

**Report of the Director of the
National Archives
for
2002**

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1. LEGISLATION

NATIONAL ARCHIVES ACT 1986

- 1.1 The principal legislative basis for the National Archives is the National Archives Act 1986 and the Regulations made under that Act. When the Act came into operation in 1988, the Public Record Office of Ireland (founded in 1867) and the State Paper Office (founded in 2002) were amalgamated to form the National Archives. The detailed provisions of the Act relate mainly to Departmental records, and are summarised in paragraph 5.2 below.

Ministerial responsibility for the National Archives

- 1.2 The National Archives is a statutory body within the Civil Service. When established in 1988, it was part of the Department of the Taoiseach (the head of government or prime minister). However, since 1992 the National Archives has been part of the Department of the Minister holding the Arts portfolio. Consequently, most powers conferred on the Taoiseach by the Act are now exercised by that Minister, although some powers relating to Departmental records are still exercised by the Taoiseach.
- 1.3 From 1997 until June 2002 the Arts portfolio was held by the Minister for Arts, Heritage, Gaeltacht and the Islands. It has been held by the Minister for Arts, Sport and Tourism since June 2002.

Director of the National Archives

- 1.4 The National Archives operates under the control and management of the Director, who is appointed by and answers to the Minister. The functions of the Director are summarised in section 4(1) of the Act. They include the following:
- the control and management of the National Archives;
 - the preservation, restoration, arrangement and description of archives in the custody of the National Archives;
 - making archives available for public inspection in accordance with the Act, and providing copies of archives;
 - the preparation of guides, lists, indexes and other finding aids to archives, and the publication of archives, finding aids and other material relating to archives;
 - the examination and acquisition of Departmental records in accordance with the Act, and the inspection of arrangements for the preservation of Departmental records;
 - the acquisition of other records appropriate for preservation by the National Archives;
 - giving advice to members of the Government and public service organisations on the management, preservation and reproduction of records under their control.

National Archives Advisory Council

- 1.5 The Act also provided for the establishment of the National Archives Advisory Council, whose members are appointed by the Minister. The principal statutory function of the Council is to advise the Minister in the exercise of his powers under the 1986 Act, on all matters affecting archives within the scope of the Act, and on the use of the archives by the public.

Annual Reports

- 1.6 Section 21 of the Act provides that the Director shall submit an annual report to the Minister on the work of the National Archives, that the Advisory Council shall submit an annual report to the Minister on the activities of the Council, and that the Minister shall cause copies of those reports to be laid before each House of the Oireachtas.

FREEDOM OF INFORMATION ACT, 1997

- 1.7 The Freedom of Information Act, 1997 (the FOI Act) is also of major importance for the work of the National Archives. The Act became law on 21 April 1997, and has since been extended to additional bodies by regulations made under the Act by the Minister for Finance. As of the end of 2002 the Act applied to records held by Government Departments, other bodies within the Civil Service, local authorities, health boards, publicly funded voluntary hospitals, other public and voluntary organisations in the health and social services sectors, universities, institutes of technology, other third-level colleges, and some state sponsored bodies in the broadcasting, cultural, enterprise and employment, local government and regulatory sectors.

Rights established by the FOI Act

- 1.8 Under the FOI Act, every person now has the right of access to records held by Government Departments, local authorities, health boards and the other bodies currently covered by the Act.
- In cases where records contain personal information about the person applying for access, the right of access applies to all such records regardless of their date.
 - In all other cases, the right of access normally applies only to records created after 21 April 1998 (if the records are held by a Government Department, one of the other public bodies listed in the Act, or one of the bodies to which the Act has subsequently been extended) or after 21 October 1998 (if the records are held by a local authority or health board).

In all cases the right of access must be exercised in accordance with the procedures laid down in the Act, and is subject to any relevant exemption from access provided for in the Act.

- 1.9 The FOI Act has also given every person:
- the right to have personal information contained in records held by the above bodies altered, where it is incomplete, incorrect or misleading, and
 - the right to be given reasons for decisions by the above bodies that affect her/him.

Again, these rights must be exercised in accordance with the procedures laid down in the Act, and are subject to any relevant exemption provided for in the Act.

FOI and the management of records held by public bodies

- 1.10 Section 15(5) of the FOI Act provides that the Minister for Finance may, after consultation with the Information Commissioner and the Director of the National Archives, make regulations providing for the management and maintenance of records held by public bodies. This power is similar but not identical to the power that the Minister for Finance has under section 19(3) of the National Archives Act to make regulations, after consultation with the Director of the National Archives, for the proper management and preservation of Departmental records. To date, no such regulations have been made under either Act.

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- 1.11 The power conferred by the FOI Act applies to a much wider range of records than that conferred by the National Archives Act. However, it does not apply to most records of court proceedings held by the courts, nor to records held by the Garda Síochána, both of which are covered by the power conferred by the National Archives Act.

FOI and the National Archives

- 1.12 During 2002 the National Archives remained involved in work related to the implementation of the FOI Act throughout the public sector, and I continued to be a member of the main FOI Interdepartmental Working Group.
- 1.13 Thomas Quinlan, Archivist, participated in the FOI Interdepartmental Working Group's sub-group established to discuss and report on means to address issues raised by the Information Commissioner in his report Freedom of Information – compliance by public bodies. The sub-group's report was completed and published. See also paragraph 5.9 below.
- 1.14 The National Archives is itself one of the public bodies listed in the FOI Act, and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Act. However, section 46(2) of the Act states that it does not apply to a record that is available for inspection by members of the public. Consequently, it does not apply to archives in the National Archives that are available for public inspection.
- 1.15 During 2002, eight FOI requests were received, all of which were answered by the National Archives. The FOI Act did not apply to the records sought in seven cases, and the requests were dealt with outside the Act. In one case, the request was transferred to the Department of Health and Children.
- 1.16 Section 15 of the FOI Act requires the publication by each public body of a reference book describing its structure, functions and records, while Section 16 requires the publication of the rules, procedures etc. used for the purposes of decisions with respect to rights, penalties etc. to which members of the public are entitled or subject. At present, the Rules for Readers made by the Director of the National Archives is the only item due for publication by the National Archives under section 16, and this has been published as an appendix to our Section 15 reference book.

2. RESOURCES

FINANCIAL ALLOCATIONS

- 2.1 Our financial allocations in 2002 once again showed a small but very welcome increase in the value in real terms of the financial resources made available to the National Archives by the Department of Arts, Heritage, Gaeltacht and the Islands (now the Department of Arts, Sport and Tourism). The financial allocations made in respect of the National Archives in 2001 and 2002 are compared in Table 1.

Table 1 **Financial allocations in respect of the**
National Archives in 2001 and 2002

Subhead	2001	2002
	€	€
A.1 (Administrative expenses – pay of permanent staff)	987,856 (£778,000)	1,186,000 (£934,051)
A.2 – A.6 (Administrative expenses – current non-pay expenditure)	356,796 (£281,000)	357,000 (£281,160)
B (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	71,105 (£56,000)	74,000 (£58,280)
C.1 Current (General expenses – mostly current non-pay expenditure, but including pay of Temporary Archivists)	821,521 (£647,000)	931,000 (£733,222)
C.1 Capital (General expenses – capital expenditure)	126,974 (£100,000)	170,000 (£133,886)
TOTAL	2,364,252 (£1,862,000)	2,718,000 (£2,140,599)

Note: The allocations recorded above are the same as the Estimates recorded in the annual Revised Estimates for the Public Services, except that the allocation made to the National Archives from Subhead B in 2001 was £56,000, rather than £59,000 as shown in the Estimates, and the allocation made to the National Archives from Subheads A2 – A6 in 2002 was €357,000, rather than €281,000 as shown in the Estimates.

STAFF

General

- 2.2 In 2002 the staff of the National Archives paid from exchequer funds remained at 42, but eight posts were vacant at year-end. When all vacancies are filled, including posts of Archivist payable from the Crowley Bequest fund, the total number of staff employed in the National Archives will be 45. Appendix A below contains a list of the staff of the National Archives (including vacancies) as of 31 December 2001.

Increase in staffing still a requirement

- 2.3 The small but significant increases in staff sanctioned in 2001 and in 2002 were very welcome, and have helped to bring about substantial improvements in our capacity to meet some key objectives. However, as stated in previous reports, it is my firm view that a much larger increase is required to enable us to undertake our statutory responsibilities in full.

Death in service of Dr Philomena Connolly

- 2.4 Dr Philomena Connolly, Archivist, died suddenly at her home on 12 June 2002. Her untimely death deprived the National Archives and the world of archives of one of its greatest talents of this or any other generation. She was entering her 32nd year of service in the National Archives and its predecessor bodies, the Public Record Office of Ireland and State Paper Office, and was the most experienced and longest serving member of staff. The obituary in Appendix F below was first published in Irish Archives, the journal of the Irish Society for Archives, and is reproduced in this report with the permission of the editor of that journal.

Death of Colman Jarrett

- 2.5 It was with great sadness that we learned of the accidental death of Colman Jarrett on 2 March 2002. He had worked as a Services Officer in the National Archives from 1992 to 1997. During his time in the National Archives, he worked mainly at the Reception Desk in our Entrance Hall, and established himself as a firm favourite with readers. He was the first point of contact for many visitors to the National Archives, and he performed this role with unfailing courtesy and good humour.

Senior Archivists

- 2.6 In March 2002 Catriona Crowe, Senior Archivist, was appointed Manager of the Crowley Bequest Project. The filling of that post created a vacancy for an Acting Senior Archivist, which was filled by Thomas Quinlan, Archivist.

New Post of Conservator

- 2.7 Following her selection to fill the newly created post of Conservator, through a competition held by the Public Appointments Service, Zoë Reid took up her appointment on 7 May.

Temporary Archivists

- 2.8 In previous annual reports, I have referred to the serious problem caused by the high level of turnover in the four posts of Temporary Archivist. We had hoped that, in the context of the increases of staff sanctioned in 2001 and 2002, the replacement of the temporary posts by permanent posts would also be sanctioned, but this was not achieved. At the end of the year 2002, three of the four posts were vacant.

Delay in filling professional posts

- 2.9 One of the consequences of the change of Departmental responsibility for the National Archives from the Department of Arts, Heritage, Gaeltacht and the Islands to the newly created Department of Arts, Sport and Tourism was an interruption in

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the process of filling vacancies. However, in December 2002, the Public Appointments Service advertised a competition for Archivists in the National Archives, including an Archivist specialising in Electronic Records, with a closing date of 9 January 2003 for receipt of applications.

Executive Officer

- 2.10 Tom Gilsenan was promoted from Staff Officer to Executive Officer with effect from 22 March 2002.

Clerical Officers

- 2.11 David O'Neill was appointed to a permanent post of Clerical Officer in the National Archives on 1 July (he had started work some weeks earlier as a temporary summer-time replacement for an officer on term-time leave). Jimi McKillop left the National Archives on Leave of Absence in September and was replaced by Enda Lowry on 3 October.

Short-term work placements

- 2.12 During 2002, three persons worked in the National Archives on voluntary unpaid short term work placements. All three were third-level students wishing to obtain relevant work experience prior to assessment for admission to a postgraduate course in Archival Studies. The tasks assigned to them included the routine sorting, listing and boxing of archives, and flattening and stamping maps, as well as the boxing of non-current finding aids.

