

## **SCAR Archives Report 7<sup>th</sup> February 2017**

Naomi Boneham SPRI Archives

*Please see Appendix one for the rough box/ filing cabinet listing of papers compiled by Rosemary.*

### **Background:**

Following a meeting between Dr Jenny Baesman (SCAR Executive Director) Rosemary Nash (SCAR Administrative Assistant) and Peter Lund (SPRI Librarian) Naomi Boneham (SPRI Archives) it was agreed that Naomi would take a look at the archives and provide some options for their future care.

On 7.2.2016, Naomi with the assistance of Rosemary viewed the archive and this report is the outcome of that assessment.

Frankly Rosemary has already done the initial listing which while it of course has “miscellaneous” within it is a pretty good general outline of what the archive will contain and just needs placing in to a spreadsheet for ease of identifying trends / record patterns which will enable the file structure to come through..

### **SCAR Archive Background:**

The SCAR archive is a business archive created by the day-to-day working of SCAR since it was founded

The SCAR Secretariat is located in the SPRI building and the archive consist of the papers created by or collected by the secretariat staff there. While the archive will contain material received by the officers during the course of their work from other organisations and SCAR representatives from the member countries the archives primary purpose is that of the business of the Secretariat.

Historically some some material was stored on loan within the SPRI archive strong room. These papers were returned to the SCAR secretariat in 2009 during building work on the Institute’s archive storage space and have remained with SCAR ever since. The collection consisted primarily of historical papers, including the first records of SCAR, and while stored in clearly laded files there was no finding aid. Many rusty paper clips / elastic bands and cello tape labels were in place. Rosemary has removed some of these and replaced them with brass fastenings.

Some items from this collection have been put into Archive quality boxes which match the type used buy the SPRI Archive (Conservation buy Design KI flat pack boxes)

Additional material has been gathered together in one cupboard form various locations within SPRI – predominantly the SCAR offices and the general office.

As of February 2017 the collection is housed in two locations: Boxed (various sizes) in the 1934 basement and 3 filing cabinets within the SCAR office.

**Proposal:** To catalogue the entire collection and digitise either all or some of this material.

### Size and Location:

The archive is presently stored in two locations in a variety of containers:

Type	size	number	location	Note
Large boxes	42 x 34 x 27 cm	24	Basement / Jennys office	Predominantly Records management style boxes plus 5 are plastic <i>really useful</i> style boxes
Small file boxes	31 x 24 x 12 cm	3	basement	Archive magazine / file type boxes
Box files	38 x 10 x 24 cm	25	basement	Large A4 size
Leaver arch (Ring binder)	Large	1	basement	
Filing Cabinets	Four draw	3	Jennys office	Standard roughly 4 KI archive grey boxes fit the contents of one draw

**Note** Within some of the boxes and filing cabinets the most of the material is in loose paper files but some items are stored in ring binders. One the large box may contain the small box files (3 per box)

### Condition:

Some of the material in the basement has been water damaged. There is mould growth on the outside of the ring binder and it must be expected that some of the material particularly in the “*Really useful*” type boxes” also has mould damage.

Advice for the conservator will need to be taken before this material can be moved. It may be that some of the items in these boxes are too damaged to salvage or that the cost of doing so would be prohibitive considering the content.

### Packaging:

Pins, paper clips and elastic bands will need to be removed. Where papers need to be kept together either separate folders or brass paper clips / cotton ties should be used.

Several paper folders have cello tape labels which have perished over time these should be replaced either by new archive quality folders or by adding new labels depending on the state of the existing folder.

This work can be done either during the initial listing or items can be flagged up at that point for future attention.

Archive quality boxes should be used for material designated for permanent preservation. The Records Management boxes and the smaller boxes which are of a type are adequate for short to medium term storage. The plastic *really useful* boxes while water tight may also encourage mould growth if sealed and material stored in an area with frequent changes in temperature and humidity.

### **Digitisation:**

Jenny has suggested that SCAR would like to digitise the material to make it available through the SCAR web site in accordance with open access and thus allow research access without the need to visit Cambridge in person.

Most of the material is loose leafed and could be placed safely on a flat bed scanner. Some items are ring bound and again this should not pose a problem for scanning.

