

BUSINESS
ARCHIVES
COUNCIL of
SCOTLAND

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO 31st MARCH 2026**

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General Information

The Business Archives Council of Scotland is a Registered Charity, Scottish Charity Number SCO 020565. It was established in 1960 and is governed by constitution.

The Council is controlled by an Executive Committee comprising: -

Executive Committee

Anthony Slaven	Honorary President
Amanda Noble	Convenor
Kiara King	Deputy Convenor, The Ballast Trust
Rosemary Hall	Honorary Treasurer, NatWest Group Archives
Samantha Case	Honorary Secretary, Bacardi, John Dewar & Sons Limited
Rachael Muir	Business Archives Surveying Officer for Scotland
Dawn Sinclair	Communications Officer, Scottish Canals
Karyn Williamson	Events Officer, Digital Preservation Coalition
Andrew MacGregor	Capturing the Energy, University of Aberdeen
Dr Kirsten Kininmonth	University of Glasgow
Dr Christopher Cassells	National Library of Scotland
Cheryl Traversa	The Macallan
Kevin Wilbraham	City of Edinburgh Council
Neil Rollings	Centre for Business History, Glasgow University
Jo Dixon	National Register of Archives for Scotland

Principal Officers

President	Anthony Slaven
Convenor	Amanda Noble
Deputy Convenor	Kiara King
Honorary Treasurer	Rosemary Hall
Honorary Secretary	Samantha Case
Communications Officer	Dawn Sinclair
Events Officer	Karyn Williamson
Surveying Officer	Rachael Muir

The Council has no premises of its own, but correspondence may be addressed to: -

Business Archives Council of Scotland
c/o The Ballast Trust
18-20 Walkinshaw Street
Johnstone, PA5 8AB

The Council's principal bankers are:

Virgin Money PLC
177 Bothwell Street
Glasgow, G2 7ER

The Council's Independent Examiner is:

Business Archives Council of Scotland Objects

The Business Archives Council of Scotland is an independent archive body concerned with the active preservation and study of Scottish business records.

It is a registered charity funded by the subscriptions of Members and donations from Scottish businesses.

The Council deals specifically with the preservation of Scottish business archives, broadly defined to include corporate and professional bodies and associations, and the promotion of their study.

Its defined Objects are:

- a) to advance education in business and economic history through the study of business archives.**
- b) to advance Scottish Heritage and culture through the identification and preservation of the historical records of business enterprises in Scotland.**

Statement of the Executive Committee's Responsibilities

The Executive Committee is required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Council and of the surplus or deficit of the Council for that period. In preparing those financial statements the Executive Committee are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Council will continue to operate.

The Executive Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Council and to enable them to ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Strategic Aims

Since its establishment in 1960 the Business Archives Council of Scotland has been concerned with the active preservation of the records of Scottish business and industry. More recently it has played a key role in developing a strategic framework to support Scottish business records primarily through the publication and implementation of the National Strategy for Business Archives in Scotland between 2010 and 2016.

Today the Council continues to work within a framework of action areas identified by the National Strategy as necessary to sustain, advance and improve the situation of business archives in Scotland. We aim to connect all those – both individuals and organisations – with an interest in Scottish business history and business archives in a way which:

- Develops communication, partnerships and networks between those responsible for the management and use of business archives.
- Increases awareness of business archive collections and access to them.
- Provides leadership, education and training to improve the capability of business archive custodians.

Review of the Year to 31 March 2026

Membership and Communication

The Business Archives Council of Scotland welcomes corporate, institutional, and individual members with an interest in business archives. Details of membership and how to apply are available on our website.

Membership levels are stable, including several recent additions to institutional and corporate membership.

We continue to issue a bi-annual newsletter via Mailchimp to update members on activities and developments. Our primary social media presence is now found on LinkedIn:

<https://www.linkedin.com/company/bacscot/>

Finally, the Executive Committee continues to offer stable and effective governance, with no changes to its membership during the year.

Events

Our 2025 AGM and summer event, *Raise Your Glass*, was held in June at the Scotch Whisky Experience. The event sold out with 60 attendees and received positive feedback, with strong engagement from both speakers and delegates. It also provided an opportunity to launch the first issue of the relaunched journal.