Partnership

- 2.13 The Partnership process begun in the National Archives in 2001 was continued and further developed through 2002. The Partnership Committee of the National Archives is a subgroup of the Partnership Committee of the Department of Arts, Sport and Tourism.

Human Resource Management Subgroup

- 2.14 During 2002 Ken Hannigan, Keeper, continued to represent the National Archives on the Human Resource Management Subgroup of the Partnership Committee of the Department of Arts, Sport and Tourism. He also sat on one of the task groups established by the Subgroup, while Frances McGee, Keeper (Acting), and Noreen Lynch, Higher Executive Officer, sat on two of its other task groups.

Performance Management and Development System (PMDS)

- 2.15 Training towards the full implementation of the Performance Management and Development System continued in 2002. By the end of the year all members of the National Archives staff had completed Module 2 of the training programme.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

- 2.16 Progress on extending the use of ICT within the National Archives continued to be hampered in 2002 by the absence of a full-time ICT unit with suitably trained and qualified staff dedicated to this function. In the absence of a full-time unit, necessary ICT work continued to be undertaken by a combination of part-time support from an IT consultancy company, amounting to one half-day per week on site, and part of the time of two members of our staff at Keeper and Clerical Officer level. The HEO-level ICT Manager post which was sanctioned in 2001 remained vacant pending the outcome of discussions between our parent Department and the Department of Finance on whether the post was to be filled through a confined or an open competition.

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- 2.17 Work continued on the development of a number of database systems designed to aid archival management. These included:
- **A database listing system for archives compliant with the International Standard for Archival Description – ISAD(G)**
The implementation of this system, which is still being modified, will ensure consistent listing practices in the National Archives and the production of finding aids to archives that can be more easily linked to other archival resources available on the World Wide Web.
 - **A fully automated system to replace the existing paper-based system for ordering archival documents in the Reading Room and for tracking the movement of archives between storage and the Reading Room**
This will be the initial stage in implementing a system that will allow members of the public to order documents by means of terminals in the Reading Room. This stage will utilise bar codes and bar-code readers to capture information on productions and returns currently recorded by means of retrospective manual input. The system will eliminate the need for retrospective recording of production and return of archives that currently occupies the greater part of the time of one member of staff.
 - **A database system to keep track of items undergoing conservation**
 - **A library database system to manage the conservation library**
- 2.18 The voice simulation program which allows our visually impaired telephonist to manage all e-mail addressed to the main National Archives email address – mail@nationalarchives.ie – was upgraded to allow him avail of all information resources available on the Web. This allows him to handle a higher proportion of e-mail enquiries without the necessity of involving other staff.

NEW BUILDING

- 2.19 The question of a new building for the National Archives, on the site of the warehouse to the rear of our building at Bishop Street, continued to be a subject of discussions between our Department, the Office of Public Works (OPW) and the Department of Finance during 2002.

UPGRADING OF EXISTING PREMISES AT BISHOP STREET

- 2.20 Works were carried out on Floor 3 at Bishop Street in order to create an office and workroom for Special Projects. This resulted in an overall loss of space for storing archives on Floor 3.

Conservation workshop

- 2.21 Work on setting up and equipping a conservation workshop on Floor 4 was initiated early in the year. The design and installation of the workshop was carried out by Building Consultancy Group (architects, appointed by OPW), in consultation with the National Archives. The research, sourcing and commissioning of specialised equipment for the conservation workshop were carried out by National Archives staff, including the newly appointed conservator, in conjunction with the architects. A

large and airy workshop and associated office were created, where it is possible to carry out a full range of work, while meeting the highest standards of health and safety.

Mobile shelving on Floor 4

- 2.22 The creation of the conservation workshop involved remodelling of part of the east end of Floor 4 and resulted in the net loss of space formerly used for archives storage. To offset the loss of storage space, mobile shelving was installed in place of static shelving in the 2 large storage rooms immediately adjoining the conservation workshop, resulting in a net gain in capacity. The opportunity was also taken to implement other improvements in the quality of the storage and carry out a reorganisation of the archives held in those rooms. The planning, design and organisation of the works were carried out in conjunction with the architects and the OPW, while the supply of the new shelving and floor and the associated moves of archives were arranged by the National Archives. The works were still in progress at the end of the year.

Proposed Ground Floor Reference Room

- 2.23 Discussions with the OPW continued regarding the provision of new facilities on the Ground Floor of Bishop Street, which would enable full access for persons with disabilities, while improving services for all members of the public. The original proposals were taken to design stage by an OPW in-house team of architects, engineers and administrators, and included improvements in the street entrance and front hall, and the provision of a new Reference Room, where readers could seek advice from staff, consult finding aids and order copies, as well as new cloakroom and toilet facilities, a refreshment area, a first-aid room and a new lobby. While most members of the public would continue to read archives in the Reading Room on Floor 5, readers with disabilities would be able to read archives on the Ground Floor. Work on this proposal had advanced to the stage where planning permission was to be sought, when the OPW decided that it should not be proceeded with because of the proposal for a new building.
- 2.24 It is a matter of serious regret that progress has not been made on the Ground Floor Reference Room proposal. It has meant that full services cannot be made available to persons with disabilities that prevent them from having access to Floor 5, and has made it more difficult to make the other improvements that were intended.

Advice and assistance from the OPW

- 2.25 We wish to record the valuable advice assistance on building-related matters provided by the Dublin Castle Regional Architect's Office of the OPW, and especially by Mr Brian Coyle, Ms Margot Healey and Mr Martin Smyth.

HEALTH AND SAFETY (INCLUDING FIRE SAFETY)

- 2.26 In 2002, we built on the progress made in 2000 and 2001 in regard to health and safety (including fire safety). The National Archives Emergency Plan was issued to all staff in January. This consolidates all documents on policy and practice in emergencies and provides an important reference tool for staff.
- 2.27 Fire drills were carried out using the new procedures, and small refinements to procedures were made, based on post-drill assessments. A Fire Safety Training Day for all staff was held in December, including fire extinguisher training. Training was also provided in manual handling and VDU awareness for all staff, while First Aid

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training for three volunteer members of staff and Safety Representative Training for the 3 Safety Representatives also took place.

- 2.28 The National Archives Fire and Safety Committee met on five occasions. The Committee dealt with all aspects of practices and procedures relating to fire safety, including evacuation drills, problems in the Four Courts, fire safety refresher training, smoking within the buildings, inspections and maintenance, and Evac+Chair training. On health and safety, matters dealt with included the development of the Safety Statement, development of new trolley, problems in the Four Courts and the difficulties of obtaining training for the Safety Representatives.
- 2.29 At the request of the National Archives, the OPW arranged for a preliminary fire survey of the warehouse and associated areas to be carried out. Arrangements were also made to have drawings of these parts of the building made by a contract surveyor.
- 2.30 In response to our request to the OPW to examine the fire alarm system, arrangements were made to have a major Fire Safety and Condition Report of both the Bishop Street and the Four Courts buildings carried out by the consultant engineers, Forbes Leslie Network. The surveys were still ongoing at the end of the year.
- 2.31 As a result of routine checks for asbestos, some questions arose about parts of the Four Courts building. Discussions were still underway at the end of the year.

3. PRESERVATION OF ARCHIVES

- 3.1 The most important element in our preservation strategy is the provision of accommodation that complies with recognised standards for the storage of archives. For developments in this regard during 2002 see paragraph 2.19 above.

Productions from the Four Courts

- 3.2 The high level of productions of archives from our Four Courts building to the Reading Room at Bishop Street is a cause of concern because of the risks caused to the documents while in transit and the amount of staff time required. This will not be solved until all of the accommodation of the National Archives is on one site.

DISASTER PLAN

- 3.3 Progress was made on the development of a detailed Disaster Plan for the National Archives. This work was ongoing at the end of the year.

ENVIRONMENTAL MONITORING

- 3.4 The monitoring system, first installed in 1997, continued to provide high-quality data about the temperature, relative humidity and light. The results of this monitoring over the year 2002 showed that the environment in almost every part of the storage areas in Bishop Street continued to fluctuate outside the ranges recommended for the storage of archival documents, and that our building at the Four Courts also has an environment that falls short of recommended conditions.

REPACKING OF ARCHIVES IN ARCHIVAL-QUALITY BOXES

Preservation packing

- 3.5 In accordance with long-standing policy, all new transfers of records to the National Archives are packed in archival-quality boxes, and other materials as appropriate. In 2002, the programme of backlog packing was re-started. A major programme of work in the Four Courts was planned. This is now possible because of the space created by moving the Census documents (see below). The objective of this work is to improve the standard of packing by boxing archives currently wrapped in non-archival-quality paper parcels, and to facilitate access and maintenance by cleaning. This work is slow and difficult and will take several years to complete, because the commitments to providing service to the public in the Reading Room greatly limits staff time available and therefore inhibits progress.

- 3.6 At Bishop Street, records of the Public Record Office of Ireland and of Roinn na Gaeltachta were re-boxed in archival-quality boxes before being moved within the repository.

Work on Census of Population 1936 and 1946

- 3.7 In 2001, a successful operation to arrange, list and pack the 1926 Census was carried out. In 2002 it was decided to carry out similar work on the 1936 and 1946 Censuses. Nine members of National Archives staff were designated 'Officers of Statistics' by the Central Statistics Office in order to work on these documents. The 1936 Census,

which consists of approximately 30 cubic metres of portfolios, was moved from the Four Courts to the Warehouse in Bishop Street where it was put into its archival arrangement, cleaned, listed and boxed in specially ordered archival quality boxes. The boxes were then packed on pallets, wrapped and banded for security, and put away in a secure manner. Similar work was carried out on the 1946 Census, which consists of approximately 41 cubic metres of documents. Each of these operations took several weeks to complete. Most of the work of preparation for public inspection has now been completed, although detailed listing will be required before the Censuses are opened for public inspection in, respectively, January 2037 and January 2047.

Advice and assistance from Central Statistics Office

- 3.8 We wish to acknowledge the advice and co-operation received from the Census of Population Division of the Central Statistics Office.

CONSERVATION OF ARCHIVES

Appointment of Conservator

- 3.9 Following sanction for a permanent post of Conservator, the post was filled through a Civil Service Commission competition held in late December 2001 and the Conservator, Zoë Reid took up position in early May. A temporary workspace was set up pending the fitting out of the conservation workshop.
- 3.10 The National Archives welcomes this appointment, and looks forward to the development of aspects of preservation work which heretofore were not possible.

Conservation by our Conservator

- 3.11 In the temporary workspace conservation work was carried out on Pembroke Estate maps, J.C. Prim documents and photographs from Department of Justice files.
- 3.12 Preparatory work was carried out to implement a phase boxing project (using boxes made to measure to fit individual books), the first stage of which concerns the grant books transferred from Probate Registries. This project is also to include consolidation of the red-rot degradation commonly found on the binding of the books. Following boxing the books will be accommodated in improved conditions on the new shelving on Floor 4.

Conservation by private conservators

- 3.13 The conservation repair work on the Rebellion Papers continued and five boxes and some loose documents were completed.
- 3.14 The arrangement with the Delmas Bindery regarding conservation repair came to an end in January 2002. The National Archives wishes to express its appreciation to the Keeper, Dr Muriel McCarthy, and the Governors and Guardians of Marsh's Library for their assistance and co-operation over the years.
- 3.15 Work on the conservation repair of the Chancery Pleadings was continued in a new arrangement with a private conservator having temporary use of the facilities of the Chester Beatty Library. The National Archives wishes to express its gratitude to the Director, Dr Michael Ryan, and Board of Trustees of the Chester Beatty Library for allowing this use of the facilities. The repair of 425 Chancery Pleadings was carried out.

