



Business Archives Council Newsletter

Number 202 | Summer 2021
New Series | ISSN 0309-4200



Contents

- [Chair's blog](#)
- [New online business archives guide: UK aircraft manufacturers](#)
- [Applying for digitisation funding? You are not alone! TownsWeb Archiving's FREE Digitisation Funding Resource Pack](#)
- [BAC Mentoring Scheme: now up and running](#)
- [BS 10025:2021 Management of records - a new Code of practice](#)
- [Professor Michael Stanley Moss, 1947 – 2021](#)

The editor of this newsletter is Benjamin White. The next issue will appear in Autumn 2021. Prospective copy should be sent to Benjamin White, email: Benjamin.White@bankofengland.co.uk

Post: c/o Bank of England Archive,
Threadneedle Street, London, EC2R
8AH.

© 2021 Business Archives Council

Chair's blog

Well the sunshine has finally arrived to coincide with my summer blog, and things are looking promising for a final easing of the pandemic restrictions. Public archives are already starting to reopen, though we may not be quite there for business and independent archives. Of course, we've all missed our researchers. Those vital personal interactions and being able to provide serendipitous leads based on our collections knowledge. And having our records actually being used!

Although the Covid threat appears to have lessened for the moment, the impact of the pandemic on businesses and business archives has perhaps still to fully unwind. Within our sector, the threat has been, and is, fully-recognised, but it was very pleasing that The National Archives was able to secure wider financial support from HM Treasury in the form of the *Covid-19 Archives Fund*. A total fund of £0.5 million was distributed among 25 organisations. Business records were well represented in all this, but it's certainly worth mentioning specifically that the Alfred Gillett Trust (holding the important Clark's Shoes collection) and the Ballast Trust received funding. The full list of awards can be found here: www.nationalarchives.gov.uk/archives-sector/finding-funding/covid-19-archives-fund/awarded-grants/

Of course, the Crisis Management Team has also been very active over the last year, with some great results. We haven't yet been able to publicise all of the cases, so watch out for some exciting news in this area!

I mentioned the death of Michael Moss in the last Newsletter and I'm delighted that we are able to include a full appreciation of him written by Edwin Green. In the long-run story of the rescuing

