



THE UNIVERSITY
of LIVERPOOL

December 2002

Issue 8

Inside this issue...

- 1 ▪ **Review of 2002**
- Looking forward to 2003
- 2 ▪ Using computers for family history: October dayschool
- An archival expedition to Australia
- Congratulations to D/CPS students
- 3 ▪ *For the record:*
- 4 LUCAS/NWRAC event in Manchester, November
- Political pressure and the archival record: international conference in 2003

LUCAS
9 Abercromby Square
Liverpool L69 7WZ
e-mail: williamc@liv.ac.uk
tel: 0151 794 2390 fax: 0151 794 3153

LIVERPOOL UNIVERSITY

LUCAS

CENTRE *for* ARCHIVE STUDIES



A happy Christmas and all good wishes for 2003 to all LUCAS members. During 2002 we held a training day on **Using Computers for Family History** and collaborated with the North West Regional Archives Council in **For the Record: Introducing Records Management**. We also published *Archives in the UK and the Government Agenda** which provides an analysis of how the archival domain is responding to government initiatives. It brings together the papers given at recent AGMs by Sarah Tyacke and Vic Gray as well as an article by former student Paula Brikci Nigassa based on her dissertation on social inclusion. Next year, as you may be aware, we are putting on an international conference with the theme *Political Pressure and the Archival Record* from 22-25 July. We are also planning a training day with the theme **Getting the best out of your local archives services** and are considering rescheduling **Documenting the Historic Environment**.



Our next event however is our AGM. This will be held once again at the Glaxo Centre, at 5.30 on Wednesday 19 February 2003. We are delighted to have as our speaker Mr George Mackenzie, Keeper of the Records of Scotland. George is also a member of the government's new Archives Task Force which has been established under the aegis of Resource, the Council for Museums, Archives and Libraries and is due to report in 2003. The remit of the Task Force is to undertake a detailed investigation and analysis of the state of the UK's archives and we are looking forward to hearing George's report on progress. As another member of the Task Force, Stella Rimington, former head of MI5 and (equally important) an archivist and former student on the Liverpool archives course said recently 'We need a strategy for national knowledge management: for saving and storing our present for future generations. Who knows what secrets our children and grandchildren will uncover? It all comes out in the end' (*The Times* 2.12.02).

Caroline Williams
Director, LUCAS

*still available: to members £4, non-members £5.

Using Computers for Family History

Roger Hull, Liverpool Record Office, reviews LUCAS' day school held on 12 October 2002.



LUCAS is to be congratulated on providing this study day on the use of computers in family history, surely of the utmost importance in a unstoppable interest, even though as some speakers stated, computers did not have all the answers. We were also fortunate in having some well-versed speakers, particularly in Mike Dow and his daughter, who, in the absence through family circumstances of Dr Andrew Gritt, stepped into the gap with three presentations. In the morning they demonstrated how to start searches and pointed out useful websites, commenting on the American bias of many of them. However, they did refer to new or fairly new sites like A2A (Access to Archives) alongside more established sites like Cyndi's List and Genuki. There were no technical hitches and the family team were fluent and helpful in revealing the advantages and potential disadvantages of the sites they listed.

In between we had Geoff Mawlam of the Genealogical Society of Utah who told the story and current status of the

enormous holdings of the Mormons in Salt Lake City (master copies held underground in deep vaults). The Mormons have revolutionised the search for family history with such ventures as the IGI (International Genealogical Index) and the CD-rom of the British 1881 census. Their interests are mainly American and they have also produced the US 1880 census on cd-rom at a very reasonable price. After a healthy lunch we had hands on experience in the Alastair Pilkington Centre, followed by Graham Fidler, the Dows (again) and John Marsden who each demonstrated various software for creating family histories online (including Family Tree maker and the Master Genealogical database). Graham Fidler asked some very pertinent questions (Why are you researching?) stating that using the internet was only a means to an end i.e. the ultimate was pen and ink and paper (archive paper at that). He pointed out that the famous BBC Domesday Project of 1986 was now totally inaccessible as computer technology had moved on and the data could only be read on one machine rather than being universally accessible. If the labours of creating family histories were to be preserved for the future they should be stored in A4 folders in old-fashioned type (or even ink!) on paper. He suggested that Excel was an excellent starter for drawing up family charts rather than the more sophisticated and more expensive solutions which we were introduced to next.

The Dows showed the intricacies of Family Tree maker and John Marsden those of the Master Genealogist

database. Fortunately different versions could be updated using GEDCOM (another Mormon invention) which is software to translate one programme to another. Both had great potential to hold comprehensive information on families and then sort and report on them in many ways. Although the room in the afternoon was somewhat cold there was no denying the warmth of the enthusiasm for this fascinating subject and the team who led the day: David Stoker, Caroline Williams and Margaret Procter should be thanked for providing this forum for a key area in family history.

An archival



expedition to Australia

The opportunity to visit to Australia whether as archivist or tourist is not something to be turned down lightly. However when the members of the International Council on Archives Archival Education and Training Committee (SAE) were invited to go there in September by the Committee's Chair, Dr Karen Anderson we were able to do both in style. The explicit purpose of the visit was two-fold. The first was to conduct the annual two-day business meeting of the Committee in Perth, Western Australia, and the second to attend the conference of the Australian Society of Archivists (ASA) on the other side of the country, in Sydney. We also of course visited the sights of Perth and Sydney, were

photographed with wallabies and wombats and so on and overall had an excellent tourist experience too.

