

**Report of the Director of the
National Archives
for
2005**

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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), but it is now part of the Department of the Arts, Sport and Tourism. Consequently, most powers conferred on the Taoiseach by the Act are now exercised by the Minister for Arts, Sport and Tourism, although some powers relating to Departmental records are still exercised by the Taoiseach.

Director of the National Archives

- 1.3 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

- 1.4 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

- 1.5 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.

COMMISSION OF INVESTIGATION INTO THE DUBLIN AND MONAGHAN BOMBINGS OF 1974

(The MacEntee Commission)

1.6 In May 2005 the Government established a Commission of Investigation into certain aspects of the Dublin and Monaghan Bombings of 1974, under Mr. Patrick MacEntee, Senior Counsel, Sole Member of the Commission. The main terms of reference of the Commission were to investigate and make a report on the following matters:

- “Why the Garda investigation into the Dublin and Monaghan bombings was wound down in 1974?”
- “Why the Gardaí did not follow-up” on leads specified in the terms of reference?
- “In relation to the missing documentation:
 - i. the exact documentation (Departmental, Garda intelligence and any other documentation of relevance) that is unaccounted for;
 - ii. the reasons explaining why the documentation went missing;
 - iii. whether the missing documentation can now be located; and
 - iv. whether the systems currently in place are adequate to prevent a re-occurrence of such documentation going missing.”

1.7 The Commission called me as a witness to give evidence on Thursday 15 September 2005. In accordance with the Act under which the Commission was established, my oral evidence was given in private. Matters relating to the Final Report of the Commission, which was published in 2007, will be referred to in the Annual Report of the Director of the National Archives for 2007.

RECORDS MANAGEMENT REGULATIONS

Power to make Regulations

1.8 Section 19(3) of the National Archives Act provides that the Minister for Finance may make regulations, after consultation with the Director of the National Archives, for the proper management and preservation of Departmental records. This power is similar but not identical to the power that the Minister for Finance has under Section 15(5) of the Freedom of Information Act 1997 to make regulations, after consultation with the Information Commissioner and the Director of the National Archives, providing for the management and maintenance of records held by public bodies. To date, no such regulations have been made under either Act.

1.9 The power conferred by the Freedom of Information 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.

FREEDOM OF INFORMATION ACTS 1997 AND 2003

1.10 The Freedom of Information Acts 1997 and 2003 (the FOI Acts) are of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997, and has since been extended to additional bodies by regulations made under that Act by the Minister for Finance. In 2005 the FOI Acts applied to records held by Government Departments, other bodies within the Civil Service, local authorities, the health service, 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.

1.11 The Freedom of Information (Amendment) Act 2003 came into force on 11 April 2003. It introduced a number of important amendments to the Act of 1997, notably in relation to Section 19 (Government Records), Section 20 (Deliberations of Public Bodies), Section 24 (Security, Defence and International Relations) and Section 47 (Fees).

Rights established by the FOI Acts

- 1.12 Under the FOI Acts, every person now has the right of access to records held by Government Departments, local authorities, the health service and the other bodies currently covered by the Acts.
- 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 Acts, 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 the health service).

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

- 1.13 The FOI Acts have 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 Acts, and are subject to any relevant exemption provided for in the Acts.

FOI and the National Archives

1.14 The National Archives is itself one of the public bodies listed in the FOI Acts, and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Acts. However, section 46(2) of the FOI Act 1997 states that it does not apply to a record that is available for inspection by members of the public. Consequently, the FOI Acts do not apply to archives in the National Archives that are available for public inspection.

1.15 During 2005, two FOI requests were received, both of which related to records of the District Court already available to public inspection. Consequently, the requests were handled outside of the provisions of the Acts.

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- 1.16 Section 15 of the FOI Act 1997 requires the publication by each public body of a reference book describing its structure, functions and records. The first version of our Section 15 reference book was published in November 2001. A revised version was completed in 2005.
- 1.17 Under section 16 of the FOI Act 1997, each public body must also publish rules, procedures etc. used by it for the purposes of decisions with respect to rights, penalties etc. to which members of the public are entitled or subject under any enactment or scheme administered by it. 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.

DATA PROTECTION (AMENDMENT) ACT 2003

- 1.18 The Data Protection (Amendment) Act 2003 extended to “manual data” (i.e. records kept in books, files, microfilm and other traditional formats) the protections for information relating to living people that were previously applicable only to “automated data” (i.e. records kept in electronic form). As a result, Data Protection law has much greater implications for the work of the National Archives than it had before.

2. RESOURCES AND STRATEGY

FINANCIAL ALLOCATIONS

- 2.1 Our financial allocations in 2005 showed a significant increase in the value in real terms of the financial resources made available to the National Archives by the Department of Arts, Sport and Tourism. The financial allocations made in respect of the National Archives in 2004 and 2005 are compared in Table 1.

Table 1 **Financial allocations in respect of the National Archives in 2004 and 2005**

Subhead	2004	2005
	€	€
A.1 (Administrative expenses – pay of permanent staff)	1,300,000	1,356,000
A.2 – A.8 (Administrative expenses – current non-pay expenditure)	329,000	410,000
D.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	76,000	41,000
D.2 Current (General expenses – mostly current non-pay expenditure, but including pay of Archivists on fixed-term contract)	959,000	1,130,000
D.2 Capital (General expenses – capital expenditure)	477,000	600,000
TOTAL	3,141,000	3,537,000

Note: The allocations recorded above are the same as the Estimates recorded in the annual Revised Estimates for Public Services.

STAFF

General

- 2.2 In 2005 the authorised staff of the National Archives payable from exchequer funds remained at 42 posts. Three exchequer-funded posts, the post of Archivist (Electronic Records) and two other post of Archivist (fixed-term contract), remained unfilled throughout the year. However, the post of ICT Manager was upgraded from Higher

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Executive Officer to Assistant Principal, and was filled at the end of the year (see paragraph 2.12 below). When all vacancies are filled, including the two posts of Archivist (fixed-term contract) 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 2005.

Increase in staffing still a requirement

- 2.3 As stated in previous reports, it is my firm view that a substantial increase in staff numbers is required to enable us to undertake our statutory responsibilities in full. The increases sanctioned in recent years have helped to bring about very significant improvements in our capacity to meet some key objectives but there are many areas in which we are failing to meet our statutory commitments in a satisfactory manner.

Fixed-term contract posts

- 2.4 One of the obstacles to the filling of vacancies in the Archivist grade in recent years has been uncertainty about the implications of a claim by the IMPACT Trade Union on behalf of 91 of its members that their employers in various Government Departments had breached the terms of the Protection of Employees (Fixed-Term Work) Act 2003 and the European Directive 99/70/EC, which gave certain rights and protections to fixed-term contract workers. Hearings before the Rights Commissioner took place between November 2004 and January 2005, and the Rights Commissioner's Decision was circulated in February. The Rights Commissioner decided in favour of the claim, but the decision was appealed to the Labour Court, which referred the issue of the jurisdiction of the Rights Commissioner in the matter to the European Court of Justice.
- 2.5 In the light of the Rights Commissioner's Decision in relation to the continuation of fixed-term contracts and in relation to the specific requirement of that particular IMPACT members be provided with contracts of indefinite duration, we wrote to the Department of Arts, Sport and Tourism in March to say that we believed there to be a very strong case for the conversion of most of our fixed-term contract posts into permanent posts. The matter remained under consideration at year-end.

Staff changes

- 2.6 Mr Philip Doyle and Mr Christy Allen, who had held allowances for Staff Officer duties since 2003, received substantive promotion to the grade of Staff Officer in 2005. Mr Lorcan Farrell, Clerical Officer, retired in October, and the resulting vacancy was filled by Mr Brendan Crawford.

Short-term work placements

- 2.7 During 2005, nineteen persons worked in the National Archives on voluntary unpaid short-term work placements. Seven were second-level Transition Year students, while five were third-level students wishing to obtain relevant work experience prior to assessment for admission to a postgraduate course in archival studies. Another seven were already students on an archival course (three at Liverpool University Centre for Archive Studies, two at the Fachbereich Archiv-Bibliothek-Dokumentation, Fachhochschule Potsdam, Germany, one at the University of Wales at Aberystwyth and one at the School of Archives and Records Management, Catalonia, Spain).
- 2.8 One German student stayed for 22 weeks, the other German student for 8 weeks, and the Spanish student for 12 weeks. Otherwise, the standard placement for third-level and postgraduate students was at least two weeks, while the standard placement for a Transition Year student was one week. The tasks assigned to the students included the routine sorting, listing and boxing of archives, foldering and reordering of specific

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collections, unbinding the 1901 census returns prior to reboxing, checking microfilms, scanning older finding aids, and digital photography for the Documents on Irish Foreign Policy project.

