

## HEALTH ARCHIVES AND RECORDS GROUP

### Minutes of the general meeting of the Health Archives and Records Group, held on 31 January 2007 at ARMMS, University of Dundee

#### Present

Mike Barfoot	(Lothian Health Services Archive)
Sarah Bland	(University of Dundee ARMMS)
Colin Gale	(Bethlem Royal Hospital Archives and Museum) - Chair
Jenny Haynes	(Royal College of Obstetricians and Gynaecologists)
Jennifer Johnstone	(University of Dundee ARMMS)
Annie Lindsay	(UCL Hospitals NHS Trust)
Jenny McDermott	(Lothian Health Services Archive) – Minutes
Rosie McLure	(Lothian Health Services Archive)
Frank Rankin	(NHS Education in Scotland)
Graham Stanley	(The National Archives)
Fiona Watson	(Northern Health Services Archive)
Kath Webb	(York Hospitals)

#### 1. Apologies for absence

1.1 The following apologies for absence were received:

Gill Alloway	(Luton and Dunstable Hospital)
Beth Astridge	(Royal College of Surgeons of England)
Geoff Browell	(King's College London Archives)
Kevin Brown	(St Mary's Hospital NHS Trust)
Lucy Burrow	(Cardiff University)
Sarah Coombs	(Barts and the London NHS Trust)
Miriam Critchlow	(Isle of Man Public Record Office)
Allie Dillon	(British Psychoanalytical Society)
Anne George	(Sheffield Archives)
Eva King	(Nursing and Midwifery Council)
Samantha Farhall	(Barts and the London NHS Trust)
Geraldine Hunwick	(John Rylands University Library)
Wendy Johnson	(Queen Mary's Hospital)
Linda Lamb	(Queen Mary's Hospital)
Patricia Methven	(King's College London)
Katie Ormerod	(Barts and the London NHS Trust)
Carol Parry	(Royal College of Physicians and Surgeons of Glasgow)
Vicky Rea	(Royal Free Hospital NHS Trust)
Catherine Redfern	(Barts and the London NHS Trust)
Hilary Ritchie	(Addenbrooke's Hospital)
Julia Sheppard	(Wellcome Library)
Angela Skitt	(Birmingham City Archives)
Stephen Soanes	(University of Warwick)
Laura Taylor	(London Metropolitan Archives)
Alistair Tough	(Greater Glasgow NHS Board Archives)
Karen Waite	(Royal Cornwall Hospital)
Natalie Walters	(Wellcome Library)

#### 2. Minutes of last meeting and matters arising

2.1 The minutes of the last committee meeting held on 26 September 2006 were confirmed as a true record subject to the following amendment: second bullet point under item 8.1 to read "CR has verbally offered (via KM) to represent HARG on the Records Advisory Group".

## 2.2 Matters arising from the last meeting:

### 2.2.1 Ref. 7 – Access to deceased persons' information

- Catherine Redfern (CR) has written to Sue Markey stressing the need for ICO guidance on this matter; there has as yet been no response.

### 2.2.2 Ref. 8.1 – Connecting for Health Records Advisory Group

- CR has not heard anything from the Advisory Group yet. A meeting is scheduled for March which she hopes to attend.

## 3. **Developing New Guidance for NHS Scotland on Retention and Disposal of Health Records**

- 3.1 Trish Ruddy (Confidentiality Policy Lead, eHealth, SEHD) gave a presentation on this topic. Slides used in the presentation will be made available on the HARG website.

## 4. **Philosophical Madness? Asylum Records and Gender Identities**

- 4.1 Dr Rachel Jones (Lecturer in Philosophy, University of Dundee) gave a presentation on this topic. Slides used in presentation will be made available on the HARG website.

## 5. **Update on matters discussed at HARG committee meeting**

- 5.1 Colin Gale (CG) gave an update on the situation regarding office bearers:

- CG and Karen Waite (KJW) have both acted in the role of Chair since September 2006.
- Upon departure of Jenny McDermott (JMCD), there is a vacancy for a Membership Secretary. It had been agreed that CG will step down as Chair to act in this role, leaving KJW as sole acting chair.
- JMCD will remain as a member of HARG as a contact for the Scottish records management code of practice and retention schedules.

- 5.2 Research value sub-group: Kath Webb (KAW) had assumed responsibility for determining in liaison with Jenny Haynes (JH) whether a coherent forward plan of action could be developed for this sub-group.

## 6. **Report of Records Management sub-group**

- 6.1 Members of this sub-group are collaborating with the Records Management Society (RMS) and the Institute for Health Records Managers (IHRIM) in developing a Business Classification Scheme for NHS organisations. The scope of the project was discussed at an initial meeting on 25 January, and it is envisaged that meetings will take place once every two months at a London venue. An information gathering exercise is currently underway to make use of current best practice, so information on existing filing structures, organisational charts, etc. held by members would be welcomed by CR and/or KJW.

### **ACTIONS: INFORMATION ON CURRENT PRACTICES TO BE SENT TO CR AND/OR KJW**

## 7. **Update on website**

- 7.1 Sarah Coombs (SC) is co-ordinating and maintaining the website ([www.healtharchives.org](http://www.healtharchives.org)) with three volunteers. It was noted that there was already a lot of good content on the website, but that there would always be a need to keep it up to date.

### **ACTIONS: ANY MATERIAL SUGGESTED FOR INCLUSION ON WEBSITE TO BE SENT TO SC**

## 8. **Any other business**

#### 8.1 Scottish regime on access to health records

- Mike Barfoot (MB) gave background. The Wellcome Trust has expressed a desire to co-opt the expertise of HARG members in the production of guidance on the subject of access for repositories in both England and Scotland wishing to apply for Research Resources in Medical History funding, and wishes to convene a meeting to discuss the subject. The meeting has not yet been arranged, but MB will keep HARG members up to date on any developments that come to his attention. CG stated the need for any guidance to incorporate work done on the English access regime as summarised in 'After the Hundred Year Rule' (available at [http://www.healtharchives.org/docs/After\\_100\\_year\\_rule.pdf](http://www.healtharchives.org/docs/After_100_year_rule.pdf)) and as promised in forthcoming English ICO guidance on the subject. It was also noted that any guidance on UK access regimes issued by the Wellcome should be national in scope.

#### **ACTIONS: MB TO UPDATE HARG ON PROGRESS**

#### 8.2 Hospitals and the Patient Experience conference, 16 February, London

CG reported that it should be possible for HARG members to book places on this conference as late as 7 February, subject to availability.

#### 8.3 European Association for History of Medicine & Health conference, 12-15 September, London

HARG have been notified of the availability of display space for promotional posters at this conference. It was agreed that CG would circulate details of this opportunity to HARG members so that institutions who wished to avail themselves of this opportunity could do so.

#### **ACTIONS: CG TO SEND EMAIL TO HARG LIST**

#### 8.4 Hospital Patient Case Records: A Guide to their Retention and Disposal

In collaboration with Rob Baker, KAW had completed an interim update on this publication, first published in 1996, and initially revised in 2003. The publication was now available on the HARG website.

#### 8.5 ASA article

CG's article on the UK health archives sector has been submitted to the Australian Society of Archivists for publication in its Bulletin. It will be mounted on the HARG website in due course.

#### **ACTIONS: CG TO FORWARD COPY OF ARTICLE TO SC TO PUT ON WEBSITE**

### **9. Date and time of the next meeting**

- 9.1 The next meeting is scheduled for 13 June 2007 at the Wellcome Library, London.