We have continued to deliver our Business Bites programme of online seminars, which remains a core part of our events offer. Sessions have been held throughout the year on a range of topics, including crisis management, advocacy and strengthening data protection in cultural collections. Attendance has been encouraging, and a regular schedule of events has been maintained, with further topics and speakers identified for 2026. Details of the four sessions are as follows:

- Research Using Business Archives (April 2025) – this session heard from three of the BAC research grant winners. Lisa Brown who researched the works of Henry Collins and Joyce Pallot, who were commissioned by Sainsbury's and British Home Stores to create murals. Sarah Kenny discussed her use of the archives of the Milk Marketing Board and Gordon Mayze on how the debit card emerged in the UK in the late 1980s.
- Records at Risk (June 2025) – with Jenny Hutchins, Head of Archives, Library and Information at the National Army Museum discussing the transfer of the First Aid Nursing Yeomanry archive collection and Jackie Bishop, Project Archivist for Penguin Random House at the University of Reading discussing their Charles Hasler collection.
- Advocacy and Celebration (September 2025) – with Hayley Whiting (RNLI) and Elaine Edwards (Commonwealth War Graves Commission) discussing their advocacy and celebration projects within their organisations and the impact this has had on the archive.
- Strengthening Data Protection in Cultural Collections (February 2026) – shared how the London Library partnered with Naomi Korn Associates to undertake a comprehensive data protection audit of its catalogue records.

Our joint conference activity with the Business Archives Council has continued, including planning for the 2026 conference and review of recent events. Attendance and income have remained strong, and there is continued commitment from both organisations to deliver joint events. The partnership model is considered beneficial in bringing together audiences and avoiding duplication, although consideration is being given to resourcing and capacity for future delivery.

In November 2025, we delivered *Just the Ticket: Changing Tracks and Bridging the Gaps in our Core Archival Practices* held at the National Railway Museum in York. The conference explored themes including cataloguing, collections management, access, and engagement. Our programme included speakers from The National Archives, UK, Edinburgh City Archives, National Railway Museum, Sainsbury's Archive, National Trust for Scotland, The Guardian UK, Islamic Relief Archive, AOC Architecture Ltd,

National Theatre and the Scottish Council on Archives. It was another successful event, and we were pleased to welcome the Keeper of the UK National Archives, Saul Nassé, who gave the keynote to an audience of 80. A morning networking event was also organised to bring together academics and archivists to identify the priorities for collaboration and some practical steps that can be taken by both councils.

Planning is now underway for the 2026 joint conference, which will take place in Edinburgh on 12 November, hosted by Diageo at the Johnnie Walker Experience, with hybrid attendance available. The theme, *The Perfect Blend: celebrating partnerships and collaborations in Business Archives*, will explore how partnerships across corporate, academic and community contexts can support collections development, research, engagement and access. The call for papers is currently open and invites contributions on topics such as collaborative approaches to cataloguing and digitisation, research partnerships, community engagement, and the use of new technologies.

Across all our activities, there is a continued focus on maintaining a balance between in-person and online participation, broadening audiences beyond the archives sector, and aligning events with wider BACS activity, including the journal.

Journal

Following the establishment of a new editorial board last year, *Business and Industrial History: A Journal of Archival Research* has been successfully relaunched. The board brings together academic and archival expertise to support the journal's development.

The first issue, *Whisky Business: regulating and recording the whisky industry*, has now been published and shared with members. This was a whisky themed issue entitled *Whisky Business: regulating and recording the whisky industry*. The papers included in this special issue added to the growing wealth of understanding of the development of the Scotch whisky industry through its collections. The journal had contributions which explored the early history of scotch whisky advertising; the debate on the 'oldest' distillery, and the impact of the Excise Act on distilling in Ireland. These sat alongside contributions from archivists sharing their perspectives of the vital work of creating, curating and cataloguing collections in different contexts, from the Glen Mhor to Macallan and Whyte & Mackay. Together they show the symbiosis of researching and writing the histories of businesses and industries on the one hand, with the practice of business archival curation on the other. A call for papers has been issued for the second issue, and work is underway to build momentum for future editions.

Further details are available at: <https://www.busarchscot.org.uk/journal/>

Business Archives Surveying Officer

The post of Business Archives Surveying Officer was first established by BACS in 1977. Today BACS continues to support the work of the Business Archives Surveying Officer in Scotland with the current Surveying Officer Rachael Muir sitting on the Executive Committee. Funded by the Ballast Trust and the National Records of Scotland with support from the University of Glasgow, the Business Archives Surveying Officer for Scotland is responsible for surveying, rescuing and promoting business archives in Scotland. A report from the Surveying Officer is included in this report.

Amanda Noble, Convenor

BACS Business Archives Surveying Officer Annual Report, 2025-2026

It has been an exciting and varied year full of surveys, projects, funding applications, and a significant amount of recruitment!

A total of 25 surveys were undertaken over the course of the year ranging from businesses never previously surveyed such as Donaldson Group (timber merchants), to membership organisations like the Scottish Association of Young Farmers Clubs, and national performing companies such as the National Theatre of Scotland. All organisations and businesses of various ages, and therefore with a variety of record-keeping challenges and priorities. There have been several businesses surveyed this year that, although less than fifty years old, have been keen to mark various anniversaries and ensure they are developing their archive where possible, such as that of STEP, a business enterprise gateway in Stirling.