Divisions and Units

2.9 The Divisions and Units created in 2003 remained unchanged in 2005. They are:

- Archives Storage and Preservation Division
- Reader Services Division
- Records Acquisition Division
- Special Projects Division
- Corporate Services Unit
- Electronic Records Unit
- ICT Unit (Information and Communications Technology Unit)

Performance Management and Development System (PMDS)

2.10 In the summer of 2005 each member of staff of the National Archives was asked to complete a new PMDS Role Profile Form, for discussion and agreement with their manager. The final page of each Role Profile, which is the staff member's Personal Training and Development Plan, was sent to the Training Unit of the Department of Arts, Sport and Tourism, for use when preparing training plans.

Partnership and "Sustaining Progress"

2.11 The Partnership Committee of the National Archives continued to meet frequently during 2005. New Management, Union and Staff Representatives were selected early in the year, and will retain their positions on the Committee until December 2006. In March material was prepared for inclusion in the Department of Arts, Sport and Tourism's Fourth Progress Report under "Sustaining Progress", the Social Partnership Agreement for the period 2003-2005, and in August material was prepared for inclusion in the Department's Fifth Progress Report.

Merit Awards

2.12 The National Archives participated in the Merit Awards Scheme of the Department of Arts, Sport and Tourism for the first time in 2005. Three members of staff received individual awards of €750, and another six members of staff shared two team awards of €600.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

2.13 Progress on extending the use of ICT within the National Archives continued to be hampered throughout 2005 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 members of our staff at Keeper and Clerical Officer level.

ICT Manager

2.14 However, following the upgrading of the post of ICT Manager from Higher Executive Officer to Assistant Principal, a confined competition for the post was held in November 2005. Mr Anthony Murphy, who had previously worked as IT Network

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Manager in the Department of Arts, Sport and Tourism, was successful in the competition. He took up his appointment in the National Archives in January 2006.

Archival management databases

- 2.15 Work continued in 2005 to refine and modify as required the archival management databases that were introduced in 2004, and were reported on in detail in my report for that year.

Link to Shared Financial Services Centre

- 2.16 During 2005, a considerable amount of time was spent attempting to make progress on linking up the National Archives, via the Government Virtual Private Network (VPN), to the Shared Financial Services Centre in Killarney run by the Department of Justice, which provides accounts-branch services for the Department of Arts, Sport and Tourism on an agency basis. However, due to a large number of technical issues, this link was still not up and running at year-end.

NEW BUILDING

Proposed co-location with the Military Archives

- 2.17 The proposal that the Military Archives be located with the National Archives remained under consideration during the first half of 2005. At the request of the Department of Arts, Sport and Tourism, I met the officer in charge of the Military Archives, Commandant Victor Laing, on 25 May, to discuss the matter. In my subsequent email to the Department informing them of the main points made at that meeting, I said that:
- The National Archives view of the question of accommodation for the Military Archives “is that either:
 - (A) the Military Archives should be accommodated in a separate building and retain its separate existence; or
 - (B) the archives currently held by Military Archives should be transferred to the National Archives where they should be treated like archives transferred from other Departments, while the other record-keeping functions currently fulfilled by the Military Archives should continue within the Defence Forces or the Department of Defence.
 - No position between alternatives (A) and (B) is acceptable to the National Archives. Alternative (A) could theoretically be achieved through the construction of two separate buildings for the National Archives and the Military Archives on the Bishop Street site. Alternative (B), in organisational terms, would result in the amalgamation of the Military Archives with the National Archives.
 - My understanding of the position of Commandant Laing and his superiors is that:
 - they do not currently favour any form of co-location with the National Archives;

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- they would in particular be opposed to amalgamation with the National Archives”.

Premises at 22-28 Parnell Square, Dublin (formerly Coláiste Mhuire)

- 2.18 At the meeting of the National Archives Advisory Council on 5 September 2005, the Secretary General of the Department of Arts, Sport and Tourism, Mr Phil Furlong, told the Advisory Council that his Department and the Office of Public Works (OPW) were considering a new proposal that the National Archives be relocated to premises at 22-28 Parnell Square, Dublin (formerly Coláiste Mhuire). This would provide the National Archives with state-of-the-art accommodation, and would enable operations to continue without disruption at Bishop Street while the new premises were under construction. The sale of the Bishop Street building would provide funding for the development of the Parnell Square premises, which consist of six Georgian houses (including the space formerly occupied by their gardens) that are in State ownership. Storage for the National Archives could be provided in a six-storey building to be constructed to the rear of the houses. The OPW was commissioning a feasibility study on the use of the site for the National Archives, which would include an investigation into the possibility of building three storage floors underground. The Military Archives would not be accommodated at Parnell Square.
- 2.19 The feasibility study commissioned by the OPW on the use of site at Parnell Square for the National Archives was completed in November, and remained under consideration by the OPW, the National Archives and the Department of Arts, Sport and Tourism at the end of the year.

EXISTING PREMISES AT BISHOP STREET

- 2.20 In conjunction with the OPW, discussions took place with consultant engineers about obtaining condition reports of all mechanical systems in Bishop Street, and about implementation of the Fire Safety Report of 2002. A major refurbishment of the two main lifts was carried out, which involved considerable short-term disruption to public and staff, but has resulted in a much more reliable lift service with much fewer faults. Works were carried out to create a second camera room for the Genealogical Society of Utah microfilming project, so that a second camera could be put into operation. Painting of stairs and lift lobbies was carried out. In the public locker room new lockers, luggage-locking facilities and vending machines were provided.

Leak in warehouse

- 2.21 On 10 January 2005 a leak occurred in a pipe in the roof space of the warehouse part of our premises at Bishop Street. The ingress of water was stopped after a short time through the fortuitous presence of builders working in another part of the building. Some archives were damaged by the leak and were subsequently conserved. We wish to express our gratitude to Mr Joe Nolan of Doyle Builders Ltd for his prompt and helpful action in this regard.
- 2.22 This incident brought home to us forcefully the unsuitability of warehouse storage for irreplaceable archival documents. In the warehouse documents are stored in boxes on wrapped pallets, which are stacked at four levels on six-metre-high racking. All the pallets stored vertically under the point of entry of the water were wetted. The removal of pallets from the racking requires a contracted-in specialist fork-lift truck which was not available on the day, and despite the fact that a quick response is the best known method of avoiding further damage, the pallets could not be unwrapped and the wet documents could not be removed for more than 24 hours after the event.

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- 2.23 In the light of this incident, we subsequently sent a detailed memorandum to the Department of Arts, Sport and Tourism, outlining the reasons why warehouse storage is not appropriate for archives.

Mobile phone masts

- 2.24 In the early part of 2005 there were lengthy discussions with the OPW on foot of their decision that a commercial company should be allowed to install mobile phone masts on the roof of our building. The National Archives was instructed by the Department of Arts, Sport and Tourism that this was in accordance with Government policy. The masts were installed on the roof of the National Archives premises in April 2005. There were still matters outstanding in relation to the installation of the masts at the end of the year, in particular the need for a separate power supply for the masts.

Phase 2 of Ground Floor Works

- 2.25 Following long discussions with OPW, it was decided to proceed with the first part of Phase 2 of the refurbishment of the Ground Floor commenced in 2004. Although the Land Commission Records Branch of the Department of Agriculture and Food, which currently occupies the rooms required for the full implementation of Phase 2, is due to be decentralised to Portlaoise, it was not possible to ascertain a timetable for this move. Consequently, Phase 2 had to be divided into two parts.

- 2.26 The first part of Phase 2 was carried out in 2005. It consisted of refurbishment of the entrance hall, including relocation of the reception desk, and involving extensive electrical, mechanical and security installations. The work was extremely disruptive, and the building has to be closed to the public for two days in November to allow changeover to the electronic systems, but the end result is generally agreed to have resulted in great improvements for both public and staff.

Space problems and fitting out of room on floor 1

- 2.27 In view of our critical shortage of space for new transfers of archives, the OPW made arrangements with the Department of Agriculture and Food to move some of their staff into rooms vacated by former project staff, thereby handing over a large room on Floor 1 to the National Archives. Works were carried out to adapt this room for our use, and mobile shelving was purchased and installed in December 2005. Boxes of archives awaiting shelving immediately filled half of the space in this room.

Assistance received from the OPW

- 2.28 We wish to record the assistance on building-related matters provided by the Dublin Castle Regional Architect's Office of the OPW, and especially by Mr Paul Sherwin, Mr Brian Coyle, and Ms Gabriela Navas.

FIRE SAFETY AND HEALTH AND SAFETY

- 2.29 In 2005 we continued to build on the progress made in previous years with regard to fire safety and health and safety. Fire drills were carried out throughout the year, and the Fire and Safety Committee continued to meet and to deal with on-going matters. New fire evacuation drawings of the building at Bishop Street were made and installed, and our Emergency Plan was up-dated.

Health and Safety training

- 2.30 Fire awareness training sessions were provided for all staff by two members of the Dublin Fire Brigade, and separate training was provided for key members of staff on the use of the Evac+Chair in the event of an emergency (the Evac+Chair is used to evacuate un-ambulant persons from the building in the event of an emergency

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evacuation when the lifts cannot be used). Training was also provided for key members of staff on the use of the special-access lift installed to facilitate disabled access from the entrance door at street-level to the ground-floor level of the Entrance Hall.

