

Health Archives and Records Group AGM

29 September 2017 11am-16.00pm

Lifelong Learning suite, Borthwick Institute for Archives at the University of York, University of York, Heslington, York YO10 5DD

List of attendees:

Chris Webb (Borthwick Institute for Archives)
Katherine Webb (Borthwick Institute for Archives)
Geoffrey Browell (King's College London)
Chris Olver (London School of Hygiene & Tropical Medicine)
Chris Drewett (British Society for the History of Medicine)
Madelin Evans (Churchill Archives Centre, Cambridge)
Victoria Hoyle (York Explore Library and Archive)
Laura Hynds (Bart's NHS Trust)
Richard Meunier (Bart's NHS Trust)
Kevin Mulley (National Archives)
Tiffany Kirby (Cambridgeshire Archives)
Martyn Thomas (British Society for the History of Medicine)
Rosemary Wall (University of Hull)

Apologies:

Clare Button (University of Edinburgh)
Sophie Clapp (Boot's Archive)
Joanne Fitton (Leeds University)
Emma Hancox (Birmingham Library)
Ruth Honeybone (Lothian Health Services Archive)
Wiebke McGhee (North Lanarkshire Archives)
David Morris (West Yorkshire Archive Service)
James Peters (University of Manchester)
Julie-Ann Vickers (York Explore Library and Archive)
Louise Williams (Lothian Health Services Archive)

1. Welcome and introductions by Geoffrey Browell (GB) and Chris Olver (CO)

2. Minutes and matters arising relating to last meeting

No matters arising from last meeting.

3. Committee report on the group's activity for the last year (CO)

The group administration has been re-structured with clearer defined roles, with senior roles including: Chair, Vice-Chair, Engagement and Training Officer and Administrator, along with a panel of committee members who advise and provide assistance on current projects.

New appointments include Clare Button (University of Edinburgh) to Engagement and Training Officer. The Royal College of Nursing have agreed to take over HARG administration and Laura Hynds

has joined the HARG committee providing assistance on records management and information governance.

Since the last AGM, the group have met once for a general meeting at the Museum of the Mind in March. The group has also successfully ran a workshop on sensitivity in medical and scientific collections [see Section 4.3].

Membership now stands at 117 (based on individuals following [HARG listserv mailing list](#)).

The website has published 24 blog posts since the last AGM, including 6 guest posts from members along with news and meeting posts. A HARG Twitter account ([@HARG_UK](#)) was set up prior to the meeting and currently have 40 followers.

4. Report on HARG Projects

4.1: GDPR implementation. Laura Hynds (LH) updated the group about the implementation of GDPR:

LH reported that a [short survey on GDPR readiness](#) was available on the HARG website.

The major changes of the new Act, include:

- Increase in fines for organisations up significantly- new legislation- max fine is 17 million or 4% of turnover.
- Easier to claim compensation from an organisation. Possibly the "new PPI".
- 'Right to be forgotten': possible to ask an organisation to remove your personal data from their records. However not affecting archival records as would harm the integrity of records in care.
- Organisations will require a Data Protection Officer. Have independence from DP processors to ensure independent auditing.
- Information breaches must be reported to the Information Commissioner within 72 hours of the breach taken place.
- Consent was previously implied in some activities but under new legislation will have to be explicit. There is draft guidance available on ICO website but currently nothing specific for the health sector.
- Other new changes include changes for information rights, including subject access request. There is no longer a fee and deadline to respond reduced to a month and response must be in accessible format (e.g electronic copy). Will involve more research and practical difficulties of access to scanner or email limit in organisation.

What does this law mean for an archive?

Article 89 provides an exemption for data being held in archive for the public interest. Some debate about interpretation of this as there currently is no legal basis for records being archived.

Public Records Act provides no legal reason to maintain archives. TNA/ARA lobbying Department of Culture, Media and Sport ensure new Data Protection Bill defines the scope of archive practice and explicitly states that it is in the public interest. Will know what the new Data Protection Act will say in early 2018.

Questions:

Kevin Mulley (KM) stated that the transition to new DP legislation should not be too big a change depending on the impact of subject access request changes.

LH responded that the major difficulty may be the new requirements on processing requests as this will be far more resource intensive.

