



THE NATIONAL  
ARCHIVES OF SCOTLAND

DEFINING MOMENTS IN HISTORY

# THE NATIONAL ARCHIVES OF SCOTLAND

## Corporate Plan

**2009-10 to 2011-12**

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## **1. Introduction**

The National Archives of Scotland (NAS) is both an associated department and an Executive Agency of the Scottish Government. The NAS was designated one of Scotland's five National Collections in 2006. Ministerial responsibility for NAS is the Minister for Culture, External Affairs and the Constitution.

The NAS is headed by the Keeper of the Records of Scotland, who is responsible to Scottish Ministers for its management, performance and future development, within the terms of the Framework Document. The Keeper is also responsible to the Lord President of the Court of Session for the efficient management of the court and other legal records in Scotland.

This Plan sets out the functions, aims and key objectives of the NAS and specifies the standards to which NAS will undertake its work and the resources required for that work. This section of the Plan deals with NAS as a whole. Part 2 contains information on individual aspects of the NAS's work.

## **2. Organisation**

The NAS is organised into 2 Divisions – Record Services and Corporate Services, each headed by a Deputy Keeper (one post temporarily unfilled).

### ***Record Services Division***

- Government Records
- Court and Legal Records
- Collections Development Branch

### ***Corporate Services Division***

- Accommodation Services
- Finance and Administration
- Information and Communications Technology
- Conservation Services
- Reader Services

## **3. Mission and Functions**

The mission of the NAS is:

To preserve, protect and promote the nation's records; to provide the best possible inclusive and accessible archive that educates, informs and engages the people of Scotland and the world.

Our functions, based on the mission, are:

- to select public records worthy of permanent preservation; acquire other historical records of national importance, and make suitable arrangements for the disposal of other material including transfer to another appropriate repository;
- to preserve to archival standards all records selected for permanent preservation in the NAS;
- to increase sustainable public access to the records;
- to provide advice to custodians of records outwith the NAS, and facilitate access to such records;
- to take the lead in the development of archival and records management practice in Scotland; and
- to deploy the resources available to the NAS in the most effective and efficient manner.

#### **4. Related Organisations**

##### ***The Scottish Council on Archives (SCA)***

SCA is a voluntary membership body representing archivists and users of archives. The NAS is not a member, but supports the work of SCA in promoting Scottish archives. From 2008-9 the SCA received funding from the Scottish Government and employed full time staff for the first time. NAS is providing office space and some infrastructure to the SCA free of charge.

##### ***Scottish Archive Network (SCAN)***

The SCAN project was successfully completed in 2004, and its final report is available on its website [www.scan.org.uk](http://www.scan.org.uk). The company remains in existence, and will continue to help promote archives. NAS retains a minority of directors of the company, and provides it with limited accounting services. NAS maintains the SCAN website and is working with SCAN Ltd. on updating the catalogue information.

#### **5. Shared Services**

As NAS has associated department status, a number of corporate services are provided by the core Scottish Government. The Principal Finance and Establishment Officers for The Scottish Government act as Principal Finance and Establishment Officers to the Keeper of the Records. These services are listed below.

▪ Finance (in part)	▪ Human Resources
▪ Internal Audit	▪ Media relations and publicit
▪ Welfare, Counselling and Employee Assistance	▪ Procurement advice
▪ Legal Services	

The NAS also has a number of joint working arrangements with the General Register Office for Scotland covering:

▪ Buildings Management;	▪ Training and Development;
▪ Records Management;	▪ Library Services;
▪ Telephone Services	

The designation of NAS as one of the five National Collections, as well as our location within the Ministerial Culture portfolio, presents significant opportunities for increased co-operation with other cultural bodies, to deliver efficiency savings for use in improving frontline services.

## **6. NAS supports the Scottish Government’s Purpose**

The Scottish Government’s overarching purpose is:

**“to focus Government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth”**

The purpose is expressed as a series of 15 National Outcomes.