- 3.16 The conservation repair of the Fenian photographs continued and part of a further box was completed.

PRESERVATION MICROFILMING

- 3.17 Preservation filming by the Library of Trinity College Dublin was continued. A total of 17 boxes of the Rebellion Papers were filmed on 40 microfilms.

Microfilming by the Genealogical Society of Utah (Church of Jesus Christ of Latter Day Saints)

- 3.18 The Genealogical Society of Utah continued to carry out the programme of filming certain classes of records held by the National Archives as specified in the agreement made in 2000. The filming during 2001 had been done using two cameras operated by Society personnel, consisting of two married couples, one from Norway and the other from the United States. In April 2002 one of the couples returned home and only one camera was operated for the rest of the year. When that couple left in April, filming of the notebooks of the officials who carried out the Townland and Tenement Valuations of Ireland in the middle of the 19th century was suspended, with approximately 1,350 of the 4,600 Notebooks in the House Book series having by then been filmed. However the filming of the O'Brien set of Landed Estate Court Rentals, covering the period 1850–85, was completed in April, allowing work to commence on filming the surviving Board of Guardians Minute Books from the late 1830s and early 1840s for the four Poor Law Unions in the Dublin area, namely the Rathdown, Balrothery, South Dublin and North Dublin Unions. By the end of the year the Rathdown and Balrothery Union Minute books had been filmed and the filming of the South Dublin Union Minute Books was just being completed.

Storage of preservation microfilms

- 3.19 The master copies of National Archives preservation microfilms – other than the Master copies of films made by the Genealogical Society of Utah which are stored at their headquarters in Salt Lake City, USA – are stored in the UK national microfilm storage facility situated in the National Library of Wales in Aberystwyth.

Plans to establish in-house microfilming

- 3.20 The lack of access to in-house microfilming continued to create difficulties. In the context of staff restructuring, plans were in hand to establish a preservation microfilming unit.

Observations on the rate of progress of microfilming

- 3.21 The rate of progress in microfilming improved in 2002 when compared with 2001, but the available capacity falls short of what is needed to meet the demand for both further preservation filming and the provision of films ordered by members of the public. This can only be achieved by the establishment of a properly staffed and equipped microfilm unit within the National Archives.

4. SERVICES TO THE PUBLIC

READING ROOM

- 4.1 The archives held by the National Archives are made available for inspection by the public in the Reading Room in the Bishop Street building. The Reading Room is open from 10.00 am to 5.00 pm, Monday to Friday (excluding public holidays, the week from Christmas Eve until the end of the year, and the two-day media preview of 30-year old Departmental records in December). Finding aids to the archives are available on open access in the Reading Room or via Internet connection (both in the Reading Room and remotely), but the archives themselves are kept in secure storage areas and are produced by a member of staff when ordered by a reader.
- 4.2 In 2002, the total number of visits to the Reading Room during opening hours was 16,241 and the number of readers' tickets issued was 4,577. The tables in Appendix B.1 and B.2 compare these figures with those for previous years.
- 4.3 The total number of visits in 2002 was slightly less than in 2001 (17,608), and the number of readers' tickets issued in 2002 was lower than in 2001 (4,941). Increased information on the Internet and increased answering of correspondence by e-mail may have reduced the number of actual visits to the Reading Room, but the decline in the number of visitors from the USA following the 11 September attacks must account for part of the decrease in readers. The drop in readers' tickets issued can be at least partly accounted for by the fact that since February 2000, readers' tickets no longer have to be renewed annually, but can be issued for periods of up to 3 years.
- 4.4 The table in Appendix B.3 shows the number of visits to the Reading Room per month in 2002. The busiest month was April, with seven more visits than October, the next busiest month. The third busiest month was July – the same as for 2001. The average number of visits per day in 2002 remained about seventy. As in previous years, December remains the quietest month. The closure of the National Library of Ireland on Thursdays from January to March increased the number of readers in the National Archives considerably.
- 4.5 The number of archives consulted by readers during 2002 was 35,161, a decrease on the previous year's figure of 43,042. The table in Appendix B.4 compares these figures with those for 1971, 1981, 1991 and 1996. The average number of archives consulted per visit was 2.44, compared to 2.8 in 2000. The decline in the number of archives consulted is partly explained by the decision to produce the Census returns for 1901 and 1911 in microfilm form only from August 2001 onwards. This meant that a reader might find all the information required on a single microfilm, rather than having to order a number of individual files of Census returns, as had been the case previously. The changeover resulted in a sharp increase in the number of microforms produced to readers in the last third of the year.
- 4.6 The papers of the Meath Estate are still held in private custody in Kilruddery, Co. Wicklow. However, due to the number of requests for access to this private collection, Lord Meath has initiated a system of temporarily transferring the records requested to the National Archives, where the records are housed and made available for research under the same conditions as records held permanently in the National Archives.

Reading Room opening hours

- 4.7 As stated in previous reports, there is clearly a need for an extension of opening hours in the evenings and/or at the weekends to cater for the needs of researchers who cannot attend during normal working hours or can only come to Dublin for short periods of time. However, shortage of staff, particularly in the grades of Clerical Officer and Services Officer continues to make this impossible.

Group visits

- 4.8 2002 was another busy year for organised groups visiting the Reading Room – an average of about two a month, but, the month of October was particularly busy. Most groups come to the Reading Room during opening hours but some come outside opening hours – either before 10.00 or after 5.00, Monday to Friday, or on Saturdays. The severe shortage of space within the National Archives prevents groups from using a designated room for the duration of the visit and forces groups of up to twelve people into the Reading Room to compete with staff and readers for space and access to finding aids. This is most disruptive to the smooth running of the Reading Room and prevents a group having access to original documents under controlled conditions.
- 4.9 Some lecturers from universities now accompany their students on visits thus obviating the need for an archivist to spend time with the group. In such cases, every effort is made to minimise the disruption to staff and readers alike. In most cases the lecturer undertakes a reconnaissance visit in advance of the formal group visit and this has proved beneficial to visitor and staff alike.
- 4.10 A total of 29 groups visited the National Archives by appointment. Of these, nine 9 were from third-level educational institutions in Ireland, comprising students in the fields of archival science, history, education, architecture and local studies. Other visits included those by local history and genealogical societies and groups. During the year a special visit was paid by the staff of the National Library during their period of closure in February.
- 4.11 The National Archives Advisory Council visited the Reading Room in January, while the International Council on Archives (the Section on Professional Associations) visited in April, its first such visit.

Genealogy Service

- 4.12 During 2002 discussions began between the National Archives and members of the Association of Professional Genealogists in Ireland (APGI), with a view to offering a Genealogy Service in the National Archives similar to that already being offered by the National Library of Ireland. Preliminary visits were made to the National Library to discuss the workings of its Genealogy Service.

Survey of users of the National Archives of Ireland

- 4.13 During 2002 the decision was taken to issue a questionnaire to regular users of the National Archives in order to gauge their opinions on a number of issues. Such an exercise had never before been undertaken by the National Archives. On foot of a request for tenders, Marketing Edge were contracted to compile the questionnaire, analyse the replies and prepare a report.
- 4.14 The questionnaire was issued to the 230 most regular users, and 110 completed responses were returned. While respondents were largely appreciative of the facilities being offered by the National Archives, and most believed that the National Archives had improved since they first started using its services, many useful suggestions for improvements in services were made. The major findings were that most of those

questioned wanted increased opening hours, better and more detailed finding aids, better copying facilities, and more information mounted on the Internet. Many respondents also sought the establishment of a National Archives Users' Group, and the provision of a coffee shop. Negative responses included criticisms of the security arrangements in force in the Reading Room, especially the ban of writing implements other than pencils and the prohibition of bags.

COPYING OF ARCHIVES FOR MEMBERS OF THE PUBLIC

- 4.15 Most copies of archives are provided in the form either of photocopies or of printouts from microfilm. Where photocopying would damage archives and microfilms do not exist, copies are provided in the form of photographs. When necessary for legal purposes, copies in any of these forms can be authenticated. Since 1992 the National Archives has not had any in-house microfilming service, but duplicates of existing microfilm are provided. An increasing number of microfilms are available for self-service copying in the Reading Room.
- 4.16 Readers are also permitted to take their own photographs of selected documents with prior permission and under supervision of staff. Such photography must be undertaken outside Reading Room opening hours.

ON-LINE ACCESS TO THE NATIONAL ARCHIVES

- 4.17 Our website continues to be hosted by the Dublin Institute of Technology and to be maintained by its School of Communications, to whom we are extremely grateful. However, editorial work on the pages is now undertaken almost entirely by remote link from the National Archives.

Website developments in 2002

- 4.18 The website continued to be improved and added to during 2002 as new guides to research and indexes to archives became available.

FINDING AIDS

- 4.19 In 2002, as in the previous year, many of the loose format finding aids in the Reading Room were transferred to a more durable bound format. This is an ongoing project. The finding aids received on a regular basis from the Irish Genealogical Society of St Paul, Minnesota, project (now being undertaken by the National Library of Ireland) to compile listings of sources for estate papers in both the National Archives of Ireland and the National Library of Ireland continue to be bound on receipt here. The rebinding of lists of small accessions (999 series) in order to reduce the number of volumes has been completed. Work on rebinding lists of collections of private accessions is ongoing to ensure that classes of collections now have a uniform style.
- 4.20 During the year the options for transferring the bound paper-format Will and Administrations Calendars in the Reading Room to another format was investigated. Neither the options of total photocopying or transference to CD-ROM were felt to offer a satisfactory solution. Further discussions are underway to replace these volumes with an alternative, preferably in electronic format, as the volumes in the public Reading Room have deteriorated seriously due to constant usage.

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- 4.21 During the year 246 rolls of microfilms of Thoms Commercial Directories were purchased from Trinity College Dublin. The microfilms are now being used in place of the hard-copy volumes which had deteriorated seriously due to over use. For the years around the census returns (i.e. 1900, 1901, 1902 and 1910, 1911, 1912) microfiche were made from the microfilms in order to facilitate access by readers to these heavily requested years.

- 4.22 Work on the conversion of the finding aids to the archives of the Pembroke Estate collection to electronic format was completed. Work on converting lists of small accessions (999 series) to electronic format in order to make these available on our website is well underway. Other listings of private collections are being converted to electronic format as time permits.

Card indexes

- 4.23 The project to update the card indexes to testamentary records, pre-1708 deeds, and maps and plans (accessions from private sources) continued, though much of this material, held in private accessions, is also searchable in electronic format. It is hoped ultimately to replace all of these card indexes with a computerised alternative.

Information booklets

- 4.24 The existing information pamphlet 'Sources for family history and genealogy' was updated during 2002 for publication in 2003. Likewise the information leaflet on genealogical and historical research is updated regularly both in paper and electronic format.

