



**British  
Geological Survey**  
NATURAL ENVIRONMENT RESEARCH COUNCIL

# Corporate Records Project: Review of 2007-08

Information Management Programme

Internal Report IR/11/009



Fire suppression system, NGRC Keyworth



BRITISH GEOLOGICAL SURVEY

INFORMATION MANAGEMENT PROGRAMME

INTERNAL REPORT IR/11/009

# Corporate Records Project: Review of 2007-08

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Keyworth, Nottingham British Geological Survey 2011

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## Foreword

This report summarises some of the major highlights and lowlights of the Corporate Records Project (E2051S91) for 2007-08. The aim of the Corporate Records Project is to ensure that good records management practices are implemented and operational within BGS as well as managing key archive collections including;

- Scientific and project records held in the National Geological Records Centres in Edinburgh and Keyworth;
- Hydrogeological archive in Wallingford;
- BGS administrative archive located in Keyworth;

## Acknowledgements

Acknowledgement is made to the positive contributions and hard work of all the staff who have worked on the Corporate Records Project and its sister projects over 2007-08 which have led to a successful year.

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# Summary

This report summarises some of the main highlights of the work of the Corporate Records Project in 2007-08 and some of the problems and areas where progress was not as expected and the reasons why. The report encompasses the work of the National Geological Records Centre (NGRC) and the project's wider remit under the National Geoscience Data Centre (NGDC)

## HIGHLIGHTS

- Records Management Policy approved by ExCom.
- NGRC collection policy drafted.
- Significant effort was put into the appraisal and transfer of records related to the demolition of the A-C blocks.
- Significant records and map collections appraised and transferred from Exeter back to Keyworth, including a number of public records.
- The temporary Archivist post was made permanent which has resulted in a significant increase in accessibility to the BGS Archives already.
- Extension of one of the casual posts in NGRC Keyworth with a 1-year contract authorised.
- Training sessions focussing on individual record series within NGRC held for both NGRC and Enquiries staff.
- Template for NGDC Disaster Response Plan agreed. Initial risk assessments were also carried out at both main sites. The plan for Murchison House is 80% complete and significant progress on the Keyworth plan has also been made.
- Access to the BGS Archives catalogue is now possible in Murchison House with the purchase and installation of additional user licences of CALM the archives management software.
- Conspectus of re-catalogued records complete and CALM updated for the BGS Archives collection.
- Official approval was received from BERR to transfer the onshore well records to Keyworth from Gilmerton. Work carried out to physically transfer, re-box and index of the onshore records collection from Gilmerton has already resulted in increased usage.
- An index to the NIREX records held at Murchison House has been completed and made available on the W:drive in the NGRC folder
- The format of this year's Archive Awareness event has produced considerable benefits in cross discipline cooperation and has shown the integral nature of the collections.
- Archives Awareness Day held on Dec 1 was well received with 202 people attending. All feedback forms received were positive.
- Professionals Day linked to the Archive Awareness event has had positive response with 37 people attending.

## Lowlights

- Significant staff sickness has limited NGRC operations in Keyworth to core activities; very little progress on backlog tasks was possible.

- Ongoing issues following the scanning of the technical reports collection and the use of the scans for sales purposes have yet to be fully resolved.
- Bid for external funding to complete the cataloguing of the Kingsley Dunham collection in the Archives was unsuccessful. A funding opportunity overseen by the National Archives was over-bid and the BGS bid was not selected.
- Preparation for both the Data Management Workshop and Archives Awareness events has had significant impact on the Data Collection work due to the amount and concentration of effort of the Data Collection Officer in the preparation of these 2 events.



# 1 Introduction

2007-2008 was another successful year for the Corporate Records Project. The most significant areas of progress were in the Archives following the appointment of a permanent archivist and the approval of the BGS Records Management Policy.

The recruitment of an Archivist has enabled progress to finally be made with the Archive collection, including the conversion of existing catalogues into a new database and enabling access to the catalogues at Murchison House.

The approval of the Records Management Policy now gives a firm foundation on which to implement good records management practices. The implementation of the policy will involve both implementing new measures and refining existing operational procedures.