(<http://www.scotland.gov.uk/About/scotPerforms/purposes> ).

The work of NAS directly and indirectly supports 5 of these:

**We realise our full economic potential with more and better employment opportunities for our people.**

NAS supports this outcome through its work on ScotlandsPeople and the Scottish Register of Tartans. ScotlandsPeople connects everyone with Scottish ancestry to their past and stimulates tourist visits from overseas and within the United Kingdom. The Scottish Register of Tartans boosts worldwide interest in this iconic Scottish product and give the weaving industry a focus for marketing and development.

**Our young people are successful learners, confident individual, effective contributors and responsible citizens.**

NAS supports learning outcomes particularly for school pupils through a range of education services that increase knowledge of our national culture and history and an understanding of how our communities have evolved.

**We live our lives safe from crime, disorder and danger.**

NAS supports this outcome indirectly by preserving and making available essential records of the Scottish Courts, thereby promoting the administration of justice and the safeguarding of individual rights.

**We take pride in a strong, fair and inclusive national identity.**

Archives provide the essential evidence of who we are as individuals, as communities and as a nation. By preserving, protecting and promoting the nation's archives, NAS works to strengthen our sense of individual and national identity.

**Our public services are high quality, continually improving, efficient and response to local people's needs.**

The work of NAS to promote better record keeping across a range of public bodies strengthens administration and facilitates compliance with information legislation. NAS legal services continue to support the efficient operation of the property market.

Our joint working with other institutions, including ScotlandsPeople, the ScotlandsImages.com image library and the new ScotlandsPlaces project, all contribute to streamlining government and improving services to citizens.

Our work promoting better practice with records and archives across a range of public bodies and our review of Scottish public records legislation fosters good record keeping which is a cornerstone of efficient administration.

## **7. NAS Strategic Perspective**

NAS and its staff work on behalf of ministers to extend knowledge and use of the nation's records. Our customers use the records for legal and business purposes, for personal development and discovery, and as a research resource.

Running through all our work is the thread of national and personal identity. Archives provide the evidence of who we are as individuals, as communities and as a nation. Making them widely available to the public and promoting understanding of them helps strengthen the sense of national identity.

The next 5 years will be challenging for NAS, both financially and operationally. For the rest of the Spending Review period to March 2010 we expect conditions to tighten as a result of the economic downturn and on top of that we will experience a substantial drop in income from legal fees. We also expect a significant reduction in government spending from 2010 onwards and must prepare for this.

At the same time, we face a range of new challenges, from the political context in which we operate and from technological changes in the way records are created and used. We need to rebalance NAS over the next 5 years, so that we meet these challenges. We are aware that we are at the start of an exceptionally difficult financial period and that this rebalancing will have to be achieved at the same time as we take steps to reduce our costs significantly.

Over the next 5 years we need to:

- Ensure NAS aims are closely aligned to those of the Scottish Government, even if this means less effort on traditional archival tasks; one key task is to complete the review of public legislation for Ministers;
- Increase our work on electronic records, both internally and across the Scottish Government and the Courts, and decrease that on conventional records;
- Increase proportional spending on online services and decrease that on onsite services;
- Give more attention to public than private records;
- Transfer greater responsibility for selection, appraisal, transfer and cataloguing from NAS to the creators and depositors of records;
- Further increase our partnership working with other organisations;
- Work closely with the Scottish Council on Archives and integrate our activities, particularly in relation to local authority outreach work;
- Maximise revenue from our activities to counterbalance the loss of our legal income.

During 2009-2010 we will put in place two elements of a longer term plan:

- The Digital Data Archive scoping study;
- The review of public services in the light of changes to our business (run down of legal services) and greater use of online access to records.

We will also work on the ScotlandsPlaces project with RCAHMS to establish a pilot web based service by October 2009, and to lay the foundation for a wider joint initiative.