Some material is likely to be already available digitally and this should be confirmed before an item is scanned. Tightly bound items can either be dis-bound or overhead scanning machines could be used.

Digitisation could take place either in house or remotely. There are several companies who offer their services some of whom will be on the University of Cambridge procurement system. Alternately, the University Library also has taken outside contracts in the past. Several of the county Record Offices (notably Norfolk and Essex are also offering commercial digitisation services these days)

Grants for digitisation are offered – I have supplied Jenny with some possible options on this front.

### **Longer term storage of archive items:**

The SPRI archive service is willing to accept the SCAR archive on loan subject to the usual terms and conditions of loans to the collection. The archive would need to be re packaged in archive boxes suitable for the SPRI store before it could be accepted. Type of box to be discussed.

### **Proposal:**

Initial cataloguing in excel would be an advantage.

1. Space to work will probably allow for only one box at a time to be sorted
2. Potential transfer to SPRI archive catalogue MODES is a simple process from excel
3. Clarity of records and development of final structure

Each box can be numbered up and temporary numbers assigned to the items inside. As the spreadsheet is populated then it is likely that the structure of the archive will re-emerge and also any gaps will be clearly visible (eg Rosemary has noted at SCAR meetings XVIII and XIX seem to be missing from the box files marked for meetings - appendix one).

I have devised a sample spread sheet to be discussed at the meeting on 14 February 2017

**Time:**

I would advise that the initial listing be completed and conservation issues addressed (Decisions on staff safety coming first and then decisions on work required to make material available) prior to material being digitised, having spoken to Rosemary and viewed some samples it is likely that much of one of the filing cabinets contents may already be available electronically. It is also probable that there will be some duplication especially around the Antarctic Treaty areas – Initial listing will highlight these areas.

**Abbreviations:** Rosemary has started an abbreviation listing I have placed this in to the excel work book, it will need expanding as more acronyms and uncovered.

**Names:** As with the Abbreviations names of individuals and their positions need to be noted SCAR staff are listed on their web site <http://www.scar.org/secretariat/history> but other names are likely to re occur and it would be helpful to keep a track of these and their positions/ relationships to SCAR

**Research:** Anyone taking the cataloguing on should be given at least one week reading time to get up to speed on SCAR and time to research will need to be built in throughout the project – including speaking to Peter Clarkson. Again much of the history can be found on the web site <http://www.scar.org/secretariat/history>

**Linking:** Again it is likely that much of the material will relate to meetings etc of which the web site <http://www.scar.org/secretariat/history> has details and cross-referencing should be possible in the catalogue – this will also likely effect the decisions on digitisation on certain items.

**How long:**

I would think 6- 8 weeks would see the material in the basement adequately listed – providing conservation assessments are carried out. Work on the filing cabinets would be slightly less. Research time and a digitisation plan would also need to be factored in.

The project could be run in stages with the listing of the items in the filing cabinets can be undertaken with no major issues, basement material may need to be treated before listing can take place) the spreadsheet should assist with drawing up a list of items for digitisation and decisions made then on the scoping of that part of the project made

Naomi

## **Appendix One** (thanks to Rosemary)

The SCAR Archives consist of three four-drawer filing cabinets in the Executive Director's office, and a shelved cupboard in the basement, approx. dimensions H240cm x W120cm x D88cm, with shelves 48cm deep.

*Some abbreviations:*

*GOS = Group of Specialists*

*GOSEAC = Group of Specialists on Environmental Affairs and Conservation (GOSEAC)*

*GLOCHANT = Group of Specialists on Global Change and the Antarctic*

*WG = Working Group*

*SCARLOG = SCAR Group on Logistics, including Logistics Manual*

*SCARCOM = SCAR Group on Communications, including Communications Manual*

*EXCOM = Executive Committee*

*Nat Com = National Committee*

### **Filing Cabinets**

The three filing cabinets contain:

Left cabinet – files from 1990s and early 2000s:

