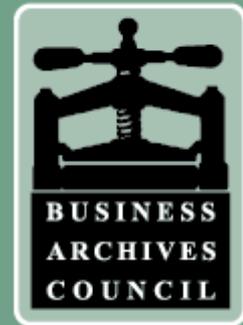




Business Archives Council Newsletter

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The editor of this newsletter is Lorna Williams. The next issue will appear in Winter 2017. Prospective copy should be sent to Lorna Williams, email:

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Chair's blog

Well, that's the summer been and gone! Meanwhile, what's been happening in the world of business archives? The main activity for the BAC was the award of our two cataloguing grants - see the story elsewhere in this Newsletter. I think that the BAC should rightly be proud of what we have achieved here. At the risk of sounding like a broken record, the awards demonstrate that relatively small amounts of money can have a significant impact, particularly in opening-up business collections to existing and new audiences.



By the time you read this, The National Archives will have launched the consultation on the new vision for archives. I hope that some of you took part in the survey and the workshops run earlier in the year. For my part, I represented the interests of business archives (well not exclusively!) as a member of the reference group. I would encourage you all to participate in the consultation exercise and help create a new strategic vision for the sector.

In August I was at Wembley, not for a sporting event, but the annual conference of the Archives and Records Association. There was plenty of lively debate and business archives goodies were available at a stand run in conjunction with our friends from the ARA's

Section for Business Records. This was an opportunity to use our new BAC leaflet for the first time (copies available from Karen Sampson). It was also the only conference that I've attended where there was free ice cream! And not something eaten out of a pot, but a proper cone and flake. I don't know whether anyone has any business records of wig manufacturers, but if not, I made a strong case for this sector by wearing a 'mop top' at the sixties themed gala dinner!

And while on the subject of conferences, November is a packed month. On 29 November the British Records Association will be in the garden:

www.britishrecordsassociation.org.uk/events/annual-conference-29-november-2016

Before that I will be heading north of the border to attend BAC Scotland's annual conference and AGM which is being held at Standard Life in Edinburgh on 15 November:

www.gla.ac.uk/services/archives/bacs/events

And, of course, our own conference, which I understand is nearly fully booked! I'm delighted that Jeff James, Chief Executive and Keeper at The National Archives will be attending and delivering the keynote address. I suspect that he will mention that 'vision thing'. If that wasn't enough excitement, there will be a seamless transition from the conference venue at HSBC to the Wadsworth Prize Reception that evening at Barclays.

Prior to the conference we will be holding our AGM, and you should already have received the BAC Report and Accounts, and the notice of the meeting.

Anyway, I look forward to meeting you at Canary Wharf next month.

Mike Anson
BAC Chair

Welcome to new members



Glaxo advertisement boarding opposite King's Cross Station, 1921 (image courtesy of GSK Heritage Archive)

The BAC is pleased to welcome the following new members:

- The London Tea History Association
- GlaxoSmithKline

Opportunity to help the BAC



Are you looking for an opportunity to extend your CV or perhaps get a point for the ARA registration scheme? Or do you simply want to get more involved with the BAC's valuable work in the preservation and use of business archives? If so, a couple of opportunities are available to join us, as follows:

- Membership Secretary
- Cataloguing Grant Administrator

Both positions require a small amount of work that can be done alongside a full time job, and both are quiet for much of the year with a couple of busy spells. Full instructions will be given and support will be readily at hand. And of course you will get to know our friendly and sociable team, who volunteer from various archive services and academic institutions.

If you're interested please contact Mike Anson on Michael.anson@bankfoengland.co.uk.

We look forward to hearing from you.

2016 Winners of the BAC cataloguing grants

The Business Archives Council is delighted to announce the winners of the two cataloguing grants for 2016.

The original cataloguing grant for business archives was awarded to Lancashire Record Office for the cataloguing of the archive of the Abbott and Company of Lancaster stained glass manufacturers.

The cataloguing grant for business archives related to the arts was awarded to Special Collections, Leeds University Library & Red Ladder Theatre Company for the cataloguing of the Archives of Red Ladder Theatre Company.

Both organisations were awarded £3,000, and their respective collections will be catalogued by April 2017.

For more information about the winners and the grants please see the BAC website at www.businessarchivescouncil.org.uk/activitiesobjectives/catgrant/



Abbott and Company glass was installed in hundreds of pubs and hotels across the UK (image courtesy of Lancashire Archives)

Reminder - BAC annual conference ‘Branching out: the rewards and realities of diversifying your service’

This year’s BAC annual conference, ‘Branching out: the rewards and realities of diversifying your service’, will be held on Monday 21 November 2016 at HSBC's head office in Canary Wharf.



