

## **LHSA ARCHIVIST: REPORT FOR LHSA ADVISORY COMMITTEE MEETING 20 FEBRUARY 2006**

### **FOI**

Arrangements are working well. Some difficulties in getting back audit forms specifying FOI status of record groups. After 31 March 2006 all non-returners will be assumed to have consented to LHSA arrangements for access. Work on unlisted material continuing via temporary Archivist post, which is due to end in April 2007.

### **CONSERVATION**

New Research Resources in Medical History grant to preserve Royal Edinburgh Hospital case note folders (£80K) commenced in July 05 (for 18 months). On target and on budget. Recent visit by RRMH administrator. Encouraged to re-apply now that it has a further £2.5 million over the next 5 years. More rebinding work carried out, although less than previous years. Grants from National Archives (£1,100) to rebind RIE indexes to General Register of Patients, and from National Monuments Conservation Trust (£650) to preserve a MS relating to Robert Clennell, a psychiatric patient in an unknown 19<sup>th</sup> C asylum. 1700 glass plate negatives re-housed, making the total 8,200. Approximately 20,000 X-rays digitally reformatted onto DVD. Digital surrogates planned for LHSA treasures e.g. Florence Nightingale letter book.

### **BUDGET**

On target for direct spend (to 31 March 06). Shortfall in anticipated budget accommodated by not appointing flexible staffing post (1 year 0.5FTE or 6 months 1.0FTE) and by reducing conservation spend.

### **STAFFING**

2 RRMH posts as above. Temporary archives assistant (3 months) appointed to assist with the further work on the Object Collection. No other changes. Work carried out by LHSA staff is based on annual individual work plans co-ordinated within a LHSA departmental work plan.

### **ENQUIRIES**

See circulated *LHSA Enquiry Figures Jan-Dec 2005* produced by 0.5FTE Assistant Archivist, who spends the majority of her time on enquiry-related work. FOI - driven changes in recording statistics were described at the last meeting. 2000-2004 trends can be seen in Fact Sheet 2. Ave 4750 website hits per month. These are quantitative reports which only partly convey the quality of LHSA user support, to which all staff contribute.

### **OTHER ACTIVITIES**

25<sup>th</sup> Anniversary *Clinics Clubs and Societies* exhibition opened on 26 September 2005 and ran for c2 months. Work towards it involved all staff, but especially the LHSA paper Conservator. New leaflet and LHSA Fact Sheets (in lieu of 5-Year

Report) produced in conjunction with it. Continuing input into scheduling of NHS administrative and personal health records via Deputy Archivist, who is now Membership Secretary of the UK-wide Health Archives Group. In preparation for the decant of LHSA from the 5<sup>th</sup> floor of the Library appraisal and some weeding of the collection have begun, commencing with the X-rays (see above) and a variety of printed sources (c 100 linear feet for relegation/disposal). Criteria for appraising RIE early 20<sup>th</sup> C correspondence are being developed. New guidelines produced and for transfers and gifts and deposits in the light of FOI requirements. Advice provided to LNHSB Director of Public Health regarding research access to confidential records held by LHSA. Advice to Mental Welfare Commission on FOI/records management procedures provided. Loans of material for exhibition to Scottish National Portrait Gallery's *Healing Touch* exhibition and a Royal College of Surgeons' exhibition on Elsie Inglis/Scottish Women's Hospitals . Liaison with RIE Arts Committee regarding LHSA-held RIE-related objects. Work on redrafting LHSA job descriptions for UE Reward Modernisation process. Increasing amounts of time being spent by staff in relation to LHSA dimensions of the Main Library Redevelopment Project. Early planning to celebrate 200<sup>th</sup> anniversary of the foundation stone of the Royal Edinburgh Hospital (1809) via an exhibition and, possibly, a historical conference and a publication.

#### **LHSA Archivist**