1. SCAR Delegates and EXCOM Meetings, papers and correspondence; Ad Hoc meetings; some SCAR groups.
2. National Committee correspondence files.
3. Membership Applications; SCAR Constitution, Organisation and Structure; correspondence files on IUCN, Vostok, IGBP, and others.
4. General SCAR files, Arrival Heights, Secretariat, Antostrat, Biotas, PR and Turpin (I think Turpin printed the Bulletin and other publications so much of the file is invoices and receipts so can be destroyed)

Middle cabinet:

1. SCAR Meeting papers 1958-1970
2. ICSU correspondence 1962-73; SCAR Finance correspondence 1958-72; IOC correspondence 1963-72; SCAR Constitution, Organisation and Structure 1960s/70s; various files of correspondence with international organisations, late 1960s to early 1970s.
3. Specialist groups, late 60s to early 70s; Symposia.
4. Working Groups, 1968-72.

Right cabinet:

1. Working Groups, 1980s.
2. Members 1959-66; SCAR Meeting documents (bound)

3. Other committees (SCOR, COSPAR, FCO, GRRP, WMO, etc) 1959-1970s; BAS and COMNAP, 1993-2000; EXCOM Meetings 1967-69, 1980-87; Treaty correspondence and Expert Meetings 1960s and 1980s.
4. Mineral Exploration and Exploitation Group, 1980s; Glochant and GOSEAC correspondence, SCARLOG and SCARCOM correspondence and manuals.

On top of the filing cabinets are three large boxes with files of SCAR Meetings, approx. X to XXI (but missing XVIII and XIX?)

### **Basement store:**

The basement store consists of randomly assorted boxes, box files and lever-arch files of meeting papers and correspondence, mostly stored on shelving, with two stacks of boxes on the floor in front of the shelves. Boxes are listed from left to right on each shelf, starting at the top. Approximate box dimensions are:

Large box: L42cm x W34cm x H27cm

Small box: L31cm x W24cm x H12cm

Box file: L38cm x W10cm x H24cm

### **Shelf 1:**

Lever-arch: GOSEAC VI Meeting 1994

Box file: Meteorology 1979-82

Box file: Lake Vostok Meeting May 1995

Box file: Workshops 1974-83; WG on Oceanography 1971-80

### **Shelf 2:**

Box file: GLOCHANT 1996

Box file: EXCOM Meeting 2001

~~Large box: SCAR accounts and travel claims 2006 (probably can be destroyed) (box removed)~~

Box files x 2: XXIV SCAR Cambridge 1996

Large box: Working Groups 1990-2002

Large box: Working Groups 1980s

### **Shelf 3:**

Box file: GOSEAC I & II (late 1980s?)

Lever-arch: SCAR XXV Working Group reports 1998

Small box: GOSEAC papers (box is taped up so no idea of contents or date)

Large box: WG on Solid Earth Geophysics 1989-98; Groups of Specialists 1995-2002;  
JCADM 1997-99

Lever-arch: GOSEAC V 1993

Large box: GOSEAC 1990s – Meeting papers VI – XI; Group of Specialists on Living  
Resources

Box file: GOSEAC III 1991

Box file: GOSEAC IV 1992

Large box: National Committees, early 1980s to early 1990s

#### **Shelf 4:**

Box file: Glaciology Symposium 1981; International Symposium 1977

Small box: sealed, labelled “BIOMASS Miscellaneous, pre 1987”

~~Large box: SCAR Accounts 2002-03; Riggs 1995-2005; Barclays 1998-2005; PEM 2004-05  
(probably can be destroyed) (box removed)~~

Box file: Sub Committee on Living Resources of the Southern Ocean 1971-80

Small box: sealed, labelled “International Symposia – 6<sup>th</sup> Biology, 5<sup>th</sup> ISAES, 4<sup>th</sup> Biology,  
Logistics, Earth Sciences”

Box file: WG on Solid Earth Geophysics 1973-80; WG on Upper Atmosphere Physics 1972-  
80; GOS on Antarctic Climate Research 1980-82

Box file: WG on Glaciology 1972-80; WG on Geology

Large box: ATCM XXI 1997 and XXII 1998

Box files x 2: Papers from Dick Laws (President 1990-94)