## 8. Key Performance Indicators

<b>No.</b>	<b>Measure</b>	<b>Target 2009-2010</b>
<b>1</b>	Number of visits to NAS websites (including SCAN, ScottishHandwriting, and ScottishDocuments):	920,000
<b>2</b>	New catalogue entries made available to the public:	105,000
<b>3</b>	Net increase in NAS holdings	Maximum 800 linear metres per year.
<b>4</b>	Speed of productions to readers from same building: % within 30 minutes	95
<b>5</b>	Speed of productions to readers from another building: % within 24 hours	95
<b>6</b>	Speed of producing extracts: % within 4 working days	92.5
<b>7</b>	Speed of replies to correspondence: % within 20 days	95
<b>8</b>	Number of replies to correspondence:	7250
<b>9</b>	Number of visitors to NAS search rooms	12,000
<b>10</b>	Number of days lost per member of staff through sickness (should not exceed):	10

## 9. The Plan

NAS STRATEGIC PRIORITIES	STRATEGIC OBJECTIVES	KEY BUSINESS OBJECTIVES	OWNER
<b>1. We realise our full economic potential with more and better employment opportunities for our people.</b>			
<b>1.1 Ensure that core aims and functions of NAS are aligned with those of Scottish Government.</b>	1.1.1 Ensure all staff understand NAS aims and how they support the government's purpose.	1.1.1.1 By 31 March 2010, run a series of Open Forums with senior management and non executive directors on NAS strategic position and how it supports the Scottish Government.	SMB
		1.1.1.2 By June 2009, agree new sustainability and environmental policy for 2009-2011 and ensure it is in line with the government's climate change agenda.	ASB
		1.1.1.3 By 31 March 2010, work with SG Finance Directorate to ensure that NAS are able to cope with the introduction of International Financial Reporting Standards into central government.	FAB
		1.1.1.4 By 31 March 2010, manage the NAS Operating Budget to ensure that final expenditure is within 1% of provision, and manage the Capital Budget to ensure that final expenditure is within 3% of provision.	FAB
	1.1.2 Maximise revenue from our activities to offset decline in our legal income.	1.1.2.1 By 31 March 2010, expand the ScotlandsImages online image library with a further 1200 copyright-cleared images and achieve sales representing 7.5% of NAS content.	CDB
		1.1.2.2 By 31 March 2010, develop plan with ScotlandsPeople partners to promote the café and shop and increase revenue from these operations.	SMB, with FAB and SCOTLANDSPEOPLE

		<b>1.1.2.3</b> By 31 August 2009, complete proposed review of fees and charges and submit proposals to Management Board.	<b>RSB</b>
		<b>1.1.2.4</b> By 31 March 2010, work with Heritage Portfolio to enable the use of General Register House for out of hours events.	<b>ASB</b>
<b>1.1.3</b> Provide support to Homecoming 2009 and its legacy programme.	<b>1.1.3.1</b> By 31 March 2010, in partnership with GROS, ScotlandsPeople, and NAS branches, manage 'Famous Scots' project to conclusion, as NAS contribution to Year of Homecoming 2009.	<b>CDB</b>	
	<b>1.1.3.2</b> By 31 March 2010, promote local family history centres, working with GROS to connect local archives by virtual network to ScotlandsPeople, and providing access to church records via Scottishdocuments.	<b>SMB with SCOTLANDSPEOPLE ICTB</b>	
<b>1.1.4</b> Provide framework and opportunities for NAS staff to develop their skills and experience to the full.	<b>1.1.4.1</b> By 31 August 2009, start a series of seminars for all staff on the new attendance management procedures	<b>DEVELOPMENT CENTRE</b>	
	<b>1.1.4.2</b> By 30 September 2009, run training needs analysis workshops for staff to ascertain learning and development needs taking account of Investors in People action plan.	<b>DEVELOPMENT CENTRE</b>	
	<b>1.1.4.3</b> By 31 December 2009, meet our legal obligations by reviewing our equality schemes by the due dates, namely: 30 June 2009 (gender scheme), 31 October 2009 (review ScotlandsPeople facilities for disabled people), 30 November 2009 (race scheme) and 31 December 2009 (disability scheme).	<b>DEVELOPMENT CENTRE</b>	
	<b>1.1.4.4</b> Improve staff engagement levels as measured by the Employee Survey in November 2009.	<b>SMB with DEVELOPMENT CENTRE</b>	