## 2 Resources

<b>Staff Involved</b>						
<b>Primary Function</b>	<b>Band</b>	<b>No People</b>	<b>No TAR</b>	<b>Days</b>	<b>Cost/Day</b>	<b>Total Cost</b>
Records / Scanning Officers	Band 9	3		434	£85.19	<b>£36,972.46</b>
Data Management / Records Officers	Band 8	12		538	£107.87	<b>£58,034.06</b>
Data Management / Records Officers	Band 7 IS	2		115	£146.01	<b>£16,791.15</b>
Data Management / Records Officers	Band 7 ADMIN	3		100	£146.01	<b>£14,601.00</b>
Archivist	Band 6	1		156	£146.01	<b>£22,777.56</b>
Records Officers	Band 6	3		84	£181.68	<b>£15,261.12</b>
Records Manager / Project Manager / IM	Band 5	3		211	£227.02	<b>£47,901.22</b>
Project Manager / Geological Advice	Band 4	2		10	£307.86	<b>£3,078.60</b>
<b>Totals</b>		<b>37</b>		<b>1648</b>		<b>£215,417.17</b>
<b>Project Budget</b>						
Staff Budget (including Task 4: Gilmerton)						<b>£216,844.00</b>
OR						<b>£15,000.00</b>
Internal Services						<b>£1,800.00</b>

## 3 Records Management Policy & Procedures

The Records Management Policy, drafted last year, was approved by ExCom in October. This now provides a firm foundation on which to make further progress on implementing good records management procedures.

The BGS Digital Archive was launched in November along with the associated procedures. These procedures were designed to incorporate the systems operational needs as well as the data and records management requirements.

The procedures for accepting new deposits into the NGRC were reviewed and guidance created to support the office moves associated with the A-C redevelopment work. This included the return of existing material, deposit of new records and the deposit of information for temporary storage.

A collection policy covering the main NGRC, Earth Science Academic Archives and BGS Archives collections has been drafted. This clarifies the subjects and geographical areas retained within each of the collections and sets out the associated management activities that will be put in place.

## 4 Acquisitions

The data collection project continued throughout the year resulting in a significant number of new deposits from external sources and regular donations through the operation of the Quid Pro Quo system. Time on proactive data collection activities has been limited during parts of the year due to the Data Collection Officer's involvement in preparing for the Archives Awareness Event and the NERC Data Management Workshop.

There has been an increase in the amount of information deposited from within BGS as a result of the established deposited procedures and the start of the A-C redevelopment work. The processes for accepting new deposits into the NGRC have been further refined over the past year. Additional work on the accessioning process has been carried out and the A-C redevelopment work has meant that scientists' working information is also being stored on a temporary basis.

The lack of a permanent Archivist, until later in the year, and no formal deposit process has meant limitations on new acquisitions to the Archives collection. Now that the Archivist is permanently in post, it is anticipated that the number of new deposits into this collection will increase in the coming years as deposit procedures are developed and implemented.

Significant Donations from External Sources April 2007-February 2008 were<sup>1</sup>:

### NGRC Keywordth

<i>Donor</i>	<i>Donation *</i>	<i>Location</i>
Applied Geology	280	UK
BGS	312	Norfolk, Morpeth, Lancashire
Clement Reid	358	UK
Crossrail	100	London
Drilcorp	460	UK
English Partnerships	150	UK & Northamptonshire
Transferred from BGS Exeter	1000	UK, Channel Islands

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<sup>1</sup> The list for donations has been limited to show those depositing 100 or more reports. Many smaller deposits have also been received during the year as well but these are too numerous to mention.

<i>Donor</i>	<i>Donation *</i>	<i>Location</i>
Geotechnics	3650	UK
GRM	190	Leicestershire, West Midlands
HA	230	UK
Haskoning	220	UK
Isle of Wight	100	Isle of Wight, Portsmouth
Mouchel Parkman	310	UK
RSA Geotechnics	2640	UK
SBA GeoEnvironmental	240	UK
Soil Mechanics	10030	UK
South Wight Borough Council	110	Isle of Wight
Tarmac	110	UK
Wardell Armstrong	290	West Midlands
WSP	1110	UK