The trip provided an excellent opportunity to compare and contrast archival infrastructures and services in the UK and Australia. Visits to archival institutions in Western Australia and Sydney, attendance at the Conference and conversations with Australian archivists enabled some interesting comparisons with the UK to be made in terms of structures, practices and current issues. A federal country, Australia houses the National Archives of Australia (NAA) in Canberra and has branch offices in each of the six states. While some of these are physically located with the state archives, they deal specifically with Commonwealth issues such as immigration and foreign affairs, thus leaving the state archives to document and manage the records of state and local authority functions. All of the states except the Northern Territory and ACT (Australian Capital Territory) have specific archival legislation: that for Western Australia being enacted in 2000.

The NAA, whose remit is supplied by the Commonwealth Records Act, 1983, is responsible to the Minister for the Arts in the Department of Communications, Information Technology and the Arts, in contrast to the UK PRO, which is of course located in the judicial arm, the Lord Chancellor's Department. The existence of national and state legislation in Australia also contrasts with the situation in the UK: only now has the

Lord Chancellor agreed that legislation dating from 1958 might be updated and expanded to cover all public authorities. Like the PRO (but unlike the National Archives of Scotland (NAS)) the NAA is not a 'collecting' repository: however, *unlike* the UK, state and local authority archives do not have a collecting function either. Collecting, and the documentation role generally, is the remit of a number of universities, national and state libraries. Deadlines for e-service delivery and e-record keeping are as demanding in Australia as they are in the UK. The NAA became responsible for ensuring that government agencies enabled on-line access to services through standards-compliant web-sites. However there appears to be no specific equivalent deadline for e-record keeping in government, unlike the UK's 2004 deadline.

I thoroughly enjoyed my visit and the enthusiasm and friendliness of our hosts coupled with the insights into archives on the other side of the world made this an unforgettable experience.

Caroline Williams

Congratulations!

The Public Record Office's "Records Management in Government Conference" in October was the venue for the presentation of awards to the first cohort of Diploma students from the *rm3 programme*. A total of 15 students were awarded either the *Certificate* or *Diploma in Professional Studies: Records and Information Management* this year, and the photograph shows 12 of them receiving their awards from Sarah Tyacke, Keeper of the Public Records. The **rm3 partnership** is a consortium formed from the archives and records management teaching staff of Liverpool and Northumbria universities. The programme itself was designed in partnership with the Public Record Office to improve the record-keeping expertise of government records staff. Often seen as something of a backroom occupation, the demands of government sector record-keeping – whether because of the growth of electronic record-keeping or the impact of Data Protection and Freedom of Information legislation – have grown to an extent hardly imaginable a decade ago.



For the Record – Why Records Management ?

In November, LUCAS joined with the North West Regional Archive Council to produce a seminar to introduce the principles of records management to a new audience. The event was widely advertised and attracted over 70 delegates from organisations as diverse as the Diocese of Salford, Cheshire Primary Care Trust and Manchester City Council. The theme unifying these delegates was a recognition that the records of their institutions required management to ensure efficiency, accountability and compliance.

The day began with a video from the International Records Management Trust, describing the disastrous results of poor record keeping for individuals, society and democracy, in Ghana. Margaret Procter followed up this example with a description of how and why organisations should manage records. Margaret then provided useful guidance on how to make the case for a records management programme and which basic tools were available to set up new systems.

Alan McQuitty, presented a paper on the role and importance of records management within his organisation, the pharmaceutical company,

Eli Lilly. He described how pharmaceutical companies need to meet a large number of regulations and how the company uses the records management programme to achieve this. This business perspective on the subject was followed by a paper on the management of records under the Freedom of Information Act, by Kelvin Smith from the Public Record Office. Kelvin described the main areas of the act and in particular its implications for record creation and record keeping.

Margaret Procter then finished the day with an outline of the first steps delegates should take to implement the programmes outlined during the day. Margaret described questions for organisations to examine guidance available and research to be undertaken, as preparation to introducing a records management programme.

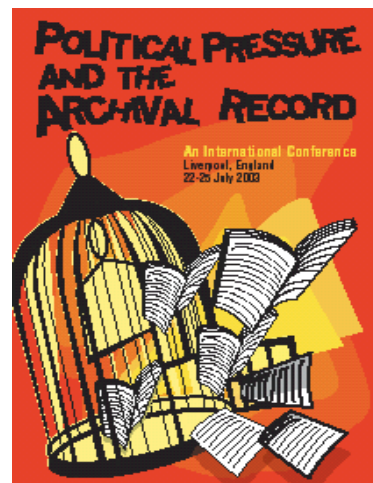
Feedback on the day was overwhelmingly positive, with many delegates requesting further guidance and training on the issues raised.

Janice Taylor, Archive Regional Development Officer, NWRAC

Political pressure and the archival record

Planning is now well advanced for LUCAS's first international conference to be held in July 2003. There's a prestigious line-

up of keynote speakers:



- Trudy Peterson formerly Director of the Open Society Archives
- George MacKenzie Keeper of the Records of Scotland
- Verne Harris previously Deputy Director of the National Archives of South Africa
- Tom Blanton Director of the National Security Archive, Washington DC
- Chris Hurley, former Director of the National Archives of New Zealand
- Professor Friedrich Kahlenberg, former Director of the Federal Archives of Germany; and
- Rick Barry, freelance records manager

A call for papers, and more details are available from the conference website <http://www.liv.ac.uk/lucas/events.htm>

The cost for the four day, fully residential conference is expected to be in the region of £350.

**Would you like to join LUCAS? If so, please complete this form and send to:
Margaret Procter, Associate Director and Secretary,
LUCAS, 9 Abercromby Square, Liverpool, L69 7WZ**

I wish to join LUCAS and enclose cheque/postal order for £10 payable to the 'University of Liverpool'

Name (Block capitals):

Address (Block capitals):

If you would like information on institutional membership, contact Margaret Procter on 0151 794 2411