	<b>1.1.5</b> Develop existing strategic partnerships and establish new ones.	<b>1.1.5.1</b> By 22 October 2009, work with RCAHMS on the ScotlandsPlaces project in order to launch the public web service at the 'Scotland's Global Impact' conference in Inverness.	<b>ICTB</b>
		<b>1.1.5.2</b> By 31 December 2009, review existing shared services arrangements with GROS and develop new ones, including conservation advice.	<b>SMB with CSB</b>
<b>2. We take pride in a strong, fair and inclusive national identity.</b>			
<b>2.1 Ensure preservation of the nation's records so that citizens are aware of and enjoy their heritage.</b>	<b>2.1.1</b> Manage the net increase in NAS holdings of public records, ensuring that only those worthy of permanent preservation are taken on.	<b>2.1.1.1</b> By 31 March 2010, develop a draft selection policy for all court and legal records to make transparent the principles guiding selection and use this to inform detailed record schedules for our major court and legal depositors.	<b>CLRB</b>
		<b>2.1.1.2</b> By 31 March 2010, fulfil statutory obligation of Keeper to accept transmission of court and other records in accordance with agreed schedule.	<b>CLRB</b>
	<b>2.1.2</b> Work with other national institutions and collections to develop a common policy in relation to private records in Scotland.	<b>2.1.2.1</b> By 30 September 2009, survey arts and cultural organisations including the Scottish national performing companies, to build up a comprehensive picture of archives in the Scottish cultural sector and provide preservation and access advice via the NRAS and CSB.	<b>CDB</b>
		<b>2.1.2.2</b> By 31 March 2010, list 75% of the non-Canadian diplomatic papers of the 8 <sup>th</sup> Earl of Elgin at Broomhall in agreement made with Library and Archives Canada to raise awareness of the shared Canadian-Scottish heritage.	<b>CDB</b>

		<b>2.1.2.3</b> By 31 March 2010 develop 3 web features on iconic documents held outside Scotland for NAS web-site with transcripts and images.	<b>CDB with ICTB</b>
	<b>2.1.3</b> Work with SCA and other stakeholders to raise the standard of local archive services in Scotland.	<b>2.1.3.1</b> By 31 March 2010, undertake a census of all charge and superintendence records in Scotland.	<b>CDB</b>
		<b>2.1.3.2</b> By 31 March 2010, inspect three archives holding charge and superintendence records, to audit compliance with draft proper arrangements, check accuracy of NAS finding aids and preservation condition.	<b>CDB and CSB</b>
	<b>2.1.4</b> Work to improve the well being of the national archive collection.	<b>2.1.4.1</b> By 31 July 2009 ensure the ADPRO System is installed to impose security on all buildings in NAS estate.	<b>ASB</b>
		<b>2.1.4.2</b> By 28 February 2010, implement new facilities management contract for NAS and GROS estate.	<b>ASB</b>
		<b>2.1.4.3</b> By 31 December 2009, establish a long term plan for record locations across 3 NAS sites in order to maximise storage efficiency, improve public access and minimise record movements.	<b>CSB</b>
		<b>2.1.4.4</b> By 31 March 2010, ensure all HIGH priority requests for access to records marked Unfit for Production are dealt with on a monthly basis.	<b>CSB</b>