### **NGRC Murchison House**

<i>Donor</i>	<i>Donation *</i>	<i>Location</i>
City of Edinburgh Council	80	Gilmerton, Edinburgh
DLM Partnership	570	Central Scotland Area
F.C.Black	1170	Central Region, Scotland, Edinburgh, Glasgow
Simpson Mining	340	Western Central Scotland

### **BGS Archives**

<i>Donor</i>	<i>Donation</i>	<i>Details</i>
John Powell	2 boxes	50K Progress Maps

\* Number of Borehole logs. Average of 10 logs per report

## **5 Collection Management Activities**

### **5.1 ACCESSIONING & CATALOGUING**

Effort was concentrated on reviewing and appraising two significant collections this year. Both the RTZ and ICI collections have been reviewed by BGS geologists and basic box lists created as an interim until they are fully registered. Further work to amalgamate the Keyworth collections with those held in Murchison House has been discussed and initial work started.

Similar work to create a combined index of NIREX reports has also been carried out. As part of this an index of the reports held in Murchison House has been created and the collection

appraised and duplicate information identified. The Murchison House and Keyworth indexes are to be rationalised to create a unified index to the entire collection.

## **5.2 INDEXES & DATABASES**

Business rules for a number of the key databases for the collections have been compiled this year. Documentation has been created for both SOBI and the Mine Plans databases with additional documentation drafted for the following:

- Site investigations
- Maps
- Field Slips
- Coal Authority - Deep Mine

## **5.3 CONSERVATION & PRESERVATION**

A review of the requirements for the long term storage of photographs and alternative media in Murchison House was completed and a report produced. A freezer and relevant packaging materials has been purchased to progress establishing a frozen storage facility for photographs as set out in the recommendations of the report.

A significant amount of effort has been placed in getting a Disaster Response Plan for both Keyworth and Murchison House in place. Risk assessments for both sites were carried out as an initial step. A template has finally been agreed and draft plans for both sites have been created. A presentation of the work carried out to date was given to the Collections Advisory Group in November. Training sessions are being planned for May at both sites.

## **5.4 SUPPORT FOR OTHER COLLECTIONS**

NGRC (N) involvement with the management of the Seismology collection has increased. The NGRC in Murchison House will from now on be responsible for overseeing the retrieval and loans of information from the repository at Hartland.

# **6 Storage & Space Usage**

## **6.1 EDINBURGH**

No change.

## **6.2 ESKDALEMUIR**

The Walker Annexe continued to be developed as a Record Centre and 140 linear metres of shelving was installed to accommodate semi-current records.

## **6.3 KEYWORTH**

Storage map created to improve the management of the space. Material from the A-C redevelopment filled the additional 0.5 km added last year

## 7 Staffing & Training

### 7.1 ARCHIVIST

An Archivist was appointed on a temporary contract starting in July. The remit was to complete the conspectus for the collection enabling all existing catalogued items to be located and to complete the cataloguing of the Overseas Division files. Both of these tasks were completed. Having the conspectus completed and entered onto CALM significantly improved access to the collection. The temporary Archivist post was made permanent in January enabling additional work to be carried out on the collection as well as planning further progress.

### 7.2 CASUAL STAFF

There is still an ongoing need to retain these posts to ensure continuing progress on the scanning work as well as other collections management tasks. The retention of casual staff within NGRC has been limited as a result of the impact of the Shared Services implementation and the ongoing review of staff. One post was approved as a temporary 1 year contract which was an important step in retaining staff knowledge and consistency in the scanning process. Two other very good staff were lost however.

### 7.3 TRAINING

A general training session on records management basics was held for records staff in Murchison House. This involved representatives from the following sections; NGRC (N), NGRC (S), Library, Enquiries (N & S), Seismology, Marine and Palaeontology & Petrology. The main aims of the course were to:

- introduce the fundamental principles of managing archival material
- explain the difference between archives, records and data and the associated archives management, records management, etc.

Seven awareness sessions were also held in the NGRC in Keyworth with Enquiries, NGRC and Core Store staff, each focussing on a different collection within the NGRC. Notes for each session were produced and will be incorporated into the NGRC catalogue and eventually published as a reference source for other uses of the NGRC.