STRATEGY STATEMENT AND BUSINESS PLAN

Strategy Statement

- 2.31 In the summer of 2005 we commenced work on the production of a new Strategy Statement. We engaged the services of a facilitator, and by the end of the year, having devoted several days to working sessions attended by all Heads of Divisions and Units, we had prepared a good working draft of the statement. There were, however, numerous aspects that required further work before it could be finalised.

Interim Business Plan

- 2.32 Pending the completion of the Strategy Statement, an Interim Business Plan was prepared. Once the Strategy Statement has been completed, an Annual Business Plan will be prepared each 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 2005 see paragraphs 2.15– 2.17 above.

Productions from the Four Courts

- 3.2 The high level of productions from the Four Courts continues to be a cause of concern because of the risks caused to the documents while in transit and the amount of staff time required. Changes in overall security arrangements at the Four Courts complex during 2005 caused some difficulties with regard to productions.

Preservation cleaning, equipment and training

- 3.3 A special cleaning operation of all contents of the Front Block of Bishop Street was carried out over the summer months. New trolleys and access steps conforming to Health and Safety requirements were purchased. Training of all staff in the preservation handling of documents was carried out as required.

DISASTER PLAN

- 3.4 The National Archives Disaster Plan, which was completed in January 2004, was updated in 2005. Refresher training of our cross-divisional Disaster Team was carried out by a specialist consultant in November 2005.

ENVIRONMENTAL MONITORING

- 3.5 Our environmental monitoring system provides high quality data about the temperature, relative humidity and light. The results of this monitoring over the year 2005 showed that the environment in almost every part of the storage areas in Bishop Street continues to fluctuate outside the ranges recommended for the storage of archival documents. The monitoring system in the Four Courts also continues to show an environment that falls short of recommended conditions.

REPACKING OF ARCHIVES AND SHELF-LISTING

Preservation packing

- 3.6 In accordance with long-standing policy, we continue to pack all new transfers of records in archival-quality boxes.

Petty Sessions volumes: preparations for microfilming, repacking and storage

- 3.7 This is a very large project, involving several members of staff in different grades, and requires a considerable commitment of time and work by the National Archives. The volumes record the work of the Courts of Petty Sessions throughout the 26 counties from 1851 to 1925. They consist of approximately 13,000 volumes and are currently stored at the Four Courts. In advance of filming, they have to be moved to Bishop Street for cleaning, arrangement, labelling, checking, boxing and preparation for microfilming. Once particular volumes have been microfilmed by the GSU (see paragraph 3.15 below), they are repacked in specially ordered archival-quality boxes in various sizes. The boxes are then packed on pallets, which are wrapped and stored

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on the racking in the warehouse. It is expected that this project will take several years to complete.

Shelf-lists

- 3.8 Shelf-lists record the current locations of particular archives in the storage areas. Due to shortage of staff, many of our shelf-lists are incomplete or out of date. Systematic work on the resulting backlog of shelf-listing in Bishop Street was started in 2005.

CONSERVATION OF ARCHIVES

In-house conservation

- 3.9 Conservation repair was carried out on the following documents: Boundary Survey maps (part); Pembroke Estate maps (part); 18th century printed Proclamations (completed); Littlehales correspondence (completed); Registrar of Shipping files damaged as a result of a leak in warehouse (see paragraph 2.19 above). Other work done included the removal of adhesive labels from individual items, preparation of a fire-damaged file needed for inspection by a reader, and preparation of items for photography.
- 3.10 During the absence of our Conservator on maternity leave, a replacement Conservator was employed on a short fixed-term contract. This Conservator carried out pilot projects on the conservation of folded Ordnance Survey maps and documents, and the conservation of miscellaneous maps in the older private collections with M-number references. The pilot projects provided useful information on how to advance them as full projects, and the second pilot project was continued as a full project.
- 3.11 Work on the phase boxing project was continued on grant books transferred from Probate Registries and on prison registers.

Conservation by private conservators

- 3.12 The conservation repair work on the Rebellion Papers continued, and four boxes and some loose documents were completed. A new contract was arranged for the conservation of Fenian Photographs and the remaining photographs were conserved. Work was also carried out on photographic albums, and new arrangements were made for the conservation of Penal Files. The conservation repair of 226 Chancery Pleadings was completed.
- 3.13 As an extension of the work on the Fenian Photographs, we contracted a firm of photographic specialists to provide preservation-grade photographic negative copies and digital images of the conserved documents.

PRESERVATION MICROFILMING

New National Archives Microfilming Unit

- 3.14 Following the fitting out and equipping of the new Microfilming Unit, filming began in January, with several weeks of intensive training of two members of staff by an experienced microfilm operator and a photographer. Following this initial training, further support was provided until our staff were working to the rigorous standard required by preservation microfilming.

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

- 3.15 Microfilming by volunteers from the Genealogical Society of Utah was continued. The filming of Valuation Office archives was completed, and under a new agreement filming of the Petty Sessions volumes began (see paragraph 3.7 above). Because of the size of the Petty Sessions project, the GSU has decided to assign another volunteer to their microfilming team.

Re-microfilming of 1901 Census for Dublin, parts of Belfast and other areas

- 3.16 Before commencing the Petty Sessions project, the GSU re-microfilmed the parts of 1901 Census for Dublin, Belfast and other areas for which the original microfilms made around 1970 had proved unsatisfactory. The archival preparation of the relevant records for re-microfilming had been carried out in 2004. The re-microfilming was a prerequisite for the digitisation of those records (see paragraphs 4.29 – 4.32 below), while the addition of the resulting microfilms has greatly improved access for users of our self-service microfilm facility.

Storage of preservation microfilms

- 3.17 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.

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 three-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 2005, the total number of visits to the Reading Room during opening hours was 15,360 and the number of readers' tickets issued was 4,599. The tables in Appendices B.1 and B.2 compare these figures with those for previous years.
- 4.3 The total number of visits in 2005 was less than in 2004 (16,020), but the number of readers' tickets issued was greater (4,462 in 2004). Increased information on and use of our website and increased volumes of email and post may have reduced the number of actual visits to the Reading Room. The pattern in recent years of a decline in research visits is something that has been experienced by archives world-wide and reflects public expectations that the services available in archival institutions should increasingly also be available remotely on-line, in keeping with wider moves towards e-government.
- 4.4 The table in Appendix B.3 shows the number of visits to the Reading Room per month in 2005. The average number of visits per day in 2005 remained in the mid-sixties.
- 4.5 The number of archives consulted by readers during 2005 was 49,064, a significant increase on the previous year's figure of 41,507. The table in Appendix B.4 compares these figures with those for 1971, 1981, 1991 and 2001. The average number of archives consulted per visit rose from 2.6 in 2004 to 3.2 in 2005. This increase probably reflects faster production times and the continued development of the self-service microfilm production system.
- 4.6 The Reading Room was closed to the public for two days in November to facilitate building works in the Front Hall (see paragraph 2.24 above), and for three days in December during the media preview of Departmental records being released in January 2006 (see paragraphs 5.13 – 5.15 below).
- Protection of documents used by readers**
- 4.7 In order to secure the safety and preservation of documents being used in the Reading Room, book-cushions were introduced. These are large Tyvek-filled pillows with polystyrene crystals, which support the spine of a large volume when being consulted. Mylar, a clear inert polyester sheeting, was introduced to protect documents whilst being consulted, and these are provided up to A0 map size, along with suitable weights for securing in place. The use of these protective materials has proved very successful.

Reading Room opening hours

- 4.8 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. Shortage of staff, particularly in the grades of Clerical Officer and Services Officer continues to make this impossible. However, the Saturday Open Days in February and September (see below) allowed us some opportunity to introduce the services of the National Archives to members of the public who find it difficult to visit at normal opening times.

COPYING OF ARCHIVES FOR MEMBERS OF THE PUBLIC

- 4.9 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 or scans. When necessary for legal purposes, copies in any of these forms can be authenticated.
- 4.10 A total of 64,777 pages of photocopies were provided to readers in 2005, of which 16,202 were made by the instant copy service introduced in 2004. In addition, staff took 131 photographs for members of the public.
- 4.11 Members of the public are permitted to take their own photographs of selected documents at certain times of the day by prior arrangement and under staff supervision. Copyright declaration forms must be signed by each reader wishing to take photographs, in advance of permission to photograph being given.

GENEALOGY SERVICE

- 4.12 Our Genealogy Service continued to operate to the great satisfaction of all who used it. In all 4,229 consultations were given during 2005, an increase of 550 over 2004. The service is provided by members of the Association of Professional Genealogists of Ireland (APGI).

Publicity for the Genealogy Service

- 4.13 An article by Angie Mezzetti on the Genealogy Service was published by the Irish Times on 7 January 2005, under the title "Getting to the roots of the family tree", while the Spring edition of Irish Roots carried an article on the service by Paul Gorry entitled "GAS fuelled ancestor hunting".

