

Health Archives and Records Group AGM

23 September 11am-4-00pm

Centre for Research Collections, University of Edinburgh

Attending:

Geoff Browell, King's College London (Chair)

Chris Olver, King's College London (Minutes)

Jane Brown, National Records of Scotland

Aline Brodin, Lothian Health Service Archives

Daisy Cunynghame, Royal College of Physicians of Edinburgh

Ruth Honeybone, Lothian Health Service Archives

Jennifer Hunt, National Records of Scotland + her 2 interns

Karl Magee, Stirling Archives Service

Ruth Marr, National Records of Scotland

Richard Meunier, Bart's Health

Kevin Mulley, The National Archives

Graham Roberts, Dumfries Archives

Alison Scott, Glasgow City Archives

Louise Williams, Lothian Health Archives Service

Penelope Wright, National Records of Scotland

Samar Ziadat, Lothian Health Archives Service

Sent Apologies:

Teresa Doherty, Royal College of Nursing

Emily Gresham, NHS Birmingham and Solihull

Emma Hancox, Birmingham Library

Elizabeth Thurlow, St George's, University of London

Alistair Tough, NHS Greater Glasgow and Clyde Archivist

1) Welcome and introduction

Joseph Marshall, Head of the University of Edinburgh Special Collections welcomed HARG to the Library. We exchanged pleasantries. He departed and we got on with the meeting.

2) HARG news and website progress

Geoff Browell (GB) gave a short overview of the recent history of HARG and group activity this year.

Chris Oliver (CO) delivered a presentation about the new HARG website, demonstrating some of the features and plans for the website. Also mentioned work undertaken on Wiki site of historical medical acronyms.

It was suggested that the site navigation needed to be improved and website needed to appeal to a general audience.

CO discussed some of the main findings from the survey conducted on direction of HARG and its current membership. Most members were long term affiliates mainly based in London or Scotland with other regions being poorly represented. The participants broadly agreed with the need for HARG to continue to fulfil its stated aims to provide guidance on legislative change, fundraising in archives and records management procedures for NHS records. However, there was also consensus for HARG to expand into new areas, like digital preservation and outreach work.

3) HARG relationship with other special interest groups

GB discussed how HARG have been in contact with Irish HARG equivalent, and with STAG and SAG with the possibility of the latter holding a joint conference with HARG in March 2017 in Birmingham.

4) Report from TNA

Kevin Mulley provided updates on the progress of the 20 year rule transition in England and Wales, including news of major training sessions with NHS staff on information governance. Around about half of the NHS organisations have been reached and moving towards providing e-learning resources rather than direct training sessions.

In other news, meeting with chief coroner to discuss guidance on the retention of coroners' records, partially based on fallout from the Hillsborough enquiry.

No update on the Independent Inquiry into Child Sexual Abuse (IICSA) (formerly Goddard Enquiry).

5) Sector News

5.1 CO read an update from St Georges, University of London provided by archivist, Elisabeth Thurlow. The archive was been provided historical material for a teaching course at the

university for the first time and preparing a Wellcome research resources funding application on the hospital post mortem case books.

5.2 GB updated group about recent activities at King's College London and news regarding AIM 25's new charity status and recent Heritage Lottery grant application. HEAP group meeting at National Archives, including day conference on archive software with demonstrations on Archivematica and ATOM on 2nd December 2016.

5.3 Ruth Honeybone (RH) gave an update of recent activities of Lothian Health Archives: new archive trainee, Samar Ziadat appointed; re-organisation of staff, different staff roles; new project with NHS colleagues relating new builds going up on Royal infirmary etc. "Old to New" project. The project artist is engraving archive text into the shelves for new space. Finally, LHSA are improving presence felt within NHS through sitting on the information governance assurance board.

5.4 Daisy Cunynghame stated that Royal College of Physicians of Edinburgh held a two day conference past, present, future of medicine, attended by 800 delegates and included a history element but mostly for modern practitioners. Have a Wellcome funded project on cataloguing and digitising 18th century dispensary records. Re-branded from Library to the Heritage team, focusing more on outreach and digital engagement.

5.5 Richard Meunier updated the group on two Wellcome funded projects ongoing at the Trust cataloguing records relating TB and the second relating to STI records. A third Wellcome funded project will begin shortly on St Mark's Hospital, which specialised in bowel issues.

5.6 Karl Magee (KM) stated there has been a huge interest from students wanting to use medical records held at archives, notably postgraduate students studying the gothic imagination wanting to use asylum records.

Lunch break

6) Scottish health and medicine projects session including update from new Scottish NHS Archivists group

RH gave an introduction and history of the NHS Archivists group which convened several times a year to discuss shared issues.

The major focus of recent meetings has been the implementation of the **Public Records (Scotland) Act 2011** which stipulated that each health board required to submit a records management plan to the Keeper of the Records of Scotland.

Louise Williams (LW) provided an overview of the effect of the plan has had on Scottish NHS network and Lothian Health Service Archives:

-Lothian Health Services Archive has firmed up ties with Lothian Health Board and submitted their plan to the Keeper in April 2016.

-One of the main barriers has been mixed records management experience in Scottish NHS. Records Management spread across various different roles and very rarely undertaken by

trained Records Manager. An exception being Glasgow who employ Alistair Tough in a records management role.

-NHS Fife is only health board to pass so far and have published their records management plan on their [website](#).

RH talked about the ongoing issue with the NHS Code of Practice (Scotland) 2012 regarding guidance on closure of records of deceased individuals.

Members of the NHS Archivist group had different closure periods and latest code unintentionally neglected to include guidance on this area. The lack of guidance created a debate within the records management community and it was decided that the code did require a revision. Progress has stalled due to internal changes within NHS Scotland but National Archives of Scotland pledge to provide support.

Graham Roberts (GR) talked about how element 7 of the **Public Records (Scotland) Act 2011** had a positive impact the status and perception of archives.

The '[supplementary guidance on proper arrangements for archiving public records](#)' document provides statutory guidance for the first time on how to manage an archive, collection care standards and necessary public access arrangements.

GR also reported news of the two Wellcome Trust funded projects that Dumfries Archives have had in last five years. Initially cataloguing project of Creighton Royal Asylum followed by the digitisation of the majority of the images in 2013 in collaboration with the University of Glasgow.

KM reported that the group hope to put on a conference on patient engagement with archives. To promote the value of archives for the care and wellbeing of patients. Group will apply for Wellcome small grant funding in 2017.

7) Show and tell from Aline Brodin, Project Cataloguing Archivist on a Wellcome Trust funded case note cataloguing project

8) Wellcome catch-up: Research Resources including Centre for Research Collections exhibitions

9) Next HARG meeting

CO stated that the next HARG meeting would be held in the spring and likely be held in London.

10) An optional tour of the archives store room and conservation studios and visit to current Research Collections exhibition.