KM one of the biggest threads running through changes is that it is necessary to demonstrate that you are complying. Which might not be a problem for recently accredited services but other services might lack this documentation.

4.2: Joint workshop with HARG, British Society of History of Medicine and London Museums of Health and Medicine

Chris Drewett (CD) gave a short introduction to the British Society of History of Medicine (BSHM).

BSHM want to reach out to other organisations to help organise larger events. Have invited HARG and London Museums of Health and Medicine (LMHM) to participate in a workshop at the Wellcome Trust Conference Centre, London on the afternoon of 12 September 2018. The event will be split between groups in order to facilitate inter-disciplinary exchange on related issues.

Half day workshop will include keynote speakers, mini-presentations and a panel discussion around the topic of 'threats to health archives' but also highlighting the latest research in archives and celebrating their relevance.

Discussion:

GB: Mini-presentations could focus on the latest developments in digital humanities and how it is transforming access to traditional paper records.

CO: Should include case studies where users and providers have worked together on a project or collection such as the Tavistock Institute Archive Project.

Richard Meunier (RM): Museums are interested in utilising the knowledge of retired professionals through 'co-curation' projects and could be included as a theme of the workshop.

GB: Chris Hassan from Wellcome Research Resources should be invited to provide an overview of what the grant has funded in last two decades in the form of newly catalogued collections.

CD: A demonstration of the new digital resources would be of interest to BSHM members.

LH: the workshop should be engaging with the people who are working with the records.

Rebecca Hoyle (RH): Workshop could hold a panel discussion on the issues surrounding resources and access to archive collections.

It was agreed that the HARG committee will work with BSHM on putting together a timetable for organising the workshop.

4.3. Report on workshop on handling sensitivity issues in scientific and medical collections held on 17 July 2017 at the London School of Hygiene & Tropical Medicine (CO)

The meeting was well attended with over 60 delegates. The meeting involved a morning session of nine case studies relating to various approaches to managing and identifying sensitive records within collections, including talks from the Wellcome Library, National Institute of Medical Research, Lothian Health Services Archive and King's College London. In the afternoon, the attendees were asked to participate in a group poster making session to answer five key questions about the topic. A report along with the presentations and digital copies of the posters are available on the group's website.

GB: It was agreed at the workshop that a follow-up workshop was required to encompass the digital sensitivities and management of sensitive digital data. GB has been in discussions with DeepMind who agreed to participate in a workshop planned for Spring 2018 which will focus on issues surrounding digital health data, notably the practice and re-use of data using wearable devices along with broader issues relating to potential use and safeguarding of patient data within research datasets.

5. Update from the National Archives (KM)

Reported on the progress of the 20-year rule transition period, providing details of the extent and composition of the locally deposited records received. Of the 2km of records, the National Archives had received, majority of the records were from courts and coroner's offices with very little arriving from NHS trusts. In terms of accessions, 5 of the 600 NHS Trusts provided 60% of the total NHS accessions, with the largest deposit from Northampton NHS with 43 linear metres of records.

The 2017 results from the record transfer reports showed 700 of the 100 NHS bodies made returns with 52km of records in need of appraisal and 65km within the 20 year transitional period.

KM attended the Information Governance Alliance Conference at the Oval, London in November and attending regional NHS groups including NHS Wales group, where they discussed the potential adoption of the UK NHS Records Management Code.

In other National Archives news, by next year all archives that are designated places of deposit must have achieved archives accreditation. The National Archives Discovery portal now has limited editing software to allow services to update and add their catalogue records. Full service will be available in November 2017.

6. Open Forum/Sector Partner News

Rosemary Wall: Reported that she has been appointed as secretary of the Social History Medicine group and happy to take queries about future collaboration with other groups and archives. The biannual conference for the group will be taking place in Liverpool. 11-13 July 2018.

Martyn Thomas: Reported that the BSHS Congress took place in Edinburgh on the 13-16 September 2017. A newsletter of the proceedings will be out shortly.

CD: reported that the next BSHM Poynter lecture by Dr Simon Chaplin will take place at the Royal College of Physicians on the 11 June 2017- The day will include a series of lectures on plants and medicine followed by the evening Poynter lecture.