A key output and piece of work of this past year has been the successful application to the National Lottery Heritage Fund (NLHF) for a new project, Supporting Scotland's Sporting Heritage. Awarded £182,829 by the NLHF, our project aims to secure collections at risk, make them more accessible, and deepen public understanding of Scotland's rich sporting history. Along with our project partners, Sporting Heritage, National Library of Scotland, the Surveying Officer and Ballast Trust are delighted to be able to progress our vision for a surveying and engagement project that will prevent the loss of sporting records of significant historical value, identify collections at risk, find appropriate archival homes for them, and raise the national profile of Scotland's sporting heritage. It is a fantastic result, and we are excited to see what the project achieves over the next two years!

Meanwhile, although a launch of the schools' survey was delayed and will be launched later in 2026/2027, the Surveying Officer has been able to launch the next regional survey which will be focussed on those businesses operating within Perth & Kinross. The development of this project has involved close collaboration with the Perth & Kinross archive team to develop a list of over sixty businesses, charities, and membership organisations, many of which are previously un-surveyed and no known information exists about their archives. There has been a super response to-date from businesses in the area, with summer surveys already arranged for a variety of record owners including a house builder, solicitor, agricultural regulator, and structural engineer.

Several deposits have taken place over the year including for business records relating to John G & Stein (refractory brick manufacturer). Following an earlier survey by the Surveying Officer and the offer of help to ensure the records could be preserved by a professional archive service. The Surveying Officer was able to oversee the transfer of the collection to Falkirk Archives, supporting the physical transfer, and liaising with the archivist and owner.

A variety of consultancy work has taken place throughout the year, including the provision of five days of consultancy to Scottish Canals to support the listing of unidentified records. This followed the appointment of a new Records Manager post earlier in the year, which the Surveying Officer had recommended, and provided recruitment services for. The Surveying Officer has been involved in several other recruitment projects, all following initial surveys. This has included the creation of Heritage & Collections Manager at the Grand Lodge of Scotland to manage their library, archive and museum collections, and the establishment of a Corporate Archivist post at International Beverage. A different model has also been explored with the archive of agricultural & seed merchants Galloway & MacLeod, who were surveyed in winter 2024. They have now supported an intern along with the Ballast Trust's support to help with the cataloguing of their archive prior to it being transferred to an archive repository. This has been an important outcome in providing an archive student with significant practical experience, whilst preparing the collection for transfer.

Support has been provided to the Scottish Government and the five National Performing Companies as part of wider work with the National Records of Scotland. Scotland's five National Performing Companies have been contacted to offer record-keeping and archive advice, including advice on digital asset management.

There have been several records-at-risk cases throughout the year emerging for a variety of different reasons including liquidations, closure of premises, and change of circumstances. Most significant was the closure and liquidation of Ballantine Castings in Bo'ness in the summer of 2025.

Established in 1822, it was Scotland's second-last remaining iron-foundry and had a long story to tell regarding the manufacturing of iron in Scotland. This was a complex and protracted case to save both the business archive, and hundreds of patterns that remained onsite under the care of insolvency practitioners. With the help and support of key partners including the Historic Environment Scotland, National Museums Scotland, and Falkirk Archives, the Business Archives Surveying Officer submitted an application to The National Archives Records-at-Risk fund to support the immediate rescue and salvage of both the archive and a sample of the patterns. We were delighted that a full reward was made although sadly, due to several complicating factors, the patterns were unable to be salvaged. However, it is a relief that a significant business archive was able to be rescued including drawings and plans, catalogues, quotation books, ledgers, purchases ledgers and invoice books, and project files which provide a unique insight into the company's recent projects.

Other ongoing cases have included the records of Finnart Oil Terminal, which is pending deposit, and a small number of records were transferred from Grangemouth Oil Refinery. These have been temporarily stored at the Ballast Trust ahead of a future move to Falkirk Archives. The closure of the Centre for Contemporary Art in Glasgow at the start of 2026 also led to the Surveying Officer providing an urgent survey of the archive and liaising with insolvency practitioners to secure the collection in a complex landscape. This is also an ongoing case, and it is hoped the collection will be saved in the coming months.

The Surveying Officer also helped provide assistance in the rescue of the Air Service Training (Ltd) in Perth, with the archive of the training school rescued and transferred to Perth & Kinross Archives in May 2025.

There are also ongoing discussions with the owner of Christies (Fochabers) Ltd, which had been one of Scotland's top ten oldest businesses having been established in 1820. Sold in 2025, the Surveying Officer has been in discussion with the record owner, and it is hoped a survey will be provided in the coming months in order to safeguard any surviving records relating to the garden nursery.