	<p><b>2.1.5</b> Ensure that plans and adequate funding are in place to secure NAS long term accommodation for the following twenty years.</p>	<p><b>2.1.5.1</b> By 31 March 2010, work with Scottish Court Service and other stakeholders to reduce existing NAS holdings of court records and establish new framework for future transmission.</p>	<p><b>CLRB</b></p>
		<p><b>2.1.5.2</b> By 31 March 2010, develop medium term accommodation plan for NAS in light of reduced public expenditure and expected capital shortage over next 4 years.</p>	<p><b>ASB</b></p>
<p><b>2.2 Increase our work on electronic records, both internally and across the Scottish public sector.</b></p>	<p><b>2.2.1</b> Develop a long term digital preservation policy with Scottish Government and the Courts.</p>	<p><b>2.2.1.1</b> By December 2009, carry out scoping study to determine future NAS digital preservation policy and inform report to Scottish Government.</p>	<p><b>GRB and SMB</b></p>
		<p><b>2.2.1.2</b> By 31 March 2010, implement live running of the NAS Digital Data Archive, input GRB legacy data and train GRB curatorial and administrative staff DDA users.</p>	<p><b>GRB and CLRB</b></p>
		<p><b>2.2.1.3</b> By 31 March 2010, conduct comparative study of selected SG business area with high eDRM user compliance, to assess quality and continuity of the records created between paper and e-files to inform report for Scottish Government.</p>	<p><b>GRB</b></p>
		<p><b>2.2.1.4</b> By 31 March 2010, drawing on the outcomes of the DDA scoping study, the review of public records legislation and the comparative study of eDRM, prepare a report for senior management in Scottish Government on records and information policy.</p>	<p><b>SMB</b></p>

<b>3. Our public services are high quality, continually improving, efficient and responsive to local people's needs.</b>			
<b>3.1 Balance onsite (including remote enquiries) and online facilities in order to provide the optimum level of service to the maximum number of customers.</b>	<b>3.1.1</b> Increase proportional spending on online services.	<b>3.1.1.1</b> By 31 March 2010, develop and embed the Scottish Register of Tartans by; consolidation of knowledge base required to run the Register; promotion of the new Register to the Scottish tartan industry, fashion designers and the public.	<b>ICTB and CLRB</b>
		<b>3.1.1.2</b> By 30 June 2009, ensure the uploading of all the images from phase 1 of the Valuation Rolls project to Virtual Volumes, and ensure final stage of phase 2 imaging is underway by 31 March 2010.	<b>ICTB with CSB</b>
		<b>3.1.1.3</b> By 31 December 2009, analyse, design and develop a new prototype customer application search and interface system, offering the capability of standardising customer access and the delivery of electronic information across on-site and on-line delivery mechanisms.	<b>ICTB</b>
		<b>3.1.1.4</b> By 31 March 2010, complete digitisation of a further 15,000 Sasine volumes for the RAC project, imaging throughput to be reviewed after installation of new cameras and book cradles.	<b>ICTB</b>
		<b>3.1.1.5</b> By 31 March 2010, image of 50% of wills and testaments and capture all data of the Calendar of Confirmations, 1902-21.	<b>ICTB</b>
	<b>3.1.2</b> Review public service provision in light of increased digital access progress.	<b>3.1.2.1</b> By 31 November 2009, prepare a report on future public service levels with recommendations for the Management Board.	<b>SMB</b>

