The Impact of Economic & Political Change

Property Rationalisation – Case Study

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Issues to be Addressed

Space Planning
Staff Consultation
Legal Requirements
Project Management
Logistics

Pictures from: Clipartpanda.com
Space Management

How do you get 18 stores into one?
Staff Consultation

• Information Audit:
  • Keep
  • Scan
  • Relocate
  • Destroy

• Based on:
  • Frequency of use
  • Access
  • Legal requirements and MoUs
  • Political and reputational risks
Considerations

• **Legal Requirements**

  *BGS is recognised place of deposit under the Public Records Act 1958 S.4(1)*

• **Copyright**

• **HSE obligations**

• **Memorandum of Understandings**
Project Management

To do

- Building Design
- Indexing
- Scanning (and it’s twin sister QA!)
- Relocation
- Dispose
- Support staff
New homes

- Timescales
- Fit-out
  - Storage
  - Racking
- The National Archives Guidelines
  - Environment Controls
  - Fire Suppressant
All about the barcode

• Index:
  - Box
  - Folder
  - Item

• Location, Location, Location
Scanning

Prepare  →  Scan  →  QA  →  Deliver  →  Relocate/Dispose
The D word
Moving Day…week…month
Supporting staff

- Appraisal
- Change Management
- Access
- Delivery

Please use one of the following outcomes to complete the outcome section:

- Disposal
- Return loaned material to Records/Library/Materials
- Deposit (semi current, archives, geoscience records and data)
- Move to Heriot Watt

<table>
<thead>
<tr>
<th>Name:</th>
<th>Brief Description</th>
<th>Volume</th>
<th>Outcome</th>
<th>Timescale</th>
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<tbody>
<tr>
<td>Field cards</td>
<td>1 box</td>
<td>Deposit</td>
<td>By March 2014.</td>
<td></td>
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Strap yourself in

- Timescale
- Resources
  - Management
- Understanding
  - Staff