LECTURES

- 4.25 In 2002 members of staff gave a total of 18 lectures and talks to outside bodies, including the Diploma in Archival Studies course in University College Dublin and the Church Archivists' Conference in Dublin. Of these lectures, 11 dealt with the holdings of the National Archives and sources here for genealogy and local history. Other lectures dealt with Ordnance Survey records, sources for World War I history, records relating to emigration to Australia, the work of the Business Records Survey, the development of local government in Ireland, the preservation of electronic records, access provisions in the National Archives Act and practice in relation to records of children adopted, fostered or institutionalised. As in previous years there have been a number of requests for lectures (five during 2002) for talks on the National Archives to local women's groups and to groups of retired businessmen (PROBUS). One visit was made to the Bellevilla Community Unit on the South Circular Road. A lecture on the records of tourists to Europe and further afield held in the National Archives was delivered to the Friends of the Chester Beatty Library, while a lecture on census substitutes held in the National Archives was delivered to the Irish Family History Society.

STATUTE ROLLS OF THE IRISH PARLIAMENT

- 4.26 The final volume of this series was published in 2002, under the title Statute Rolls of the Irish Parliament, Richard III - Henry VIII. Its publication marked the conclusion of the exceptionally long-lived and slow-moving project to publish the legislation enacted by the medieval Irish parliament between the 13th and early 16th centuries. The project was begun in 1811 by the Irish Record Commission, and led to the publication of four volumes by the Public Record Office of Ireland during the first

half of the 20th century. It has now concluded with the publication of the fifth and final volume by Four Courts Press on behalf of the National Archives.

- 4.27 The editor of the final volume was the late Dr Philomena Connolly. In the preface to the volume, Dr Connolly named those involved in the project from beginning to end, and noted that the final volume benefited particularly from the work of the two last-named by her: Margaret Griffith, who was Deputy Keeper of the Public Records from 1956 to 1971, and who had worked on the Irish Record Commission and its records, and Breandán Mac Giolla Choille, who was Deputy Keeper of the Public Records from 1971 to 1985, and who had prepared the transcript of the statute roll for the years 1536 to 1537. Nevertheless, the primary credit for the editing of the final volume must go to Dr Connolly herself. She revised the existing draft texts and translations, which were in a variety of different styles and states of completion, to create a single coherent whole. She also researched and wrote the introduction, prepared the index, and, shortly before her death, saw the volume through the press.
- 4.28 The final volume contains the full text of four statute rolls relating to the years 1484, 1485, 1493, and 1536 to 1537, and also contains individual acts passed in the period 1461 to 1483 which were not enrolled on the statute rolls and so were not included in earlier volumes of the series. The roll for 1536 to 1537 is the only original statute roll that survived the destruction of the Public Record Office of Ireland in 1922, and is now held here in the National Archives. The 15th century statute rolls were written in French, but the volume launched today includes English translations as well as the French texts. By 1536 the language of the original had changed to English, and a translation is unnecessary.
- 4.29 The medieval Irish parliament was the parliament of the King of England's lordship or colony in Ireland. The acts of parliament published in the final volume reflect the changing political scene in the late 15th and early 16th centuries. The two parliaments of Richard III show the supremacy in Ireland of the 8th Earl of Kildare, Gerald FitzMaurice, with acts being passed to benefit not only Kildare himself, but also a number of his relatives and supporters. By 1493 the political situation had changed; Henry VII had become king, the Earl of Kildare had been replaced as Lord Deputy by the Archbishop of Dublin, and the statutes show that those who had grievances against the Kildare administration set out to use parliament to obtain redress.
- 4.30 More than 40 years later, in 1536 to 1537, the situation had again changed radically. The Kildare Supremacy was at an end, and the first act of parliament provided for the attainder as traitors of the most important people involved in the rebellion of the tenth Earl of Kildare, Thomas FitzGerald – better known as Silken Thomas. The medieval concept of parliament as a place of redress for what were very often private grievances had given way to the concept of the public or common good – or Commonwealth – and the changes resulting from Poyning's Act meant that the king and his ministers had greater control over the actions of the Irish parliament.
- 4.31 The parliament of 1536 to 1537 was known as the Reformation Parliament, and concentrated to a great extent on the establishment of the theoretical and practical basis of the Reformation in Ireland. The king replaced the pope as supreme head of the church, and acts providing for the first wave of the suppression of Irish monasteries were passed. The royal succession was regulated at the beginning of the parliament by the act settling the succession on the children of Anne Boleyn, but by its end Anne had been replaced as queen by Jane Seymour, and a new act of succession had to be passed.

5. DEPARTMENTAL RECORDS

MAIN PROVISIONS OF THE NATIONAL ARCHIVES ACT AND REGULATIONS

5.1 In the National Archives Act, 1986 the term Departmental records is used to mean the records of

- Government Departments,
- the courts,
- the other bodies listed in the Schedule to the Act,
- and committees, commissions and tribunals of enquiry appointed by the Government, a member of the Government or the Attorney General.

5.2 The main provisions of the Act with regard to Departmental records may be summarised as follows:

- **Section 4 – Functions of the Director of the National Archives**

The functions of the Director specified in this section include:

- the examination and acquisition of Departmental records in accordance with the Act;
- the inspection and examination of arrangements for the preservation of Departmental records and, with the consent or at the request of the appropriate member of the Government, the examination of Departmental records;
- the giving of advice to a member of the Government and to any public service organisation on the management, preservation and reproduction of records under their control.

- **Section 7 – Retention and disposal of Departmental records**

Departmental records must be preserved, unless their disposal is authorised in writing by the Director of the National Archives or another officer of the National Archives designated by the Director for the purpose. Before authorising disposal, the Director or designated officer must be satisfied that the records do not warrant preservation by the National Archives.

- **Section 8 – Transfer of Departmental records to the National Archives**

Departmental records which are more than 30 years old must in general be transferred to the National Archives to be made available for inspection by the public. Particular records may be retained by a Department and/or be withheld from public inspection only if they are covered by certificates made either:

- **under Section 8(2)**
to the effect that they are in regular use in that Department or are required in connection with its administration and that their transfer to the National Archives would seriously interfere with the administration of that Department;
- **or under Section 8(4)**
to the effect that to make them available for inspection by the public:
 - (a) would be contrary to the public interest, or
 - (b) would or might constitute a breach of statutory duty, or a breach of good faith on the ground that they contain information supplied in confidence, or

- (c) would or might cause distress or danger to living persons on the ground that they contain information about individuals, or would or might be likely to lead to an action for damages for defamation.

All such certificates must be made by an officer of at least Principal rank who has been appointed as Certifying Officer by the Secretary General of the Department. Certificates made under Section 8(4) by Certifying Officers of Departments other than the Department of the Taoiseach require the prior consent of one of the Consenting Officers of the Department of the Taoiseach.

Preparation of Departmental Records for transfer

- 5.3 Under Regulation 5 of the National Archives Act, 1986, Regulations, 1988, Departments are responsible for the preparation of schedules listing records due for transfer, for the arrangement, numbering, cleaning, packing and labelling of their records, and for their carriage to the National Archives, all in accordance with guidelines issued by the Director, unless alternative arrangements have been approved in advance by the Director.

Guidelines for Transfer

- 5.4 Work commenced on the drafting of updated **Guidelines for the Transfer of Departmental Records to the National Archives**.

Certifying Officers

- 5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2002 are listed in Appendix C below.

ADVICE GIVEN TO DEPARTMENTS, COURTS AND SCHEDULED BODIES

- 5.6 During 2002 advice was provided to the Department of the Taoiseach on the management of its records, to the Courts Service on the storage of its records, and to the Revenue Commissioners on issues concerning compliance with the National Archives Act. In addition, a considerable amount of staff time was devoted to assisting the Department of Health and Children in the identification and recall of records of the Department held in the National Archives in connection with work for the Laffoy Commission.

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 5.7 Since the National Archives Act came into operation, it has been possible to devote only a relatively small amount of staff time to the authorisation of records for disposal. There is no doubt that some Departments and other bodies are having to preserve records which do not in fact merit preservation, simply because the National Archives has not been able to spare the staff time needed to examine them.
- 5.8 Work continued on the appraisal of records of the Revenue Commissioners, which absorbed much of the time of members of staff. As a result of this work, 13 authorisations for the destruction of 76 identifiable series of records across various Divisions of the Revenue Commissioners were granted.
- 5.9 As noted above, Thomas Quinlan represented the National Archives on the FOI Interdepartmental Working Group's Sub-group on FOI Compliance, which presented its findings to the Working Group in June 2002. One of the recommendations of this Sub-group was that the Director of the National Archives should look at record

classes common to all Government Departments with a view to authorising their disposal across all Departments.

TRANSFERS OF RECORDS BY GOVERNMENT DEPARTMENTS

- 5.10 Due to shortage of storage space, the National Archives has never been able to accept the full range of Departmental records due for transfer, but in the early 1990s we were in a position to accept backlogs of records for the period since 1922 from Government Departments, and by early 1995 most such backlogs had been cleared. After a period in the mid-1990s when we were unable to accept large quantities of records due for transfer by Departments, we had enough space during the years 1998 to 2000 to take in records which were already overdue for transfer or which became due for transfer, although the number of Departments which transferred substantial quantities of records remained disappointingly small. However, by the end of 2001 we were once again very short of space.

- 5.11 The position with regard to the transfer of records by Government Departments at the end of 2002 is summarised in Appendix C below. The records accessioned in 2002 are summarised in Appendix E.1. One small but noteworthy collection transferred from the Department of the Taoiseach consists of the records of the All-Party Anti-Partition Committee from the Department of the Taoiseach, spanning the years 1949 to 1972.

Media Preview of records released by Government Departments

- 5.12 As usual, a selection of the records to be released by Government Departments in January 2003 was made available to representatives of the media at a two-day media preview held on 11 and 12 December 2002. The preview was subject to an embargo on publication or broadcasting prior to 1.00 am on 1 January 2003.
- 5.13 The archives made available during the preview consisted principally of Government and Cabinet minutes and related files from the Department of the Taoiseach, files of the Departments of Foreign Affairs and Finance, and files of the Office of the Secretary to the President, all relating mainly to 1972; files of the Broadcasting Division of the Department of Arts, Sport and Tourism from the 1950s to the 1970s; and files of the Office of the Attorney General, 1922–74. Archives of the Defence Forces relating mainly to 1972 were temporarily deposited in the National Archives by the Military Archives for the purposes of the media preview.

Records Relating to Northern Ireland

- 5.14 Meetings with Certifying Officers from Departments holding records relating to Northern Ireland (Department of the Taoiseach, Department of Foreign Affairs, Department of Justice, Department of Defence, the Office of the Attorney General, the Certifying Officer for the Defence Forces, and the Officer in charge of the Military Archives) continued to take place prior to the media preview of papers dating from 1972 that were due for release in January 2003. The meetings were facilitated by the National Archives, and hosted by the Department of Foreign Affairs.

Department of Education and Science

- 5.15 The Department of Education and Science continued to tackle the backlog of its non-current records. Records stored in a warehouse in Tullamore continued to be listed, and the creation of database catalogues to more complex records was outsourced, in particular the earliest surviving files of the Board of Education, which it is hoped will be transferred to the National Archives in the near future. The National Archives continued to liaise closely with this work.

TRANSFERS OF COURT AND PROBATE RECORDS

- 5.16 Under the National Archives Act, court and probate records are, like other categories of Departmental records, due for transfer when they are 30 years old, but under the legislation repealed by that Act, most records of the Supreme, High and Circuit Courts were due for transfer when they were 20 years old. As many court offices and probate offices do not have the space required to store more than 20 years of records, and as probate records in particular have for many years been transferred when they are 20 years old, the policy of the National Archives has as far as possible been to accept court and probate records when they are 20 years old.
- 5.17 The position at the end of 2002 with regard to the transfer of the records of the higher courts and the Circuit Court is summarised in Appendix D below. The records accessioned in 2002 are summarised in Appendix E.3.

