

MADRAS COLLEGE ARCHIVE

Note of meeting of task group on 19th June, '08

1. Present: Hamish Kinnear (HK); Matthew Wright (MW); Lindsay Matheson (LM)
2. HK and MW reported on their further progress in checking the current catalogue against articles in various categories. There is a considerable list of missing items. LM advised checks to be made of the various scrapbooks and photographic albums currently held in the main office in South Street, and also some possible locations in the rector's room where other items might be stored. Once this checking is complete LM is to be given the amended list of missing items to follow up.
3. Discussion took place on some current categories in the archive. LM will liaise with other former rectors Dr Gilroy (IG) and Mr Galloway (DG) concerning their diaries covering the period from 1975 to 2007*. It may be that these should be withdrawn from the catalogue since an insight into school life in these years is better gleaned from the various newsletters and bulletins. It is also worth considering whether some categories might be located in particular school departments rather than the central archive. Concert or Sports programmes are examples. LM will raise this issue through Mr Jones and certain departments.
4. While most items had been identified and checked by MW and HK there was a group about which there was uncertainty. Work will continue to identify these by group members.
5. In the coming weeks MW and HK will use a grid containing four time-blocks and seven categories to try out a new archive search methodology. This had been shown to Arlen Pardoe (AP), who had confirmed the practicality of using it as a spread-sheet to assist future users of the archive.
6. A meeting has been called for 10 am on Wednesday 25th June with AP to look at the electronic issues, the current archive catalogue and the experimental grid. Prior to this meeting LM will check with Norman Reid what IT system is used in the university archive.
7. LM will arrange for stationery to be made available to the working group from the school office. He will also ask for the remittance to the boys to be released, and ask Mr Jones to consider allowing the proceeds from the Summer Concert raffle to be used in part to support the work on the school archive.

LM for the group - 20th June, '08

* Following the meeting IG and DG confirmed with LM that the rectors' diaries should be withdrawn from the archive and returned to their original owners. Both IG and DG also expressed interest in the work going on and a willingness to assist in any way that they were able.