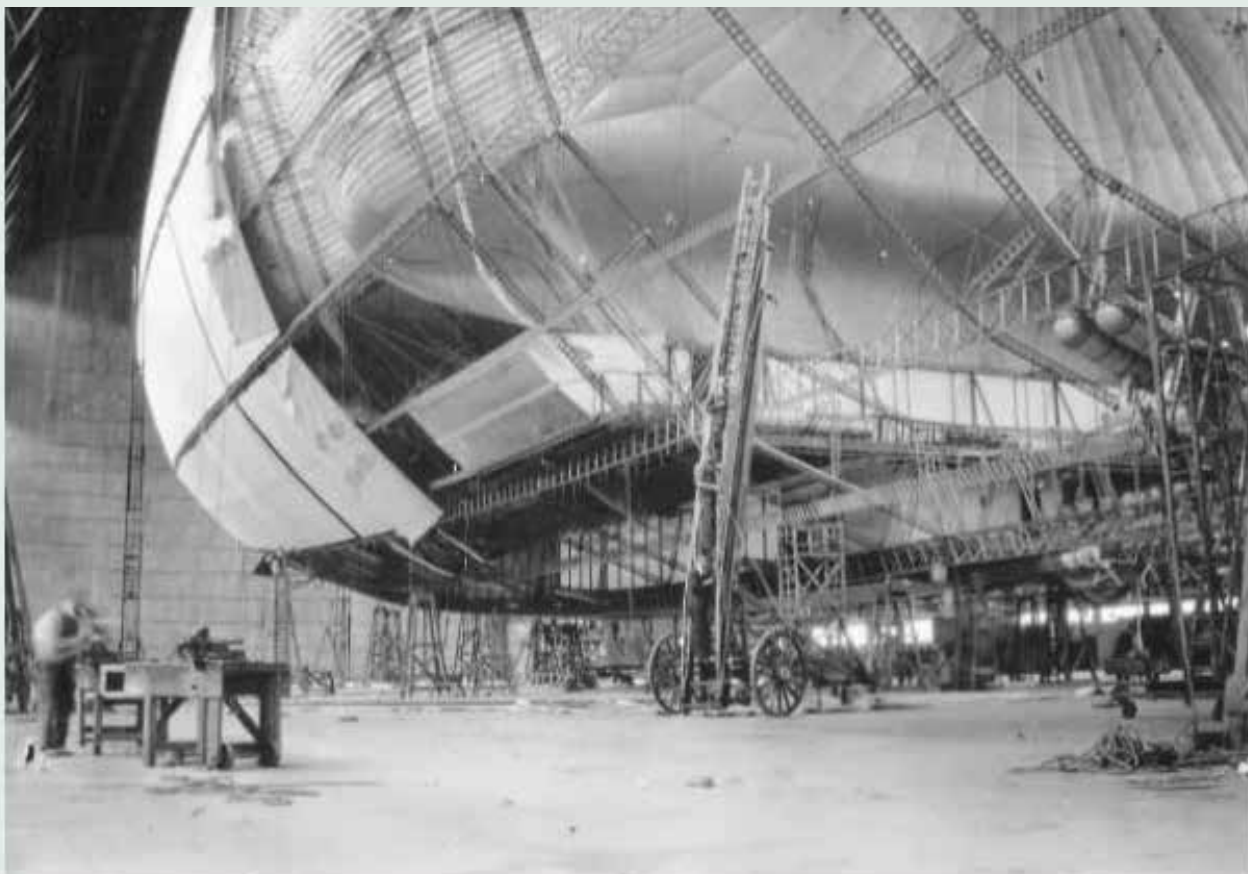
of business records in the UK, Michael of course looms very large. As I am always telling anyone who will listen, that story goes back to 1934 and the reason why the BAC was established. Our central objective of the preservation of business records remains as relevant and important today as it was more than 80 years ago.

Mike Anson
BAC Chair

New online business archives guide: UK aircraft manufacturers

The initial findings of the survey of the archives of UK aircraft manufacturing businesses recently undertaken by the Aviation and Aerospace Archives Initiative (AAAI) have now been published online on the initiative's own website as a *Guide to the Archives of UK Aircraft Manufacturers*.

The survey aimed to identify the surviving archives all UK-headquartered manufacturers of powered heavier- and lighter-than-air aircraft that were capable of carrying a person, so included firms that built balloons and airships as well as helicopters and military and passenger aeroplanes. Much, but by no means all, of the information on archival holdings presented in the first edition of the resultant guide can already be discovered via online archival search engines like The National Archive's *Discovery* and the e-catalogues of individual archive repositories. The real value of the new guide lies in the fact that it brings all that information together in one place and also presents contextual information to help users better understand the archives, including a short history of each manufacturer, a list of the main aircraft it built and details of relevant published histories.



The R101 airship undergoing reconstruction to lengthen the ship at the Royal Airship Works, Cardington, 1930.

(Courtesy The Airship Heritage Trust)

The guide features entries on over 80 aircraft manufacturers. However, its compilation has demonstrated that many of our past aircraft builders, which have often been short-lived enterprises, appear to have left little or no trace in the national archival record. This finding serves only to underline the importance of highlighting those historical records that have survived and the utmost importance of their continuing preservation.

While the guide includes entries on some of the UK's best-known aircraft manufacturers, like Supermarine Aviation Works (Vickers) Ltd (creator of the Spitfire), The de Havilland Aircraft Co Ltd, Hawker Aircraft Ltd and British Aerospace plc, the survey also found significant archives of lesser-known firms, like those of Boulton & Paul Ltd at Norfolk Record Office. Additionally, the guide features some surprising entries on a number of companies not primarily known for aeronautics that in fact built many aircraft - often in wartime or as a subcontractor - such as shipbuilders Harland & Wolff, William Denny & Brothers and William Beardmore & Co and car makers Austin Motor Co and Daimler Co. The guide also includes information on the archives of a dozen related research agencies and institutions which represented the collective interests of aircraft manufacturers and their employees, including the Royal Aerospace Establishment, Royal Aeronautical Society, Royal Aero Club of the United Kingdom and Institution of Aeronautical Engineers.

