

MADRAS COLLEGE ARCHIVE

Meeting of Task Group - Monday May 12th, '08

1. Present: Lindsay Matheson (LM), Matthew Wright (MW), Hamish Kinnear (HK).
2. Purpose of meeting: To arrange for summer work to re-organise the school archive and to revise the current archive catalogue.
3. MW and HK agreed to work for part of their summer holiday on the archive, under the supervision of LM. Funding up to £200 had been allocated by Mr Jones (IJ).
4. The first task is to check that the catalogue is consistent with the artefacts in the archive, to note any errors, missing items and unrecorded items.
5. For effective working either the archive room should be cleared of non-archive material or another space used in the immediate area for the work in hand.
Mrs Noble (CN) will liaise with staff concerning this matter.
6. The work by MW and HK will commence during the second week of June after examinations are over.
7. MW and HK will approach local organisations that might assist with the costs of the work.
8. MW will liaise with Mr Pardoe (AP) regarding the electronic copy of the existing archive catalogue.
9. LM will arrange a meeting between MW, HK and Dr Norman Reid, the St Andrews University Archivist, to take place during the second week of June or soon thereafter.
10. CN will clear away or label as "School Admin" such items as are not to be examined by MW and HK.
11. CN will provide dusters and give MW and HK sheets on which to record their work hours.
12. LM will ask Mr Dewar (RD) whether the rack of blazers could be located with the other clothing props in the adjacent room.
13. The circulation of this note is: MW, HK, CN, AP and LM.
14. Email addresses were circulated
15. A meeting of the group will take place during June, with the intention of presenting an archive plan to IJ for consideration.

LM for the group, 12th May '08