

**HARG general meeting, Museum of the Mind, Beckenham, Kent, 2pm-4.30pm, 14th March  
2017**

**Attendance:**

Colin Gale, Museum of the Mind (Host)

Geoff Browell, KCL (Chair)

Chris Olver, LSHTM (Minutes)

Laura Hynds, Bart's Health Trust

Juliet Scott, Tavistock Institute

Nick Baldwin, GOSH

Sandra Bamborough, UCLH

Rosemary Everitt, Imperial College London

Karim Hussain, British Red Cross

Kate Jarman, Bart's Health

Annie Lindsay, UCLH

Richard Meunier, Bart's Health

Amy Proctor, London Metropolitan Archives

Elisabeth Thurlow, RCN

Josie Wales, UCLH

Alice White, Wellcome Library

**Apologies:**

Victoria Cranna, LSHTM

Alexandra Eveleigh, Wellcome Library

Emily Gresham, Birmingham and Solihull Mental Health NHS Foundation Trust

Emma Hancox, Birmingham Library

Kevin Mulley, National Archives

## **1. Welcome and Introduction by Geoff Browell (GB)**

## **2. Presentation by Juliet Scott (JS), Tavistock Institute, on public engagement work on the Tavistock Institute Archive project**

Juliet presented on the Tavistock Archive Project, describing the background of the Institute and origins of the collaboration with the Wellcome Library.

The project team pursued various strategies to engage with the public, including:

- Project blog, Tavistock Institute Archive Project (<http://tihar-archive.tavinstitute.org/>): envisaged as a space to show the workings of the archiving process, beyond traditional approaches to writing about archives. The blog acted as a collaborative space for researchers, artists and archivists to discuss the generation and significance of the collection.
- Social Dreaming Workshop: regular workshop held at the Wellcome Library to investigate the social aspect of dreams.
- Art exhibition based on archival items, object relations card projected test by clinicians, exhibited in Yorkshire.
- Drop-in sessions held in the Wellcome Reading Room on recreating some of the tests used by the War Officer Selection Board (WOSB). The sessions run by a historian (Dr Alice White), archivist (Elena Carter) and social researcher (Matt Gee) with members of the public invited to learn about psychological tests and participate in test exercises themselves, such as building a wigwam, word association games and puzzle tests. Event used photocopied material from the archives.

The project is planning a four-day conference, 70 Years of Tavistock Institute in October 2017 and aims to expand the research interest to the archives and bring in new audiences by promoting creative participation through interpretation by artists and other performers.

### **Questions**

Karim Hussain (KH) asked how the Tavistock Archive Project was being catalogued. JS answered by saying that the Tavistock Institute was working closely with Wellcome Library about arrangement and how a traditional taxonomy did not represent the democratic approach to the work in the institution. It was therefore decided to adopt a series based approach to arrangement and focus more on creating authority files to demonstrate work networks.

Alice White (AW) added that the archive material had not all been released as it was being catalogued in tranches but the early records were now available. She also mentioned her own involvement in the project, having worked with the archives as part of her PhD and the merit of collaborating with an archivist and social researcher on the War Office Selection Board events.

Kate Jarman (KJ) asked how the project was funded. First development was by JS as part of her role as Business Development role. Tavistock Institute funded the archive post and conference cost

themselves with only a small amount of money provided by the Wellcome Library to support outreach events held within the Wellcome Reading Room space.

### **3. Presentation by Laura Hynds (LH), Bart's Health NHS Trust, on the new NHS Code of Practice on Records Management**

LH began by saying that her involvement on revising the code was mainly undertaken on behalf of the Archives and Records Association.

The old code of practice was created in 2006 and last reviewed in 2009 so a new code was required to reflect current practices and changes within the structure of the NHS.

The Information Governance Alliance (IGA) was tasked with revising the code. They produced a draft version of the code that was sent for consultation with a public feedback group and an expert reference group (which included LH and Daniel Scott Davies from Bart's Health NHS Trust). The Expert Reference group deemed the initial draft as not being in line with archive and records management current practice. Following this initial consultation the ARA sent a letter supporting the Expert Reference group changes and IGA took on board the guidance offered by the group.

The main issue with the document was improving the retention schedule to reflect best practice and be in line with existing statutory guidelines on record groups, such as Occupational Health records, Clinical Trial records.

The main changes with the new Code compared to previous version are as follows:

- Document is shorter and easier to follow. Links to more detailed guidance where required.
- Encourages integration with record keeping in social care. Health records and social care records now have same retention period.
- New sections on digital continuity, business classification schemes. More detailed information on metadata and scanning requirements.
- New section on specific types of records, such as GP records, prison records, records dealing with transgender individuals providing guidance on this and where to find further guidance.
- Includes extracts on records for permanent retention and on sexual abuse enquiry sexual abuse records and guidance on retention.

Annual review of the code, deadline or comments is the end of July. Keen to hear from archivists and the Royal Colleges.

Areas which are still of concern are lack of coverage of pharmacy records and lack of functionality of Electronic Record keeping systems.

Questions:

KJ asked whether the code covered private providers of health and social care records. LH said there was some coverage particularly in relation to social care records as well as a section relating to transferring records from public to private sectors.

Annie Lindsay asked if the IGA took legal advice on creating the code. LH stated that the ICA and TNA were also present on the Expert Panel but was not sure whether IGA took legal advice during initial creation of the code. Main issues were found within section relating to retention schedules where information had been cut from previous code.