Some useful new resources accompany the guide on the AAAI website, including a short history of aircraft manufacture in the UK, specially written by the aviation historian Dr Ron Smith, and a description of the many related record series held in The National Archives, compiled by Dr Tim Powell. The guide already appears to be proving a useful tool for archivists who manage aviation archives and has also been well-received by aviation historians.



*A Nighthawk fighter being erected for Middle East trials at Gloucestershire Aircraft Company's Sunningend Works, Cheltenham, 1922.
(Courtesy The Jet Age Museum)*

The AAI hopes to continue to add to the guide by encouraging less-easily discovered archive collections to be reported for inclusion. The guide already lists some important archives in repositories that might otherwise have been overlooked, like the Science Museum Library, and some of the - often volunteer-led - societies and museums devoted to particular aircraft types, but there are undoubtedly many more relevant archive collections that do not yet feature. Holders of archives that would like to contribute to the guide are encouraged to come forward, and guidance on how to get involved is available on the website.

The AAI, supported by volunteers from a range of institutions, including The National Archives, the Royal Aeronautical Society, the Business Archives Council, Air-Britain Trust, Aviation Heritage UK, BAE Systems, Aerospace Bristol, Brooklands Museum and the RAF Museum, was established in late 2018. Its aim is to encourage the best practice preservation of archival records relating to the history of flight, and related industries and technologies, and to promote access to them. To date, in addition to the survey, the initiative has compiled guidance for custodians of aviation archives and held a major conference at Aerospace Bristol just prior to the pandemic and more recently a couple of webinars. AAI has also set up an email network for archivists, historians and others interested in aviation archives and heritage to keep in touch with each other. Anyone can subscribe, just go to www.jiscmail.ac.uk/cgi-bin/webadmin?A0=AVIATIONARCHIVES and click on **Subscribe**.

The AAI website, which incorporates the new archive guide, can be found at www.aviationarchives.uk/page-5035109.html.

Alison Turton

Applying for digitisation funding? You are not alone!

TownsWeb Archiving's FREE Digitisation Funding Resource Pack

At TownsWeb Archiving, we have just released a FREE Funding Resource Pack that will no doubt appeal to holders of archive collections. Embarking on a digitisation project comes at a cost and securing adequate funding is often where most projects fail to get started, hence our annual TWA Digitisation Grant.

In addition to this grant, we have now created a bank of free funding focused resources, which you can access by following the link below. You will be immediately directed to *How to Write When You've Got a Need*, which is a talk with industry expert and manager of PCN, Debbie Cooper, and is filled with successfully tried and tested advice. You will also receive, direct to your email:

- A comprehensive list of funding organisations
- Expert advice about how to apply for HLF funding
- Expert Top Tips on how to complete that all-important funding bid

And over the following weeks you will continue to receive funding focused resources and tools.

Grants are a really practical way of overcoming what has become one of the most significant barriers to digitisation. We hope the above will help to make the process more accessible through sharing the guidance of those who have themselves achieved success, and gathering tips, information, advice and tools into one place.

To access all of this, please follow the link below:

blog.townswebarchiving.com/2021/03/digitisation-funding-resource-pack-download

Best of luck with your next funding bid from all at TownsWeb Archiving!

BAC Mentoring Scheme: now up and running

The BAC Mentoring Scheme is now in place, and full details are available on the BAC website, businessarchivescouncil.org.uk/activitiesobjectives/mentors/.

Information includes guidelines which help BAC members to understand the value of using a mentor, along with biographies of those willing to offer their experience to those wishing to access the scheme.