<b>3.2 Position ICT services in order to support evolving NAS business needs.</b>	<b>3.2.1</b> Develop outline ICT strategy taking account of emerging conclusions from work on the DDA and on the future of public services.	<b>3.2.1.1</b> By 31 August 2009, produce an applications development strategy for existing and new business applications.	<b>ICTB</b>	
		<b>3.2.1.2</b> By 31 December 2009, implement corporate enterprise network storage to NASnet.	<b>ICTB</b>	
		<b>3.2.1.3</b> By 31 March 2010, review key IT systems to establish a business continuity plan.	<b>ICTB</b>	
<b>3.3 Improve the management of records by Scottish Government and the Courts in order to support good governance and the administration of justice.</b>	<b>3.3.1</b> Review public records legislation on behalf of Scottish Ministers.	<b>3.3.1.1</b> By 31 March 2010, report to Ministers on public records legislation review and implement resulting policy changes.	<b>GRB</b>	
		<b>3.3.2</b> Work with Ministers and Scottish Government on review of information policy and legislation, including Freedom of Information and file closure periods.	<b>3.3.2.1</b> By 31 March 2010, implement ministerial decision to open Scottish Government files to public access after 15 years and promote this to the media in three phased releases, the first on 28 September 2009, International Right to Know Day, the second in January 2010, with a final release to conclude by May 2010.	<b>GRB</b>
		<b>3.3.2.2</b> By 31 March 2010, subject to timetable, participate in review of s.61 Code of Practice with Scottish Government Freedom of Information Unit to achieve greater compliance by Scottish public authorities.	<b>GRB</b>	

	<b>3.3.3</b> Work with stakeholders in the justice system to improve the management and improve the quality of material being transmitted to NAS.	<b>3.3.3.1</b> By 31 March 2010, work with the Lord President's Expert Group, the Crown Office and Procurator Fiscal Service Records Management Project Board and draft a Memorandum of Understanding with the courts by 31 December 2009.	<b>CLRB</b>
<b>4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens.</b>			
<b>4.1 Increase the use of NAS materials for learning purposes.</b>	<b>4.1.1</b> Work with educational organisations to develop programmes for Scottish schools and universities.	<b>4.1.1.1</b> By 31 March 2010, complete the catalogue for the Melrose charters collection (GD55), and liaise with ORT and DIU about the imaging of the pre-1286 charters for inclusion in the <i>Paradox of Medieval Scotland</i> website as a national Higher Education teaching resource.	<b>CDB</b>
		<b>4.1.1.2</b> By 31 March 2010, in partnership with ORT, ICTB Web Team and Learning and Teaching Scotland, implement teaching programme in order to maintain NAS' role and profile in the Scottish education system.	<b>CDB</b>
		<b>4.1.1.3</b> By 31 March 2010, answer 50 media enquiries involving filming, photography and provision of advice, in order to raise public awareness of NAS and the nation's records.	<b>CDB</b>

## **APPENDIX 1 – BRANCH DESCRIPTIONS**

### **1. GOVERNMENT RECORDS BRANCH**

#### **1.1 Function**

To administer all aspects of NAS responsibilities for Government records in Scotland, including those of the Scottish Parliament.

#### **1.2 Aims**

To appraise Government records and to acquire those regarded as worthy of permanent preservation.

To act as a centre of expertise on the records of government in Scotland, including providing advice on Freedom of Information, Data Protection, records management, copyright and public records policy.

To promote public access to Government records held by the NAS.

### **2. COURT AND LEGAL RECORDS BRANCH**

#### **2.1 Function**

To administer all aspects of NAS responsibilities for court and legal records in Scotland.

#### **2.2 Aims**

To appraise court and legal records in accordance with current legislation and acquire those regarded as worthy of permanent preservation.

To promote public access to court and legal records held by the NAS.

To act as a centre of expertise on court and legal records, including providing advice to senior management and ministers on public records policy.

To provide advice on court and legal records to NAS customers and staff.

To develop, maintain and promote the Scottish Register of Tartans.

### **3. COLLECTIONS DEVELOPMENT BRANCH**

#### **3.1 Function**

To act as a centre of expertise, providing advice on corporate, private and church records to NAS customers, local authorities and private owners.

To advise public authorities on good record keeping and promote NAS collections and services to increase access to its records and facilities by users.

### **3.2 Aims**

To improve awareness of NAS collections to increase usage and understanding of Scotland's history.

To increase the use of NAS archives in schools and learning as a national resource.

