](http://www.businessarchivescouncil.org.uk/)

# Business Archives Strategy

Mike Anson, The Bank of England Archive.

The great and the good from the worlds of business, archives, and academia formed a large audience which gathered at the House of Lords in early July for the launch of the national strategy for business archives, hosted by the All-party Parliamentary Group on Archives, and organised by the National Archives. Suitably, the event was opened by the historian Lord Bew. Those present were then treated to the enlightened and often



*Corporate Memory. A guide to managing business archives.*  
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More details can be found at:  
[www.nationalarchives.gov.uk/archives/advice-corporate.htm](http://www.nationalarchives.gov.uk/archives/advice-corporate.htm)  
[www.managingbusinessarchives.co.uk](http://www.managingbusinessarchives.co.uk)

entertaining words of three high-profile speakers: Mervyn King, Governor of the Bank of England; Sir Stuart Rose, Chairman of Marks and Spencer; and former archivist and Head of MI5, Dame Stella Rimington. All three emphasised the importance and value of business archives from their different perspectives. It was encouraging to see that coverage of these speeches was included in the *Financial Times* the following day.

Made available at the launch was a glossy brochure, *Corporate Memory. A guide to managing business archives*, which includes information about business archives and a number of case studies showing how businesses have been able to benefit from using their own collections. The same day saw the launch of a new best practice website aimed at helping businesses to manage their archives.

In addition to the inspiring words, the success of the event was helped by the unusually fine weather which allowed guests to spill out onto the riverside terrace to debate the finer points of the strategy. This was a fitting culmination to all the hard work that has been put in by everyone involved with the strategy. Of course, this is only the beginning: there is much work to do in order to implement the strategy and BAC will continue to be at forefront of this process. In the meantime, the Council would like to thank all those who were involved in organising the launch.

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## Taking forward the National Business Archives Strategy

Alex Ritchie of The National Archives reports on further developments.

An implementation committee under the auspices of the National Council on Archives is scheduled to meet this autumn to measure progress and co-ordinate the efforts of participants. Much is already underway including the crisis team, which is now in place to liaise over corporate failures that put business records at risk. Initiatives are being pursued to engage with insolvency practitioners, with a view to reaching at-risk collections while there is still time to save them.

Existing information about the nature and location of business records is summarised by the business index of the National Register of Archives. However, it is hoped to expand its current 32,500 entries and also track down the present location of some 2,000 business collections, the subject of past surveys, whose current whereabouts are not definitely known. A similar expansion and enhancement of

information about corporate archives will be undertaken, the result of which will be made available on the ARCHON, the online directory of repositories maintained by The National Archives.

As Business Archives Advice Manager at The National Archives, I have had a busy time promoting and explaining the strategy around the country and abroad. As a result of the great publicity around the strategy and the event in July, a number of large enterprises have sought advice on the care or deposit of their records. You can download further copies of *Corporate Memory* at [www.nationalarchives.gov.uk/corporatememory](http://www.nationalarchives.gov.uk/corporatememory).

The implementation phase of the strategy is now gathering momentum.

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## British Library Preservation Advisory Centre

The British Library Preservation Advisory Centre is the new name for the National Preservation Office (NPO). The change of name follows the NPO's recent integration with the British Library Collection Care department and heralds the start of a new period of development for preservation services.

The Preservation Advisory Centre will build on the NPO's achievements of the past 25 years, and the successes of the recently opened BL Centre for Conservation, providing a focus for preservation and increasing opportunities for libraries and archives of all types and sizes to equip themselves with the skills and

knowledge to meet the challenges of caring for collections in the 21st century.

Offering training, free information services and its unique Preservation Assessment Survey, the Preservation Advisory Centre provides practical support on preservation management issues to address the major threats to the UK's library and archive collections identified in the NPO's 2006 report, *Knowing the Need*.

Activities span a range of free and charged services including:

- Free information resources in print and to download
- Preservation training courses
- Preservation Assessment Survey services
- Preservation visits
- An enquiry service

Caroline Peach has been appointed to lead the organisation in its new form. Recently interim Chief Executive of Icon, the Institute of Conservation, she brings experience of working at London Metropolitan Archives, Oxford University Library Services and the London Museums Hub. Caroline said, 'I am delighted to be



joining the British Library Preservation Advisory Centre. I am looking forward to working with partners across the sector to inspire organisations of all sizes to take part in preservation activities. I am particularly pleased that we will soon be able to offer a new programme of preservation training thanks to the collaboration and funding of the British Library and Research Libraries UK.'

Helen Shenton, Head of Collection Care at the British Library said, 'The integration of the NPO with the British Library as the British Library Preservation Advisory Centre marks a significant development for Collection Care at the British Library. The events and services provided by the Preservation Advisory Centre complement the successful public programmes offered by the BL Centre for Conservation. Sharing knowledge to address preservation needs and to build capacity within the Library and Archive sectors is fundamental to ensure the future accessibility of collections. I am delighted that the Preservation Advisory Centre is leading on these issues.'

For more information please contact Ben Sanderson at the British Library Press Office, [ben.sanderson@bl.uk](mailto:ben.sanderson@bl.uk) T: +44 (0)1937 546126 M: +44 (0)78100 56848

*Caroline Peach, head of the newly named British Library Preservation Advisory Centre.*

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## Business Profile – C.Hoare & Co

**Pamela Hunter, C.Hoare & Co, London.**

**C**Hoare & Co, the oldest surviving independent private bank in Britain, was established by Richard Hoare in 1672. Remarkably, nearly 340 years later, the business is still entirely owned by the Hoare family. The current partners, drawn from the 10th and 11th generations, are all direct descendants of the Bank's founder.