Anyone seeking the assistance of a mentor is asked to contact Judy Faraday via email at: judy@businessarchivescouncil.org.uk and she will put you in touch with the mentor who is best placed to begin this valuable relationship.

BS 10025:2021 Management of records - a new Code of practice

A new Code of practice for the management of records was published by the British Standards Institution at the end of April 2021.

The Code provides practical guidance for those responsible for managing the data, documents and information that an organisation produces, receives and accumulates in the delivery of its operations and activities – that show who did what, when.

People use the terms data, documents, information and records (or a combination of these and other related terms) to describe what is effectively the same 'stuff', or the same stuff at different stages of its life. The Code is ground-breaking in being written in a way that enables the reader to label their stuff with whatever terms works best for them and their organisation.

For the first time in one British or International Standard, the Code brings together guidance and recommendations on all the different elements that an organisation needs to have in place.

The Code is written for all responsible for managing an organisation's records:

All those working for an organisation have a part to play in the management of its records and this new Code provides an excellent foundation for them.

The recommendations are written to apply to organisations whatever their size, complexity or operating environments. It is relevant to organisations in the public, private and not-for-profit sectors; to agencies, authorities, charities, companies, corporations, government departments, institutions, partnerships and universities.

The Code covers what you expect – and some areas that often get handled separately:

The Code provides guidance on identifying, creating and capturing the records to meet legal, regulatory and business requirements and organising records for retrieval and processing. It

covers managing retention and disposal so that an organisation retains records to meet legal and regulatory obligations and business needs and regularly, systemically and securely destroys records (particularly records consisting of, or including, personal information which it might no longer have a business purpose to retain). It covers measuring performance and assessing the overall effectiveness of the management of records.

The Code includes the identification of records of continuing value and their transfer to an archive, preserving the accumulated knowledge and experience of current and former workers, as a standard element of the management of records. It also covers elements of information security – often lightly covered or ignored in records standards; and configuring and implementing of IT systems which support and enable the management of records.

The Code enables an organisation to show they're following good practice:

The Code is guidance, but has been written in a way that enables an organisation to demonstrate compliance with it and to show that they are following good practice.

The new *Management of records Code of practice (BS 10025:2021)* is available here: shop.bsigroup.com/ProductDetail?pid=000000000030415095

Rod Stone

Chair of the BSI Records Management Committee

Professor Michael Stanley Moss, 1947 – 2021

Michael Moss, who died on 9 February 2021 at the age of 73, was an outstanding leader in the development of business archives and business history in the United Kingdom and in the wider world. His energy and enthusiasm were legendary and his long list of other interests included naval history, medical history and governments' treatment of issues affecting archives and history. The tribute that follows is concerned more especially with his achievements as a business archivist and historian, particularly in his support for the Business Archives Council (BAC).

Michael was brought up in Marshfield, near Chippenham in Wiltshire, where his father was vicar and his mother a doctor. He was educated at King Edward's School in Bath and he then studied Modern History at Worcester College, Oxford. At Worcester he was greatly influenced by his tutor James Campbell, forming a lasting friendship and a shared love of historical argument.

After graduation Michael trained as an archivist at the Bodleian Library, Oxford, and he seemed destined for the conventional archives route through the local records offices of England and Wales. Instead, in 1969 he joined the National Register of Archives in Scotland (NRAS). Based at the University of Glasgow, Michael's designation was Registrar of the Western Survey. The objectives were to locate, list and rescue records of interest in the West of Scotland – from business and industry, buildings and institutions, families and country houses. Michael relished this role and he became an encyclopaedia of Scottish business history (with a good few anecdotes to boot). It was also a great help that Glasgow University already had its own tradition of business history. Sydney Checkland, head of the Department of Economic History, had been advocating a presence in business history at Glasgow since 1957. Peter Payne was appointed as the first Colquhoun Lecturer in Business History in 1959 and in 1960 the Business Archives Council of Scotland (BACS) had been founded. Rescue of business records was part of Peter's job description and he identified a large and eclectic mix of records in the West of Scotland. Peter was succeeded in this role in 1970 by Tony Slaven.