Principal Registry/Probate Office

- 5.18 A large transfer of Principal Registry/Probate Office records was made in the context of the commencement of major renovation works in the basement of the main Four Courts building where the majority of these records had been kept. These records, certain of which date back to the First World War and the 1920s, include several categories of registers, affidavits, caveats, notices of motion, contentious papers, wills of World War I soldiers, and Principal Registry copies of district registry grants and wills. We also received from the Probate Office a set of printed annual calendars of will and administrations covering the great majority of years between 1858 and 1982.

Circuit and District Courts

- 5.19 Large record transfers were made by Clare Circuit Court Office and Ennis District Court Office on the vacation of the Courthouse in Ennis to allow for major renovation work. Clare Circuit Court records had not been accessioned for many years.

RECORDS OF SCHEDULED BODIES

- 5.20 The National Archives remains unable to accession large quantities of records due for transfer from many of the 61 Bodies listed in the Schedule to the National Archives Act, pending the provision of our proposed new building. However, work continued during 2002 on the records of the Ordnance Survey and records were accessioned from the Office of the Attorney General, the Office of the Comptroller and Auditor General, the Office of the Secretary to the President, and the Office of Public Works.
- 5.21 The records accessioned from Scheduled Bodies in 2002 are summarised in Appendix E.2 below

Office of the Attorney General

- 5.22 67 Boxes of records were received from the Attorney General's Office, almost equally divided between files of the Parliamentary Draftsman's Office, 1923–71, and those of the main Office, 1937–63.

Ordnance Survey

- 5.23 One member of Ordnance Survey staff continued to work in the National Archives premises. Preliminary work on the mapping records created for the Irish Land Commission was completed.

Valuation Office

- 5.24 The situation with regard to outstanding work by the Valuation Office on schedules of documents placed in commercial storage and on the field maps and perambulation maps, stored in the National Archives, has not changed. There continues to be confusion about responsibility for public access to these records and inconvenience caused to researchers.

6. NON-DEPARTMENTAL RECORDS

- 6.1 The term 'non-Departmental records' covers a wide range of records dealt with by the National Archives which are not covered by the detailed provisions of the National Archives Act concerning Departmental records. These non-Departmental records include:

- records of state-sponsored bodies;
- local authority records and archives;
- records acquired from other public and private sources;
- business records;
- Church of Ireland records.

RECORDS OF STATE-SPONSORED BODIES

- 6.2 Under sections 2(1)(c) and 4(1)(e)–(f) of the National Archives Act, the National Archives may:

- acquire records from state-sponsored bodies; and
- give advice to state-sponsored bodies on the management, preservation and reproduction of records under their control.

- 6.3 However, state-sponsored bodies are not obliged to preserve their records, to transfer records to the National Archives, or to make records available for public inspection when they are 30 years old. Very few have either transferred their older records to the National Archives or made other arrangements for their preservation and availability for public inspection.

Irish Steel Ltd

- 6.4 During 2002 major listing work was undertaken on the records of Irish Steel Ltd (formerly Irish Steel Holdings), at the company's old plant in Haulbowline, County Cork. This is one of the largest archives of a state-sponsored body examined to date and it provides many insights into the development and operation of this unique enterprise between 1947 and 1995. The collection includes records of an earlier steel-making concern, which was established on Haulbowline in 1938. It is hoped to transfer these records to the National Archives early in 2003.

Irish Shipping Ltd

- 6.5 Additional records of Irish Shipping Ltd were accessioned through the liquidator of that company during the year (2002/98).

LOCAL AUTHORITY RECORDS AND ARCHIVES

- 6.6 Under section 80 of the Local Government Act, 2001 (which re-enacted the provisions of section 65 of the Local Government Act, 1994), local authorities are responsible for the management, custody, care and conservation of their own records, and for making them available for public inspection when they are more than 30 years old. As provided for in subsection (3) of that section, Guidelines for local authority archives services were issued to local authorities by the Department of the

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Environment in 1996, after consultation with the National Archives. Also, under section 4(1)(e) of the National Archives Act, the National Archives may give advice to local authorities on the management, preservation and reproduction of records under their control.

- 6.7 The National Archives continued contact with the Department of the Environment and Local Government on matters relating to the implementation of section 80 of the Local Government Act, 2001. We also provided advice and assistance as requested by archivists working in local authorities.

RECORDS ACCESSIONED FROM OTHER PUBLIC AND PRIVATE SOURCES

- 6.8 Under sections 2(1)(c) and 4(1)(f) of the National Archives Act, the National Archives may acquire records from other sources, both public and private, by purchase, donation, bequest or loan.
- 6.9 Efforts continued in 2002 to persuade National Schools to deposit their non-current records in the National Archives. This project has again met with considerable success and will continue. The records deposited in 2002 are summarised in Appendix E.4 below.
- 6.10 The more important accessions from private sources received during 2002 (including those accessioned through the Business Records Survey) are summarised in Appendix E.5 below. They include large accessions from Manx National Heritage and from the Wiltshire and Swindon Record Office, a collection relating to the Sedgrave family returned from the U.S.A. (1608-1894) and also to the Colles/Morris families. A very large accession was received from the National Investment and Loans Office, London, relating to 19th century railways in Ireland and listing is underway. Records were also received from the British Railways Records Centre. The personal papers and photographs of the late Dr Tim O'Driscoll, (2002/84), which were deposited by his family, reflect many aspects of his career in such bodies as Aer Lingus and Bord Fáilte.
- 6.11 Records continued to be accessioned from solicitors' firms, mostly of testamentary records. Unfortunately, pressure of other professional work meant that it was not possible to produce detailed lists of these accessions.

BUSINESS RECORDS SURVEY

- 6.12 The Business Records Survey was established by the Irish Manuscripts Commission in 1970, but was always based in the National Archives or its predecessor offices (the Public Record Office of Ireland and the State Paper Office). Overall responsibility for the Survey was transferred from the Commission to the National Archives in 1993. As its name suggests, the Survey is primarily concerned with the records of business firms, but it has also played an important role in the preservation of the records of other bodies not adequately catered for by other existing archives services. Most records accessioned through the Survey are held in the National Archives, although those originating in Cork City and County are held in the Cork Archives Institute. The work of the Survey is carried out by one of the permanent Archivists. We are very grateful to all who deposited records or assisted the Survey in other ways.

CHURCH OF IRELAND RECORDS

- 6.13 During 2002 the National Archives continued to co-operate with the Representative Church Body Library in ensuring the preservation of Church of Ireland parish registers of baptisms and burials pre-dating 1871 and marriages pre-dating 1845, which have the same legal status as archives held in the National Archives. Most of the surviving registers are still held by the parish clergy, but many have been transferred to the Representative Church Body Library to the Representative Church Body Library.

7. ELECTRONIC RECORDS

OUR DIGITAL HERITAGE

- 7.1 In Annual Reports since 1997 I have repeatedly drawn attention to the pressing need for action to ensure the long-term preservation of our digital heritage. Much of the business of Government is now transacted electronically and it is essential that resources are in place to enable the archives thus created to be preserved into the future. The fact that the National Archives has been unable to develop its own in-house facility for the long-term preservation of records created in digital form has been a matter of very serious concern to me.
- 7.2 The newly-created post of Archivist Electronic Records remained unfilled in 2002 mainly because the recruitment process was delayed by the transfer of functions from the Department of Arts, Heritage, Gaeltacht and the Islands to the Department of Arts Sport and Tourism. Happily, however, by the end of the year arrangements had been finalised with the Civil Service Commission for the running of a competition to fill this post.

INTERNATIONAL PROJECTS

- 7.3 The National Archives continued to be involved in a two international initiatives aimed at developing strategies for the long term preservation of digital records. These were the European Commission's DLM (Documents Lisibles par Machine) Monitoring Committee, and InterPARES (International Research on Permanent Authentic Records in Electronic Systems), an interdisciplinary research project co-ordinated by the University of British Columbia.
- 7.4 Mr Thomas Quinlan, Senior Archivist (Acting) attended the third DLM Forum on "Access and Preservation of Electronic Information: Best Practices and Solutions" in Barcelona on 7-8 May and acted as co-chair of Parallel Session No. 6 on "Capturing and transforming information: automatic indexing technologies and implementing retrieval solutions". Mr Quinlan also attended a meeting of the DLM Monitoring Committee which was held in conjunction with the Forum in Barcelona on 6 May.
- 7.5 Mr Ken Hannigan, Keeper, attended the final meeting of the InterPARES 1 and the inaugural meeting of InterPARES 2 in Vancouver from 11 – 16 February. InterPARES 2 will focus on experiential, dynamic and interactive records created in the new digital environment and will pay particular attention to the records of E-Government. The second phase of the InterPARES project also includes the participation of among other National Archives, those of Canada, the United States and the United Kingdom. Mr Hannigan also participated in further meetings held in Washington (20 –22 June), Los Angeles (16-21 September) and Rome (5 – 7 December).

IRISH SOCIAL SCIENCE DATA ARCHIVE

- 7.6 In November 2002 Mr Hannigan was invited to join the Board of the Irish Social Science Data Archive.

8. CO-OPERATION AND TRAINING

DOCUMENTS ON IRISH FOREIGN POLICY

- 8.1 The National Archives continued to co-operate with the Royal Irish Academy and the Department of Foreign Affairs in the Documents on Irish Foreign Policy project. The Executive Editor of the project, Dr Michael Kennedy, is based in the National Archives, and Ms Catriona Crowe, Senior Archivist, is a member of the Editorial Advisory Board. In 2002, volume 3 of the series, covering the years 1926–32, was published and launched at Iveagh House by the Minister for Foreign Affairs, Mr. Brian Cowen, TD.

WOMEN'S HISTORY PROJECT

- 8.2 In 2001 employees of the Women's History Project (WHP) completed a detailed database of entries relating to women in the files of the Department of the Taoiseach, 1922–66. The database was added to the WHP section of the National Archives website in 2002. It represents the single most detailed finding aid to twentieth century Irish women's history, and has provided researchers in the field with many new topics for exploration.

COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

- 8.3 The Council was established by the Minister for Arts, Heritage, Gaeltacht and the Islands in October 1998. Its term of reference include the provision of a forum for sharing ideas and experiences, and the exploration of areas of co-operation between the institutions. Its members are the Directors or Chief Executives of the following institutions:
- Arts Council
 - Chester Beatty Library
 - Heritage Council.
 - Irish Museum of Modern Art
 - National Archives
 - National Concert Hall
 - National Gallery
 - National Library
 - National Museum
 - National Theatre Society (Abbey Theatre)
- 8.4 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2002, the National Archives was represented on the following working groups by the following members of staff:
- Education and Outreach Working Group: Catriona Crowe
 - Information Technology Working Group: Ken Hannigan

REPRESENTATION ON OTHER BODIES

8.5 In 2002 members of the staff of the National Archives served in their official capacity on the following bodies:

- Civil Service IT Group: Ken Hannigan and Thomas Quinlan
- DLM Monitoring Committee (EU Expert Group on Electronic Records): Thomas Quinlan
- Documents on Irish Foreign Policy project, Editorial Advisory Board: Catriona Crowe
- Eurofocus on Libraries, Archives and Museums (Library Council): Ken Hannigan
- Freedom of Information Inter-Departmental Working Group: Director and Thomas Quinlan
- Sub-group of the Freedom of Information Inter-Departmental Working Group's established to respond to the Information Commissioners' Report 'Freedom of Information – Compliance by Public Bodies': Thomas Quinlan
- Information Society Commission, Legal Issues Group: Ken Hannigan
- Inter PARES (international research project on the permanent preservation of authentic and reliable electronic records): Ken Hannigan
- Irish Architectural Archive, Acquisitions Committee: Aideen Ireland (secretary)
- Irish Architectural Archive, Board: Aideen Ireland
- Irish Film Institute - Archives Committee: Aideen Ireland
- Irish Genealogy Limited: Director (as observer)
- Irish Government Websites Metadata Group: Thomas Quinlan
- Irish Manuscripts Commission: Director
- Mass De-Acidification Steering Group: Frances McGee
- Selection Committee under the Taxes Consolidation Act, 1997, section 1003 (Donations of heritage items to approved bodies): Director and Aideen Ireland
- Women's History Project, Management Committee: Catriona Crowe

ATTENDANCE AT CONFERENCES AND MEETINGS

8.6 In the course of 2002 members of the staff of the National Archives attended the following conferences and meetings:

- British and Irish Archives Council Meeting (London)
- Civil Service IT Group Seminar (Dublin)
- E.U. Expert Seminar on methods of digital archival description and access (Copenhagen)
- Meeting of Directors of National Archives of E.U. Member States (Spain)
- Meeting of Ministries of Foreign Affairs Archivists (Copenhagen and Madrid)
- Freedom of Information Conference (TCD, Dublin)
- History and Computing Conference (Limerick)
- International Archives Preservation Conference (Italy)
- International Institute for Conservation 19th. Congress (Baltimore)
- InterPARES International Team Meetings (Rome and Washington D.C.)
- InterPARES Plenary Workshops (Los Angeles and Vancouver)
- Irish Labour History Society Conference (Donegal)

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- Preservation Microfilm Users Group Meeting (Roscommon)
- Public Record Office, Public Service Quality Group Forum (London)
- School for Scanning, Digitisation Conference (The Hague)
- Society of Archivists Conference on Records Management (Dublin)
- Society of Archivists Disaster Planning Day (Dundalk)
- TFPL Training Seminar on Records Management (London)
- Women's History Association, Annual Conference (Dublin)
- Society of Archivists, Annual Conference and CTC (Stafford and Jersey)
- Records Management Conference of the Society of Archivists Ireland
- Quality Conference, Dublin
- Visit to General Register Office, Roscommon
- Society of Archivists Training Day, Disaster Planning (Dundalk), International conference in Dobbiaco (Italy), Choices and strategies for preservation of the collective memory.
- Heritage Council Museums and Archives Committee, Working Group on Conservation
- DLM Forum, Barcelona
- Department of Finance (Central Policy Unit) Freedom of Information Conference, Dublin Castle, Dublin
- Research Seminar in Contemporary Irish History: The Business of Irish Government: Administrative Style and the Bureaucratic Record, 1922-1971, Royal Irish Academy, Dublin

PARTICIPATION IN TRAINING COURSES

8.7 During the course of 2002 members of the staff of the National Archives took part in the following training courses:

- Evac+Chair Training (In house)
- Fire safety training (Nifast Ltd. and OPW)
- Fire Safety Evacuation Training (In house)
- Fire Warden Course (Dublin City Council)
- First Aid Course (Order of Malta)
- Induction training for new members of staff (In house)
- Manual Handling and VDU Awareness Course (Ergo Consulting Ltd.)
- PC Troubleshooting and Repair Course (Irish Academy of Computer Training)
- Power Pallet Truck Course (Princeport Forklifts Ltd.)
- Proof-Reading (Clé – The Irish Book Publishers Association)
- Records Management – Implementing the ISO Standard (TFPL Ltd.)
- Records Management – Process-Driven Retention Scheduling (TFPL Ltd.)
- Safety Representative Training Course (Department of Arts, Heritage, Gaeltacht & the Islands)
- Implementing ISO 15489 – The International Records Management Standard (TFPL, London)

VISITS TO OTHER ARCHIVES

8.8 In November Aideen Ireland visited the Public Record Office in Kew to discuss with relevant staff the working of security arrangements in place in the Public Record Office, also the working and management of the Call Centre in the Public Record

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Office. Thanks are due to Paul Sturm of the Public Services Division for his full co-operation.

MEMBERSHIP OF OTHER ORGANISATIONS

8.9 The National Archives was an institutional or associate member of the following organisations in 2002:

- American Institute for Conservation of Historic and Artistic Works
- American Institute for Conservation of Historic and Artistic Works
- Association of Canadian Archivists
- British Association for Irish Studies
- British Association of Paper Historians
- British Cartographic Society
- British Records Association
- Business Archives Council
- Economic and Social History Society of Ireland
- Eighteenth Century Ireland Society
- European Commission on Preservation and Access
- Institute of Paper Conservation
- International Council on Archives
- International Institute for Conservation of Historic & Artistic Works
- Irish Genealogical Research Society
- Irish Historical Society
- Irish Labour History Society
- Irish Legal History Society
- Irish Professional Conservators and Restorers
- Irish Society for Archives
- Military History Society of Ireland
- National Preservation Office
- Records Management Society of Great Britain
- Scottish Society for Conservation and Restoration
- Society of American Archivists
- Society of Indexers

8.10 In addition, most members of the professional staff were members of the Society of Archivists in a personal capacity. In April 2001 Aideen Ireland was elected Chairman, to serve for a two-year period and continued to serve during 2002.

EXHIBITIONS MOUNTED BY OTHER ORGANISATIONS

8.11 During 2002 the National Archives continued to co-operate with Kilmainham Gaol, by continuing the loan of a prison register and monitoring the loan.

Appendix A: Staff of the National Archives as of 31 December 2002

GRADE	NAMES (within each grade, names given in alphabetical order of surname)	TOTAL
Director	David Craig, PhD	1
Keeper	Ken Hannigan, BA, H Dip Ed	1
Keeper (Acting)	Frances McGee, M ès Lettres, H Dip Ed	1
Senior Archivists	Catriona Crowe, BA Aideen Ireland, MA, Dip Archival Studies	2
Senior Archivist (Acting)	Thomas Quinlan, BA, Dip Archival Studies	1
Archivists	Brian Donnelly, BA, Dip Archival Studies Gregory O'Connor, MA, Dip Legal Studies (2 vacancies)	4
Archivist (Electronic Records)	Vacancy	1
Archivists on fixed-term contract	Elizabeth McEvoy, M Phil, Dip Archival Studies (4 vacancies)	5
Archivists on fixed-term contract (Crowley Bequest Project)	2 vacancies	2
Conservator	Zoë Reid, BA, Dip Conservator- Restorer	1
Higher Executive Officer (ICT Manager)	Vacancy	1
Higher Executive Officer	Noreen Lynch	1
Executive Officer	Tom Gilsenan	1
Staff Officer	Eileen Treacy	1
Staff Officer (Acting)	Christy Allen Philip Doyle	2

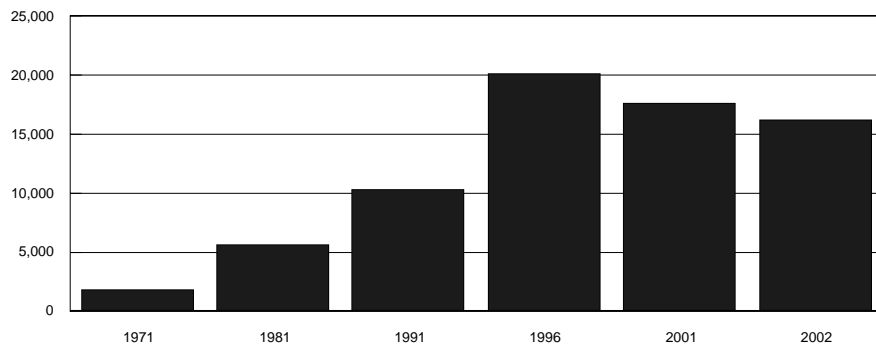
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GRADE	NAMES (within each grade, names given in alphabetical order of surname)	TOTAL
Clerical Officers	Paul Carolan Kieran Crowley Sandra Daly (work-sharing – 3 days per week) John Delaney Breda Devereux Lorcan Farrell Gemma Harkin Bernadette Kelly Enda Lowry Eamonn Mullally David O'Neill Ken Robinson Patrick Sarsfield (1 work-sharing vacancy – 2 days per week)	13
Head Services Officer	Michael Whelan	1
Services Officers (with allowance for Clerical Officer duties)	John Brazil Mary Carney Michael Flood Brendan Martin	4
Services Officers	Patrick Byrne Senan Lowe	2
TOTAL		45

Note: One post of Senior Archivist and two posts of Archivist on fixed-term contract are payable from the Crowley Bequest fund for the duration of the Crowley Bequest project.

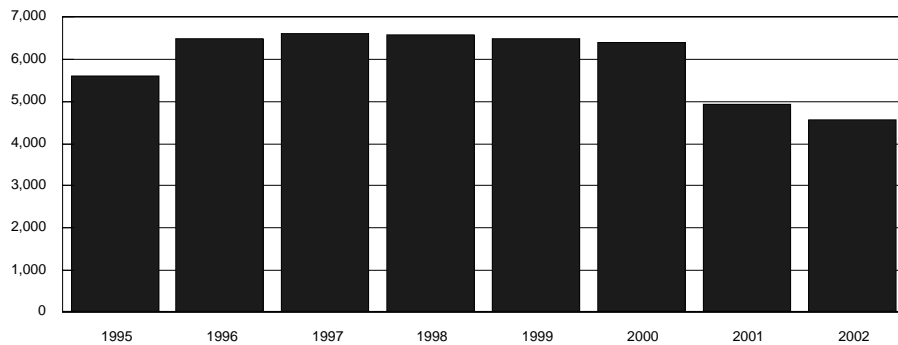
Appendix B: Use of the Reading Room by the Public, 1971–2002

Appendix B.1 Visits to Reading Room per year 1971 - 2002



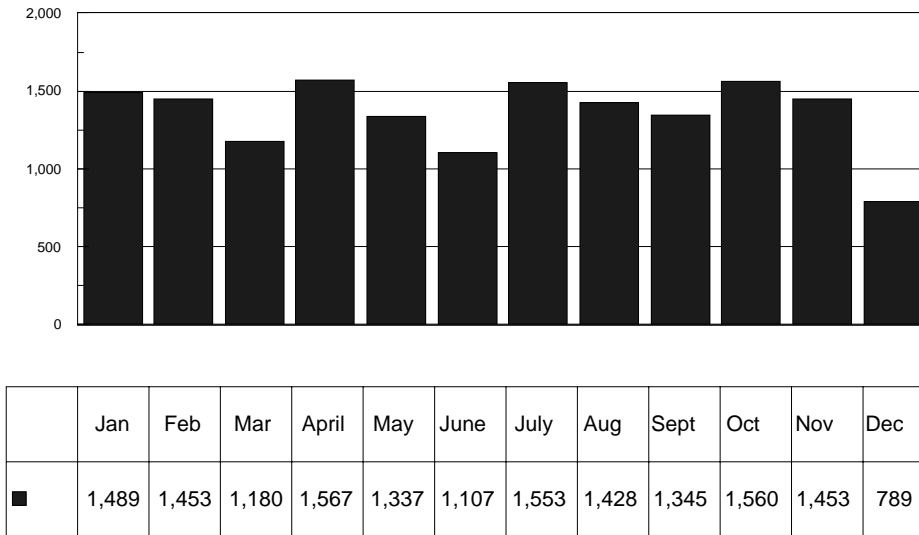
	1971	1981	1991	1996	2001	2002
■	1,754	5,631	10,341	20,155	17,608	16,241