To appraise private records, acquiring those regarded as worthy of permanent preservation and promoting public access to them.

To act as a centre of expertise, providing advice on corporate, private and church records to NAS customers and staff.

To provide advice and support to owners and custodians of records held out with the NAS (in particular to private owners) and promote public access to them.

To develop opportunities to market NAS services to customers and maximise revenue generation.

To provide advice and support to owners and custodians of records held outwith NAS, in particular to local authorities and health boards.

To co-ordinate NAS involvement in external projects and exhibitions, in collaboration with other National Collections.

To supervise arrangements for records held outside NAS under the charge and superintendence of the Keeper of the Records.

## **4. ACCOMMODATION SERVICES BRANCH**

### **4.1 Function**

To support the work of the NAS by arranging the supply of appropriate accommodation for the records, customers and staff. To provide professional assistance to other Departments and Agencies relating to archival storage and accommodation matters.

### **4.2 Aims**

To maintain a safe, secure and comfortable working environment for customers and staff, and to exercise appropriate stewardship of the historic fabric of NAS property.

When required to provide appropriate information and assistance to other organisations on accommodation related matters.

## **5. FINANCE AND ADMINISTRATION BRANCH**

### **5.1 Function**

To support the work of the NAS by providing, in liaison with the appropriate Scottish Government Directorates, finance, procurement and other central services. The Branch provides support for Senior Management for budget and monitoring systems. The branch is responsible for the purchase of all goods and services made by NAS. It is also responsible for ensuring that administrative procedures throughout the NAS are consistent.

### **5.2 Aims**

To prepare bids for spending review and budget rounds and to monitor annual expenditure to ensure that it stays within budget provision.

To assist budget centre managers in planning and monitoring of budgets and to coordinate all finance, procurement and personnel-related activity, ensuring prompt and proper discharge of NAS' responsibilities.

To administer the NAS capital expenditure budget.

To purchase all goods and services on behalf of NAS, ensuring value for money is achieved and to provide procurement advice to all NAS staff and ensure all purchases are made in accordance with Government purchasing rules.

To ensure that all invoices and income received are processed in accordance with the *Scottish Public Finance Manual*.

To ensure NAS complies with Audit requirements.

To assist Scottish Government Finance colleagues in the production of the annual accounts for NAS and other financial matters.

To ensure working practices on administrative matters (flexible working hours, sick leave, overtime etc) are consistent across the NAS and in line with Scottish Government rules.

## **6. INFORMATION AND COMMUNICATIONS TECHNOLOGY BRANCH**

### **6.1 Function**

To support the work of the NAS by arranging the supply of appropriate information technology services, including voice and data communications.

## **6.2 Aims**

To develop the NAS' information systems in line with the agreed ICT strategies and business requirements, including the procurement of appropriate hardware, software and expertise.

To develop and maintain an ICT and IS infrastructure for the NAS and ScotlandsPeople Centre that will give staff and customers full access to all relevant systems and data.

## **7. CONSERVATION SERVICES BRANCH**

### **7.1 Function**

To ensure the conservation, preservation, storage and access of NAS collections and to support the work of the other branches with their responsibilities for the care of the records.

### **7.2 Aims**

To ensure storage, productions and transportation of NAS collections in compliance with professional standards.

To provide conservation and preservation primarily for NAS but also to act as a centre of expertise and advice to Scottish archives, Scottish Government Departments, Scottish Courts Administration and the private owners of historic collections in Scotland.

To provide conservation and preservation advice on all aspects of collection care for charge and superintendence collections and undertake Preservation Assessment Surveys® and Benchmark Audits® to enhance, inform and support Outreach Services Branch objectives and policy.

## **8. READER SERVICES BRANCH**

### **8.1 Function**

To make the records held by the NAS available to the public

### **8.2 Aims**

To provide access to open, historical records held by the Keeper.

