

**THE EUROPEAN ASSOCIATION FOR BANKING HISTORY
and
THE BUSINESS ARCHIVES COUNCIL**

**ARCHIVES AND RECORDS MANAGEMENT IN
BUSINESS**

17 to 21 April 2000

A COURSE FOR EUROPEAN ARCHIVISTS ORGANISED BY THE BUSINESS ARCHIVES COUNCIL ON
BEHALF OF THE EUROPEAN ASSOCIATION FOR BANKING HISTORY

Course Director: Dr John Orbell, Head of Record Services, ING Barings
Course Manager: Mrs Sharon Quinn Robinson, Business Archives Council

MONDAY, 17 April 2000

AT ST MARY'S UNIVERSITY COLLEGE

Waldegrave Road, Strawberry Hill, Twickenham, Middlesex TW1 4SX

08.00 – 09.00.

Breakfast

09.30 – 12.30.

Registration and Orientation

12.30 – 14.00.

Lunch

14.00 – 14.15.

John Orbell, Head of Record Services, ING Barings

Welcome and Introduction

14.15 – 15.45.

Roger Nougaret, Chief Archivist, Credit Lyonnais; John Orbell, Head of Record Services, ING Barings and Dr Francesca Pino, Head Archivist of Banca Commerciale Italiana.

New Direction for Historical Archives in Business in Europe

In this session three archivists from different countries review the current status and role of archives in business in France, Italy and the UK. They consider recent developments, present strengths and weaknesses, and requirements for future progress.

15.45 – 16.00.

Tea

16.00 – 17.15.

Sara Kinsey, Deputy Archivist, HSBC Plc

Selecting Records for the Archives

This session deals with issues underlying the selection of modern records for inclusion in the historical archives. It seeks to identify a business's streams of vital information and the records which contain this information. It deals with procedures for capturing these records and stresses the importance of proper records management

18.30.

Buffet Dinner at St Mary's with invited guests of the EABH and BAC

TUESDAY, 18 April 2000

AT ST MARY'S UNIVERSITY COLLEGE

Waldegrave Road, Strawberry Hill, Twickenham, Middlesex TW1 4SX

0800 – 0900

Breakfast

09.00 – 10.15.

Dr Francesca Pino, Head Archivist, Banca Commerciale Italiana

Making the Archive Available for Research.

This session deals with the production, publication and circulation of guides and inventories of archives using ISAD standards. It also covers issues involved in making archives available to external researchers.

10.15 – 11.30.

Roger Nougaret, Chief Archivist, Credit Lyonnais

Producing Publications

This session deals with practical issues underlying a publications programme. It includes identifying the range of publication which an archivist can publish and it deals with the publication process. Some practical issues covered include hiring the designer and the printer, costings, writing the text, obtaining approvals, selecting illustrations, distributing the product and so on.

11.30 – 11.45.

Coffee

11.45 – 13.00.

Jennie Campbell, Group Archivist, Prudential Plc

Developing a Computer Based Catalogue. Principles and Case Study

This session covers issues involved in developing a computer-based archives catalogue and is based on the experience of the Prudential Corporation Plc. It deals with such issues as selecting software and hardware, developing an application in house or out house, functionality, resources required, structuring data, development and on-going costs and dealing with legacy paper-based catalogues.

13.00 – 14.15.

Lunch at St Mary's College and Free Time

14.15 – 15.30.

Sharon Quinn-Robinson

Software Demonstration

15.30 – 15.45.

Tea

15.45 – 17.00.

Philip Winterbottom, Deputy Archivist, The Royal Bank of Scotland Plc

Production of a CDRom Product. Principles and Case Study

This session deals with the issues involved in the production of a CDRm product based on the case study of the Royal Bank of Scotland's experience. It surveys the range of uses to which the CDRm can be put by the archivist, outlines the production procedures including content, design, manufacture and presentation, deals with the role of the archivist in this and explains costs.

18.30 – 19.30

Dinner at St Mary's

WEDNESDAY, 19 April 2000

AT THE BANK OF ENGLAND
Threadneedle Street, London EC2R 8AH

08.00 – 09.00

Breakfast

09.00

Coach Departs for City of London

10.15 – 10.30

Coffee

10.30 – 12.00

John Keyworth, Museum Administrator, and Kathy McCarthy, Press Officer, Bank of England

Establishing and Managing The Bank of England's Museum followed by a visit to the Museum and the Bank's Parlour.

This session deals with the reasoning behind the establishment of the Bank of England's museum. It describes the development process and the museum's on going experience dealing with issues such as visitor levels, exhibition programmes, sale of merchandize and practical issues which have arisen. The Bank's Press Office assesses the value of the Museum to the Bank.