Large box: Miscellaneous files and papers to be added to existing files

#### **Shelf 5:**

Box file: Special Group on role & function of SCAR 1979-81; GOS on Late Cenozoic; WG  
on Oceanography 1973-80

Box file: EXCOM Meetings 1971-79

Box file: SCAR Global Climate Change Programme 1993-97

Box file: Ad Hoc Group on SCAR Organisation and Strategy 1999-2000

Box file: Ad Hoc Group on SCAR Organisation and Strategy meeting papers 1999 & 2000

Large box: Assorted files – Chile Nat Com 1971-81; USA Nat Com 1972-81; 1<sup>st</sup> Polex  
Planning; 4<sup>th</sup> SCOPE Meeting, Mar 1972; Environmental Monitoring Planning; IUPS

1978-84; UNESCO 1984-93; Dr T Gjelsvik 1976-78; Naming of Southern Ocean 1973-81; Disposal of radioactive waste IUCN 1981-83; ICSU Climate Change Meeting; 2<sup>nd</sup> Pollex Planning 1973-74; POGSI 1976-78; Glaciology Symposium 1987

Large box: Miscellaneous files from Peter Clarkson –some need to be merged with other files, some papers may be Peter's rather than SCAR's, some finance items could probably be destroyed. Box contents include: IUCN 1981; SCAR Accounts 1990s; Report on Pakistan activities for XXVII SCAR; IGBP; SCAR Report to XX ATCM; CCAMLR; WCMC Arctic Proposal; COMNAP; BIOMAS accounts; invoice and receipt books

Large box: BIOMASS

### **Shelf 6:**

Box file: WG on Meteorology 1973-80; WG on Logistics 1972-80; WG on Human Biology and Medicine 1973-80

Large box (plastic): EXCOM Meetings 1989, 1997, 1999; BIOMASS data centre, finance and distribution; GOS on Seals; GOS on Cenozoic Paleo-Environments; WG on Logistics

Large box (plastic): Blue folders, some badly water damaged, containing SCAR Delegates and EXCOM meeting papers – XXVI SCAR 2000 (badly damaged); XXIV SCAR 1996 (badly damaged); XXVII SCAR papers; EXCOM Meeting 1999; XXV SCAR 1998; XXIII SCAR 1994; EXCOM Meeting 1997

Box file: XXVII SCAR 2002

Box file: BIOMASS Executive

Large box (plastic): contains two small boxes – Minerals EAMREA pre 1980 and GOS on Living Resources of Southern Ocean; Pre 1987 WGs

### **Left floor stack, from base to top:**

Large plastic box: GOSEAC 2, 3 and papers 1989; GOS on Seals pre 1987; AEIMEE pre 1986

Large box: XXVI SCAR Tokyo 2000; GOSEAC, Seals, BIOMASS

Large box (Apple): Miscellaneous unsorted papers; files of papers include GOS on Environmental Monitoring early 1990s; GOS on Seals 1990-95; GOSEAC early 1990s; XIV ATCM 1987

Large box of lever-arch files: 2007 travel claims; Finance 2009; XXVII SCAR papers 2002; CAML 2007 & 2009 expense claims; Fellowship applications 2006 & 2007

### **Right floor stack, from base to top:**

Large plastic box: Wine box of assorted papers from Dick Laws, plus files on protected areas; XX SCAR 1988; joint SCAR/IUCN WG on Conservation 1980s

Large box: Miscellaneous papers, correspondence and reports, including IUCN; Glochant; SCAR Delegates meetings from 1980s, 1990s and early 2000s – some water damage

Large box: Miscellaneous unsorted, including XXV ATCM 1989; Glochant 1993-85; Secretariat; Antarctic Realm; Conservation of Sub-Antarctic Islands; GOS on Southern Ocean Ecology 1980s; Antarctic Science Conference 1989; IUGS; SCAR EXCOM Meeting 1988; SCAR Strategy 1987/8; SCARLOG and SCARCOM – some water damage

Large box: lever-arch file of XXII SCAR 1992; blue folder of 1995 papers (badly damaged); blue folder of 1996 Environmental monitoring (some damage); box file of Global Change; box file of XXVIII SCAR 2004; box file of XXII SCAR 1992