

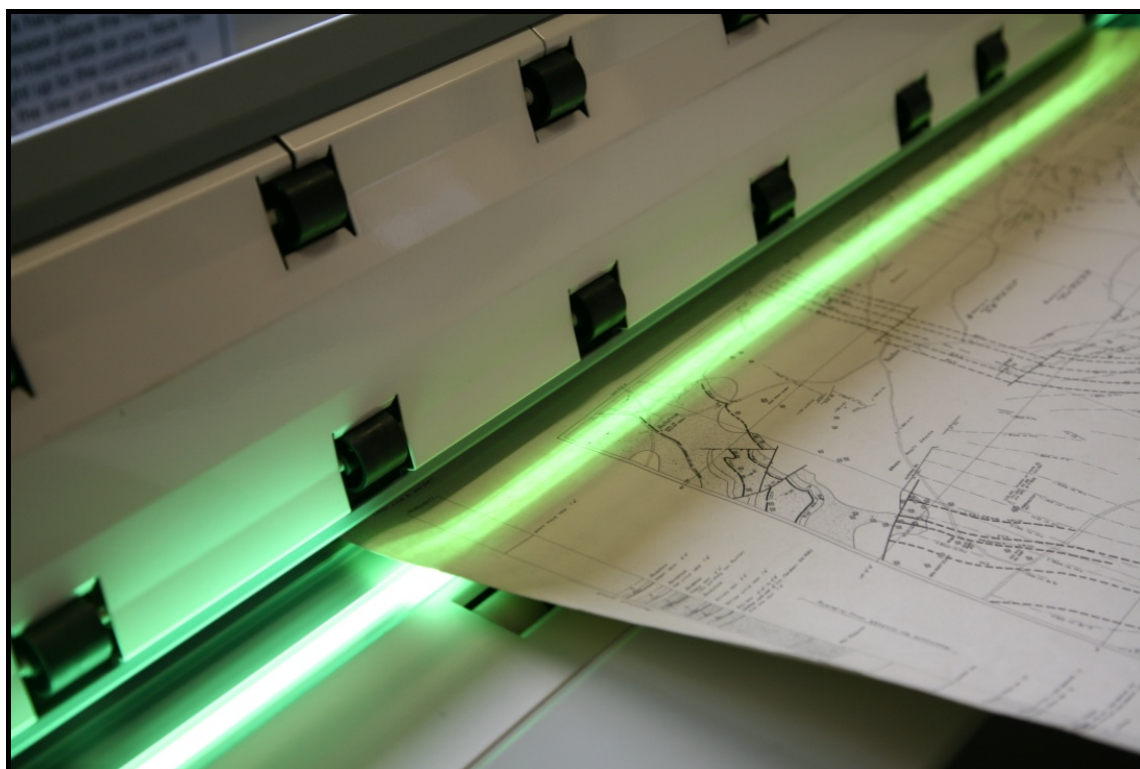


**British
Geological Survey**
NATURAL ENVIRONMENT RESEARCH COUNCIL

Corporate Records Project: Review of 2008-09

Information Management Programme

Internal Report IR/11/010



Scanning of a geological map in NGRC

BRITISH GEOLOGICAL SURVEY

INFORMATION MANAGEMENT PROGRAMME

INTERNAL REPORT IR/11/010

Corporate Records Project: Review of 2008-09

R J Gillanders, R C Bowie, L Smith

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British Geological Survey offices

BGS Central Enquiries Desk

Tel 0115 936 3143 Fax 0115 936 3276
email enquiries@bgs.ac.uk

Kingsley Dunham Centre, Keyworth, Nottingham NG12 5GG

Tel 0115 936 3241 Fax 0115 936 3488
email sales@bgs.ac.uk

Murchison House, West Mains Road, Edinburgh EH9 3LA

Tel 0131 667 1000 Fax 0131 668 2683
email scotsales@bgs.ac.uk

Natural History Museum, Cromwell Road, London SW7 5BD

Tel 020 7589 4090 Fax 020 7584 8270
Tel 020 7942 5344/45 email bgs london@bgs.ac.uk

