

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the general meeting of the Health Archives and Records Group, held on 26 September 2006 held on 26 September 2006 at the Royal College of Obstetricians and Gynaecologists, London

Present

Nick Baldwin	(Great Ormond Street Hospital Archives)
Rob Baker	(Chelsea and Westminster Healthcare NHS Trust)
Geoff Browell	(Kings College London)
Eleanor Burgess	(Healthcare Commission)
Sarah Coombs	(Barts and the London NHS Trust)
Allie Dillon	(Institute of Psychoanalysis)
Louise Eastham	(County Durham and Darlington NHS Trust)
Amanda Engineer	(Wellcome Library)
Jonathan Evans	(Barts and the London NHS Trust)
Samantha Farhall	(Royal Society of Medicine)
Colin Gale (Chair)	(Bethlem Royal Hospital Archives and Museum)
Anne George	(Sheffield Archives)
Martin Guha	(Institute of Psychiatry)
Jenny Haynes	(Royal College of Obstetricians and Gynaecologists)
Gordon Jones	(Queen Mary's Hospital Roehampton)
Eva King	(Nursing and Midwifery Council)
Annie Lindsay	(UCL Hospitals)
Maxwell Mwakitalu	(Institute of Psychiatry)
Kevin Mulley	(The National Archives)
Vicky Rea (Minutes)	(Royal Free Hampstead NHS Trust)
Catherine Redfern	(Barts and the London NHS Trust)
Stephen Soanes	(Institute of Psychiatry)
Julia Sheppard	(Wellcome Library)
Laura Taylor	(London Metropolitan Archives)
Karen Waite	(Royal Cornwall Hospitals NHS Trust)
Kath Webb	(York Hospitals)

1. Apologies for absence

1.1 The following apologies for absence were received:

Gillian Alloway	(Luton and Dunstable Hospital)
Lesley Akeroyd	(Cambridgeshire County Record Office)
Beth Astridge	(The Royal College of Surgeons of England)
Anne Barrett	(Imperial College Archives)
Andrew Bennett	(East Sussex Record Office)
Elizabeth Boardman	(Oxfordshire Health Archives)
Jan Booth	(King's College London)
Kevin Brown	(St Mary's Hospital)
Lucy Burrow	(Cardiff University)
Miriam Critchlow	(Isle of Man Public Record Office)
Tim D'Estrube	(Camden and Islington Mental Health and Social Care Trust)
Alexandra Eveleigh	(West Yorkshire Archive Service)

Stuart Green	(Bradford Hospitals)
Michael Goodson	(Wakefield District Primary Care Trust)
Geraldine Hunwick	(John Rylands University Library)
Bruce Jackson	(Lancashire Record Office)
Linda Lamb	(Queen Mary's Hospital Roehampton)
Lorraine Nicholson	(IHRIM)
Jenny McDermott	(Lothian Health Services Archive)
Susan McGann	(Royal College of Nursing)
Patricia Methven	(Kings College London)
Katie Ormerod	(Barts and the London NHS Trust)
Carol Parry	(Royal College of Physicians and Surgeons of Glasgow)
Kate Richardson	(Barts and the London NHS Trust)
Graham Stanley	(The National Archives)
Nallini Thevakarrunai	(St George's Hospital Medical School Library)
Alistair Tough	(Greater Glasgow Health Board)
Natalie Walters	(Wellcome Library)
Fiona Watson	(Northern Health Services Archive, Aberdeen)
Patricia Whatley	(University of Dundee)

2. Minutes of the last meeting

2.1 The minutes of the last meeting, held on held on 26 May 2006, were agreed as a true record.

2.2 Matters Arising

2.2.1 Ref. 5.1 – HARG archives

Catherine Redfern (CR) reported that she had received some old minutes for the HAG archive. She appealed for members to send more.

ACTION: ALL TO SEND MINUTES AND PAPERS FROM EARLY HAG MEETINGS TO CATHERINE REDFERN

2.2.2 Ref. 6.1.1 - Best practice records management documents

CR reported that she had received some 'best practice' documents to post on the HARG website. She appealed for members to send her more.

ACTION: ALL TO SEND RECORDS MANAGEMENT POLICES AND PROCEDURES TO CATHERINE REDFERN

3. Disaster recovery

3.1 Jonathan Evans (Archivist, Barts and the London NHS Trust) gave a presentation entitled 'Disaster Recovery – at the sharp end'. The presentation would be made available on the HARG website.

4. Records Management in the NHS

4.1 Karen Waite (Corporate Records Manager, Royal Cornwall Hospitals NHS Trust) gave a presentation entitled 'Booster shot: management of non-clinical records in the NHS'. The presentation would be made available on the HARG website.

