

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the general meeting of the Health Archives and Records Group, held on 3 July 2009 at the Thackray Museum, Leeds

Present

Alexandra Eveleigh	(West Yorkshire Archives Service)
Colin Gale	(Bethlem Royal Hospital Archives and Museum)
Jenny Haynes	(The Wellcome Trust)
Vicky Rea	(Royal Free Hampstead NHS Trust)
Lianne Smith	(Kings College London)
Andrea Tanner	(Great Ormond Street Hospital)
Kath Webb	(York Hospitals NHS Trust)
Martin Staples	(Bradford District Care Trust)

1. Apologies for absence

1.1 The following apologies for absence were received

Eleanor Burgess	Care Quality Commission
Richard Birmingham	Leeds PCT
Antony Haworth	Health Protection Agency
Theresa Parks	Tees Esk and Wear Valleys NHS Foundation Trust
Sarah Coombs	Barts and the London NHS Trust
Nick Baldwin	Great Ormond Street Hospital NHS Trust
Michael Goodson	Wakefield District PCT
Stuart Green	Bradford Teaching Hospitals NHS Foundation Trust
Louise King	Royal College of Surgeons of England
Geoffrey Browell	King's College London
Roger Farbey	British Dental Association
Nikki West	British Dental Association
Andrew Bennett	East Sussex Record Office
Frank Rankin	NHS Education for Scotland
Kevin Mulley	The National Archives
Kevin Brown	Imperial College Healthcare NHS Trust
Angela Skitt	Birmingham Central Library
Annie Lindsay	UCLH NHS Foundation Trust
Helene Donnelly	UCLH NHS Foundation Trust
Elizabeth Boardman	Oxfordsire Health Archives
Rosie Baillie	Lothian Health Services Archive
Mike Barfoot	Lothian Health Services Archive
Catherine Redfern	Barts and the London NHS Trust
Kate Richardson	Barts and the London NHS Trust
Craig Fees	Planned Environment Therapy Trust
Hilary Ritchie	Addenbrooke's Hospital

2. Roundtable introductions

2.1 In the absence of an elected Chair, Colin Gale (CG) welcomed members to the meeting and offered to chair the meeting.

3. Minutes of the last meeting

3.1 The minutes of the general meeting held on 13 March 2009 were accepted as a true record of the meeting.

4. Presentation

4.1 A presentation by Alexandra Eveleigh of the West Yorkshire Archives Service on digital preservation was well received. Slides will be posted on the HARG website in due course.

5. Update of matters discussed at the HARG committee meeting

5.1 Finances. It was noted that:

- The entire £300 annual grant from the Society of Archivists' (SoA) Specialist Repositories' Group (SRG) had been spent on venue hire for the day's meetings.
- In response to a request from SRG, CG had written to provide details of HARG's activities and expenditure.

5.2 Website. It was noted that:

- Sarah Coombs was unable to continue as web-editor as she did not have ready access to a PC with broadband. Thanks were extended to her for her contribution in developing the website.
- A HARG member was sought to take over as web-editor. The post would require a small monthly time-commitment and ready access to broadband and web editing software such as Dreamweaver or FrontPage.

6. Notice of Kingston University case notes project.

6.1 Andrea Turner reported on proposals for the development of the Kingston University case notes project, which were well received:

- Following the success of the *Small and Special* project <http://www.smallandspecial.org/>, Great Ormond Street Hospital had applied for Wellcome funding to digitise a further sample of doctors' case notes from the Victorian/Edwardian period, and to try to tag them with diagnostic terms etc.
- If funding was obtained, it was hoped that this project would be a pilot for a larger project coordinated by Kingston University involving case notes from hospitals other than Great Ormond Street. To this end, a scoping exercise was proposed to see what pre-1948 case notes existed nationally, building on and benefiting from work previously carried out by the Wellcome. The proposal was to digitise a representative sample of 7 hospitals' case notes from the census years from 1851-1911. Digitisation would be undertaken in situ at the participating repositories.

7. Records management sub-group update

7.1 No update was available.

8. Research value sub-group update

8.1 Kath Webb (KW) reported that, subject to receipt of Wellcome funding to finance the publication of the booklet on the research value of health archives, the publication would be launched at the British Record Association's conference on medical and science archives at the Wellcome Trust on 8 December 2009, and copies included in conference attendees' packs.

9. Open forum

9.1 Martin Staples reported that Paul Duller was considering approaching the Department of Health (DoH) for funding for the Business Classification Scheme (BCS). It was noted that the BCS was an important piece of work and CG asked for volunteers from the membership to help with the project.

9.2 Jenny Hayes reported that the Wellcome Trust was undertaking a strategic review of priorities for its Research Resources for Medical History scheme (RRMH). From January 2010 a new strategic direction would be implemented and there would be changes to the process by which archives and collections were identified and prioritised for funding. The criteria by which archives and collections would be selected would be published in the New Year. Applications for the November 2009 RRMH Committee would be processed in the normal way.

9.3 CG reported that he and Sue Hawkins of Kingston University were to give presentations on health archives issues at the Society of Archivists' South East region meeting on 20 July.

10. Notice of next meeting

10.1 It was noted that there would be no further HARG meetings in 2009. However, members were encouraged to consider attending the British Record Association's day conference at the Wellcome Trust on 8 December 2009.

10.2 The next HARG meeting will be on 1 February 2010 in the Council Room at Kings College, The Strand, London.