Columbus House, Greenmeadow Springs, Tongwynlais, Cardiff CF15 7NE

Tel 029 2052 1962 Fax 029 2052 1963

Maclean Building, Crowmarsh Gifford, Wallingford OX10 8BB

Tel 01491 838800 Fax 01491 692345

Geological Survey of Northern Ireland, Colby House, Stranmillis Court, Belfast BT9 5BF

Tel 028 9038 8462 Fax 028 9038 8461

www.bgs.ac.uk/gsni/

Parent Body

Natural Environment Research Council, Polaris House, North Star Avenue, Swindon SN2 1EU

Tel 01793 411500 Fax 01793 411501
www.nerc.ac.uk

Website www.bgs.ac.uk

Shop online at www.geologyshop.com

Foreword

The aim of the Corporate Records Project (E2051S91) is to ensure that good records management practices are implemented and operational throughout BGS as well as managing key scientific record and archive collections. These include:

- Records held in the National Geological Records Centre at Edinburgh and at Keyworth.
- Hydrogeological records held at Wallingford.
- BGS administrative and historical archive held at Keyworth.
- Records held in secondary storage locations

This report reviews the activities and progress of the Corporate Records Project during 2008-2009 and summarises the highlights and lowlights.

Acknowledgements

Acknowledgement is made to the positive contributions and hard work of all staff that worked on the Corporate Records project and allied projects during 2008-2009 which resulted in another successful year.

Contents

Foreword.....	ii
Acknowledgements.....	ii
Contents.....	iii
Summary.....	v
1. Introduction.....	2
2. Resources.....	2
3. Records Management Policy and Procedures.....	3
3.1 NGRC Collections Policy.....	3
3.2 Semi-current Records Procedure.....	3
3.3 Appraisal Framework for miscellaneous land survey records.....	3
4. Acquisitions.....	3
4.1 NGRC Data Collection.....	3
4.2 Other significant donations to NGRC.....	5
4.3 British Cave Association Archive.....	5
5. Collection Management Activities.....	5
5.1 Box Location Tracking System.....	5
5.2 Accessioning and Cataloguing.....	5
5.3 Indexes and Databases.....	5
5.4 Appraisal and Review of Records.....	6
5.5 Conservation and Preservation.....	6
5.6 Support for other Collections.....	6
5.7 Archives.....	6
5.8 NGRC TWIKI.....	7
6. Storage and Space Usage.....	7
6.1 Information Management Facilities Review.....	7
6.2 Keyworth.....	7
6.3 Edinburgh.....	8
6.4 Eskdalemuir.....	8
6.5 Wallingford.....	9
7. Staffing and Training.....	9
7.1 Training.....	9
8. Access and Use of the Collections.....	9
8.1 Release of Confidential Borehole Records.....	9

9. Support of BGS and NERC Activities.....	9
9.1 NERC Data Management Workshops	9
9.2 NERC Data Centres Open Day	9
10. Science in Society and Outreach Activities	10
10.1 Archives Awareness Campaign 2008	10
10.2 Visitors and Training.....	10
11. Scanning	11
12. Gilmerton Core Store.....	11
Glossary.....	12

Summary

This report summaries highlights of the work of the Corporate Records Project during 2008-2009 and includes areas of work where progress was not as expected. It encompasses the work of the National Geological Records Centre (NGRC) and the project's wider remit under the National Geoscience Data Centre (NGDC).

Highlights

- NGRC Collections Policy formulated and approved.
- A new Accessions Database created and implemented.
- Tribal Review commissioned and started.
- Archives Awareness event at Keyworth attended by over 30 professionals and over 300 visitors.
- The BERR (formerly DTI) collection of onshore hydrocarbon borehole records transferred from Gilmerton to Keyworth and databased.
- System and procedure for the storage of semi-current records implemented.
- NERC Data Centres open day held at NGDC on 29th April which received reviews from attendees.
- Training sessions on the NGDC Disaster Response plan completed at both Edinburgh and Keyworth.
- Agreement was reached on the MoU for the deposit of the British Cave Research Association archive collection.
- Final draft of Earth Science Academic Archive guide to Earth Science Data Preparation was completed.
- NERC Data Management Workshop proved valuable for raising profile of NGRC and BGS.
- Progress made on setting up the CO2 Reactions In Underground Storage (CRUIS) data management project and contract finally signed April 2009.