Appendix B.2 Readers' tickets issued per year 1995 - 2002

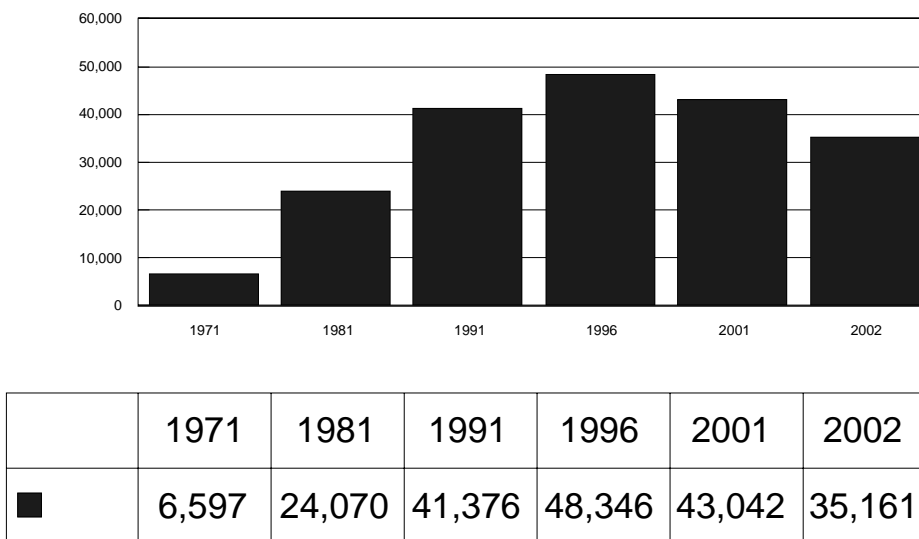


	1995	1996	1997	1998	1999	2000	2001	2002
■	5,615	6,492	6,631	6,585	6,482	6,406	4,941	4,577

Appendix B.3 Visits to Reading Room per month in 2002



Appendix B.4 Archives consulted by readers, 1971 -2002



Appendix C: Transfer of records pre-dating 1973 from Government Departments and Offices of State for release to public inspection under the 30-year rule

– statement of position as of 31 December 2002

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2002	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2002
the Taoiseach	Peter Ryan Ann Whelan John Kennedy (They were also serving as Consenting Officers authorised to consent, or refuse consent, to the making of certificates under Section 8(4) of the National Archives Act by Certifying Officers of other Departments.)	1919–72	None
Agriculture and Food	Brendan McInerney	1899–1968	circa 1950–1972
Arts, Sport and Tourism	Susan McGrath	circa 1922–1962	1963–1972
Communications, Marine and Natural Resources	Pat Ryan	1845–1972	1964–1972 (and some older records)
Community, Rural and Gaeltacht Affairs	Kevin O'Connor	1929–1989	1967–1972
Defence	Eilis O'Connell Col. J. Moloney	1922–1972 (The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)	1963–1972

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2002	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2002
Education and Science	George Rowley	1831–1969	circa 1900–1972
Enterprise, Trade and Employment	Padraig Cullinane	1922–73	circa 1960–72
the Environment, Heritage and Local Government	Seamus O'Connor Eddie Lewis Brian Breathnach Ann McGuinness Tadhg Ó Seasnáin	1838–1969	circa 1960–1972
Finance	Colm Gallagher	1922–1972	None
Foreign Affairs	Liam MacGabhann	1919–1972	None
Health and Children	Gerald Guidon	1920s–1963	1964–1972
Justice, Equality and Law Reform	Noel Synnott Henry Mitchell David Costello John Lohan Ken Bruton Michelle Shannon Brian Purcell Michael Flahive John Kenny Denis O'Neill John Cronin Michael Gleeson John Haskins Tony McDermottroe John Hurley Jimmy Martin Fergus O'Callaghan Alec Dolan Anne Doyle	1922–1970s	circa 1960–1972
Social and Family Affairs	Edmond Rice	1919–1970s	None

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2002	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2002
Transport	Daniel Commane John Browne Andy Cullen Maurice Carey Liam Daly John Fearon Doreen Keaney Robin McKay Eamonn Molloy Fintan O'Brien Tom Ferris Matthew Benville Peter O'Neill Brendan Toomey Tom Kennington Kevin Humphreys	circa 1922–1971	circa 1960–1972
OFFICE OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2002	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2002
the Secretary to the President	Brian McCarthy	1937–1972	None
the Attorney General	Pat O’Sullivan	1922–1979	None
the Comptroller and Auditor General	Richard Rapple	1920s–1962	1963–1972

Appendix D: Transfer of records from higher courts and the Circuit Court

– statement of position as of 31 December 2002

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2002	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971-72
Court of Criminal Appeal	Files	1972	None
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969-72
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971-72
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1980	None
Castlebar District	Testamentary papers	1978	None
Cavan District	Testamentary papers	1980	None
Clonmel District	Testamentary papers	1977	None
Cork District	Testamentary papers	1978	None
Dundalk District	Testamentary papers	1981	None
Galway District	Testamentary papers	1977	None
Kilkenny District	Testamentary papers	1980	None
Letterkenny District (formerly Lifford)	Testamentary papers	1979	None
Limerick District	Testamentary papers	1978	None
Mullingar District	Testamentary papers	1978	None
Sligo District	Testamentary papers	1977	None
Waterford District	Testamentary papers	1974	None
Wexford District	Testamentary papers	1980	None

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COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2002	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
CIRCUIT COURT OFFICES (County Registrars):			
Carlow	Civil and criminal files	1977	None
Cavan	Civil and criminal files	1980	None
Clare	Civil and criminal files	1975	None
Donegal	Civil and criminal files	1968	1969–72
Dublin	Civil files Criminal files	1960 1972	1961–72 None
Galway	Civil and criminal files	1974	None
Kerry	Civil and criminal files	1980	None
Kildare	Civil and criminal files	1975	None
Kilkenny	Civil and criminal files	1973	None
Laois	Civil and criminal files	1945	1946–71
Leitrim	Civil and criminal files	1962	1963–71
Limerick	Civil and criminal files	1978	None
Longford	Civil and criminal files	1979	None
Louth	Civil and criminal files	1978	None
Mayo	Civil and criminal files	1978	None
Meath	Civil and criminal files	1976	None
Monaghan	Civil and criminal files	1969	1970–72
Offaly	Civil and criminal files	1945	1946–72
Roscommon	Civil and criminal files	1964	1965–72
Sligo	Civil and criminal files	1978	None
Tipperary	Civil and criminal files	1976	None
Waterford	Civil and criminal files	1961	1962–72
Westmeath	Civil and criminal files	1978	None
Wexford	Civil and criminal files	1944	1945–72
Wicklow	Civil and criminal files	1975	None

Appendix E: Summary of records accessioned by the National Archives in 2002

• Appendix E.1 Records accessioned from Government Departments

Accession number	Department of	Description
2003/22-23	the Taoiseach	Government Minutes for 1972
2003/16	the Taoiseach	Central Registry S files relating mostly to 1972
2003/25	the Taoiseach	Jack Lynch Papers
2003/24	the Taoiseach	Minutes of the Mansion House All-Party Anti-Partition Committee
2002/116	the Taoiseach	Letters Patent granting to the Department of Agriculture and Technical Instruction powers in relation to the Royal Veterinary College of Ireland, 21 January 1915
2003/2	Arts, Heritage, Gaeltacht and the Islands	Files of the Broadcasting Division
2003/7	Communications, the Marine and Natural Resources	Files relating to broadcasting
2003/8	Education and Science	Files of the Commissioners for National Education relating to primary school construction, 1880s to 1920s, consisting of individual case files on specific building projects
2002/62	Enterprise, Trade and Employment	Files of the Labour Market Policy Division
2002/63	Enterprise, Trade and Employment	Files of the Labour Inspectorate
2002/64	Enterprise, Trade and Employment	Files of the Overseas Industry Division
2002/65	Enterprise, Trade and Employment	Files relating to bi-lateral relations
2002/66	Enterprise, Trade and Employment	Files relating to competition regulation
2002/67	Enterprise, Trade and Employment	Files relating to local enterprise

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Accession number	Department of	Description
2002/68	Enterprise, Trade and Employment	Licensing files
2002/69	Enterprise, Trade and Employment	Files relating to intellectual property matters
2002/62	Enterprise, Trade and Employment	Files of the Labour Market Policy Division
2002/70	Enterprise, Trade and Employment	Files relating to market access
2002/71	Enterprise, Trade and Employment	Files relating to personnel management
2002/72	Enterprise, Trade and Employment	Files relating to employment rights
2002/82	Enterprise, Trade and Employment	Files relating to enactment of legislation
2003/9	Enterprise, Trade and Employment	Company law files
2002/35 – 2002/61	Finance	Registered files of the Establishment Division of the Department of Finance
2003/20	Finance	Registered files of the Development Division relating mostly to 1972
2003/1	Foreign Affairs	Central Registry files relating to negotiations leading to Ireland's accession to the European Economic Community
2003/10	Foreign Affairs	Files of the Brussels Embassy
2003/11	Foreign Affairs	Files of the Permanent Mission to the United Nations, Geneva
2003/12	Foreign Affairs	Files of the Permanent Mission to the United Nations, New York
2003/13	Foreign Affairs	Files of the Secretary's Office relating mostly to 1972
2003/17	Foreign Affairs	Central Registry files relating mostly to 1972
2003/26	Justice, Equality and Law Reform	Copy crime and security files relating mostly to 1972
2003/2	the Marine and Natural Resources	Files relating to mineral exploration and mining

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Accession number	Department of	Description
2003/6	Communications, the Marine, and Natural Resources	Plans, drawings, printed reports and photographs relating to weirs
2003/21	Social and Family Affairs	Files relating to policy formulation and the enactment of legislation

• **Appendix E.2** **Records accessioned from scheduled bodies**

Accession number	Scheduled body	Description
2003/18	Secretary to the President, Office of the	Registered P files relating mostly to 1972
2003/19	Attorney General, Office of the	Visitors' book, 1962 – 1966
2003/4	Attorney General, Office of the	SR files relating mostly to 1972
2003/5	Attorney General, Office of the	Parliamentary Draftsman files relating mostly to 1972

• **Appendix E.3 Records accessioned from Court Offices and Probate Registries**

• **High Court: Probate Office and District Probate Registries**

Accession number	Probate Office or District Probate Registry	Description of records
2002/119	Probate Office	Testamentary papers, 1981; copies of District Probate Office wills and grants, 1979-81; various administrative records, 1916-81
2002/120	Limerick District	Testamentary papers, 1979-81
2002/121	Mullingar District	Testamentary papers, 1979-82
2002/122	Tralee District	Testamentary papers, 1981-83

• **Circuit Court**

Accession number	Circuit Court Office	Description of records
2002/123	Clare	Civil Bill papers, 1945-75; various records, 1890-1945

• **District Court**

Accession number	District Court Office	Description of records
2002/115	Ennis	Order Books
2002/109	Ennistymon	Order Books
2002/112	Kildysert	Order Books
2002/113	Kilkee	Order Books
2002/110	Killaloe	Order Books
2002/104	Kilrush	Order Books
2002/111	Miltown Malbay	Order Books
2002/107	Sixmilebridge	Order Books
2002/108	Tulla	Order Books
2002/125	Youghal	Justice's Minute Books, 1922-23 and Order Books, 1924-75; various files and registers, 1892-1975

• **Appendix E.4 Records accessioned from National Schools**

Accession number	National School	Description of records
2002/31	Ballyroan Boys N.S.	Registers, daily report books, roll books, district inspector's observation book, 1871-1992
2002/78	Glenealy N.S.	Registers, daily report books, roll books, examination rolls, district inspector's observation book, 1878-1920.
	Kilcommon N.S.	Daily report book, roll book, 1900-29.
	St Thomas N.S. Dublin	Schemes of work and monthly progress records, 1961-5.
2002/81	Holmpatrick N.S.	Daily report books, roll books, 1892-1994.
2002/83	Rathmines Infants N.S.	Registers, daily report books, roll books, examination rolls, 1873-89.
	St Mary's Infants N.S.	Registers, daily report books, roll books, inspector's observation book, examination rolls, 1887-1949.
	St Louis' N.S.	Registers, daily report books, roll books, 1940-83.
2002/90	Geashill No. 2 N.S.	Daily report books, roll book, 1951-72.
	Killeigh N.S.	Daily report book, roll book, 1963-8.

