

Report

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Report to:	Corporate Resources Committee
Date of Meeting:	2 July 2008
Report by:	Executive Director (Corporate Resources)

Subject:	Archives and Records Management Service
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Members of the Council's archives and records management service including the recent extension to the South Lanarkshire Council Records Centre at Hawbank Road, East Kilbride
- ◆ request approval for the recruitment of an additional member of staff

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the development of the Council's records management service including the extension to the Records Centre be noted; and
- (2) that an additional post of Records Assistant, Grade 2, Level 2 (£17,099 - £18,961) be approved.

3. Background

- 3.1. The Archives and Information Management Service (AIMS) is responsible for the provision of advice, guidance and assistance to all Council services on the management of the Council's records and archives. This involves advising Council services on best practice for the management of their documents, advising on retention and destruction policies, and also providing an off-site records storage and management facility.
- 3.2. The Council leases a large industrial unit at Hawbank Road, College Milton, East Kilbride to store its archive material and records. The centre currently holds approximately 12,000 boxes, which is its maximum capacity.
- 3.3. The bulk of the documents held in the Records Centre are records of the Council's activities from every Resource which must be kept for varying periods of time, according to legislation. The Records Centre also houses the Council's archive, preserving for posterity records from every Resource and which form the Council's corporate memory.
- 3.4. Examples of archive holdings include historical records from predecessor organisations such as the Burghs of East Kilbride and Hamilton and the Royal Burghs of Lanark and Rutherglen, minutes from East Kilbride Development Corporation as well as archives of private organisations such as Lawrie & Symington

Ltd, an auctioneer from Lanark, George Taylor and Co, Hamilton, brassfounder and engineers, and the Alexander Walker Dymock historiographical cuttings collection, a series of historiographical articles from newspapers in the 1920s.

- 3.5. Due to the success of the extension of the Council's records management activities a requirement for more storage space was identified. Records management across the Council has been steadily increasing year on year with all Resources now benefiting from the service. The extent of records coverage is set to increase further as South Lanarkshire Council's schools start to consign their records to the centre.
- 3.6. An opportunity arose for the Council to acquire the lease of the industrial unit next door to the existing Records Centre at Hawbank Road which is identical in size to the current facility. A short term lease (5 years) was taken out on the new facility and work has now been completed to fit out the unit with shelving to hold a further 13,000 boxes effectively doubling the storage capacity at Hawbank Road.
- 3.7. It should be noted that until May 2008 the Council leased a smaller unit at 7 Peel Park Place, East Kilbride which held approximately 5000 boxes. The records stored here were moved to the new unit and the existing shelving was also transferred for reutilisation. The lease at 7 Peel Park Place has now been terminated.

4. Current level of business

- 4.1. Current activity in the Records Centre can be demonstrated by the table below:-

Period	Total Requests (from Council Resources to access records in the Records Centre)	Total Boxes Consigned	Total Boxes Destroyed
2005/06	2378	1863	509
2006/07	2967	2345	1566
2007/08	3964	2732	1621

- 4.2. It can be seen year on year that the demand from Resources to access records already consigned to the Records Centre has been steadily increasing. The same is true for the number of boxes being consigned to the Centre.

5. Increase of records coverage

- 5.1. A major objective of the expansion of records management coverage is to minimise the use of valuable office space for storage purposes. The release of office space will allow more efficient use of the Council's buildings.
- 5.2. Discussions have been taking place with all Resources to agree retention schedules for their records.
- 5.3. The retention schedule for Social Work Resources has recently been updated. A large number of the Social Work client files held at the Records Centre are retained

for a period of 75 years which means that every year we are building on the number of records being retained.

- 5.4. Last year, retention schedules were agreed for Housing and Technical Resources' Procurement Service, the Customer Service Centre and the New Beginnings Service, and plans are underway to expand on the retention schedule for area offices.
- 5.5. An increased demand for space at the Records Centre is also anticipated from Education Resources as part of the schools modernisation programme. A retention schedule is currently being agreed with Education Resources, which will allow each school to consign its records to the Records Centre. As more and more schools come on board the utilisation of space at the Records Centre will increase significantly.

6. Employee Implications

- 6.1. Records management coverage across the Council is continuing to grow year on year (see table at paragraph 4.1) meaning that Services are consigning more records to the Centre and holding less records in their own offices. The general workload is increasing significantly and with the Records Centre now doubling in capacity, a need for an extra member of staff has been identified. This member of staff would be a Records Assistant, Grade 2, Level 2, £17,099 - £18,961.

7. Financial Implications

- 7.1. The operating costs, including the additional post of Records Assistant, can be met from existing resources within Corporate Resources and cross-Resource contributions.

8. Other Implications

- 8.1. There are no other implications arising from the recommendations.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. There are no requirements for equality impact assessments to be undertaken.
- 9.2. Consultation has taken place, as appropriate, with other Council Resources.

Robert McIlwain
Executive Director (Corporate Resources)

12 June 2008

Link(s) to Council Objectives

- ♦ Accountable, Effective and Efficient

Previous References

None

List of Background Papers

None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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