HSBC’s head office, Canary Wharf (image courtesy of HSBC Holdings plc)

This year's conference aims to share, discuss and debate the variety of ways business archives can branch out and become more diverse, from moving beyond the traditional archive functions to making collections more relevant for the 21st century audience. A range of case studies will consider what practical steps can be taken to make your collection more diverse, with a focus on using volunteers and members of the community to collect, interpret and catalogue.

Speakers on the day will be:

Jeff James, The National Archives

Helen Swinnerton, HSBC Archives

Sophie Clapp, Boots Archive - *Exploiting the benefits of a good education*

Dr Andrew Flinn, University College London - *Opening up the archive: community and participatory approaches to archival functions*

Kate Maisey, Gloucestershire Archives - *‘There’s nothing like a Lister’- volunteer involvement with the archive of R A Lister & Co Ltd of Dursley, engineers*

Victoria Hoyle, Explore York Libraries and Archives - *Out of the strongroom and into the street - York: A Gateway to History, 2012-2016*

James Steward, History of Advertising Trust - *Ghost signs, traces of an urban past – co-production and community archives*

Jake Berger, BBC Archive - 'BBC Reminiscence Archive - *Using archive material to help people with dementia*'

Arike Oke, Rambert Archive - *'Unboxing: Performing the archive on tour'*

There will also be a number of panel and discussion sessions where attendees can explore the themes discussed during the presentations.

Read the [speakers' abstracts](#).

For prices and how to book please download the [booking form](#). As there are now limited spaces left please send the form before payment.

The conference will be followed by a reception for the presentation of the **BAC Wadsworth Prize for Business History**, taking place nearby at Barclays, Canary Wharf. All conference delegates are most welcome to attend.

Please send any questions to conference organisers Jemma Lee and Hannah Jenkinson at: bacconference@gmail.com

Digital Preservation: tell us your training needs

Digital preservation is one of the biggest challenges facing archivists today, but do we all have the same digital preservation needs? Is general digital preservation training the best option? Or should training be tailored to different sectors?



Image from the DPC Digital Preservation Handbook available at handbook.dpconline.org (image courtesy of DPC and Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark)

CoSector (formerly University of London Computing Centre (ULCC)), the Digital Preservation Coalition (DPC), and the Business Archive Council (BAC), are jointly considering the digital preservation training needs of those information professionals that look after business records and other resources of permanent value. To inform their work and to better assist the sector, it would be very useful if you could take a moment to complete the attached training needs survey.

The survey will take about 5 minutes. All data will be held by CoSector and will only be used to inform the work of CoSector, DPC and BAC in considering, and dependent on the results, designing, digital preservation training specific to the management of business archives. www.surveymonkey.co.uk/r/BAC-Members-Survey

Thank you for your help.

From Bolton in business to Wigan at work – the Made in Greater Manchester Project

For many people around the world, Greater Manchester is synonymous with industry. The cotton industry in particular helped to turn Manchester into the powerhouse of the Industrial Revolution, and brought significant fame to the region's towns during the Victorian period.



Unboxing Oldham: Students from Oldham Theatre Workshop performing a piece inspired by the cotton industry and Oldham's business archives, 12 August 2016

However, despite its "Cottonopolis" reputation, innovative and successful businesses from all sectors made Greater Manchester their home, and the communities that we know today are built upon the foundations of these important industries.

Many of these pivotal businesses have left a legacy of archives and photographs which document not only business transactions, products and industrial processes but the working lives of men, women and children across the city region. It is these fascinating collections of business archives that we hope to bring alive and raise awareness of through our new project, Made in Greater Manchester.

Made in Greater Manchester (MIGM) is a collaborative effort between the local authority archive services in Bolton, Bury, Manchester, Oldham, Salford, Trafford, Stockport, Rochdale, Tameside and Wigan, which together make up the Greater Manchester Archives and Local Studies Partnership (GMALSP).

Each of the ten archive services within the partnership has selected one important collection of business records to be processed as part of the MIGM project. The collections range from the meticulous engineering plans of Walker Brothers Ltd., a major heavy engineering

business in Wigan, to a captivating collection of oral history interviews from the Tameside borough. MIGM aims to bring these collections alive, engaging volunteers and new users in creating a set of collection catalogues and new digital resources that share information about business history in the area.

So far over forty new and existing volunteers have contributed their time to MIGM; cataloguing, transcribing and digitising archive collections which are currently completely inaccessible. This includes corporate volunteers, people looking to gain work experience and new skills, people with a general interest in industrial heritage, and people involved in council employment schemes. Incredibly, more than 1000 items have now been catalogued, with many more due to be completed over the next few months. A large number of oral histories have been converted from analogue to digital formats and are currently in the process of being transcribed, and our volunteers are about to embark on the task of digitising a selection of MIGM documents and photographs. Upon completion of the project, the MIGM catalogue, transcriptions and digital images will be hosted on the Greater Manchester Lives website (www.gmlives.org.uk).