Lowlights

- The long term sickness absences of NGRC staff at Keyworth delayed progress on project deliverables.
- SLT decision not to increase the budget for the ERMS project had a significant impact on future progress.
- Delays in getting web pages for BGS Archives collection published.
- Delay in implementing frozen storage of 'at risk' photographic archives at Edinburgh.

1. Introduction

Significant progress was made on the implementation of records management procedures. The NGRC collections policy was approved, a semi current records procedure set up and trialled and the first appraisal framework created. In addition, after several earlier attempts a Disaster Response plan was also put in place.

Outreach activities reached new heights with the success of the much expanded Archives Awareness event and the successes of the NERC Data Management workshop.

Significant effort was put into general Data Collection Activities despite a lack of staff time. The agreement with the British Cave Research Association to deposit its records with BGS shows considerable faith in the ability of BGS to maintain and make available the collections it holds.

2. Resources

STAFF EXPENDITURE							
Primary Function	Band	No People	No TAR	Days	Cost/Day	Total Cost	Actual
Records / Scanning Officers	Band 9	2		391	£85.19	£33,266.70	
Data Management / Records Officers	Band 8	16		590	£107.87	£63,589.37	
Data Management / Records Officers	Band 7 IS	3		106	£146.01	£15,477.06	
Data Management / Records Officers	Band 7 Admin	3		152	£146.01	£22,193.52	
Archivist	Band 7	1		218	£146.01	£31,830.18	
Records Officers	Band 6	4		97	£181.68	£17,532.12	
IT Development	Band 5 IS	1		5	£181.68	£908.40	
Records Manager / Project Manager / IM	Band 5	1		125	£227.02	£28,377.50	
Project Manager / Geological Advice	Band 4	1		6	£307.86	£1,847.16	
		32		1689		£215,022.00	
Budget Summary						Original Budget	
Staff Budget (including Task 4: Gilmerton)						£220,000.00	
OR						£15,400.00	
Internal Services						£2,000.00	
Total						£237,400.00	

3. Records Management Policy and Procedures

3.1 NGRC COLLECTIONS POLICY

The NGRC Collections Policy was finalised, approved and implemented. The collections policy document provides a statement of what collections will be acquired and managed by the NGRC and its component parts in line with BGS's mission, aims, objectives and responsibilities. The policy also defines the geographical collecting area, demarcation with other repositories and the disposal of records. The policy plays a vital role in collections management, is a core component for managing any collection and is essential for any recognised 'Place of Deposit'.

3.2 SEMI-CURRENT RECORDS PROCEDURE

NGRC set up a procedure and system for the management and storage of semi-current records. This ensures that records no longer required for current operational purposes are retained for the required period of time and then formally appraised to select those with a value for permanent preservation. A database was set up to record details of the semi-current records, retention information and review process. The procedure will cover the storage of information in a number of different locations, including the main storage areas in Keyworth, Murchison House and Eskdalemuir. The outcome of this work will be to ensure that information is kept for as long as is necessary, storage space is used efficiently and that there is an active process of selecting information for long-term or permanent preservation.

3.3 APPRAISAL FRAMEWORK FOR MISCELLANEOUS LAND SURVEY RECORDS

A framework for procedures dealing with the appraisal of miscellaneous 'Land Survey' records in NGRC was put in place. These records, filed as 'Sheet Files', 'Additional Information', etc. were collected by survey geologists in the course of mapping and used for the production of published geological maps, memoirs and reports. These records were filed separately because they did not fit into specific records series such as maps, boreholes, mine plans, etc. The purpose of the appraisal framework is to provide records staff with guidelines to help them consistently assess the value of these miscellaneous records, taking into consideration their evidential, informational and research value; how they should be arranged; and their relationship to other records and filing systems.

4. Acquisitions

4.1 NGRC DATA COLLECTION

The data collection project has 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 other tasks, however the project has continued during these periods with the assistance of other staff.

