

HARG meeting, King's College London, 11 December 2015

Present:

Geoff Browell, King's College London (Chair)
Chris Olver, King's College London (Minutes)
Nick Baldwin, Great Ormond Street Hospital for Children
Jonathan Cates, The National Archives
Teresa Doherty, Royal College of Nursing
Pamela Forde, Royal College of Physicians
Christine Goodair, St George's University of London
Emma Hancox, Wellcome Library
Kate Jarman, St Bartholomew's Hospital
Sarah Lawson, UCL (Institute of Neurology)
Penny McMahon, University College London Hospital (UCLH)
Richard Meunier, Royal London Hospital
Gary Moyle, Hertfordshire Archives and Local Studies
Kevin Mullery, The National Archives
Zoe Pickard, Nursing Midwifery Council (NMC)
Adele Picken, Royal College Paediatrics and Child Health (RCPCH)
Aisling O'Malley, London School of Hygiene and Tropical Medicine
Daniel Scott-Davies, Barts Health NHS Trust
Carol Shiels, St George's, University of London

Apologies for absence:

Lorna Cahill	Royal College of Veterinary Surgeons
Paul Carlyle	Derbyshire Records Office
Victoria Cranna	London School of Hygiene and Tropical Medicine
Jonathan Evans	Barts Health NHS Trust
Ruth Honeybone	Lothian Health Service Archives
Francis Maunze	Royal College of Psychiatrists

1. Introductions

Geoff Browell (GB) welcomed people to the meeting and apologised that there was no record of the minutes of the previous meeting held at the Royal College of Nursing, London on 1st December 2014.

2. Sector developments

2.1: Independent Inquiry into Child Sexual Abuse (IICSA) and NHS Twenty Year Rule transition: Kevin Mulley (KM), The National Archives (TNA)

Kevin Mulley (KM) reported on the progress of IICSA and the future developments of the inquiry. His report discussed:

- IICSA is an independent enquiry is investigating whether public bodies and other non-state institutions have taken seriously their duty of care to protect children from sexual abuse in England and Wales.
- KM and other TNA experts have been advising committee members on how they might expect to get hold of historic records such as those of government departments, children's homes and hospitals.
- TNA is providing training backed by a formal service level agreement
- Inquiry will need to access records but must be realistic to the resources available in the sector. Members of the inquiry will receive guidance and training on how to access smaller archives.
- It is not unreasonable that NHS record keeping will eventually be highlighted as an area of concern in the report's conclusions
- Kevin does not expect a freeze on NHS record destruction but there may be a review of retention schedules
- A letter has been sent to NHS Chief Executives about the forthcoming enquiry, which has moved records to centre stage in the concerns of senior management – no bad thing
- Issue of archives holding records that do not belong to them, and the wide variety of potential records that will be called for by the team as evidence, such as personnel records proving someone was employed at a given time and place
- The Inquiry is under way and is focusing on central government in 2016 and then the rest of the country thereafter. The health sector is not the primary area of concern – custodial institutions and government are the primary focus
- The Inquiry will not require original documents, but copies – it has a limited budget
- A question was raised about whether we ought to keep records of internal enquiries within organisations, relating to abuse – KM said yes. What happens if an archival institution is separate from the 'parent' body? Will it mean that in future we have to keep/take records we wouldn't ordinarily have accepted?
- The Public Records Act has not really come up as an issue, which is surprising
- Potential implications for infrastructure – Leeds was highlighted as an example of a place that has had to set up an RM department especially to meet the provisions of Goddard
- Theresa Doherty (TM) asked whether there was a relationship between the IICSA and the Scottish inquiry on historical child abuse. KM responded that the inquiries were separate but running in parallel.

2.2. NHS Twenty Year Rule transition:

KM gave an update on the recent change in the Public Records Act relevant to the twenty year rule for the transfer of public records to places of deposit:

- Gradual phase out of the change from thirty year rule to twenty years over 10 years. KM emphasised that there is no 'Big Bang' – it is effectively a 29 year rule at present owing to a quirk
- Need to improve awareness of the Public Record Act in local institutions where NHS reorganisation, change in personnel and misunderstanding of guidance has led to poor compliance.
- Guidance/NHS RM Code is often misunderstood – is deemed too complex for many to understand. There will be a RM Code meeting in 2016 to ask for comments on simplification. ARA has already responded with its comments.
- KM reminded the group that operational records that are older than 30 years need Lord Chancellor's or Secretary of State sign-off. He has met with the Lord Chancellor and asked for a blanket retention for NHS organisations to save time and for consistency, but there would still need a justification under the Data Protection Act to justify retention.
- They have tested a version of the Place of Deposit Directory for NHS organisations with generic contact information. A link to the test site will be sent around by KM and feedback is welcome.
- TNA have provided training to 18 places around the country including half of NHS Trusts, mainly on information governance. 40% said they had no knowledge of the Public Records Act; 40% had heard of it but that was all. Also included induction tours of places of deposit, which have been popular, as have sections on the selection of records. TNA have advised regular communication with places of deposit to build relationships instead of sudden, unhelpful transfers
- PCT legacy: a team set up after the abolition of Trusts was announced – they have picked up 800,000 boxes held by big storage companies and a repository managed by the Department of Health. It includes a lot of digital material. Some transfers have already been made to successor bodies. There are still many records out there. The question has arisen: who is paying the storage bills? There is a problem that storage for the same records is often being paid more than once because responsibilities are not clear.

2.3: TNA Discovery catalogue- Jonathan Cates

Jonathan Cates (JC) gave an update on the development of the National Archives' catalogue system, Discovery:

- TNA have been developing Discovery for 5 years and have managed to incorporate existing archive catalogues such as NRA, A2A, ARCHON and the memorial document register into the system.

- In past three years, work has focused on improving the presentation of the catalogue and solving the problem of incorporating the different datasets.
- In March 2015, ARCHON was retired, followed by Memorial Document register in October 2015.
- Discovery catalogue has had over 8 million visits to the site.
- Plans for the future include building up and updating existing information on other archives that was incorporated from the Access to Archives catalogue. TNA need archives to contribute new data and update their existing data. Strategies have been developed include: smaller archives to catalogue directly onto Discovery, using a text editor; larger archives, to bulk upload records from online cataloguing systems and for very large organisations being able to transfer data through an ARI.
- TNA carrying out consultations with archives on process including telephone interviews and workshops.
- TNA looking into setting up pilot studies and importing tools on test site. In next 6 months will develop new standards and web tools.
- There are currently no plans to integrate hospital records database (HOSPREC): a pilot study was carried out on hospital data from Hertfordshire but the process was too costly in terms of resources. Current plan is to openly publish the historical data in the catalogue. The database is still open and now under the sole responsibility of the National Archives.
- GB asked a question on the time frame for the Discovery import/export tool. JC stated that a beta version of import/export in 6 months. JC is talking to Axiell regarding exporting catalogue descriptions from CALM in EAD.

2.4: News on Wellcome Trust Medical Heritage Library and changes to the Wellcome Trust Research Resources grant scheme: Geoff Browell, King's College London

- GB reported that the Wellcome Medical Heritage Library was nearing completion, with collections from 10 institutions including Wellcome Library. A parallel visualisation project is also being developed that will include searching using anatomical parts of the human body and also incorporating data from HOSPREC of hospitals whose names appear in books.
- Resource Resources has developed public engagement strands for funding and have re-developed their website. The fund has broadened to include themes such as occupational health and bids with regional significance.
- Wellcome also offering a generous bursary scheme- £25,000 to produce papers based on archival research.
- They welcome new applications and proactively run workshop and visits, especially to local authorities.
- Christine Goodair, (St George's University of London) raised the concern that the length of time between the application rounds were very short and whether the Wellcome could lengthen the application time scale.

2.5: Presentation on update on EU Data Protection Proposal by Pamela Forde

Agreement on the text for the regulation was to be finalised on 18 December 2015 by the European Council, Commission and Parliament. The Parliament have already agreed to improve the regulation for all territories with an emphasis on tackling data ownership of the individual, in particular in relation to social media.

Main implications:

- Data subject will own their own data even if they didn't create it
- Right to be forgotten: though with some exceptions like medical or social care. Embarrassing facts can't be deleted
- End to fees
- Explicit informed consent to using data
- Principle of data minimisation – minimum necessary data should be collected
- Potentially worrying implications for future research – records could be destroyed. Lobbying is under way
- The changes make it necessary to record fuller information on collections and their use, retention of data and processing statements need to be much more complete and less generic
- Mandatory notification of breaches within 72 hours, replacing optional notification
- Will force organisations to be more focused on data with responsibility for data tightened up. Processors of data will have a responsibility, not just controllers
- Implications for Safe Harbour Certification for data going outside the EU – make it much more difficult to share data with the US. This has negative implications for Big Data collaborations and the mixing of data sets that can reveal the identity of people
- Question of what is 'public interest' for long term preservation – private organisations and health related by not necessarily clinical, eg acupuncture
- Current compliance landscape is mixed patchwork of legislation. Explained how this Directive supersedes DPA and in the summer 2016 is expected to be approved across EU.
- Suggested steps for institutions: Review privacy notices and collection statements; identify where your data is held; review contracts with suppliers relating to privacy; only keep data for stated uses and only as long as needed