Richard Hoare (1648-1719) was admitted as a freeman of the Goldsmiths' Company in 1672. A year later he took over his former master's business at the Sign of the Golden Bottle, Cheapside, and went on to build up a considerable reputation as a goldsmith/banker, with a string of wealthy and distinguished clients including Charles II's widow, Catherine of Braganza, the diarist Samuel Pepys and the painter Godfrey Kneller. In 1690 Richard moved his shop to Fleet Street, where the Bank still trades today. The present building was erected in 1829-30, with a banking hall and counting house on the ground floor, and sufficient living accommodation on the upper storeys both for the Partners, at least one of whom had to be always in



*Sir Richard Hoare, c1712*

attendance, and for several 'Gentlemen of the Shop' as the clerks and messengers were collectively known.

The archive at C Hoare & Co is an extensive one. Naturally there are papers relating to the business – ledgers, correspondence, vouchers, memoranda etc – but there are also papers relating to the Hoare family and the various landed estates they owned, notably Stourhead, Wiltshire, built by Henry Hoare in the 1720s. Numerous smaller collections deposited by customers contain everything from deeds to letters, diaries to pamphlets. That so much has survived can be attributed to several factors: the Bank has never merged or been taken over, it has not moved since 1690 and extensive underground vaults have ensured ample storage space.

The most commonly requested records are the customer ledgers, dating back to 1673. Handwritten until 1962, they show all incomings and outgoings on each account and have broad appeal. Regular users include biographers and genealogists as well as art, architecture and garden historians. But now that the archive has been fully catalogued, researchers are increasingly asking for a wider range of records, such as deeds, correspondence, diaries, bills and receipts.

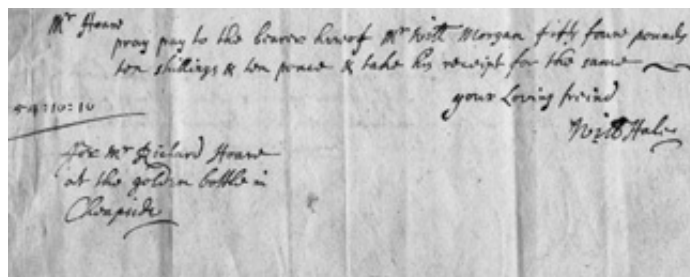
Today, the archive's value is fully recognised by the Bank. It is, for example, useful in these times of financial turbulence to be able to show potential and existing customers that

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Hoare's has been weathering financial storms since the days of the South Sea Bubble. There is also a conscious effort to raise awareness of the archive amongst the Bank's staff. The small permanent museum has been recently redesigned, whilst regularly changing exhibitions are displayed around the premises and monthly emails highlight individual items from the collections.

For further information about the archive at C Hoare & Co contact Pamela Hunter at [pamela.hunter@hoaresbank.co.uk](mailto:pamela.hunter@hoaresbank.co.uk)



The bank's oldest surviving cheque, from 1676

## Launch of UCL Archives

Zoë Browne and Gill Furlong, University College London.

UCL Library Services has launched the first phase of UCL Archives, the online public interface of its Calm database of archive holdings for UCL Special Collections and the UCL School of Slavonic and East European Studies (SSEES). UCL Archives will ultimately cover every single collection in UCL, and already includes catalogues for notable business archive collections such as the Bank of London and South America collection.

Links in Calm to images of a number of significant collections including the Balfour Williamson & Company, Peruvian Corporation and H K Lewis & Company collections have been added, taking browsers to all images which to date have been created for these archive collections. The database so far features over 1000 catalogues and continues to grow.

In addition, the Accessions and Enquiries databases in Calm have now been customised, allowing staff to track, search, record and update information on the acquisition and use of collections on a previously unprecedented scale. The customisation of the Loans database is in development.

To access the catalogue and for more information, go to <http://archives.ucl.ac.uk>



Alpaca fleeces being transported in Latin America, 20th century. Part of the operations of Balfour Williamson & Company, which dealt in imports and exports from Chile (UCL Special Collections ref: BW).

## BAC Website Gets a New Look

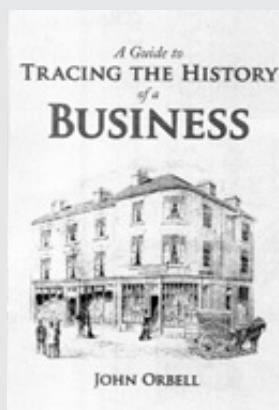
Claire Twinn, BAC Web Officer.

The BAC website has recently undergone a redesign to refresh the contents and presentation of the site. We hope that members will find the new design pleasing.

One of the new additions to the website is the *Business Archives: Sources and History* journal. Don't forget that you can also still access the *Business Archives: Principles and Practice* journal. You can find them both in the members' section of the website.

If any members have comments please email Claire Twinn at [webmaster@businessarchivescouncil.org.uk](mailto:webmaster@businessarchivescouncil.org.uk)

## For the bookshelf



A new edition of John Orbell's *A Guide to Tracing the History of a Business* has just been published by Phillimore & Co Ltd. A completely re-written version of the 1987 edition, it retails at £19.99 (hardback). A review will appear in a future issue of *Business Archives: Sources and History*.

The editor of this newsletter is Alan Gall. The next issue will appear in Winter 2009. Prospective copy should be sent to Alan Gall, Tel: 0161 745 7029 (daytime) 01706 344429 (evening) Fax: 0161 745 9649 email: [alangall@hotmail.com](mailto:alangall@hotmail.com) Post: c/o SDA Electronics Ltd, Unit 30, Willan Industrial Estate, Eccles New Road, Salford M50 2GR.

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