"Family Tree" radio series

- 4.14 During July and August a new series of "Family Tree" was broadcast by RTE Radio 1. The series was hosted by Terri Garvey. Interviews with Professional Genealogists and visitors to the Genealogy Service were carried out on 15 July.

GROUP VISITS AND LECTURES

Group visits

- 4.15 A total of 23 organised groups visited the National Archives in 2005 to attend introductory presentations by members of staff in the Conference Room. These included students from the History Departments of Trinity College Dublin, University College Dublin, the University of Limerick and St Patrick's College Drumcondra; local history students from NUI Maynooth; students from the Archives Department of

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UCD; and archaeology students from NUI Galway. Other visiting groups included members of local history societies in Counties Cavan, Monaghan and Offaly, and members of American and Australian genealogical research societies. In general, group visits by secondary school pupils cannot be accommodated but, exceptionally, three such visits were facilitated in 2005.

- 4.16 The extensive work of renovation undertaken on the Ground Floor during the later part of the year, which resulted in much-improved facilities for members of the public (see paragraph 2.24 above), meant that group visits could not be accommodated after hours or at weekends during that time.

Lectures

- 4.17 In 2005 members of staff gave a total of 18 lectures and talks relating to the work and holdings of the National Archives to outside bodies, including genealogical and local history societies.

OPEN DAYS AND ARCHIVE AWARENESS MONTH

- 4.18 Two Saturday Open Days were held in 2005. The first took place on 12 February, as part of a programme of education, outreach and community activities organised by the Council of National Cultural Institutions. A total 151 members of the public participated in that Open Day. In addition to talks, tours and practical demonstrations our exhibition "A Nation and not a Rabble", dealing with the history of Ireland from 1921 to 1922, was on view. Original documents including census returns, wills, national school records and Boundary Survey maps, were also on display.

- 4.19 The second Open Day was run as part of Archive Awareness Month and took place on Saturday 17 September. On that occasion 145 members of the public attended a day of seminars, tours and practical demonstrations. The exhibition "Lovers of Liberty", concerning the history of Local Government in Ireland, was on view. Members of the Association of Professional Genealogists in Ireland (APGI) provided their consultation services voluntarily. Analysis of the responses to a questionnaire that was filled out by 77 of the participants recorded a high level of satisfaction and appreciation of the Open Day.

"Condolences and Funerals"

- 4.20 The National Archives also compiled a small web-based exhibition for Archive Awareness Month. Selected for display were a number of records documenting "Condolences and Funerals", relating to two key national events: the visit of the Taoiseach, Eamonn de Valera to Eduard Hempel, German Minister to Ireland, to present his condolences on the death of Adolf Hitler in 1945; and the repatriation of the remains of Sir Roger Casement, followed by his state funeral in 1965.

FINDING AIDS AND WEBSITE

- 4.21 As part of an ongoing project, the transfer of loose-format finding aids in the Reading Room to a more durable bound format continued in 2004. The finding aids to Census returns and Departmental accessions were photocopied and rebound in colour-coded binders. This reduces space on the shelves, but ensures that the major categories of archives now have a uniform style, and makes individual finding aids much easier to locate.

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4.22 Work was begun on refurbishing the post-1920 Calendars of Wills and Administrations, which had suffered wear and tear from frequent use. For years from 1983 onwards, the Calendars will be transferred to the National Archives in electronic form and will be made available incrementally on our website.

4.23 Progress on reducing the backlog of unlisted accessions from private sources was hampered in 2005 by shortages of staff and conflicting demands on staff time.

Finding Aids Group

4.24 During 2005, the Finding Aids Group, comprising staff representative of each of the larger Divisions of the National Archives, continued its activity of examining the existing finding aids system and developing policies and procedures to facilitate the development of a new finding aids network compliant with the International Standard for Description, ISAD(G).

Digitisation of finding aids

4.25 Work continued on the conversion of the finding aids to the archives of the Department of Justice to digital format, so as to facilitate their publication on our website. A project to upgrade in a similar manner the finding aids to the archives of the Court of Criminal Appeal, which commenced in 2004, was completed in 2005. The finding aids to the archives of the Petty Sessions Courts, which span the years 1851 to 1925, were also digitised.

4.26 Work commenced on the listing of the archives of the Commission on Agriculture, which had been in the custody of the former Public Record Office of Ireland. When fully listed and made available for public inspection, the archives of this body, which was established in 1922 to enquire into the causes of the depression in Irish agriculture and to suggest remedial measures, will provide an overview of the condition of agriculture and its related industries in the early years of the modern Irish state. Work also commenced on the digitising of the finding aids to the archives of the Department of Agriculture and Food, and those of its predecessor, the Department of Agriculture and Technical Instruction.

4.27 The conversion of the finding aids to the archives of the family collections of Bodkin, Cliffe and Vigors to electronic format in order to make these available on the website is well underway. Other listings of collections from non-official sources are being converted to electronic format as time permits.

Audit of website

4.28 An audit of the National Archives website was commissioned, with a view to ensuring that it complies with standards for Web Content Accessibility.

DIGITISATION OF THE 1901 AND 1911 CENSUS RETURNS

4.29 The Household Returns and Enumerators' Abstracts of the Censuses of 1901 and 1911 are by far the most frequently consulted record series in the National Archives, accounting for over 40% of all archives consulted in our Reading Room. They must therefore be our highest priority when making plans for the digitisation of the archives in our custody.

4.30 During 2005 discussions continued with Library and Archives Canada (previously the National Archives of Canada) concerning the proposal that the digitisation of Ireland's Census Returns be undertaken as a joint project between our institutions, and further preparatory work was carried out. These discussions reached a

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satisfactory conclusion with the signing of the “Ireland-Canada Documentary Heritage Research and Digitisation Agreement” by the Directors of the two institutions in the National Archives at Bishop Street on 6 December 2005. The agreement was formally witnessed by the Minister for Arts, Sport and Tourism, Mr John O’Donoghue, T.D., who formally launched the project at a reception in the National Archives on the same occasion.

- 4.31 The resulting website will contain images of the forms for each household and institution, which will be searchable by personal name, townland or street, age and sex. There will also be extensive and heavily illustrated contextual information on what life was like in Ireland in the early years of the last century, some of which will be provided by our Associate Partners, which include both the National Library of Ireland and the Public Record Office of Northern Ireland. The site will be free to access, with no charge for making searches or viewing images.
- 4.32 We are very grateful to Library and Archives Canada and our other partners in this project for their co-operation, assistance and support. We also greatly appreciate the generous funding and other support provided by the Minister for Arts, Sport and Tourism and the staff of his Department.

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 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

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guidelines issued by the Director, unless alternative arrangements have been approved in advance by the Director.

Guidelines

- 5.4 The updated **Guidelines for the Transfer of Departmental Records to the National Archives** and the new **Guidelines for the Transfer of Court and Testamentary Records to the National Archives**, which were issued in draft form in 2004, remained in use in 2005.

Certifying Officers

- 5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2005 are listed in Appendix C below.

ADVICE AND TRAINING GIVEN TO GOVERNMENT DEPARTMENTS AND COURTS SERVICE

- 5.6 Records management advice continued to be provided to the Department of the Taoiseach in the course of 2005, and advice was also given to a number of other Departments on issues in connection with compliance with the National Archives Act.
- 5.7 A considerable amount of time was again devoted to assisting the Department of Justice, Equality and Law Reform in the training of staff on the Department's obligations under the Act. Two formal training sessions on procedures for the transfer of Departmental records were provided, as well as a number of targeted sessions for smaller groups of staff, similar to those provided in 2004.
- 5.8 The initiative commenced in 2004 to provide training to relevant staff of the Probate Office and District Probate Offices on their obligations under the Act continued in 2005, and was extended to include staff of offices of the Circuit Court. It has proved to be highly successful and has improved greatly the efficiency with which court and testamentary records are transferred to the National Archives. (See also paragraphs 5.20 - 5.21 below).

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 5.9 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.
- 5.10 In 2005, a total of two authorisations for the destruction of records were granted, both in relation to records of the Department of the Taoiseach.

TRANSFERS OF RECORDS BY GOVERNMENT DEPARTMENTS

- 5.11 Shortage of accommodation has meant that the National Archives has never been able to accept the full range of Departmental records due for transfer. The position with regard to the transfer of records by Government Departments at the end of 2005 is summarised in Appendix C below, while the records accessioned during 2005 are summarised in Appendix E.1.

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- 5.12 Most notable are the records transferred by the Department of Justice, Equality and Law Reform, and relating to several different areas of the Department's work in the 1960s and 1970s. This continues the work commenced in 2004 to ensure that backlog records of the Department are transferred to the National Archives. I would like to acknowledge the support of the Secretary General of the Department, Mr Sean Aylward, in this endeavour, and the invaluable assistance of staff of his Department, particularly, Mr Val O'Donnell and Mr Gerry Shannon.