The NGRC staff in Keyworth went on a geology fieldtrip into Derbyshire with two BGS Geologists in February. The objective was to provide some practical experience with local geology to assist in understanding some of the information held and managed within the NGRC. The fieldtrip included local landslips, rock formations and a trip down into Blue John Cave.



*NGRC Fieldtrip to Blue John Mine*

## **7.4 GENERAL**

A review of the existing roles and responsibilities of the primary NGRC staff was carried out. A document clarifying tasks for each of the main roles was compiled.

# **8 Access & Use of the Collections**

## **8.1 RM TWIKI**

A significant amount of information was put on the BGS Twiki about the NGRC and general records management policies and procedures. The Twiki pages have been structured to provide a key communication point for BGS staff in accessing NGRC as well as the supporting records management processes and policies. The objective is to use the Twiki as one of the main communication channels for work being carried out under the Corporate Records project.

## **8.2 FINDING AID FOR NGRC**

Work began on compiling an archive standard finding aid for the collections held in NGRC. The aid will provide descriptive details of the various collections held along with details on origins and how to access the collections both physically and digitally where applicable. The objective is to provide some summary information for the users but also for the staff to better support visitors and users.

## 9 Support of BGS & NERC Activities

The NGDC was actively involved in the first of the NERC Data Management Workshops. Corporate Records staff created a number of posters for presentation at the workshop as well as presenting some of the sessions. Significant time and effort were put in by the Data Collection Officer in coordinating the NGDC involvement.

## 10 Science in Society & Outreach Activities

### 10.1 ARCHIVES AWARENESS CAMPAIGN 2007

The Archives Awareness Campaign (AAC) event for 2007 was focussed around the theme 'Freedom & Equality: Women in Geology' and involved 2 events over 2 days. An open day for professionals was held on Friday November 30<sup>th</sup> and was attended by 37 members of the scientific, data, collections and records management communities. The following day an open day for the public was held with 202 people attending.

The accompanying poster, consisting of a timeline of events, was very well received and with copies requested by and provided to a number of educational institutes. Over 20 information flyers were produced and some of these are being prepared for formal publication. Further articles are also expected to come from this work. A review of the event was published on the BGS website and on the AAC site.

Attendees on both days were taken on a tour of the National Core Store, National Geological Records Centre, Library, Fossil Museum and the 3D Visualisation Suite where they saw presentations and displays linked to the history of women in Geology in BGS. The event was very well received with positive feedback being received for both days, once again recognising all of the hard work put in by the various people involved.

The format of this year's Archive Awareness event has produced considerable benefits in cross discipline cooperation and has highlighted the integral nature of the collections held in each of the areas. This was seen as a very positive outcome by all staff involved in the event.

### 10.2 VISITORS AND TRAINING

There were at least 35 visits or courses arranged with the NGRC in Keyworth. These included the following academic courses or visits run during the year;

- Nottingham University of the Third Age
- Mansfield University of the Third Age
- East Midlands Set Point (For Teachers)





*Archives Awareness Campaign 2007: Visitors to the NGRC*

## 11 Scanning

The routine scanning operations in Keyworth were hampered somewhat by equipment failure and the loss of casual staff during the year. The throughput however was still above target with 581 boxes being scanned. Alongside this, the scanning team also carried out other adhoc scanning work requested by Enquiries, Corporate Records Project, Corporate Digitisation Project and the Marine section. The Murchison House scanning team completed scanning 83 boxes and numerous microfilms.

Work on the technical reports scanning also continued in Keyworth with additional reports being scanned as they were located. This work will be ongoing for the near future as the office moves continue and significant numbers of un-scanned reports have been deposited.

## 12 Gilmerton

Formal approval was received from BERR for the transfer of the onshore well records from Gilmerton to Keyworth. Work has been carried out to physically transfer, re-box and index the onshore records collection. The resulting index and change of location has already resulted in an increased usage of the information.

The other significant task started this year was the listing, review and rationalisation of the 'Miscellaneous' series of records originally deposited from DTI.

This work has highlighted a number of new well records which are being incorporated into the main collection in Keyworth and has resulted in additional free space in Gilmerton which can be utilised for the offshore records and core.



# Glossary

*BERR* UK Government Department for Business, Enterprise and Regulatory Reform

*RTZ* Rio Tinto Zinc