12.00 – 13.15

Diana Lay, Curator, The Bass Museum

Establishing a Museum.

This session considers the practical issues involved in establishing a museum and deals in particular with defining the message and the audience, set up and on going costs, hiring a designer, environmental issues, selecting exhibits, income generation, exhibition programmes, measuring success and so on. There is also consideration of smaller scale initiatives such as introducing single or small numbers of display cases into visitor areas.

13.15 – 14.30

Working Lunch at the Bank of England and Free Time

14.30 – 15.45

Alan Cameron, Archivist, Bank of Scotland

Promoting the Archive Internally

This session provides an overview of the archivist in business. It deals with the range of functions that the business archivist undertakes and makes a case for the appointment of an archivist. It explores ways of raising the profile of the archives and in recording and measuring achievement and success.

15.45 – 16.00.

Tea

16.00 – 17.15.

Vic Gray and Melanie Aspey, The Rothschild Archive.

Helping the Bank to Celebrate

This session deals with the origination and management of a programme to celebrate a special event in the history of a business such as the anniversary of formation. These events might be marked by exhibitions, publications, sponsorships and receptions. The speakers draw on their experiences of organising such a celebration in 1998 to mark the 200th anniversary of the establishment of the UK business of NM Rothschild & Sons Ltd.

18.00 – 19.00.

Reception at ING Barings, 60 London Wall, London EC2M 5TQ, to Enable Course Members to Meet Lecturers and other Business Archivists

19.00 – 21.00

Free Time in London

21.00

Coach departs to St Mary's University College

THURSDAY, 20 April 2000

AT ING BARINGS

60 London Wall, London EC2M 5TQ

08.00 – 09.00

Breakfast

09.00

Coach departs for City of London

10.15 – 10.30

Coffee

10.30 – 11.15

Mark Emmerson, Document Manager Electronic and Paper Based Systems, ING Barings

Modern Paper Records Management

In this session the different elements of paper records management are reviewed. It deals with the business arguments for records management such as information mobility and cost reduction and highlights the need for central intellectual control. It covers database control systems, space cost management and the role of the intranet. It stresses the need for effective records management as the basis for selecting records for inclusion in historical archives.

11.15 – 12.00

Mark Emmerson

Case Study: Visit to ING Barings' Modern Records Management Facility

12.00 – 13.00

Karen Mitchell, Group Records Manager, The BOC Group

Electronic Records Management

This section surveys the elements of electronic records management. It deals with the need to introduce business-wide standards in such areas as labeling documents and version control and stresses the need for centralised intellectual controls. The parallels which exist between the management of paper and electronic records are highlighted. It considers new products for electronic document management facilitated by the intranet/internet and deals with issues underlying the selection of electronic records as historical archives.

13.00 – 14.15

Working Lunch at ING Barings and Free Time

14.15 – 15.15

Mark Emmerson

Software Demonstration

demonstration of electronic document management systems

15.15 – 16.00

Ursula Carlyle, Archivist, The Worshipful Company of Mercers

Disaster Recovery and Business Resumption

This session deals with threats to archives from fire, flood and explosion. It considers the nature of the threats and the preventative measures which can be taken. It outlines the construction of a disaster plan, sources of external help, internal coordination and insurance.

16.00 – 16.15

Tea

16.15 – 17.15

Serena Kelly, Museum Archivist, Victoria & Albert Museum, and John Cuthbert, formerly Head Conservator, Guildhall Library

Records Preservation and Conservation – Visit to a Purpose-Built Archives Store and View of Conservation Work

Serena Kelly reviews the elements of preservation and conservation. In particular she highlights priorities in the context of limited resources and the issues involved in compiling a conservation programme. John Cuthbert describes simple conservation techniques and the work he has undertaken for London businesses. This session takes place in the context of a visit to a purpose-built environment where documents that have been the subject of a basic conservation programme are stored.

17.15 – 18.15

Jane Waller, Deputy Archivist, ING Barings

Building an Intranet/Internet Site. Principles and Case Study

This session deals with construction issues such as software selection, design, permissions, copyright, costs and support. It stresses the importance of images, their organisation and mobilisation. It also surveys the opportunities which the internet/intranet offers the archivist in undertaking his/her traditional functions.

18.15 – 21.00

Free Time in London

21.00

Coach departs for St Mary's University College

FRIDAY, 21 April 2000

AT ST MARY'S UNIVERSITY COLLEGE

9.00 – 9.45

John Orbell

Summing up and End of Course

10.00 – 11.00

Tour of historical buildings on campus and visit to gift shop.

12.00

Lunch