Media Preview of records released by Government Departments

- 5.13 As usual, a selection of the records to be released by Government Departments in January 2006 was made available to representatives of the media at a preview running from 14 to 16 December 2005. The publication of information in records available at the preview was subject to an embargo on publication or broadcasting prior to 1.00 a.m. on 28 December 2005.

- 5.14 In previous years our embargo on publication was lifted at 1.00 a.m. on the following 1 January, in parallel with the lifting of the embargos on the release of British and Northern Irish records in London and Belfast. However, in 2005, as an indirect consequence of the coming into force of the British Freedom of Information Act, the National Archives of the United Kingdom decided to lift their embargo immediately after Christmas. After careful consideration, we decided that it would be best to maintain the practice of lifting our embargo on the same date as the lifting of the embargos on the release of British and Northern Irish records.

- 5.15 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, and of the Office of the Attorney General, all relating mainly to 1975. Archives of the Defence Forces relating mainly to 1975 were temporarily deposited in the National Archives by the Military Archives for the purposes of the media preview.

Records relating to Northern Ireland

- 5.16 Meetings with Certifying Officers from Departments holding records relating to Northern Ireland (Department of the Taoiseach, Department of Foreign Affairs, Department of Justice, the Office of the Attorney General, and the Military Archives) continued to take place prior to the media preview.

Department of Education and Science

- 5.17 The Department of Education and Science continued work on the backlog of its non-current records. Records stored in a warehouse in Tullamore continued to be listed, with the creation of database catalogues to more complex records. Some backlog records were transferred to the National Archives in 2005.

TRANSFER OF COURT AND PROBATE RECORDS

- 5.18 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

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and probate records when they are 20 years old. During 2005, advice continued to be given to the Courts Service on the storage of its records.

- 5.19 The position at the end of 2005 with regard to the transfer of the records of the higher Courts and the Circuit Court is summarised in Appendix D below and the records accessioned in 2005 are summarised in Appendix E.3.
- 5.20 By the end of 2005, transfers from the Probate Office and District Probate Offices were brought largely up-to-date. I would again like to acknowledge the considerable assistance provided in this endeavour by Ms Rachel Quirke and Ms Louise Evans, Assistant Probate Officers in the Probate Office.
- 5.21 Over the last few years, a significant change in the practices of transferring records of the Probate Office and District Probate Offices to the National Archives has been implemented. This change requires that records be prepared for transfer in accordance with National Archives guidelines prescribing their sorting, arrangement, labelling and packing by Probate Offices of in advance of transfer. It has brought those offices into conformity with procedures in place for all other Departments of State, and has made possible the publication of annual lists of transferred testamentary records on the National Archives website. The requirement that records be prepared for transfer in accordance with National Archives guidelines was extended to the offices of the Circuit Court during 2005. (See also paragraph 5.8 above.)

TRANSFER OF RECORDS BY SCHEDULED BODIES

- 5.22 The National Archives remains unable to accession large quantities of records due for transfer from the District Court and 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 2005 on the records of the Ordnance Survey, and records were accessioned from the Office of the Attorney General and the Office of Secretary to the President.
- 5.23 The records accessioned from scheduled bodies in 2005 are summarised in Appendix E.2 below.

Ordnance Survey

- 5.24 One member of Ordnance Survey staff, who had worked for many years in Bishop Street, retired in July. After discussions with the Ordnance Survey, it was agreed that another member of their staff would continue this work on documents transferred in National Archives from January 2006. During 2005, 70 volumes of printed 6-inch Ordnance Survey maps were received in way of transfer. Listing and other work on small sub-series in the Ordnance Survey was also carried out.

Valuation Office

- 5.25 The situation with regard to outstanding work by the Valuation Office on schedules of documents, placed in commercial storage, and work by that office 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.

Agency for Personal Services Overseas

- 6.4 In 2004 we accessioned the administrative records of the former Agency for Personal Services Overseas (APSO) from its successor, Development Co-operation Ireland, which is part of the Department of Foreign Affairs. The records cover the period from 1970s to the early 2000s.

LOCAL AUTHORITY RECORDS AND ARCHIVES

- 6.5 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 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.
- 6.6 During 2005 contact continued with the Department of the Environment, Heritage 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.

Dublin Boards of Guardians (Poor Law Unions) and Board of Public Health

- 6.7 Most of the surviving records of the Dublin Boards of Guardians and some of the records of the Dublin Board of Public Health were accessioned by the Public Record Office of Ireland in the 1970s, and are now held by the National Archives. In 2004 some additional Dublin Boards of Guardians and Board of Public Health records were accessioned from the Worth Library in Dr Steeven's Hospital (the former hospital now houses offices of the Health Service Executive).

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.

National School records

- 6.9 Efforts continue to persuade National Schools to deposit their non-current records in the National Archives. The records deposited in 2005 are summarised in Appendix E.4 below.

Accessions from private sources

- 6.10 The more important accessions from private sources received during 2005 (including those accessioned through the Business Records Survey) are summarised in Appendix E.5 below. They include a small but extremely important accession of material from Dr Hilda Tweedy relating to the early women's movement in Ireland, and the personal papers of Mairtín Ó Flaithearta, Irish language scholar and Secretary to the President of Ireland. We were also very pleased to receive a donation of the records of the Campaign for Social Justice, a Northern Ireland-based organisation established by Dr Con and Mrs Patricia McCluskey to campaign for better housing conditions for Catholics in Northern Ireland. The organisational and institutional records received included accessions from An Óige (The Irish Youth Hostel Association), the Ancient Order of Foresters, the Irish Kennel Club and the Protestant Orphan Society.

Solicitors' records

- 6.11 Records continued to be accessioned from solicitors' firms, mostly of testamentary records. Deposits were received from Dowling Fitzpatrick and Roger Greene and Sons. 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 2005 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 now being transferred to the Representative Church Body Library, with fewer being held by the parish clergy.

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 be put in place to enable the archives thus created to be preserved into the future.

ELECTRONIC RECORDS UNIT

- 7.2 As stated in my report for 2004, the appointment of an Archivist (Electronic Records) in July 2003 led to significant progress towards the development of a digital preservation programme. However, due to the fact that we have as yet been unable to fill the vacancy resulting from the resignation of our first Archivist (Electronic Records) at the end of 2004, this progress has since then been interrupted.

Electronic Document and Records Management System (EDRMS)

- 7.3 As mentioned in my report for 2004, an RFT for an Electronic Document and Records Management System (EDRMS) was prepared and issued in 2004. It was hoped to select a successful product during 2005, but in the absence of an Archivist (Electronic Records), we were unable to evaluate the tenders received.

INTERNATIONAL PROJECTS

- 7.4 The National Archives has continued its attempts to focus attention on digital preservation issues through its participation on international projects and committees active in this area.
- 7.5 During 2005, the National Archives remained involved in two international initiatives aimed at developing strategies for the long-term preservation of digital records. These were the European Commission's DLM (Document Lifecycle Management) Forum, and InterPARES (International Research on Permanent Authentic Records in Electronic Systems), an interdisciplinary research project co-ordinated by the University of British Columbia.
- 7.6 Thomas Quinlan, Senior Archivist (Acting), attended meetings of InterPARES 2 in Vancouver, Canada, in February 2005 and in Chicago, United States of America, in September 2006. InterPARES 2 focuses 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 other National Archives, including those of Canada, the United States and the United Kingdom.

IRISH SOCIAL SCIENCE DATA ARCHIVE

- 7.7 Ken Hannigan continued his participation on the Board of the Irish Social Science Data Archive, which is based in University College Dublin.

8. CO-OPERATION AND TRAINING

EUROPEAN UNION - CO-OPERATION ON ARCHIVES

- 8.1 In 2005 the National Archives remained actively involved in co-operation on archives within the European Union (EU). I am a member of the European Board of National Archivists (EBNA), which is a voluntary body made up of the National Archivists of EU Member States, and which meets once or twice a year in the state then holding the EU Presidency. Representation of Ireland at regular meetings of EU Foreign Ministry Archivists is shared by the Department of the Foreign Affairs and the National Archives.