Appendix E.5**Records accessioned from other sources**

— including records accessioned through the
Business Records Survey

Accession number	Source	Description of records
2002/75	Ruth Stanton	Deeds, maps and legal documents relating to the family of Sedgrave, Co. Dublin, 1608-1894.
2002/28	Caroline Mullan	Deeds, legal documents relating to properties in Cork, 1678-1879.
2002/94	Wiltshire and Swindon Record Office	Deeds relating to the family of Barnewall, Co. Dublin, 1696-1895; Deeds relating to various families, 1756-1927; File relating to the Moy Fishery case, 1936-9.
2002/92	Stephen Lucas	Genealogical entries relating to the Croker-King family, 1712-1915.
2002/27	Manx National Heritage	Deeds and maps relating to the family of Kearney, Kilkenny and Waterford, 1720-1840; Letters to Capt. H. Bolton, R.N. from Dublin Castle, 1846-7.
2002/89	Dorothy Colles	Deeds, testamentary records and genealogical records relating to the families of Colles and Morris, 1738-1887.
2002/32	Margetson and Greene, solicitors, Dublin	Deeds and leases, from 18 th century,
2002/102	Teresa Lawlor	Bargain and sale, Summerhill, Co. Dublin, 1806
2002/88	Mary Kinsella, Ballyconlore, County Wexford	Kinsella family, Ballyconlore, deeds, leases, receipt for dowry, 1817 – 94
2002/80	Pat Power	<u>Distress in Ireland</u> , 1822; Court for the Relief of Insolvent Debtors, 1830
2002/95	Fergus O’Ferrall	“Speculum Gregis for the parish of Killashee...Diocese of Ardagh”, 1847.
2002/79	National Investment and Loans Office	Deeds relating to railways in Ireland, mid 19 c.
2002/86	U.C.D. Archives Department	Redmond Magrath, shoe and leather merchant, Dundalk, 1862 – 1915
2002/87	U.C.D. Archives Department	Henry Dearey, grocer, Dundalk, account books, 1876 - 1914

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Accession number	Source	Description of records
2002/85	U.C.D. Archives Department	Gaskin family, plumbers and gasfitters, Dundalk, personal papers, administrative and operational records, 1880 - 1963
2002/101	Antalis Ireland Ltd., (per Collen Construction),	Wiggins Teape, envelope manufacturers, East Wall Road, Dublin 3, administrative and operational records, from 1897
2002/103	Mr Tom Brady, Baldoyle, on behalf of the late Mr Laurence Kelly, Phibsborough	Irish National Foresters, Branch "Father Michael Murphy", Arklow, minute book and account books, 1905 - 24
2002/76	British Rail Records Centre	Agreements, 1915-39
2002/100	Mr Frank Gammell, Kilmallock	County Limerick, Kilmallock Company, I.R.A., general record and short history, 1917 - 20 (xerox copy).
2002/84	Family of Dr. Tim O'Driscoll	personal papers and photographs relating to Dr. Tim O'Driscoll's career in Aer Lingus, Bord Failte, and other bodies, from 1937
2002/77	Mountaineering Council of Ireland	administrative records, 20 th century
2002/98	Mr Neil Coveney, liquidator, Irish Shipping Ltd.,	Files, reports etc., 20 th century
2002/99	Mr Gerry McCrann, liquidator, Private Motorists Provident Society	Operational and administrative records, 20 th century
2002/74	Mary Jackson	<u>Comhairle Sláinte / health hints in the house</u>
2002/96	British Railway Board, Records Centre	British Rail Financial Planning Dept, file, 1979.

Appendix F: Obituary of Dr Philomena Connolly, 1947-2002

The following obituary was written by Ken Hannigan, Keeper, National Archives for publication in Irish Archives, the journal of the Irish Society for Archives. It is reproduced with the permission of the Editor of Irish Archives.

It would be difficult to exaggerate the loss that the sudden and unexpected death of Dr. Philomena Connolly on 12 June represents for the National Archives and for the wider archival community. Phil was entering her 32nd year of service in the National Archives and its predecessor bodies, the Public Record Office of Ireland and State Paper Office, and was the most experienced and longest-serving member of staff. Despite her long service, and despite the fact that she had signalled the possibility of a temporary career break, no-one contemplated a longer term devoid of Phil's knowledge, wisdom and anchoring influence. Although she was known, first and foremost, as an authority on medieval and early modern record sources, her colleagues in the National Archives knew her as someone whose phenomenal knowledge encompassed a huge range of other sources and was particularly deep in the case of late eighteenth to early twentieth century administrative history. The gap in knowledge created by her passing is immense; the sense of shock and sadness among friends and colleagues is profound.

A graduate of Trinity College, Dublin, Phil was awarded her BA Degree in History and Politics in 1969. She always maintained strong links with Trinity. Her sophister years were focused largely on the study of medieval and early modern history and her studies for the Archives Diploma in Liverpool, awarded in 1970, sparked an exceptional talent for palaeography and diplomatic that was later to benefit the many students who took her M.Litt. classes in palaeography in Trinity. On her return to Dublin in 1970 she worked in the Manuscripts Room of TCD Library before entering and coming first in the competition to fill a newly-created post of Archivist in the PROI/SPO. She embarked on this appointment on 16 June 1971, thereby continuing a family tradition of state service, both parents having served in the Land Commission.

Phil was given day-to-day charge of the State Paper Office in Dublin Castle, where she was based until the mid-1970s, and acquired an intimate knowledge of the records and the workings of the Chief Secretary's Office. She had registered for an M.Litt. in Trinity in October 1971 on the subject "Lionel of Clarence and Ireland, 1361 - 66", a study of the administration of Ireland as seen from both English and Irish record sources (and was later hugely amused to see this referred to as "Lionel and Clarence in Ireland"). In 1974, on the advice of Professor A.J. Otway-Ruthven she altered her registration to extend the scope of her research in order to submit it for a Ph.D. Her doctorate was conferred in December 1978. By then she was based mostly in the Public Record Office in the Four Courts where she had responsibility for medieval records. Her academic work helped her to shed light on the administrative background to these records and to draw attention to their value for historical research in a wide range of publications, including Analecta Hibernica, Archivum, Irish Archives, Irish Economic and Social History, Irish Historical Studies and The Irish Jurist. Her major publications were The Dublin Guild Merchant Roll, c.1190 -1265, which she edited jointly with Geoffrey Martin (1992), Irish Exchequer Payments, 1270 - 1446, which she edited for the Irish Manuscripts Commission (1998), and the two volumes which she completed in a remarkably productive period just before her death, Medieval Record Sources, the fourth in the series of Maynooth guides for Irish local history (2002), and Statute Rolls of the Irish Parliament, Richard III - Henry VIII (2002). Her work on the fourth

and final volume of the Calendar of Justiciary Rolls covering the years 1313-18 was well advanced, and she had long held the ambition to compile a guide to the records of the former State Paper Office.

Phil was a founder member of the Irish Region of the Society of Archivists and served as the Region's first councillor from 1979 to 1981. As an archivist, researcher and writer, she held to very high standards. Nothing left her hands that was not meticulous. Her editorial skills were legendary, and generously available to colleagues. It would indeed have been a brave colleague who would contemplate publication without first submitting the work to Phil. Such tasks were accepted with good humour and tackled with astonishing speed and precision. Her own writings were models of clarity and accuracy. She would go to great lengths to assist any colleague or member of the public who sought help or advice in any of her many areas of expertise. She was utterly resistant, however, to any approach based on rank or privilege. Aspiring queue-jumpers were given short shrift, in keeping with her passionate intolerance of discrimination or exclusion, whether based on gender, disability, social status, colour or creed. She had a keen sense of humour and would gleefully circulate humorous items which had caught her fancy. These were frequently culled from the pages of The Guardian, a newspaper that had her unwavering loyalty. Poorly-judged attempts at humour were met with a withering look.

To describe Phil's interests as wide-ranging would be to understate; in retrospect they seem to have been all-embracing. Almost every workmate in the National Archives had their own particular avenue to Phil, based on interests that intersected with hers. In sharing memories, a realisation has grown of how diverse her interests were. Music was a passion, but she would speak as knowledgeably about the songs of Joni Mitchell and Bob Dylan as about Beethoven's late string quartets or the Missa Solemnis. A whimsical assertion one day that archivists had little time for spectator sport was dismissed as nonsense and refuted with evidence of her own knowledge of English Rugby League football. Her voracious reading habits were fuelled not just by the classics, from which it seemed she could quote at will (and to her material benefit, being an inveterate competitor and frequent winner of literary quizzes), but also by the writings of Garrison Keillor and the literary traditions of the Indian subcontinent. The novels of Agatha Christie, Dorothy L. Sayers, Bram Stoker, G.K. Chesterton and Conan Doyle were particular favourites, and indicative of a passion for sleuthing that also extended to computer and board games, and was also reflected in a large video library recording the exploits of TV heroes such as Perry Mason, Inspector Morse and Miss Marple. These were pressed eagerly on interested colleagues. Her knowledge of fictional sleuths was complemented by an encyclopaedic knowledge of the records of actual crime, both solved and unsolved, whether in Whitechapel, Dealey Plaza, Maamtrasna or Ireland's Eye (concerning which she had expressed many times a wish to write a book). Hilarious accounts of dark doings in rural Ireland were populated by characters who laced cakes with strychnine and cut holes in hedges through which gun barrels were aimed at tyrannical landlords or errant spouses. When called upon to apply her own forensic skills to decipher a document or determine its authorship or provenance, she would go about the task with all the relish of a Sherlock Holmes.

The sadness that is felt by her colleagues at her passing is accompanied by a growing sense of privilege to have known and worked alongside a person of true and remarkable genius. She will be greatly missed.

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