3. HARG update:

GB gave an update on the plans for the group in 2016. Chris Olver (KCL Archives), Emily Hick and Ruth Honeybone have been involved in helping to re-generate the group website.

A new website is being developed and Chris Olver will consult members regarding the future direction for HARG.

4. Member news:

GB gave an update on King's College London Archives: reported that the Wellcome Trust funded cataloguing project on the papers of Cicely Saunders is complete. The catalogue will be available online in early 2016. He also mentioned Nicole Kidman's visit to the Archives to see the actual 'Photo 51'.

GB also gave an update on AIM25- AIM25 became a registered charity and has incorporated records from the London boroughs. Atom cataloguing software is being used with Croydon Museum and Archives Service and AIM25 are looking at it. Axiell are axing their Clover project to integrate different cataloguing systems (Abllb, MIMSY) into a unified system. Archives Hub is being rebooted to get more archival descriptions onto the Archives Portal Europe (APE) catalogue.

PF stated that the Royal College of Physicians are preparing material for Archives Hub catalogue.

DT reported on preparations for the Royal College of Nursing's centenary. Archives is running several exhibitions within their London HQ, online and as a pop up exhibition. The upcoming Nursing Congress will also have conference literature branded with archival images. Fiona Bourne has created new library and archive pages; created 50 subject guides and has exported catalogue descriptions to Archives Hub and AIM25. Ancestry.com have launched nurse state registrars. The archive have appointed a new archive assistant for maternity cover and have created a new 5 year strategic plan. The latest exhibition on mental health has been very successful with the accompanying lectures series been very well attended.

Penny McMahan gave an update on the cataloguing and digitisation of the Middlesex Hospital archives. Anne Lindsay reported on forthcoming plans for the art and heritage of University College London Hospitals with an oral historian and artist commissioned to work with staff as they move into two new buildings by 2018.

Gary Moyle stated that the Hertfordshire Archives and Local Studies are reclaiming and cleaning data from A2A.

Nick Baldwin gave an update on the Great Ormond Street archives: the hospital charity was chosen as the Evening Standard's Christmas charity and have employed a journalist for features who has used lots of archival material and also included television coverage of the archives. Nick Baldwin had delivered lectures on the history of the hospital chapel which was 140 years old. The archive repository has had new shelves installed.

Emma Wilcox (Wellcome Library) gave updates on the cataloguing of the MIND archives; digitisation of medieval manuscripts and mental health records and her secondment to the *Medecins sans frontiere* to work with the organisation's digital records on the Ebola outbreak.

Zoe Pickard stated that the General Nursing Council is undergoing a review of services, posts and records management.

Richard Meunier reported that Royal London Hospital archives received accreditation at the start of the year; launched their online catalogue and he updated the group on their Wellcome Trust funded projects on tuberculosis and digitisation of records relating to sexually transmitted disease. Kate Jarman mentioned that Bart's Hospital have had a grant accepted for an archive display to be housed in one of their buildings.

Christine Goodair and Carol Shiels (St George's, University of London): scoping grant from the Wellcome relating to conservation resulting in a one year archivist post from January onwards

Adele Picken, (Royal College of Paediatrics and Child Health): refurbishment under way; there is a push to preserve policies and procedures; admitted storage needs to be improved

Aisling O'Malley updated on London School of Hygiene and Tropical Medicine archives stating that they have received funding for cataloguing of the Whitehall Study papers due to begin mid/early 2016; they are a new member of the Digital Preservation Coalition and that the archives are involved in externally funded exhibitions next year.

Sarah Lawson from the Queen's Square Library, Museum and Archives were running an exhibition, *Embroidered Minds*, on epilepsy within the William Morris' family.

Daniel Scott-Davies, chair of ARA Secretary of the Section for Specialist Repositories stated that funding could be available for development of HARG website.

5. Next meeting:

To be held in Spring 2016.

Cicely Saunders display followed