Looking ahead the Surveying Officer will be continuing to catalogue the Scottish Women's Institute collection, and tying up the Perth & Kinross regional project, as well as looking ahead to the launch of an independent schools' survey. Time and support will also be given to the new sporting heritage project, as well as continuing to provide regular records-at-risk assistance as and when needed, and as this last year has shown, this on-the-ground sectoral support to save vulnerable collections is needed more than ever.

Record surveys, 2025-26

- Air Service Training (AST) Engineering, est. 1931, engineering, Perth
- Arbikie Distillery, est. 2013, distillers, Arbroath
- Ayrshire Railway Preservation Group, hold original Andrew Barclay records.
- Ballantine Castings, est. 1822, iron foundry, Bo'ness
- Blairdrummond Safari Park, est. 1970, wildlife conservation, Stirling
- Donaldson Group (James Donaldson & Sons), est. 1860, timber merchant, Glenrothes
- Finnart Oil Terminal, est. 1950s, oil &
- Grangemouth Oil Refinery, est. 1924, oil & gas, Grangemouth
- Hamilton Estate, Lennoxlove House, Haddington
- Hanover Healthfoods, est. 1904, food retailer, Edinburgh
- John G Stein & Sons, est. 1888, brick manufacturer, Bonnybridge

- Kibble, est. 1840, young person's care charity, Paisley
- Mackays, jam and marmalade manufacturer, est. 1939, Arbroath
- National Theatre of Scotland, est. 2006, theatre, Glasgow
- New Glasgow Society, est. 1965, charity / community group, Glasgow
- Ninja Kiwi, est. 2006, videogame company, Dundee. (Part of Gerard's dissertation)
- Paddle Scotland (formerly Scottish Canoe Association), est. 1939, sports organisation, Grandtully
- Scottish Association of Young Farmers Club, est. 1938, membership organisation, Edinburgh
- Scottish Community Drama Association, est. 1926, charity / membership organisation, Stirling.
- Scottish Timber Trade Association, membership organisation, Alexandria
- Scottish Woodland, est. 1967, forestry management, Edinburgh
- STEP, est. 1983, business gateway services, Stirling
- Strathallan School, est. 1913, independent school, Perthshire
- Tron Theatre, est.1978, theatre, Glasgow

Financial Report

The Council continues to support the work of undertaking Surveys of the records of all manner of business institutions in Scotland, as a result of which many records have been deposited with national, university and local authority archives. Most of those records are subsequently available to the public. BACS does not itself directly employ any staff to carry out its work. The Surveying Officer role is funded by the Ballast Trust and the National Records of Scotland with support from the University of Glasgow.

There was a surplus for the year of £2,999. The Council's main income came from the annual conferences held jointly with BAC (Business Archives Council). Further income is from the subscriptions from Members. The principal expenses for the year were the costs of hosting the AGM and the annual conference. Reserves of £18,981 are felt to be adequate for the Council to maintain its activities.

Charities Law and the Business Archives Council of Scotland's constitution require the Accounts of the charity to be independently examined. The Charities Accounts (Scotland) Regulations 2006 require this examination to be an audit by a Registered Auditor if the income or expenditure exceeds £100,000 in any financial year or in any of the two immediately preceding financial years. If these criteria are not met an Independent Examiner can make a simplified examination. The Business Archives Council of Scotland is, this year, deemed to require only an independent examination.

Independent Examiner

TBC

By order of the Executive Committee

Rosemary Hall, Treasurer

Business Archives Council of Scotland						
Balance Sheet						
as at 31st March 2024						
				2026	2025	
				£	£	
Current Assets						
Cash				-	-	
Bank Balance					15,982	
Debtors	Grant Receivable					
	PayPal Receivables					
				0	15,982	
Creditors - Amounts falling due within 1 year						
Creditors				0	0	
Accruals				0	0	
2 Total Net Assets				0	15,982	
General Fund (Unrestricted)						
Balance at start of Year				15,982	8,427	
(Loss) / Surplus in year				2,999	7,555	
Balance carried forward				18,981	15,982	
Approved by the Executive Committee on ...						
and signed on their behalf						
.....	Amanda Noble				Convenor	
.....	Rosemary Hall				Treasurer	

Business Archives Council of Scotland

**Notes to the Financial Statement
for Period Ended 31st March 2025**

1 Accounting Principles

Basis of preparation of Accounts

The Financial Statements are prepared under the historical cost convention on a going concern basis.

2 Funds Held

The Funds are held to promote the objects of the Council.

3 Grants and Donations and Consultancy Income

	Year to 31st March 2026	Year to 31st March 2025
	£	£

Grants	0	0
Donations	0	0
	0	0

4 Administration Expenses

	£	£
AGM Costs	£2,206	£1,286
Conference costs	0	4,066
Publicity Material	125	
Journal Printing	1,863	
Paypal fees	0	33
Virgin Bank account charges	82	14
	4,276	5,399