Katherine Webb: reported that the digitisation of the York Retreat papers was coming to an end. A new Wellcome digitisation project based on the Rowntree Archive project relating to social welfare was about to begin.

RM: reported that the Wellcome sponsored project on sexually transmitted infections was ongoing with redaction of digitised content still required. A project archivist was to be appointed with the project scheduled to finish by mid 2018; cataloguing of the medical school archive was almost complete; a museum audio guide of Royal Hospital in 1880s London soon to be released featuring Joseph Merrick, the 'Elephant Man' and Jack the Ripper and that the cataloguing of the St Mark's Hospital papers will begin early 2018.

RH: reported on the City of York Library and Archives Past Caring project. The workhouse records will be released in March 2018 followed by the rest of the records in August/September 2018. Rebecca is leaving the project to start new AHRC research role at UCL looking at information rights psychology for adult care leavers.

Tiffany Kirby: reported that she had been cataloguing hospital records in North Cambridgeshire and completed cataloguing Northhants and soon starting on Dodington.

GB: reported that here would be talking at the DCDC breakfast meeting in Manchester; UK Archival Thesaurus (UKAT) will be re-launching soon. AIM25 is now a charity and has received money to embark on a pilot of an extension of the system to Africa with Madagascar the first country selected; work is underway on building a single digital preservation platform for London boroughs; STAG are holding an inaugural conference on 17 November on space collections; Hosprec, the hospital database, was used last year as part of the Medical Heritage Library. Plan to ask the National Archives to release datasets for hackathon to clean up and re-use data; archive use for dementia. GB also reported that he had meeting regarding using archive materials for dementia patients, a new project on post-traumatic stress and a reminiscent study with the Noise Abatement Society to look into how to make modern hospital quieter.

CO: The papers relating to the Whitehall Study I are now available at the LSHTM Archives. The collection relates to a longitudinal health survey carried out on the male civil servants in the late 1960s. The findings of the survey demonstrated a social gradient existed within mortality rates and resulted in the development of Whitehall Study II which is still operating in UCL. More information on the project is available in a blog post on the HARG website.

7. Digitisation. Why? How? A presentation about the digitisation policy and projects at the Borthwick Archives by Chris Webb (Keeper of Archives, Borthwick Archives)

Chris Webb discussed some of the reasons and consequences of the Institute's digitisation policy.

The Institute evolved from a demand led strategy e.g. supplying individuals with digital copy through specific requests to a demand creation strategy e.g. creation of digital resources that have generated a large increase in use e.g. Archbishop's Registers Revealed.

First large scale digitisation project conducted at the Borthwick Institute was the cause papers which initially received over 10,000 users a year before stabilising at 3,000 users.

The impact of the digitised collections has caused a decline in readers visiting the search rooms but an increase in numbers accessing archival records. This has resulted in staff being re-deployed and trained to provide further research support for digital enquiries.

Past digitisation projects, have given the Institute a good reputation with funders (such as the Andrew Mellon Foundation) to deliver projects and secure future funding and have a greater power in negotiation, such as with parish register digitisation undertaken by Find My Past.

8. 'The British Red Cross and the launch of the NHS', Dr Rosemary Wall (University of Hull)

Dr Rosemary Wall presented a paper on how the domestic and peacetime activities of the British Red Cross (BRC) have struggled from widespread recognition by both the general public and within the historiography of the development of the NHS.

In her paper, Dr Wall demonstrated the vital services and facilities which the BRC had created since its inception in 1919, most notably the ambulance and blood donor services, which were later incorporated into the nascent NHS.

BRC also provided other services for early welfare services such as welfare officers, homes for the elderly, aid for children and adults with disabilities, occupation therapy, hospital trolley shops, canteens and libraries.

After 1948, BRC continued to provide an important auxiliary support role to the NHS in times of crisis but which only recently received prominent news coverage due to the domestic terrorist attacks and the Grenville fire.

Historiography of NHS ignores the vital auxiliary role that the BRC played supporting services and providing relief during medical emergencies.

9. Date of next meeting- the next meeting was planned to be held at the Royal College of Nursing, London in early 2018.

10. Tour of facilities at the Borthwick Institute