ICA/ Section on Business and Labour Archives
Minutes of Bureau Meeting
13, 14 September 2007
Genoa, Italy

Present: Hans Näss (Chair), Didier Bondue, Christian Jansen, Karl-Peter Ellerbrock, Matti Lakio, Alessandro Lombardo, Francesca Pino, Lesley Richmond, Becky Haglund Tousey (Secretary), Alison Turton

Other guests: Claudia Cerioli, Peter de Jong, Claudia Orlando, Gianni Viano

Thursday 13 September 2007

1. Call to Order: Hans Näss called the meeting to order at 9:20 am.

2. Welcome: Alessandro Lombardo welcomed the group and spoke briefly about the importance of SBL and its initiatives. He reported there is great interest in the topic of business archives in Italy but, in spite of that, business records have often been neglected. He also gave some background on the Ansaldo Foundation Archives. Hans thanked Alessandro and his staff for making all the arrangements and for hosting this SBL Bureau meeting. He reviewed the very full agenda which this year includes some continuing topics and some new topics.

3. Approval of Minutes: The minutes from the previous SBL Bureau meeting, held in Sydney, Australia, were approved.

4. Presentation on National Business Archive in the Netherlands: Mr. Peter De Jong discussed an initiative in the Netherlands to establish a National Business Archives. He represents NVBA – Network for Business Archives – a professional body of archivists and business archives in the Netherlands which represents all kinds of business firms. Some have historical archives and some are determining if they should have them.

NVBA became a legal body in August 2005. They want to rescue the cultural heritage of private organizations and companies. And they would like to achieve that goal by using modern technology, not by building records repositories. They plan to use ICA description standards for the contents of the various archives online so they are available for everyone, but the actual archives stay within the firms and organizations. There would also be an emphasis on education and training.

NVBA is participating in the EUREGIO project. This is a major project in Germany. Karl-Peter described the EUREGIO project which is still in the planning phase. They hope to make it a reality. They are aiming to create a standard for preserving digital documents. A central server would get digital input from many firms. They will use macro selection – taken from a list of many typical companies – and from those companies get digital documents that are historically important. This will include companies in all regions of Germany and also The Netherlands (across an invisible
political border, it is an industrial area that has much in common with Germany). Karl-
Peter said they hope this project will start in 2008 or 2009. The problem is how to deal
with the new way companies manage digital documents. Each company has an
individual solution for their digital documents. They have no awareness of the historical
importance of their records. We need a new solution for digital document management
before systems are implemented in these firms. The creators of modern digital
documents must be required to manage the migration of those documents and take care of
those documents long term. It must be the responsibility of those companies and we need
to make them aware of this responsibility.

5. Report of the Chair: Hans gave his report on recent ICA and SBL activities.

6. International Overviews: There are eight overviews already available on the
ICA/SBL web site: Cameroon, Denmark, Finland, France, Italy, Norway, UK and USA.
They provide a model and are consistent in format and structure. There are three new
reports waiting for final edits to be approved: Greece, Japan and Portugal.

7. ICA/SBL web site: ICA head office is still working on redesigning the ICA web
site to give sections the ability to post their own content on their section web pages. But
there are delays in making this happen.

8. Outreach leaflet: There are 3 versions available now: English French and
Italian. The versions have been printed and distributed to the appropriate Bureau
members. Each version is also posted in electronic form (in PDF) on the SBL site. There
was discussion about finding someone to translate the leaflet in Spanish.

9. SBL meeting in Stavanger 2008: Hans suggested that the SBL full membership
meeting could be combined with a program of interest to business archives. Hans
proposed a 2-day Bureau meeting to be held on an island near Stavanger plus a one or
two day program open to all SBL members that could include mergers and acquisitions
and corporate transparency as a theme. Discussion continued around possible program
ideas.

10. ICA Congress in Kuala Lumpur: Hans would like to see some business archive
programs at the Kuala Lumpur Congress. Didier Bondue and Hans will be there to
represent SBL. Hans asked for other volunteers who are willing to attend the Congress
and participate on a program about business archives. Discussion follows about ideas for
presentations and possible speakers.

11. Presentation on EContentPlus: “Entrepreneurial culture educational space
exploiting industrial, enterprise and business archives” by Gianni Viano of Soffeco
Sismat. The objective is to use digital content from many archives across Europe in order
to make educational digital content more accessible and exploitable. And to increase the
semantic interoperability between digital libraries of content held by a variety of different
cultural institutions. They propose to develop the European educational space of the
entrepreneurial cultural heritage and to increase the value of the original cultural
contents. They are looking for archives to participate along with the Users, Technology partners and pedagogical/educational experts (such as CultureImpresa, University of Genova and others). Hans reported that an email with information about this project was sent to all Bureau members.

The meeting was adjourned, to resume on Friday morning.

Friday 14 September 2007

Hans called the meeting to order at 9:15 am.

12. **SBL meeting in Stavanger 2008:** Discussion continued about possible program ideas for the 2008 SBL meeting. The consensus of the group was the following: Monday – Bureau meeting; Tuesday – M/A workshop; Wednesday and Thursday – the full annual membership meeting and conference program.

13. **Recruitment policy and strategy:** Hans said the theme for the annual meeting of the Society of American Archivists this year is “Think Big.” He thinks that is a good slogan for SBL. Discussion followed about ideas to encourage new membership in SBL and more active participation by current SBL members. There is very little change occurring in the number of C and D category members. Limited budgets are always a difficult challenge to overcome.

14. **Benchmarking Survey:** Becky Haglund Tousey reported on the status of the benchmarking survey being sponsored by the Business Archives Section (BAS) of SAA and SBL. The questions have been finalized and reviewed by both BAS and SBL representatives. Ted Ryan at the Coca-Cola Archives will load the data into a low-cost survey tool that is hosted by an outside vendor. We will then provide everyone with instructions about how to go to the survey web site to complete the survey. Hans pointed out the key challenge is to **spread the word** about the survey to all business archives organizations, and encourage everyone to complete the survey.

15. **Cooperation projects and conferences:**
   a) Becky gave an overview of a conference in Tokyo in which she participated in May. The conference was titled “Access to Archives: Japanese and American Practice.”

   b) Hans is working with Du Mei to organize a conference in December 2007 in southern China. Du Mei is seeking archivists who can attend and participate and she has asked Hans to assist with finding speakers. Hans distributed the information to the Bureau via email prior to this meeting. Hans feels this is very important opportunity for SBL to offer assistance to our Chinese colleagues who are looking to us for information and best practices in archives.

   c) Hans distributed information he received from our Bureau colleague in India. Please send Hans any comments you may have about it and any advice about how to develop it
into an abstract or something that could be used for common usage. If Bureau members who are not at the meeting want a copy, please contact Hans to get a hard copy.

16. **Tour of Intesa Sanpaolo Archive:** Hans thanked Francesca Pino for arranging the trip to Milano for a tour of her Archive and the bank head offices. Francesca gave some background on the aspects of the tour and the schedule. She has invited some other archivists from Milan to join the group for the tour.

17. **Other business:**

   a) Hans gave an update on efforts to create a separate section for labour archives within ICA. The group agreed that Labour organizations must take the initiative if ICA is to have a Section for Labour Archives.

   b) Didier reported that he will meet with the business archive section of the Croatian Archivists organization at their annual meeting in October. He has been invited to speak about the Saint-Gobain Archives.

Hans adjourned the meeting at 12:25 pm.

Respectfully submitted,
Becky Haglund Tousey, SBL Secretary