To provide access, on payment of appropriate charges, to public registers and other records for commercial purposes

To answer historical and commercial enquiries about records held by NAS, and to direct enquirers elsewhere as appropriate.

To develop the NAS as a centre of expertise on cartographic plans, architectural and technical drawings and photographs.

## **9. THE DEVELOPMENT CENTRE**

### **9.1 Function**

To support the work of the NAS by providing training and development facilities, induction training and advice and help with HR-related topics, eg assessment centres, boarding etc.

### **9.2 Aims**

To arrange training and development opportunities for staff.

To arrange customised induction for staff (including tours of the NAS buildings).

To run ongoing programmes of European Computer Driving Licence (ECDL) training (the DC is an accredited ECDL Test Centre).

To provide internal consultancy to staff on request on eg HR/resourcing/staff management/job related training and personal development matters.

To manage/co-ordinate corporate initiatives that improve the overall effectiveness of the department (e.g. Well-being at Work, Investors in People, Employee Survey, Learning at Work events).

To help arrange and facilitate at NAS away days.

To evaluate learning activity to ensure business needs are met and that we achieve value for money.

To represent NAS at SG HR and Training Network meetings and at training shared service meetings with NMS, NLS, NGS and RCAHMS.

To review NAS Equality Schemes, publish Annual Reports on the website and advise on equality issues.

## **10. SENIOR MANAGEMENT BRANCH**

### **10.1 Function**

To provide leadership and strategic direction for the NAS and manage the NAS according to the terms of the Framework Document.

## **10.2 Aims**

To develop strategic and corporate plans for NAS and ensure adequate resources are in place to carry them out, in order to ensure delivery of the mission, aims, objectives and targets.

Manage change affecting the NAS, so that the quality of service to customers, and working conditions for staff, are maintained or improved.

To agree and monitor performance measures and targets for the NAS with our sponsors in the Scottish Government.

To ensure sound financial management, and that NAS meets duty of best value and efficient government objectives.

To ensure that NAS maximises the opportunities for joint working with other appropriate organisations, in particular the other National Collections.

To ensure NAS leads the development of archival and records management practice in Scotland and provides all its staff with suitable opportunities for career and professional development.

To provide advice to Ministers and the Scottish Government on records and information policy.

## APPENDIX 2 - GLOSSARY

AHRC	Arts and Humanities Research Council
ASB	Accommodation Services Branch
BS5454	British Standard: Recommendations for the storage and exhibition of archival documents
CALM	Software used in the cataloguing of archives
CDB	Collections Development Branch
CLRB	Court and Legal Records Branch
COPFS	Crown Office and Procurator Fiscal Service
CSB	Conservation Services Branch
DC	The Development Centre
DDA	Digital Data Archive
DP	Data Protection
DIU	Digital Imaging Unit
ECDL	Electronic Computer Driving Licence
eDRM	Electronic Document Records Management
FAB	Finance and Administration Branch
FOI	Freedom of Information
FWH	Flexi Working Hours
GD	Gifts and Deposits
GRB	Government Records Branch
GRH	General Register House
GROS	General Register Office for Scotland
HE	Higher Education
HR	Human Resources
ICTB	Information and Communications Technology Branch
IS	Information Systems
NAS	National Archives of Scotland
NRAS	National Register of Archives for Scotland
OPAC	Online Public Access Catalogue
ORT	Online Resources Team
RAC	Registers Archive Conversion
RCAHMS	Royal Commission on the Ancient and Historical Monuments of Scotland
RoS	Registers of Scotland
RHP	Register House Plans
RLS	Resources for Learning in Scotland
RSB	Reader Services Branch
SAfS	Scottish Archives for Schools
SCA	Scottish Council on Archives
SCAN	Scottish Archive Network
SG	Scottish Government
<i>theOracle</i>	The NAS intranet
TTH	Thomas Thomson House
TTH2	Thomas Thomson House extension
WRH	West Register House