5. Update from the HARG Committee

5.1 Colin Gale (CG) reported on the committee teleconference held on 15 June 2006:

- It was agreed to obtain the domain name www.healtharchives.org for the HARG website
- Karen Waite and Stephen Soames had been co-opted to the committee
- Dates and venues for future meetings were discussed

5.2 CG reported on the committee meeting which had taken place before the general meeting.

5.2.1 Finance

- HARG had no budget, but the group was affiliated to SRG and was therefore entitled to a small allowance from the SRG budget for travel expenses to enable committee members and speakers to attend meetings.

5.2.2 Research value sub-group update

- the sub-group had made a submission to Cooksey inquiry on how medical research would be funded in the future, and this would be posted on the HARG website. The group was concerned that future research needed to be backed up by preservation.
- The sub-group was to conduct an in-depth analysis of how medical archives are used in research

5.2.3 Records Management sub-group update

- CR reported on the 'best practice' policies for the HARG website. They were intended to give members an idea of practices within the sector, and HARG was not endorsing them.
- The sub-group was going to work on the Business Classification Scheme for health records, in collaboration with the Records Management Society. The Scheme was intended to be an operational tool to sit next to the Information Governance Toolkit and Roadmap.

5.2.4 Meeting with TNA

CR and RB reported that the regular meetings with TNA were a useful exchange of information about each other's activities. At the last meeting, on September, the following items had been noted:

- *TNA Inspection services*
Local authorities were trialling annual self-assessments to prioritise physical inspections. For the time being, PoDs in the health sector would continue to be inspected as normal.
- *Community Archives*
'Community archives' were emerging in hospitals – groups of local historians who tended to be interested in collecting oral histories and photographs and putting on exhibitions in or about local hospitals. There was a proposal for the Community Archives Group to meet with the Association of Chief Archivists in Local Government) ACALG to discuss this trend and to ensure that links with these 'community archives' were liaising with local PoDs.
- *E-bay*
TNA had been in contact with e-bay regarding the sale of archival documents on its site.
- *IST/35 Mirror Panel*
HARG had been invited to send a representative to the next meeting of the IST/35 Mirror Panel, which was developing a UK contribution to the ISO draft standard on the security, safety and quality of clinical data created and held electronically. No-one willing to act in this capacity had yet been found, but it was hoped to contribute to the work of the Panel by email.

MoReq

HARG has been invited to contribute to the development of version 2 of MoReq, once the contract was awarded later in the year. MoReq was a model specification of requirements for electronic records management systems (ERMS). It was designed to fit with TNA standards and to be a working tool for anyone seeking to establish an ERM system.

- *Journal of the Australian Society of Archivists*
CG had volunteered to write an article on the state of the health archives sector for the Journal of the Australian Society of Archivists
- *HARG committee matters*
Karen Waite had been elected as Co-Chair

6. HARG website

6.1 Sarah Coombs (SC) reported that the website should be up within the next week. Initially it would consist of the following pages:

- Homepage – introducing HARG
- 'About us' – HARG's activities, minutes of meetings etc
- Contacts
- News and events
- Resources – links to 'best practice' documents, NHS guidelines
- FAQs

6.2 SC appealed for a volunteer to upload content to the site.

6.3 Rob Baker (RB) and Kath Webb (KW) reported that they were updating the booklet, *Hospital Patient Case Records – a guide to disposal*. It was last revised in 2002. The new edition would be posted on the HARG website.

6.4 KW had drafted a HARG logo, for which she received a vote of thanks. It was agreed to post the draft on the website and to invite comment from the membership.

7. Access to deceased persons' information under FOI

- CR reported that Susan Markey had replaced Alex Ganotis as the person at the IOC responsible for drafting guidance on access to deceased persons' information under FOI, and she was seeking input as to what archivists wanted. There was no news yet on when the guidance would be published.
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- It was agreed that CR would contact Susan Markey on behalf of HARG to say that HARG was looking forward to receiving guidance.
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- It was agreed that the ICO guidance needed to address the Access to Health Records Act.
- It was agreed that the slides of Alex Ganotis' presentation at the last HARG meeting would be posted on the HARG website.

8. Any other Business

8.1 Connecting for Health Records Advisory Group

- Kevin Mulley (KM) reported that the Connecting for Health Records Advisory Group aimed to provide tools and guidance for implementing the Information Governance Toolkit and Roadmap.
- Catherine Redfern was to be the HARG representative on the Records Advisory Group.

8.2 Royal Society of Medicine conference

- Members' attention was drawn to the Royal Society of Medicine's conference at the University of Birmingham on "Exploiting medical history resources: a practical approach", from 23-24 October 2006. Several HARG members would be giving presentations.

9. Date and time of next meeting

9.1 The next meeting was to be held on 31 January at the University of Dundee. There were to be two speakers, one on the use of asylum records in women's history, and the other on the Scottish versions of the Code of Practice, FOI and Data Protection.

9.2 It was proposed to hold the AGM in May/June 2007 and another meeting in September 2007.