

## MADRAS COLLEGE ARCHIVE SUPPORT GROUP

Note of meeting of 10th March, 2011

1. The following attended: David Cleland; David Galloway; John Gilbert; Michael Greig; Lindsay Hodge; Frances Humphries; Donald McGregor; Lindsay Matheson; Elaine Methven; Anne Morris; Edmund Robertson, David Watkinson.
2. MG is currently at Aberdeen University and was welcomed back. He offered to assist the Responses Group from his own computer now that the new ticket system is in place. DW has retired to St Andrews and spends considerable time scanning the past issues of local newspapers, keeping a note of items of interest in various categories, including Madras College. For example he has information about which issues contain school prize-lists.
3. Apologies were received from: Patricia Esler (rehearsing); Liz Higgins (representing school at a meeting); Christine Noble (report on trophy group progress submitted); Arlen Pardoe (Census training); Maia Sheridan (transfer of materials within the university library)
4. The shortened agenda with the section on requests and information was approved. Also approved was the issuing of requests and notes fortnightly in a bulletin form. Accordingly items should be with LM for Friday 25th March, 8th April and 22nd April. This procedure will be reviewed at the next meeting on 5th May.
5. Discussion took place on the Retention Schedule, items that from now on the school would archive. A proposed list given to the rector by LM for consideration has not been circulated to members as the view of the school management has yet to be received. However, we could usefully discuss both the method of retention of items and some of the categories. LM reminded members that Maia Sheridan's view was that "paper was best" for many items commonly archived. ER also pointed out the difficulty of backing up material transferred electronically as well as the rapid obsolescence of specific IT systems. JG asked for the school to consider giving us pupil admission lists (there are frequent requests for this type of information from FPs and relatives of FPs and former staff). DW and ER expressed some concerns about Child Protection and Freedom of Information. It was agreed that a secure paper copy of admissions, with information not to be printed off until five or six years had elapsed, would be appropriate. DG cautioned us that it would be important to archive only what could be regarded as relevant to the life of the school. It was thought that an Archive Box available in the Office for any appropriate items would be simplest to administer. The contents would be classified and archived by the Catalogue Group. LM agreed to take these points to Ian Jones for consideration and report back to the May meeting.
6. DG outlined the ticket system introduced by Arlen Pardoe to assist the Responses sub-group. External enquirers or providers of information each now receive a numbered ticket which is then allocated to one or other of the sub-group. Responses are made until the query is deemed to be closed when it is then archived. Enquirers may check on the progress of their enquiry logging in with their ticket number. Responders engage with the query by logging in under a secure code given by the website administrator (AP). Others may not. JG encouraged colleagues to try the system out for themselves by entering an enquiry (preferably an easy one) - log on to [www.madrascollegearchive.org.uk](http://www.madrascollegearchive.org.uk), click the "contact" section, click on the school badge then follow the instructions given. All present warmly commended the system put in place.
7. ER submitted information for the staff section on the late Professor Gavin Brown (whose biography he has written) and six other eminent mathematicians who were former members of staff at Madras College.
8. DG reported on the work of the Burgh School group. A fair body of material, including several personal reminiscences, has been amassed. A separate section in the archive will be created as a holding-place for these and future materials that come to light. The first phase of this task is therefore nearly complete.
9. DC reported that the Glen Tilt logbooks had not yet come to light, if indeed they have survived.
10. EM reported that several photographs of sports teams will be passed to her by Neil Gillespie so that she may give them to AP for placing on the website.
11. DMcG stated that he was willing to assist with any queries relating to the years from 1963 onwards when he began working at the school. He also donated a very clean copy of the New Year edition of the MC Magazine for 1915.
12. MG and FH both mentioned the importance of trying to fill in the missing names from some photographs. FH explained the the Preservation Society had found considerable success in similar matters following appeals to the public.
13. AM presented us with a number of acquisitions: press-cuttings, several school magazines, Kiel Exchange materials from the late 1950s. DG kindly donated us his copy of Harry Smith's history of the Madras College FP rugby club.
14. DW offered to look through the regional archive at Markinch for Madras College materials, some of which may not be catalogued. He will do the same in the University archive, although current access is difficult owing to their relocation programme.
15. LM circulated the printouts of the materials he has recently put on the website relating to the school's war memorials. The account of Lt Logan Studley, the school's first WW1 casualty (October 1914 at Ypres), had produced an almost instant response from the Yorkshire Regiment. They requested permission to use some of this material on the Yorkshire Regiment Remembrance website, which was gladly given.
16. LM reported that LH has kindly donated his copy of the Kilrymont Road Hall panels to the archive. LM was asked to check with Peter Adamson that he has taken photographs of the panels for his forthcoming work on a year in the life of the school.
17. An amended contact-list will be attached.
18. Production of an annual archive report will be discussed at the May meeting.

LM, for the group  
11th March, 2011

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Colleagues, there was such a welter of items donated yesterday that I may not have given correct attributions. Please inform me if there are corrections to be made. LM