#### **4. Minutes and matters arising relating to last meeting**

Chris Olver (CO) mentioned the improvements made on the website, mainly in site navigation and responsive web design.

A listserv was also set up for the group.

#### **5. Website report**

The website has had 3338 views since being launched, with our best month to date being February 2017 with 633 views.

In addition, there has been 23 posts on the site's blog, including posts on new NHS Record Management, ongoing medical cataloguing projects at University of Manchester and Glasgow City Archives.

#### **6. Working with other groups**

GB unfortunately due to a communication error was unable to speak at the Scientific Archivist Group Conference but will look to collaborate in future. Also plans to work with STAG in future (GB is a committee member). CO met with Richard Meunier, Vice Chair of London Museums of Health about a potential collaboration on outreach and engagement in the heritage sector.

#### **7. HARG future projects**

Handling sensitivity in medical and scientific collections workshop: CO, GB and Clare Button (University of Edinburgh) are working on developing a workshop, which will provide guidance on managing sensitive data found within health and scientific records.

General Data Protection Regulation: As mentioned, Laura Hynds has agreed to look into the impact of the new regulations on health archive sector, working with Victoria Cranna (LSHTM) and Pamela Forde (Royal College of Physicians).

#### **8. Open Forum/Sector Partner News**

8.1: Karim Hussain introduced his role at the British Red Cross archives, which recently hired an archivist to rebuild their online catalogue. He is also working on a programme of events to commemorate the 150<sup>th</sup> anniversary of the organisation.

8.2: Nick Baldwin updated the group on the current re-building work at the hospital, which is putting more pressure on space for the archives. There is currently an art initiative in place for more historical pictures to be placed within the building, which should help promote the Archive Service.

8.3: KJ updated the group about cataloguing projects that are being undertaken at the Bart's NHS Health Trust. The current project involves cataloguing previously uncatalogued collections, a second project relating to the cataloguing and conservation of St Mark's Hospital will begin shortly.

8.4: Richard Meunier updated the group on Royal London Hospital Archives. The previous Wellcome funded projects will be finishing this year. He announced that Jonathan Evans, the Trust Archivist had retired and his replacement would be appointed shortly. The museum was also undertaking a public engagement project involving an audio walking guide around Hospital grounds.

8.5: Amy Proctor gave an update on her project cataloguing the clinician's files of the Tavistock and Portland clinics. The clinical files date from 1930s-1990s and contain around 18500 individual files. The project involves extracting information from them and entering them into a database to allow access but retain anonymity.

8.6: Sandra Bainborough updated the group on developments at the National Hospital of Neurology and Neurosurgery. UCL re-structuring means that the service is now part of a unified special collection service over all the College's sites. Provided service with access to a new education and outreach office as well as a specialist volunteer co-ordinator. A researcher who has been using the collection has recently published a book on shellshock. They are currently preparing an exhibition in October for Black History Month on famous Caribbean surgeons. Faculty is also interested on hosting an exhibition on Parkinson's Disease but as the service has very few items within the collection and requested whether any group members knew of any other collections.

8.7: Colin Gale stated that it had been two years since the Museum of the Mind moved into the present building. They are in the process of spending the last of the HLF money on a few things such as improved signage.

8.8: Rosemary Everitt updated the group on developments at Imperial College London archive service with several new team members being appointed. She will begin to catalogue the Medical School Records in forthcoming months. Anne Barrett, Head of Service, recently published a book on 'Women at Imperial College' (<http://www.worldscientific.com/worldscibooks/10.1142/q0076>)

8.9: Elisabeth Thurlow updated the group on recent activities at the Royal College of Nursing, these included: news of the next exhibition and events programme on defence nursing running from April to November; work has begun on improving diversity within collection, especially material relating to Asian and lesbian nurses; Wikipedia training event held at College to improve nursing profiles online; new digital repository project underway using Preservica initially focusing on publications, council papers and oral history recordings and RCN state they would be happy to be a future venue for the group.

8.10: AW discussed her role as Wikipedian in residence at the Wellcome Library. Recently she has worked with the Royal College of Nursing, Liverpool Medical Institution and the University of Warwick NHS History group. One of the aims of her project is to put references to archives, museums into Wikipedia pages to improve coverage. She invited any interested institutions to contact her for future events.

8.11: Josie Wales introduced herself to the group and had recently begun a two-year cataloguing project of the records of the Middlesex Hospital and Medical School at UCLH.

8.12: AL gave an update of current activities at the UCLH: archivist is working with an art curator as part of re-building programme for the Hospital; a new permanent exhibition involving sound artist and oral historian will open in 2020 and recently ran a workshop for the time capsule project, involving patients and staff choosing content.

8.13: GB talked about his involvement in the Under London festival, a new arts festival about subterranean London that brings together artists, archivists and engineers to educate, inform and entertain using music and virtual reality to reimagine hidden spaces. He recently jointly hosted the ATOM training workshop at the National Archives and gave an update on the status of AIM25, which was now a registered charity and was looking to branch out and provide finding aids to African archives.

**9. Next HARG meeting: CO stated that the Borthwick Archives in York would be hosting this year's AGM in September 2017.**

**10. The meeting was followed by a guided tour of the museum by Colin Gale.**