Significant donations (those which included more than 100 reports) from external sources from April 2008 to March 2009 were:

NGRC Keyword:

<i>Donating Organisation</i>	<i>No. of Borehole logs *</i>	<i>Area</i>
Atkins	630	Cambridgeshire, Norwich, West Midlands, South-east, UK
BGS	276	UK, Devon, Scotland, the South, Isle of Wight, Portsmouth, Bournemouth, Devizes
CTRL/Union Railways	1000	Channel Tunnel
DECC	1739	UK
English Partnerships	280	South-east
Geotechnical Developments	1220	UK
Geotechnics	4940	Midlands, UK
Highways Agency	2180	UK
Mitchell McFarlane & Partners	4700	UK
SBA Geo-Environmental Ltd	900	UK
Soil Mechanics	410	UK
Wardell Armstrong	830	Midlands, UK
Whitworth Peck	1730	UK
WSP Birmingham	600	Midlands
WYG Engineering	160	Derbyshire, Nottinghamshire, Midlands, Edinburgh, Midlothian, Scotland
Yeandle Geotechnical Ltd	180	UK

NGRC Edinburgh:

<i>Donating Organisation</i>	<i>No. of Borehole logs *</i>	<i>Area</i>
Arup (Newcastle Office)	123	Newcastle, Billingham, South Shields, Newburn, Killingworth
Glasgow City Council	558	Glasgow
Grontmij	238	Coatbridge, Lanarkshire, West Lothian
Harley Haddow	150	Fife, Edinburgh, Borders, South Uist, Fort William
Jacobs UK Ltd	1827	Glasgow, Moray
Scott Wilson	140	Fochabers
Simpson Mining	105	Central Scotland area

** Average 10 boreholes per report*

BGS Archives:

There were significant office moves during this period with many staff vacating offices they had inhabited for many years or even decades. With many staff moving offices into the new William Smith Building at Keyworth, a considerable amount of archival material was 'unearthed'. Much of this information, files and artefacts, was assessed as being of value and therefore deposited in the archives.

4.2 OTHER SIGNIFICANT DONATIONS TO NGRC

Records of the Heriot Watt University/BGS Offshore Collaborative Projects 1983-99, were deposited with NGRC in Edinburgh by Professor Mike Paul, June 2008. This collaborative project, funded by the Science and Engineering Research Council (SERC), added significantly to our knowledge of the physical and geotechnical properties of the continental shelf and upper slope deposits of West Shetland, Hebridean Margin, Witch Ground and Judd and has valuable potential in the study of the use of the seafloor for renewable energy and carbon capture and sequestration (CCS) projects. The project involved a study of BGS cores in far greater detail than BGS could routinely have achieved. The West Shetland data was particularly relevant as BGS is actively involved in the area.

4.3 BRITISH CAVE RESEARCH ASSOCIATION (BCRA) ARCHIVE

Agreement was reached on the 'Memorandum of Understanding' for the deposit of the British Cave Research Association archive collection. Physical transfer of the first part of the collection is due to take place in early 2009.

5. Collection Management Activities

5.1 BOX LOCATION TRACKING SYSTEM

A start was made in developing a box location tracking system in NGRC. All relevant boxes or items would be uniquely bar-coded and an IT system developed to allow box and borrower details to be recorded when boxes removed or returned to the NGRC. Work was started on a pilot to test out the system. This will be a key tool to ensure the location and usage of items held within NGRC is accurate and up to date.

5.2 ACCESSIONING AND CATALOGUING

A new accessions database was developed and became operational. All incoming records deposited in the NGRC, either from outside donations or by transfer within BGS, are now recorded in the Accessions Database. This will enable all staff to see what new records are held by BGS as soon as they are received without waiting until they have been indexed in detail. It also provides access to the documentation relating to each deposit including the conditions of deposit associated with each new accession.

5.3 INDEXES AND DATABASES

Business rules were created and compiled for Coal Authority 'Deep Mines' Records and for the NCB/British Coal Opencast Records which document the selection and structure of data within the collections and database indexes.

5.4 APPRAISAL AND REVIEW OF RECORDS

The review and appraisal of the UK Nirex and BGS report collections relating to Sellafield held in Murchison House were undertaken by BGS geologists using the listing previously compiled. Progress was made in the disposal of duplicates and superseded drafts of reports preparatory to their inclusion in the semi-current records system. This resulted in the reduction in the size of the collection by 20%.