European Council Recommendation of 14 November 2005 concerning priority actions to increase cooperation in the fields of archives in Europe

- 8.2 Having considered the Commission's report on the work of the expert group established in 2003 (see my report for 2004), and having considered also the Commission's draft proposal for a Council Recommendation, the European Council adopted a Recommendation on 14 November 2005 concerning priority actions to increase co-operation in the field of archives. The Recommendation may be summarised as follows:
- A. A European Archives Group (EAG), comprising experts designated by the Member States and the institutions of the Union, should ensure cooperation and coordination on general matters relating to archives and follow-up of the work referred to in the 'Report on archives in the enlarged European Union' of February 2005, and in particular the priority measures referred to in point B of this Recommendation.
 - B. The following measures in the field of archives:
 - 1. preservation of and prevention of damage to archives in Europe:
 - development of a model action plan by EAG to promote damage prevention measures in the context of natural catastrophes and other harmful incidents,
 - promotion by EAG of Community-wide actions for the preservation and restoration of damaged archives,
 - establishment and promotion, by national archives services and the archives services of EU institutions, of standards for the construction of premises for archives;
 - 2. European interdisciplinary cooperation on electronic documents and archives to be further developed:
 - increase in cooperation on safeguarding the authenticity, long-term preservation and availability of electronic documents and archives, in particular by updating current requirements for electronic document and archive management systems such as MoReq, and by continuing to organise DLM forums;
 - 3. establishment and maintenance of an Internet portal for documents and archives in Europe as a priority;

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- provision, through national archives services and the archives services of EU institutions, of an Internet portal which would give easier and cross-border access to documents and archives of the Member States and institutions of the Union;
 - 4. promotion of best practice with regard to national and European law on the management of, and access to, documents and archives; national archives services and the archives services of EU institutions should:
 - monitor new draft legislation in that field
 - set up a database of archival legislation and other related laws, taking into account the work undertaken for EURBICA (the European branch of the International Archives Council);
 - 5. adoption of measures to prevent the theft of archival documents:
 - development of an action plan and common guidelines by national archives services that will allow for the exchange of information in order to combat the theft of archival documents and facilitate the recovery of stolen documents.
- C. The Member States and the institutions of the Union should jointly promote the implementation of the priority measures identified in the ‘Report on archives in the enlarged European Union’ of February 2005 and referred to in point B of this Recommendation, taking account of the work of the groups set up by EBNA (European Board of National Archivists). The adoption of this Recommendation and the implementation of these measures do not in themselves imply a commitment of new budgetary resources by either the European Union or the Member States. Where possible and in accordance with the relevant procedures, the European Union will endeavour, under existing programmes, to support projects aimed at the implementation of those measures.
- D. At the latest three years after the date of publication of the Recommendation (29 November 2005), the European Archives Group should present a progress report on implementation of the priority measures referred to in point B.

European Archives Group

- 8.3 On foot of the Council Recommendation, the Commission wrote to the Permanent Representative of each Member State on 12 December 2005, requesting the nomination of an expert to represent the National Archives service of that State on the European Archives Group. On my recommendation, Mr Ken Hannigan, Keeper, was nominated as Ireland’s representative on the group.

DOCUMENTS ON IRISH FOREIGN POLICY

- 8.4 During 2005 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, which is led and managed by the Academy and funded by the Department. The Executive Editor of the project, Dr Michael Kennedy, is based in

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the National Archives, and Ms Catriona Crowe, Senior Archivist, is a member of the Editorial Advisory Board.

COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

8.5 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)

8.6 The Council also meets as a statutory body to make recommendations to the Minister for Arts, Sport and Tourism on proposed acquisitions by five eligible institutions using the Heritage Fund established under the Heritage Fund Act, 2001. The five eligible institutions are the National Archives, the National Gallery, the National Library, the National Museum and the Irish Museum of Modern Art.

8.7 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2005, 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
- Marketing Group: Catriona Crowe

REPRESENTATION ON OTHER BODIES

8.8 In 2005 members of the staff of the National Archives served in their official capacity on the following bodies:

- Blue Shield (UK and Ireland): Frances McGee
- Civil Service IT Group: Ken Hannigan
- DLM Forum (Electronic Records in the EU): Thomas Quinlan
- Documents on Irish Foreign Policy project, Editorial Advisory Board: Catriona Crowe
- Eurofocus on Libraries, Archives and Museums (Library Council): Ken Hannigan
- European Board of National Archivists (EBNA): Director
- EU Foreign Ministry Archivists: Catriona Crowe

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- Inter PARES (international research project on the permanent preservation of authentic and reliable electronic records): Ken Hannigan and Thomas Quinlan
- Irish Genealogy Limited: Director (as observer)
- Irish Architectural Archive, Board: Aideen Ireland
- Irish Manuscripts Commission: Director
- National Preservation Office (UK and Ireland): Director and Frances McGee
- Preservation Microfilm Users Group Ireland: Frances McGee
- Selection Committee under the Taxes Consolidation Act, 1997, section 1003 (Donations of heritage items to approved bodies): Director and Thomas Quinlan
- Society of Archivists' External Qualifications Sub-committee: Mary Mackey

ATTENDANCE AT CONFERENCES AND SEMINARS

8.9 In the course of 2005 members of the staff of the National Archives attended the following conferences and seminars:

- Archives Policy Day (Heritage Council and Society of Archivists, Ireland)
- Civil Service IT Group Seminar (Dublin)
- InterPARES Plenary Workshops
- Irish Conference of Historians (Dublin)
- Irish Labour History Society Conference (Dublin)
- National Archives of the United Kingdom, Public Service Quality Group Forum (Kew, London)
- National Preservation Office conference, 'Science and conservation' (London)
- National Preservation Office forum, 'Cellulose Acetate Microfilm' (London)
- National Preservation Office meeting on Preservation Assessment Surveys (Belfast)
- Society of Archivists AGM (Cardiff)
- Society of Archivists annual conference (Norwich)
- Society of Archivists, Ireland, AGM (Dublin)

PARTICIPATION IN TRAINING COURSES

8.10 During the course of 2005 members of the staff of the National Archives took part in the following training courses:

- eGovernment Integration Case Study Seminar
- Bullying and Harrassment Course
- Financial management system training (Killarney)
- Integrated Pest management course
- Microsoft Access training (Jefferson Training)
- The built environment, accessibility for public service providers (National Disability Authority)

8.11 For Health and Safety training in 2005, see paragraph 2.28 above.

MEMBERSHIP OF OTHER ORGANISATIONS

8.12 The National Archives was an institutional or associate member of the following organisations in 2005:

- American Conference for Irish Studies
- 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
- Charles Close Society
- 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 Association
- Irish Society for Archives
- Military History Society of Ireland
- National Preservation Office (UK and Ireland)
- Records Management Society of Great Britain
- Scottish Society for Conservation and Restoration
- Society of American Archivists
- Society of Indexers

8.13 In addition, most members of the professional staff were members of the Society of Archivists in a personal capacity.

EXHIBITIONS, PUBLICATIONS AND TELEVISION PROGRAMMES

8.14 During 2005 the National Archives co-operated with the following organisations on matters relating to exhibitions, publications and television programmes:

- **Irish Manuscripts Commission and Irish Origins:** the Elphin Census 1749, edited by Marie-Louise Legg, with contributions from Brian Gurrin, was published by the Irish Manuscripts Commission in December 2004, and formally launched in 2005. The original manuscript of the census is held in the National Archives. It contains details of some 60,000 inhabitants of the diocese of Elphin in 1749 (Elphin includes most of County Roscommon and much of County Sligo). A digital version of the census is available for searching by subscribers at www.irishorigins.com.

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- **Kilmainham Gaol:** Since 1996 one prison register from the National Archives has been on loan to the Gaol for exhibition. The register on loan is changed once a year. The National Archives monitors the volume while on loan and receives environmental data from Kilmainham Gaol.
- **Múnla Productions and TG4:** In 2005 the National Archives facilitated the filming of selected Departmental records by Múnla Productions for the series “Ceart agus Coir / Crime and Punishment” broadcast on TG4. This was a six-part documentary series investigating six cases from the history of capital punishment in Ireland.
- **National Museum, Collins Barracks:** In 1998 we agreed to lend three artefacts held among the Rebellion Papers to the National Museum for display in their exhibition on 1798, which remained on display in 2003. Appropriate arrangements were made for the monitoring of the items while on loan.
- **National Museum, Collins Barracks:** In 2005 discussions continued with Labhras Joye, curator of their exhibition “Soldiers and Chiefs: The Irish at War at Home and Abroad, 1550-2001”, concerning sources held in the National Archives.
- **St Patrick’s College Drumcondra:** During 2004 and 2005 the 17th and 18th century printed Proclamations held by the National Archives were conserved in our Conservation Workshop and scanned as part of a joint project led by Dr James Kelly, Head of History, St Patrick’s College Drumcondra. Proclamations were formal public announcements issued by the chief governor and Privy Council of Ireland. The original proclamation was engrossed in manuscript, but it was printed for distribution and reading in public. Most Proclamations were issued to enforce laws or in response to crimes, public order disturbances or trade disputes.

MISCELLANEOUS

International Standards Organisation

- 8.15 On 9 May 2005 the National Archives hosted a reception in the Irish Architectural Archive to mark the meeting in Dublin of the Committee on Archives and Records Management of the International Standards Organisation.

