

National Records of Scotland (NRS) Collections Information Plan - 2017

The work of accessioning and listing archive records deposited in NRS is allocated out to four distinct cataloguing teams; Government Records, Court and Legal Records, Private Records, and Maps and Plans. The four groups record all new accessions in CALM. The teams also maintain separate internal documents charting those records that are either unlisted ('the backlog') or series where there is a need or an aspiration to improve an existing finding aid.

NRS has only a finite number of cataloguing staff and consequently listing tasks are allocated within teams on the bases 1) of the training, abilities, and aptitudes of the individual cataloguers, particularly distinguishing between professional archivist and para-professional staff and, 2) of the perceived urgency of dealing with each task. There is a strong focus across all areas on processing new accessions as quickly as possible, most especially those coming from courts or government bodies, where there is likely to be a business or FOISA need for ready access or retransmission. Similarly, some series (e.g. church records) are in strong demand from our readership and get priority for listing.

This document is revised annually towards the end of each reporting year. It shows those records targeted for listing in any one year, which includes a large 'business as usual' component, which is generally in line with the drive to process new accessions to meet customer demand. It also shows those records which it is planned to commence work on, which are part of the backlog or where the existing finding aids require development, whether as medium or long-term objectives. As years advance, so these records will progressively fall into the successive annual work streams.

Cataloguing is done in accordance with the NRS Cataloguing Standards.

Court and Legal Records

Short term (2017-2018)

Cataloguing of annual transmissions from sheriff courts (SC)

Cataloguing of annual transmissions from Crown Office and PF service (AD)

Cataloguing of annual transmission from High Court (JC)

Cataloguing of annual transmission from Court of Session (CS)

Cataloguing of annual transmission from Registers of Scotland (DI, RD)

Cataloguing work to effect necessary running repairs to existing catalogues

Medium term (2017-2020)

Cataloguing 19th century criminal processes (JC26)

Cataloguing of Crown Office precognitions, 1989 (AD15)
Cataloguing of COPFS Fiscal Core Papers missed transmissions (AD38)
High Court Petitions, 1753-1980s (JC25)
Possible conversion of High Court records 1997-2001 from SCCI.
Cataloguing of electronic archive of Register of Sasines (RS)
Cataloguing of Crown Office War Crimes Unit records (AD43)
Scope need for cataloguing improvements in Sheriff Courts (SC)
Scoping plan for transfer of all disparate indexes and catalogues into CALM
Removal of all indexes, databases and spreadsheets for modern records onto CALM
Scoping of work needed on TLFAs in court records
Conversion and editing of CS manuscript indexes

Long term 2017-2023

Cataloguing of High Court Opinions (JC70)
Cataloguing of Crown Office Appeals, 1990-6 (AD24)
Cataloguing of Crown Office precognitions, 1980-88 (AD15)
Renovation of TLFAs in court records
Cataloguing CS46 (extracted processes)
Cataloguing 18th Century criminal material (JC)
Cataloguing of post-1860 processes (SC)

Government Records

Short term (2017-2018)

Cataloguing of transmissions of Scottish Cabinet papers (SCR)
Cataloguing of transmissions of Scottish Government (SG) files
Cataloguing of transmissions of Scottish Parliament records (SCP)
Cataloguing of transmissions of Companies House dissolved companies files (BT2)
Cataloguing of transmissions of former GROS files (GRO)
Cataloguing of transmissions of Scottish Prison Service (SPS) records
Cataloguing of Valuation Rolls (VR)
Cataloguing of Council Tax records (CCT)
Cataloguing of records of Historic Scotland (DD)
Cataloguing of Scottish Statutory Instruments (SOE26)
Cataloguing of Meteorological Office records (MET)
Cataloguing work to effect necessary improvements to older catalogues
Cataloguing work to effect freedom of information and data protection reviews and information releases
Cataloguing enhancement work in support of Scottish Child Abuse Inquiry
Cataloguing enhancement work required for contingent projects.

Medium term (2017-2022)

Cataloguing of older Companies House files (BT2)
Cataloguing of Scottish Arts Council records (SAC)

Cataloguing of Customs and Excise records (CE)
Cataloguing of records of Scottish public inquiries (COM)
Cataloguing of Ultimus haeres cases (E861)
Cataloguing work arising out of Wellcome Trust funded project (PT6)

Long term (2017-2027)

Cataloguing work on older Exchequer records (E)

Private Records

Short term (2017-2018)

Cataloguing of incoming CH2 and CH3 series
Cataloguing of smaller uncatalogued accessions, 2009-2014
Sort closure issues on CB files for 1984-1985 (CB)
Sorting concordance between NRAS771 and GD494
Cataloguing of TLFAs for Registration and Census records
Improvement work on older catalogues (UCS; GD225)

Medium term (2017-2020)

Editorial work needed on TLFAs in CH2 and CH3 records
Cataloguing of smaller uncatalogued accessions, 2009-2014
Cataloguing of remaining BR records (BR/RSR, etc.)
Improvement work on older catalogues (GD212; GD421; RH6)

Long term (2017-2023)

Cataloguing of Cromartie papers (GD305)
Cataloguing of Hamilton papers (GD406/2)
Cataloguing of post-1948 Coal Board records (CB)
Improvement work on older catalogues

Maps and Plans

Short term (2017-2018)

Up-rating of catalogues in response to current public enquiries
Cataloguing of PSA public buildings drawings (c. 850 drawings)
Catalogue SEERAD main series drawing office plans (500 plans)
Cataloguing of Blyth and Blyth (engineers) plans
Improvement work on catalogue entries for architectural drawings of Scottish poorhouses (HH)

Medium term (2017-2020)

Further development of ScotlandsPeople maps and plans website, including geo-referencing of plans collections
Catalogue SEERAD main series drawing office plans
Cataloguing of Blyth and Blyth (engineers) plans
Cataloguing of Coal Board plans of surface buildings

Long term (2017-2023)

Cataloguing of Coal Board plans-main run
Cataloguing of Board of Trade marine plans

National Register of Archives for Scotland

Short term (2017-2018)

Completion of cataloguing of Campbell of Achalader papers.
Upgrading catalogue of Pringle of Torwoodlee papers.
Cataloguing of records contingent on owner approaches.
Addition of surveys from backlog of BACS and other surveys onto online catalogue.
Survey of local authorities and universities to update our information on their holdings of episcopal church records, results to be added to the Register.

Medium term (2017-2020)

Addition of backlog of BACS surveys and other surveys onto Register and fully onto CALM as appropriate.
Addition of Earl of Moray catalogues (NRAS217) onto Register
Addition of new surveys as a consequence of programme of approaches to local authority archives for updated information on deposits of private papers.
Examination of backlog of smaller Temporary Deposits to catalogue: Campbell Colquhoun of Killermont; Kinloch of Kinloch; Maconochie Welwood, etc.
Removal of backlog of TDs to other repositories.

Long term (2017-2023)

Review of early NRAS surveys with view to undertake updated catalogues: e.g. Swinton of Kimmerghame, possibly Lyell of Kinnordy [Dependent on owner agreement]

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