

HEALTH ARCHIVES AND RECORDS GROUP

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

Present

Rob Baker (Chelsea and Westminster Healthcare NHS Trust)
Sarah Coombs (Barts and the London NHS Trust)
Colin Gale (Bethlem Royal Hospital Archives and Museum).- Chair
Jenny Haynes (Royal College of Obstetricians and Gynaecologists)
Vicky Rea (Royal Free Hampstead NHS Trust) - Minutes
Catherine Redfern (Barts and the London NHS Trust)
Stephen Soanes (Institute of Psychiatry)
Karen Waite (Royal Cornwall Hospitals NHS Trust)
Kath Webb (York Hospitals)

1. Apologies for absence

- 1.1 Apologies were received from Victoria Killick (London School of Hygiene and Tropical Medicine) and Jenny McDermott (Lothian Health Services Archives)

2. Minutes of last meetings

- 2.1 The minutes of the teleconference held on 15 June 2006 were confirmed as a true record.
- 2.2 It was agreed to confirm the minutes of the last physical meeting, held on 26 May 2006, by e-mail.

ACTION: ALL TO CONFIRM MINUTES OF THE LAST MEETINGS BY E-MAIL

- 2.3 Matters arising from the last meeting held on 26 May 2006:

2.3.1 Ref. 2.2.3 – HARG archives

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

ACTIONS: ALL TO SEND CR OLD HAG MINUTES ETC, AND CR TO COLLATE THEM

3. Finances

- 3.1 Sarah Coombs (SC) reported that she had attended the last SRG Committee meeting in her capacity as HARG representative.
 - The SRG Chair was going to ask the SoA for a budget of £3000 for the 2006/07 financial year. If this was granted, SRG intended to allocate £200 to each affiliate group, and HARG would be able to use this money for travel expenses and AGM refreshments.
 - SRG had not spent its entire budget for the current financial year (ending on 31 December 2006), so SC was going to ask the SRG Chair if any money might be available from that. If money was available, SC would enquire whether it would be possible to carry it over to next year and use it to cover travel expenses for the HARG meeting in Dundee on 31 January.

ACTIONS: SC TO ENQUIRE WHETHER SRG CAN GIVE HARG MONEY FROM THIS YEAR'S BUDGET AND, IF SO, WHETHER THIS CAN BE CARRIED FORWARD FOR USE IN JANUARY 2007

3.2 SC outlined procedures for making expenses claims to SRG:

- members should notify SC if they made expenses claims to SRG so she could monitor HARG's expenditure
- On claim forms, members should use the prefix of Specialist Repositories Group on the claim form, i.e. Specialist Repositories Group: Health Archives and Records Group, under name of Committee, Sub-Committee, Working Party etc.
- Members should send completed claim forms to the SRG Treasurer, Adrian Glew, at The Tate Archive. He would sign the forms and submit them to the SoA office. The SoA office would not accept claims submitted to the SoA office without the SRG Treasurer's signature.

4. Research value sub-group update

- 4.1 Jenny Haynes (JH) reported that the sub-group had made a submission to Cooksey inquiry. It was agreed to post this on the HARG website.
- 4.2 JH circulated information about the MRC data sharing and preservation initiative.
- 4.3 Members discussed how to proceed with the proposal to map research use among HARG members. It was agreed that the most practical methodology would be to survey archivists as to what their collections were used for, and that the results of this survey could provide useful FAQs for the HARG website.

5. Records Management sub-group update

- 5.1 CR reported that she had collated the records management 'best practice' documents she had received from members, and she was going to confirm permission for use with the authors before putting them on the HARG website.
- It was agreed to put all documents offered by members on the website, without assessing them for quality.
 - It was agreed to put a permission statement on the website, stating that the documents could be freely used, with acknowledgment, within the public sector, but that permission must be sought from individual authors for commercial use.

ACTION: CR TO DRAFT PERMISSION STATEMENT FOR USE OF BEST PRACTICE DOCUMENTS FROM THE HARG WEBSITE

- 5.2 Karen Waite (KW) reported on the Business Classification Scheme collaboration with Records Management Society:
- The Scheme was intended to be an operational tool to sit next to the Information Governance Toolkit and Roadmap.
 - KW had canvassed the DoH, Connecting for Health and IRHIM, and the response had been positive. Once formal agreement was achieved, a project plan would be drawn up, and there would be a working group and a consultation plan
 - It was agreed that the RM sub-group would lead HARG involvement.

ACTION: RM SUB-GROUP TO TAKE FORWARD COLLABORATION ON THE BUSINESS CLASSIFICATION SCHEME

6. Meetings with TNA

- 6.1 CR and Rob Baker (RB) reported on their meeting with TNA on 14 September 2006.
- Kevin Mulley of TNA had mentioned the emergence of 'community archives' 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 positive and that the enthusiasm of members for hospital history could be of benefit to local PoDs.

- CR proposed that HARG should send a response to "TNA Vision", the consultation on TNA's role.

ACTION: CR to draft response to "TNA Vision"

7. Any other business

7.1 SC reported on progress with the HARG website:

- There had been a delay in getting the site online because neither RB nor SC had appropriate internet access, so SC appealed for a volunteer web officer. This person would need to have internet access at home and the skills to upload content. None of the committee volunteered, so it was agreed to seek a web officer from amongst the general membership. It was noted that the post would be suitable for a SoA Registration Scheme candidate.

7.2 JH appealed for someone to write an article for the Journal of the Australian Society of Archivists – a 1000 word article giving an overview of the health archives sector. Colin Gale (CG) agreed to write the article.

ACTION: CG TO LIAISE WITH JH OVER ARTICLE FOR ASA JOURNAL

7.3 CG reported that a taskforce (or "IST/35 Mirror Panel") was being brought together to develop a UK contribution to the ISO draft standard on the security, safety and quality of clinical data created and held electronically. It was understood that The National Archives would be represented at meetings of this taskforce. No-one willing to formally act as a HARG representative had yet been found, but CG and RB had seen a early stage draft and felt HARG could contribute something, even if only by email, to the work of the taskforce.

ACTION: RB AND CG TO CIRCULATE COMMITTEE MEMBERS WITH PROPOSED HARG CONTRIBUTION AS AN WHEN THE TASKFORCE PRODUCED NEW DRAFT TEXT

7.4 KW reported that MoReq was being updated, and that HARG has been invited to contribute. 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.

7.5 CR reported on ICO Guidance on access to deceased persons' information under FOI:

- 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.

8. Committee matters

8.1 It was agreed that Karen Waite would Co-Chair with Colin Gale.

9. Date and time of the next meeting

9.1 The next meeting would be held on 31 January at the University of Dundee. Provisional timings were committee meeting at 12.30pm and general meeting at 2pm.

9.2 The Committee discussed the possibility of holding a meeting at the SoA Conference in Belfast in September 2007. They has reservations because HARG members who were not in the SoA would be excluded from attending, and many members may not be able to travel.

9.3 The following meetings were proposed:

- May/June 2007 – AGM
- August/September 2007