Appendix A: Staff of the National Archives as of 31 December 2005

GRADE (and key responsibilities of senior staff)	NAMES (within each grade, names given in alphabetical order of surname)	TOTAL
Director	David Craig, PhD	1
Keeper (Business coordination, Human Resources and ICT)	Ken Hannigan, BA, H Dip Ed	1
Keeper (Acting) (Archives Storage and Preservation, and New Building)	Frances McGee, M ès Lettres, H Dip Ed	1
Assistant Principal (ICT Manager)	Vacancy	1
Senior Archivists (Special Projects) (Reader Services)	Catriona Crowe, BA Aideen Ireland, MA, Dip Archival Studies	2
Senior Archivist (Acting) (Records Acquisition)	Thomas Quinlan, BA, Dip Archival Studies	1
Archivists	Brian Donnelly, BA, Dip Archival Studies Helen Hewson, BA, Dip Archival Studies Mary Mackey, MA, Dip Archival Studies Gregory O'Connor, MA, Dip Legal Studies	4
Archivist (Electronic Records)	Vacancy	1
Archivists on fixed-term contract	Elizabeth McEvoy, M Phil, Dip Archival Studies Hazel Menton, BA, Dip Archival Studies Jennifer Moran, BA, Dip Archival Studies (2 vacancies)	5
Archivists on fixed-term contract (Crowley Bequest Project)	2 vacancies	2
Conservator	Zoë Reid, BA, Dip Conservator- Restorer	1

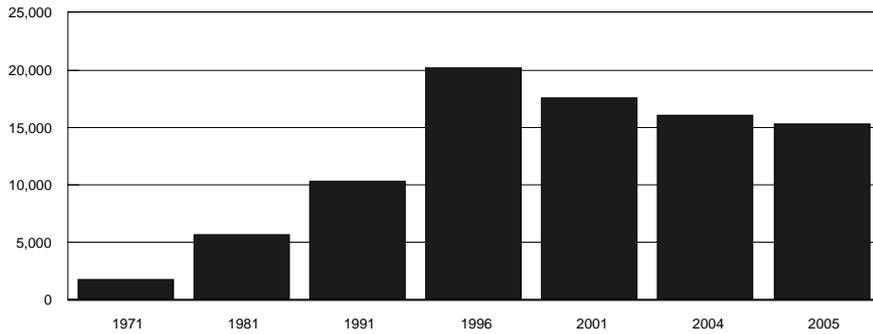
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GRADE (and key responsibilities of senior staff)	NAMES (within each grade, names given in alphabetical order of surname)	TOTAL
Higher Executive Officer (Corporate Services)	Noreen Lynch	1
Executive Officer	Tom Gilsenan	1
Staff Officer	Christy Allen Philip Doyle Eileen Treacy	3
Clerical Officers	Paul Carolan Brendan Crawford Kieran Crowley Sandra Daly John Delaney Breda Devereux Gemma Harkin (work-sharing – 3 days per week) Bernadette Kelly Enda Lowry Eamonn Mullally David O'Neill Ken Robinson Patrick Sarsfield (and 1 work-sharing vacancy – 2 days per week)	13
Head Services Officer	Michael Whelan	1
Services Officers (with allowance for Clerical Officer duties)	Mary Carney Michael Flood Brendan Martin Ken 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.

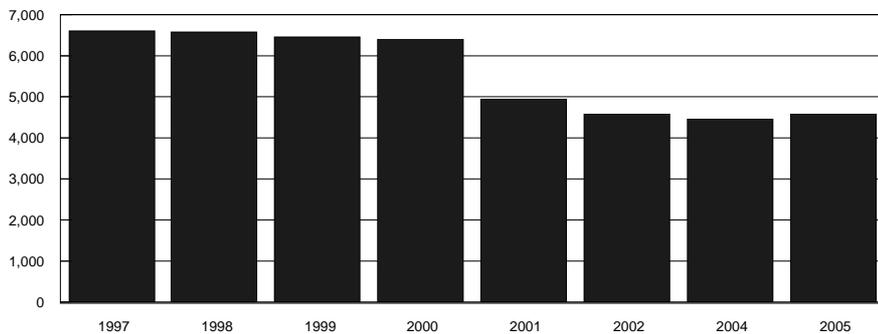
Appendix B: Use of the Reading Room by the Public, 1971–2005

Appendix B.1 Visits to Reading Room per year 1971 - 2005



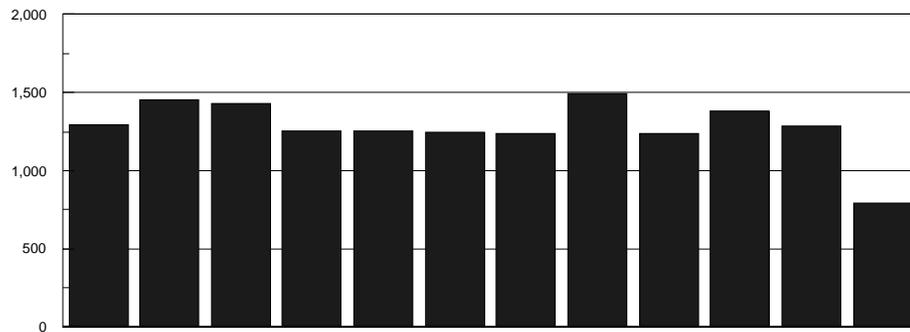
	1971	1981	1991	1996	2001	2004	2005
■	1,754	5,631	10,341	20,155	17,608	16,020	15,360

Appendix B.2 Readers' tickets issued per year 1996 - 2005



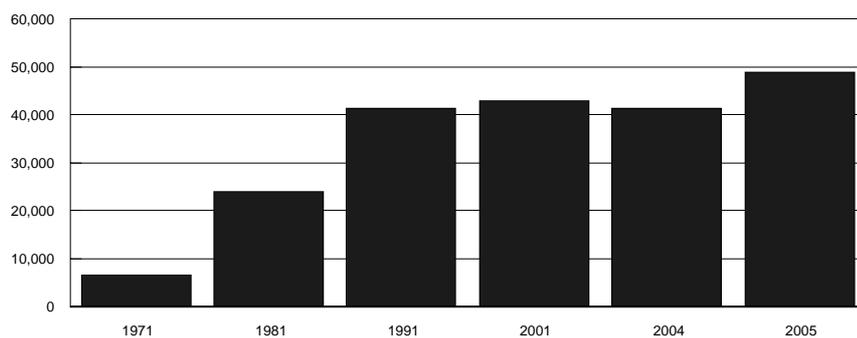
	1997	1998	1999	2000	2001	2002	2004	2005
■	6,631	6,585	6,482	6,406	4,941	4,577	4,462	4,599

Appendix B.3 Visits to Reading Room per month in 2005



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■	1,296	1,456	1,428	1,252	1,251	1,244	1,241	1,494	1,239	1,380	1,288	791

Appendix B.4 Archives consulted by readers, 1971 -2005



	1971	1981	1991	2001	2004	2005
■	6,597	24,070	41,376	43,042	41,507	49,064

Appendix C: Transfer of records pre-dating 1976 from Government Departments and Offices of State for release to public inspection under the 30-year rule

– statement of position as of 31 December 2005

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2005	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2005
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.)	1919–76	None
Agriculture and Food	Brendan McInerney	1899–1980s	circa 1950–1975
Arts, Sport and Tourism	Susan McGrath	circa 1922–1962	1963–1975
Communications, Marine and Natural Resources	Pat Ryan	1845–1970s	1964–1975 (and some older records)
Community, Rural and Gaeltacht Affairs	Kevin O'Connor	1929–1989	1967–1974
Defence	Eilis O'Connell Col. J. Moloney	1922–1974 (The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)	1963–1975

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2005	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2005
Education and Science	George Rowley	1831–1969	circa 1922–1975
Enterprise, Trade and Employment	Ciarán Ó Cuinneagáin Padraig Cullinane Ronnie Sheehan Eamonn Laird Gerry Donnelly Clare Dunne Billy Jestin Martin Lynch Ray McGee Freda Nolan Declan Morrin Tony Joyce Eamonn Carey Tony McGrath Jack Thompson Fergus McCafferty Michael O'Donnell John P. Kelly Michael English Lorraine Benson Margo Monaghan Kieran Grace Martin Shanagher Padraig Hennessy Conor O'Mahony Philip Donegan Pat Nolan Vincent Madigan Barry Harte Eamon McHale Paul Farrell Michael Cunniffe Pat Hayden Breda Power David Barry Sean Fitzpatrick Peter Fisher	1922–75	circa 1960–75
the Environment, Heritage and Local Government	Martin Condon Ríona Ní Fhlanghaile Maria Graham Terry Allen Joe Allen Kevin Cullen Michael McCarthy	1838–1970s	circa 1960–1975

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2005	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2005
Finance	Colm Gallagher	1922–1974	1975
Foreign Affairs	Liam Mac Gabhann	1919–1975	None
Health and Children	Gerald Guidon	1920s–1963	1964–1975
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 1960–1975
Social and Family Affairs	Liam Walsh	1919–1970s	1974-1975

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2005	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2005
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 1922–1975	circa 1960–1975
OFFICE OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2005	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2005
the Secretary to the President	Brian McCarthy	1937–1975	None
the Attorney General	Pat O'Sullivan	1922–1979	None
the Comptroller and Auditor General	Richard Rapple	1920s–1962	1963–1974