Michael's immediate supervisor in the Western Survey was John Bates, Secretary of the NRAS, a keen supporter of the Western Survey and a skilled ally in obtaining and maintaining central government funding for its work. Michael's enthusiasm flourished under this regime and his lists and reports were already a formidable achievement.

Another key supporter in this period was John Hume of Strathclyde University, a specialist in industrial history, a champion of industrial archaeology and an expert photographer and draughtsman. This was a powerful alliance. Michael and John were passionately keen on making the archives and history of the West of Scotland safe and accessible. The timing of their commitment was crucial; the region was suffering from the collapse of shipbuilding and heavy engineering, leaving the records and drawings of great companies such as Andrew Barclay, Fairfield and John Brown vulnerable to loss and destruction. The Western Survey played a full part in the rescue of these collections, including the complex records of the constituent companies of Upper Clyde Shipbuilders after the failure of UCS in 1971. Michael and John described these collections in their book *Workshop of the British Empire. Engineering and Shipbuilding in the West of Scotland* (1977). Heinemann, the publishers, gave the book lavish treatment, featuring full use of the photographs and drawings in the Glasgow collections. The result was a beautifully integrated design and text (the many books by Michael and his co-authors shared this quality of production), showing that business history could be a popular and accessible theme. '*Workshop*' was also very unusual in devoting a full chapter to the methodology and techniques that Michael developed for the Western Survey.



*Michael Moss at the Clydebank Shipyard after the last launch, 5 October 1972.
(Courtesy John Hume)*

In 1974, Michael was appointed Archivist at the University of Glasgow, where his office by the university gates and opposite the history departments became a scene of hectic activity. That same year Michael and Lynne were married and the birth of Philippa, in 1978, and Charlotte, in 1980, completed a very happy and welcoming family. While family always came first, Lynne and

Michael were also famously hospitable at their flat in Kirklee Gardens, a short walk to the University. There they welcomed visiting archivists and historians (notably from as far afield as Japan) and this fine tradition was maintained after the family moved to Dunlop in Ayrshire in 1996. In addition Lynne valiantly acted as driver on many archives expeditions (Michael did not drive) and covered many hundreds of miles in search of records, photographs, family papers and – of course – colourful tales of these adventures.

While Michael was setting this fast pace, the wider archives community began to take closer interest in the Scottish achievements. A BAC meeting at the London School of Economics in 1973 was dazzled by a presentation by Michael and John Hume in which they described the last-minute rescues of the Upper Clyde Shipbuilders' records. It was difficult to recall any similar operation in England and Wales even though business records there faced similar dangers. Richard Storey, at the Royal Commission on Historical Manuscripts in London, kept a watching brief on business records; a survey of shipping records, based on questionnaires, had been published in 1971; and the Insurance Records Survey supervised by Hugh Cockerell at the City University was under way from 1972 to 1976. At that stage, nevertheless, the BAC itself was not attempting any survey and rescue work.

The emphasis changed when, in 1974, Michael and Edwin Green joined the executive committee of the BAC and began a long collaboration. In particular Michael's enthusiasm for survey and rescue work won the approval of the senior BAC officers (Sam Twining, Tom Ingram, Richard Storey and David Avery) and from the mid-1970s the BAC was operating an Advisory Service for saving records at risk. Led by John Orbell, the Advisory Service manager, the BAC surveyed and rescued the records of a wide range and age of companies. Michael was also prominent in the BAC's *Shipbuilding Records Survey*, run jointly by the BAC and the BACS between 1976 and 1980. The largest of the collections came from the Shipbuilders and Repairers National Association (SRNA) that had sponsored the Survey as a whole. This collection was transferred to the National Maritime Museum; those who took part will always remember the hand-by-hand removals of the records, calling on friends, family and volunteers to ensure the safety of the collection before the SRNA's removal deadlines. Michael was involved throughout, from negotiating the sponsorship to full publication. The results of the Survey by Alex Ritchie were published as *Modern British Shipbuilding* by the National Maritime Museum in 1980.