A start was made in putting in place procedures for dealing with the review of digital records and data for closed projects.

5.5 CONSERVATION AND PRESERVATION

In line with the ongoing improvement of storage conditions for records within NGRC, the Northern England borehole journal collection, held at Murchison House, was reboxed into archival quality boxes. The 6-Inch/1:10K National Grid Field Slips were also reboxed into archival quality boxes. Both collections were moved to the Murchison House Archive Store ensuring their long-term preservation.

A large number of used record storage boxes were given away to other repositories, including Dundee City Archives, Order of Nuns and an Islamic Archive. NGRC adopts a policy of supporting other record repositories and the profession by redistributing unwanted resources. The offer had a very positive response with the majority of boxes taken by smaller repositories with limited resources. It also had the advantage of being an environmentally friendly method of disposing of unwanted items.

Training sessions on the NGDC Disaster Response Plan were held at the beginning of May 2008 at both Keyworth and Murchison House. These were followed by a presentation given by Rab Jackson, the National Library of Scotland's Preservation & Conservation Manager, on how NLS staff responded to the September 2007 flooding incident at NLS and the lessons learned. The presentation was given at Murchison House and relayed over the network to Keyworth staff using the 3D Visualisation Suite.

5.6 SUPPORT FOR OTHER COLLECTIONS

During the year, NGRC records staff at Murchison House became responsible for the day to day running of the Marine Records Store including production of records for users and maintaining the system of loans.

5.7 BGS ARCHIVES

There are now over 6000 archive records on the BGS Archives CALM database. Several new collections were indexed including the BGS Personal files (Ref. BGS4) which were properly arranged, labelled and listed. Using the CALM database over 60 museum objects were accessioned and catalogued and some of the archive catalogues will soon be available on the intranet and internet.

The most historically interesting collection catalogued during this period was the Casimir/Klүpfel collection containing the papers of Walther Klүpfel, a German military geologist, and Micia Casimir, a resident of Jersey, who met during the German Occupation of the Channel Islands.

5.8 NGRC TWIKI

NGRC Twiki was set up to focus on the management of the records and archive collections, the management of the two Record Centres and the implementation of good practice and operational policy and procedures.

6. Storage and Space Usage

6.1 INFORMATION MANAGEMENT FACILITIES REVIEW

A review of the BGS collections storage facilities was commissioned in October. Tribal Group plc were appointed to carry out the review, the aims of which were 'to examine the current facilities, identify the limitations of their current configuration and propose alternatives that will deliver efficiency and cost savings.' It is anticipated that the eventual outcome will be the realisation of the following benefits:

- Reducing the costs of site management and maintenance
- Reducing manual handling
- Reducing overall staff costs
- Improving the quality of information management
- Reducing the risk of failing a future TNA inspection and losing our existing Place of Deposit status under The Public Records Act: 1958
- Promoting best practice
- Enhancing BGS's reputation for high standards

The review is expected to report in April 2009 and the report will consist of the following:

- An analysis of the current configuration of the BGS information management facilities for the management of analogue information
- A review of the benefits and disbenefits of the current configuration
- Identify a limited number of alternative configurations and their respective benefits and disbenefits
- Establish criteria for prioritising the alternative configuration

6.2 KEYWORTH

Shelving for semi-current records was installed in the Keyworth 'Furniture Store'. Work started on sorting out the records in the store, incorporating them into standard systems and improving the storage conditions in general. Approximately 80 filing cabinets and 80 bags of confidential waste were identified as suitable for disposal.



Furniture Store undergoing work in 2008

6.3 EDINBURGH

No significant storage activities were carried out this year.

6.4 ESKDALEMUIR

The Walker Annex continued to be developed as a Records Centre for semi-current records. Significant improvements were made and further shelving was installed with a view to the transfer of enquiry files from filing cabinets to boxes.



Walker Annex pictured in October 2006

6.5 WALLINGFORD

No significant storage activities were carried out during this year.