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

— statement of position as of
31 December 2005

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2005	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971-75
Court of Criminal Appeal	Files	1972	1973-75
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969-75
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971-75
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1983	None
Castlebar District	Testamentary papers	1984	None
Cavan District	Testamentary papers	1980	None
Clonmel District	Testamentary papers	1983	None
Cork District	Testamentary papers	1984	None
Dundalk District	Testamentary papers	1984	None
Galway District	Testamentary papers	1983	None
Kilkenny District	Testamentary papers	1984	None
Letterkenny District (formerly Lifford)	Testamentary papers	1984	None
Limerick District	Testamentary papers	1983	None
Mullingar District	Testamentary papers	1984	None
Sligo District	Testamentary papers	1984	None
Tralee District	Testamentary papers	1984	None
Waterford District	Testamentary papers	1984	None
Wexford District	Testamentary papers	1984	None

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COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2005	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	1969-75
Dublin	Civil files Criminal files	1960 1972	1961-75 1973-75
Galway	Civil and criminal files	1985	None
Kerry	Civil and criminal files	1980	None
Kildare	Civil and criminal files	1975	None
Kilkenny	Civil and criminal files	1985	None
Laois	Civil and criminal files	1945	1946-75
Leitrim	Civil and criminal files	1962	1963-75
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	1970-75
Offaly	Civil and criminal files	1983	None
Roscommon	Civil and criminal files	1984	None
Sligo	Civil and criminal files	1978	None
Tipperary	Civil and criminal files	1976	None
Waterford	Civil and criminal files	1961	1962-75
Westmeath	Civil and criminal files	1978	None
Wexford	Civil and criminal files	1983	None
Wicklow	Civil and criminal files	1975	None

Appendix E: Summary of records accessioned by the National Archives in 2005

• Appendix E.1 Records accessioned from Government Departments

Accession number	Department of	Description
2005/152 and 2005/153	the Taoiseach	Government Minutes for 1975 – 76
2005/151	the Taoiseach	Central Registry S files relating mostly to 1975
2005/158	Education and Science	19 th century documents, primarily consisting of charter documents
2005/30	Enterprise, Trade and Employment	Company Law Files, relating mainly to 1975
2005/31	Enterprise, Trade and Employment	Files relating to intellectual property matters, relating mainly to 1975
2005/29	the Environment, Heritage and Local Government	Files of the Water Services Division, 1940s to 1970s
2005/71	the Environment, Heritage and Local Government	Files of the Planning Division, 1950s to 1970s
2005/84	Finance	Registered files of the Development Division, 1970s
2005/144	Foreign Affairs	Secretary's Office files relating mostly to 1975
2005/145	Foreign Affairs	Central Registry files relating mostly to 1975
2005/34	Justice, Equality and Law Reform	Central Registry files relating to firearms and explosives control, 1960s to 1970s
2005/83	Justice, Equality and Law Reform	Central Registry files relating to prisons planning, 1970s
2004/85 and 2005/86	Justice, Equality and Law Reform	Central Registry files relating criminal law reform, 1970s
2005/135	Justice, Equality and Law Reform	Central Registry files relating prisons policy, 1970s
2005/141	Justice, Equality and Law Reform	Central Registry files relating to gender equality matters, 1970s
2005/147	Justice, Equality and Law Reform	Central Registry files relating to the administration of An Garda Síochána, 1970s

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Accession number	Department of	Description
2005/150	Justice, Equality and Law Reform (Irish Prisons Service)	Central Registry files relating to employment equality matters, 1970s
2005/154	Justice, Equality and Law Reform	Crime and security files, 1970s
2005/155	Justice, Equality and Law Reform	Security and Northern Ireland files, 1970s
2005/157	Justice, Equality and Law Reform	Central Registry files relating to the formulation of courts policy, 1970s
2005/159	Justice, Equality and Law Reform	Central Registry files relating to civil law reform, 1970s

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

Accession number	Scheduled body	Description
2005/160	Office of the Secretary to the President	Registered P files relating mostly to 1975
2005/163	Office of the Secretary to the President	Visitors' Book, 1973 – 1974; Registers of Bills and Acts, 1938 – 1957; Register of Diplomatic Appointments, 1949 – 55 (including register of attendances at funerals)
2005/136	Office of the Attorney General	Parliamentary Draftsman's files relating mostly to 1975
2005/136	Office of the Attorney General	Parliamentary Draftsman's files relating mostly to 1975
2005/67	Commissioners of Charitable Donations and Bequests	Individual charity bequest case files, 19th to 20th centuries
2005/65	Ordnance Survey	70 volumes of printed 6 inch Ordnance Survey maps
2004/77	Revenue Commissioners	Files relating to the design and printing of customs and excise forms, 1930s to 1970s

• **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
2005/35	Castlebar District	Wills and administration papers, 1984
2004/115	Clonmel District	Wills and administration papers, 1978 - 1982
2004/116	Clonmel District	Wills and administration papers, 1983
2005/32	Cork District	Wills and administration papers, 1984
2005/33	Cork District	Printed calendars to wills and administrations, 1858 – 1982 (with gaps)
2005/43	Dundalk District	Wills and administration papers, 1984
2004/96	Kilkenny District	Wills and administration papers, 1981 - 1982
2004/97	Kilkenny District	Wills and administration papers, 1983
2005/45	Kilkenny District	Wills and administration papers, 1984
2004/117	Letterkenny (formerly Lifford) District	Wills and administration papers, 1980 - 1982
2004/118	Letterkenny (formerly Lifford) District	Wills and administration papers, 1983
2005/22	Letterkenny (formerly Lifford) District	Wills and administration papers, 1984
2005/37	Mullingar District	Wills and administration papers, 1983
2005/38	Mullingar District	Wills and administration papers, 1984
2005/156	Mullingar District	Testamentary grant books, 1979 - 1982
2005/47	Sligo District	Wills and administration papers, 1984
2005/48	Tralee District	Wills and administration papers, 1984
2004/91	Waterford District	Wills and administration papers, 1977 - 1982
2004/90	Waterford District	Wills and administration papers, 1983
2005/28	Waterford District	Wills and administration papers, 1984
2005/49	Wexford District	Wills and administration papers, 1984

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- **High Court: Taxing Masters' Office**

Accession number	Probate Office or District Probate Registry	Description of records
2005/73	Taxing Masters' Office	Bound volumes of Taxing Masters' rulings, 1934 – 1975

- **Circuit Court**

Accession number	Circuit Court Office	Description of records
2004/113	Galway	Civil bill files, 1975 - 1985
2005/137	Kilkenny	Civil bill files, 1957 - 1982
2005/138	Kilkenny	Civil bill files, 1983
2005/139	Kilkenny	Civil bill files, 1984
2005/140	Kilkenny	Civil bill files, 1985
2005/199	Roscommon	Civil bill files, 1965 - 1982
2005/190	Roscommon	Civil bill files, 1983
2005/121	Roscommon	Civil bill files, 1984

- **District Court**

Accession number	District Court Office	Description of records
2005/169	Tuam	Justices' minute books, 1924 - 1975

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

Accession number	National School	Description of records
2005/74, 2005/75 and 2005/76	St Mary's NS, Templemore, Co. Tipperary	Roll books, school attendance records and corporal punishment book, 1900 to 2000

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

— including records accessioned through the
Business Records Survey

Accession number	Source	Description of records
2005/50	Dowling Fitzpatrick, solicitors	18th century deeds
2006/168	Mealy's Auctioneers , Castlecomer (purchase)	Assorted 19th century legal documents
2005/143	Roger Greene and Sons, solicitors	Testamentary documents, 1834-1903
2005/165	Frank Callanan, SC	19th century papers relating to the family of Lord Edward Carson
2005/55	Stephen Odlum	Minute books of Johnson, Mooney and O'Brien, bakers, 19th to 20th centuries
2005/164	Worth Library, Dr Steeven's Hospital	Records of the Dublin Boards of Guardians (Poor Law Unions) and Board of Public Health, late 19th and early 20th centuries
2005/51-52	Dr Hilda Tweedy	Assorted documents relating to the women's movement in Ireland, 19th and early 20 th centuries
2005/70	Ancient Order of Foresters	Minute book, account books, loose reports, correspondence etc., 1898 to 1919
2005/167	Irish Kennel Club	Transfer of Dog Ownership books, 20th century
2005/78	Estate of Mairtín Ó Flaithearta	Personal papers, relating in particular to his Irish language work and associated academic pursuits, early 1900s to 1980s; relating also to his period as Secretary to the President of Ireland
2005/166	Mary Donnelly	Memorandum regarding procedures to be followed in the event of raids by the Auxiliaries or soldiers, 1920.
2005/56	Protestant Orphan Society	Administrative records of the Society, 1920s to 1960s
2005/58	An Óige (Irish Youth Hostel Association)	Administrative records, 1930s to 2005
2005/54	Breda Gleeson	Records of the Campaign for Social Justice, 1960s
2005/87	Sam Court	Plans and drawings relating to the M.V. Killarney,

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Accession number	Source	Description of records
		tender (last vessel to be built by the Dublin Dockyard Company)
2005/53	Agency for Personal Services Overseas (through Development Co-operation Division, Department of Foreign Affairs)	Administrative records of the Agency for Personal Services Overseas, 1970s to early 2000s