In addition to these heritage-based achievements, MIGM has also had a number of different outcomes for the people involved in the project. Our volunteers have had the opportunity to engage with heritage and share their knowledge with others. They have received formal training in blogging, cataloguing and digitisation – skills which we hope they will continue to make use of once the project is complete. Furthermore, “Unboxing Oldham”, a week-long summer school ran by Oldham Archives, allowed students from Oldham Theatre Workshop to learn about heritage and gain hands-on experience of working with archives. The week culminated in a fantastic archives-inspired theatrical performance.

The project has also provided a platform for us to connect and form partnerships with local businesses, and engage with former employees of MIGM businesses.

Over the coming months, we hope to build on these successes and continue to bring the region’s business collections to new audiences, encourage more/wider range of people to engage with heritage and further share the message about the importance of business archives.

Made in Greater Manchester is being generously funded by the Heritage Lottery Fund.

To find out more about Made in Greater Manchester, please contact Becky Farmer at r.farmer@wigan.gov.uk, follow us on Twitter @MadeInGM or visit their blog at www.madeingm.wordpress.com.

Becky Farmer

Lead Officer – Made in Greater Manchester

**UNESCO Recommendation and UK Policy Brief
stress the need to preserve and provide access to
documentary heritage**

The need to protect our documentary heritage has never been more pressing in a time of economic and political uncertainty both within the UK and internationally. This has been underlined by UNESCO's promotion of the Memory of the World Programme to a 'Recommendation' and the UK's Policy Brief in response.



The Declaration of Arbroath, 6 April 1320, inscribed on the UK UNESCO Memory of the World Collection, 2016 (Crown copyright, National Records of Scotland, SP13/7)

'Recommendations' are norms and principles formulated by UNESCO on specific areas which member states are invited to work towards through legislative and other means but they are not legally binding on member states, unlike Conventions (e.g. the UN Convention on Human rights). The Memory of the World Recommendation 'aims to assist Member States both at national level through identification of documentary heritage and policy measures ensuring preservation of and access to it, and at international scales through bilateral or multilateral research projects and publishing guidelines, policies and best practice models. This new normative instrument will also help build partnerships for identifying appropriate solutions to threats such as the ravage of time, natural disasters, human behaviour, technology obsolescence, mobilizing resources, so that valuable collections and records may never be lost.' The Recommendation also provides a useful overview of all the areas that should be considered when managing documentary heritage properly.

The Recommendation can be found at <http://unesdoc.unesco.org/images/0024/002433/243325e.pdf> (on page 158).

In response to the Recommendation the UK National Commission to UNESCO has published a policy brief 'Practical considerations for the UK in applying and communicating the new UNESCO Recommendation on protecting documentary heritage including in digital form' (www.unesco.org.uk/publication/practical-considerations-for-the-uk-in-applying-and-communicating-the-new-unesco-recommendation-on-protecting-documentary-heritage-including-in-digital-form/).

The Policy Brief provides practical advice to both practitioners and decision-makers about the role of the Recommendation in the UK and about its impact in particular on preserving and accessing digital documentary heritage. The Brief does not seek to be a technical guide. Rather it identifies the challenges and the opportunities that the UK faces in implementing the Recommendation, particularly with regard to digital heritage. It identifies three key challenges namely raising awareness, building capacity and developing collaborative relationships. The Policy Brief was developed in consultation with a range of digital preservation and documentary heritage experts including representatives from The Digital Preservation Coalition, The British Library, The National Archives, Simon Tanner, the Parliamentary Archives, Chief Archivists in Local Government, and the LSE Library.

Anyone working within or with responsibility for documentary heritage or records management is encouraged to read the Recommendation and the Policy Brief and see how they can use them within their own work.

Elizabeth Oxborrow-Cowan

Chair, Memory of the World UK Committee

elizabeth@elizabethoc.co.uk

August 2016

The London Tea History Association

The London Tea History Association (LTHA) was formed on the 15th of January 2015, at the Mercers Company Hall in The City. It is coincidental that The Mercers Company was one of the first organisations to finance The East India Company, who popularised tea as a beverage in Great Britain.