The success of the shipbuilding project set the pattern for joint BAC and BACS surveys on an industry-by-industry basis in the 1980s and 1990s. Substantial surveys were published by the BAC on banking, brewing, accountancy, veterinary medicine and pharmaceuticals. Funds were scarce, however, and the BAC received only a small government grant in comparison with the grants to its sister council in Scotland.

Financial support for the *Company Archives Survey* was in a different league. This BAC venture was designed to locate and list the archives of the 1000 oldest limited companies in England and Wales. It was an imaginative project, focussing on all manner of type, size, and location of enterprise. This wide spread was attractive to the Economic and Social Research Council, which generously supported the project between 1980 and 1984. Managed by a small BAC committee (including Michael), and undertaken very successfully by Lesley Richmond and Bridget Stockford, the Survey emerged with a final tally of 674 companies and approximately 1000 associated enterprises under review. Michael's practical support was vital, for instance when, far into the night around the Moss dining table, he was cheering us on to complete the proofs of *Company Archives* on time. He was determined as well as enthusiastic about ventures with such big ambitions.

By the 1980s and 1990s Michael was a prominent figure in the Glasgow academic community and on the Scottish business scene. He was a frequent speaker at BAC and BACS conferences and he was a loyal and very active member of the BAC executive committee. He was also in demand as a speaker at business archives events in Europe and Japan.

In contrast to some more purist elements in the archives world, Michael was proud to be an historian as well as an archivist. His output was prodigious and was characterised by meticulous use of sources (often sources which he and colleagues had listed and/or rescued). Special mention should be made of *Beardmore: The History of a Scottish Engineering Giant* (with John Hume, 1979); *The Making of Scotch Whisky* (with John Hume, 1981); *Shipbuilders to the World: 125 Years of Harland and Wolff* (with John Hume, 1986); *A Business of National Importance* (with Edwin Green, 1982); *Legend of Retailing, House of Fraser* (with Alison Turton, 1989); *From Ledger Book to Laser Beam: A History of the TSB in Scotland from 1810 to 1990* (with Tony Slaven, 1992); and *Building Europe's Largest Mutual Life Company: Standard Life, 1825-2000* (2000).

The Standard Life history was Michael's last major project in business history, based upon a three-year secondment to the company from 1996, followed by a research professorship in archival studies at Glasgow in 2001. Retiring as University Archivist in 2001, he continued at Glasgow as director of the Information Management and Preservation MSc programme and research professor in the Humanities Advanced Technology and Information Institute until 2013. Further afield, Michael's contributions also included membership of the Lord Chancellor's Advisory Council on National Archives and Records up to 2014, and from 2013, a professorship in archival science at Northumbria University (later emeritus). He was also a non-executive of NRAS up to 2017. In these roles he brought authority to the debates on archives and records in the public domain.

At the time of his final illness Michael was still preparing conference papers on archive issues and writing company histories. Throughout his outstanding career, however, he retained his commitment to the value of business archives. He was bold in spreading the many messages of business archives and he was also fearless in grasping the opportunities offered by technology in history and archives, especially in the challenge of the digital. Who could forget the sight of Michael pounding the keyboards on the computers in the DISH history laboratory in University Gardens in 1987?

Among all these achievements, perhaps the key factor was the nature of Michael's leadership – a mentor who combined vision, ambition and breadth of knowledge with a determination to make things happen and not be constrained by established approaches. He was very successful in the recruitment of archivists and researchers for survey and history projects and more permanent appointments. The BAC is proud that so many of Michael's introductions were – and remain – so fruitful in this way. Michael's distinctive viewpoint brought telling results, not only through survey projects but also as practical demonstrations of the progress of corporate archivists and other professional custodians of business archives in the United Kingdom. Michael gave humour, imagination and wisdom to the community of business archives and he will be very sorely missed.

Edwin Green