7. Staffing and Training

7.1 TRAINING

A training course: 'Introduction to archives and records management' was given by The Archive-Skills Consultancy in Murchison House on 3rd April 2008. This was similar to the course held at Keyworth previously. The main aims of course were to:

- Define archives, records and data
- Explain the principles and processes of records management.
- Explain the principles of archival arrangement & description.
- Explain the basics of preserving records in all formats and how to handle and store archives
- Identify the requirements for providing access to records & archives.

8. Access and Use of the Collections

8.1 RELEASE OF CONFIDENTIAL BOREHOLE RECORDS

There was concern over the large numbers of borehole records which continued to be held on a confidential basis. To improve accessibility to users and to comply with new Freedom of Information and Environmental Information Regulations legislation, a process was started to release confidential borehole information. A start was made in systematically going through the borehole collections to release boreholes no longer confidential which resulted in the release of 9,149 boreholes during the year

It is the intention to seek release of all records deposited with BGS with a confidentiality period of over 4 years and advance notice is to be sent to donor/depositors in April 2009. It is estimated that this process will take several months to complete.

9. Support of BGS and NERC Activities

9.1 NERC DATA MANAGEMENT WORKSHOPS

NGRC was involved in organising the NERC Data Management Workshop held in Oxford in February 2009. The workshop was attended by staff from all of NERC's data and research centres. Our involvement proved valuable for raising our profile as input from NGDC and other areas of BGS was very well received.

9.2 NERC DATA CENTRES OPEN DAY

A successful NERC Data Centres Open Day was held at NGDC in Keyworth on 29th April which received enthusiastic reviews from attendees. This was in response to the first NERC Data Management Workshop with NGDC being the first and only data centre providing a focused open day.



Mike Howe shows colleagues from other NERC Data Centres material from a deep coal borehole

10. Science in Society and Outreach Activities

10.1 ARCHIVES AWARENESS CAMPAIGN 2008

The theme for the Archives Awareness Days was “Communities, Industry and Earth History: How the past influences our environment”. The event, which was held over two days, was supported by the National Archives Awareness Campaign. A professionals’ preview day on Friday 28th November was attended by 30 visitors from a wide variety of disciplines and the public day on Saturday 29th November attracted 304 visitors. The displays used archives and other materials related to major industries in the Midlands to show the influence of geology on development of these areas, their communities and the environment. (www.archiveawareness.com)

10.2 VISITORS AND TRAINING

There were 35 visiting groups at Keyworth during the year. These included (numbers in brackets):

Cancer Research Support Group (20)	Cinder Ladies Social Club (25)
Buckinghamshire University of the Third Age (15)	The Royal Engineers (10)
Lambley Historical Society	Rushcliffe Ramblers
West Midlands Open University Geological Society	Royal Society for the Arts
Kent Geologists Group	Civil Service Retirement Fellowship (9)
New Life Friendship Group (10)	Canterbury College Students (9)
Bishop Grosseteste College (20)	China CCS Workshop (30)

11. Scanning

Routine scanning of site investigation reports continued to be undertaken for the Corporate Digitisation Project. A total of 727 boxes of reports were scanned by the scanning team at Keyworth. These boxes were part of the routine scanning of site investigation reports prior to registration and the team maintained the requisite 60 box buffer required to ensure continuous work for registration staff. In addition the scanning team carried out a further 65 hours of work on other collections and were also funded for 141 hours by other projects to scan a wide variety of documents.

At Murchison House c. 50 boxes, comprising 986 reports, were scanned by the NGRC Records Team.

12. Gilmerton Core Store

The BERR (formerly DTI) collection of onshore hydrocarbon borehole records was transferred from Gilmerton to Keyworth. The main collection has been re-boxed into 1334 standard boxes and additional oversize containers. These were all databased and the remaining miscellaneous records sorted.



The BERR collection of Onshore Hydrocarbon borehole records at Keyworth after re-boxing and databasing

Miscellaneous record collections, consisting mainly of offshore reports and site reports, were listed preparatory to review.

Glossary

<i>BERR</i>	UK Government Department for Business, Enterprise and Regulatory Reform
<i>CRUIS</i>	CO2 Reactions in Underground Storage
<i>DTI</i>	Department of Trade and Industry
<i>SLT</i>	Senior Leadership Team