Inaugural meeting of The LTHA at the Mercers' Hall, 15 January 2015 (image courtesy of Ranit Bhuyan)

The LTHA began when an Indian gentleman, Ranit Bhuyan, whose father worked with James Finlay (tea producers established in 1750), inspired by the words that he had heard as a child in a family of tea planters: 'our teas sold at London Tea Auctions fetched £...pre kg...', approached Malcolm Ferris-Lay, the ex- Managing Director of Williamson Magor Ltd (tea producers established in 1869), and together visited the areas of London associated with tea. The two came to the sad conclusion that 350 years of the tea trade in The City was completely unrecorded or unappreciated. They decided to do something about this and so gathered like-minded men and women to form The LTHA.

London has long been associated with the tea industry. The city had 126 tea grower companies in 1897, which jumped to 341 in 1933 and then 239 in 1969. There were 75 tea brokers in London, 44 tea warehouses, and more than 5 tea packaging companies. It is estimated that there were around 20,000 tea merchants in the UK and that London accounted for 85% of the world's tea trade, be that in investments or trading. By 1998 most of these tea companies had been wound up, sold, or moved out of London.

The LTHA has taken on the task of recording the business history of tea and putting up four bronze plaques in the City of London. Ranit, a member of the LTHA Board, and now also a member of the BAC, is writing a book on the business of tea. The 1st bronze plaque will be unveiled at St Katharine Docks on the 22nd of November, a day after the AGM of the BAC.

Ranit Bhuyan

The London Tea History Association

British Records Association annual general meeting

The logo for the British Records Association features the text 'British Records Association' in white, sans-serif font on a dark blue rectangular background. To the right of the text is a stylized, light blue graphic of a quill pen with its nib pointing upwards and to the right, and its tail feathers curving downwards and to the left.

British
Records
Association

British Records Association

The eighty-fifth Annual General Meeting of the British Records Association will take place on **Thursday 27th October 2016** at **5.15pm** at the Institute of Historical Research (Wolfson Room), Malet Street, London, WC1E 7HU

Please send any apologies to secretary@britishrecordsassociation.org.uk by Tuesday 25th October 2016.

It will be followed at **6pm** by the annual Maurice Bond lecture. The BRA is delighted to have Dr Caroline Shenton as the Bond lecturer on the 70th anniversary of Maurice Bond's appointment as Clerk of the Records in 1946.

'Beyond the Portcullis: the pleasures, challenges and frustrations of writing stories from the Parliamentary Archives'

Wine and soft drinks will be served after the lecture.

AGM AGENDA

1. Apologies
2. Minutes of the eighty-fourth AGM on 18 November 2015
3. Annual Report and Accounts 2015-16
4. Chairman's report. Update and plans for 2017
5. Subscriptions
6. Election of Officers and Council members
7. Election of Independent Examiners
8. Any other business

Julia Sheppard
Chair of Council
26 September 2016

Obituary – John Cuthbert, MBE

News of the recent death of John Cuthbert, MBE, will shock and sadden many archivists and conservators, especially those of us in the City of London to whom he was a much-loved friend.

John retired from his role as Senior Conservator at the Guildhall Library in 2001. His expertise was acknowledged to be in the conservation of parchment and seals, although his passion and enthusiasm for his craft was boundless. He was so well known outside the walls of the Guildhall because he was the first port of call for many archivists working alone in the diverse archives around the City when they needed help with conservation.

John's 'retirement' was never going to be just that, not when he derived so much pleasure from working out the best way of rescuing seemingly hopeless cases or creating stylish ways to present star items from a collection. To our great relief we found that we saw just as much, if not more, of him in these later years as he continued to carry out commissions for us. John put us on his round: a trip up to London might take in a visit to The Baring Archive, Lloyds and The Rothschild Archive, collecting and delivering batches of work. "Wotcha!" - his warm greeting on the phone or at the door - brightened up any day and always paved the way to some light gossip about many things before turning to the business of distressed documents.

The rhythm of these trips was dictated by John's travels near and far with his wife, Barbara, who would sometimes accompany him on his rounds. Perhaps Barbara's influence can be detected in the choice of the perfect gift on the birth of an archivist's baby, or the flowers at more somber times. He knew what was going on in all our lives and, moreover, knew everyone in the office.

Mourners at John's funeral learned of aspects of his life that were new to them. A mildly astonished local friend remarked, "They really thought highly of him in the City." Quite so. He left his mark on the archives of so many institutions in the City of London – his work is all around us now and serves as a constant reminder of his skills. A short illness stole from us a lovely friend and counsellor. The loss to John's wife and family is immeasurable.

John greatly admired the work of Camphill Village Trust, a charity providing supportive community living for people with learning difficulties. His family suggests that donations can be made in his memory to this organisation. Contact Mrs S. Walker, Appeals Office, Botton Village, Danby, Whitby, N Yorks YO21 2NJ or see the website: www.cvt.org.uk

Melanie Aspey

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