

**Report of the Director of the
National Archives
for
2006**

Prn. A7 / 2376

CONTENTS

1. Legislation

- 1.1 National Archives Act 1986
- 1.6 Records Management Regulations
- 1.8 Freedom of Information Acts 1997 and 2003
- 1.16 Data Protection (Amendment) Act 2003

2. Resources

- 2.1 Financial allocations
- 2.2 Staff
- 2.15 Death of Breandán Mac Giolla Choille
- 2.20 Information and Communications Technology (ICT)
- 2.29 New building
- 2.34 Shared Off-Site Storage
- 2.38 Existing premises at Bishop Street
- 2.43 Fire Safety and Health and Safety

3. Preservation of archives

- 3.6 Preservation Assessment Survey
- 3.7 Environmental monitoring
- 3.8 Repacking of archives and shelf-listing
- 3.12 Conservation of archives
- 3.17 Preservation microfilming

4. Services to the public

- 4.1 Reading Room
- 4.9 Copying of archives
- 4.13 Genealogy Service
- 4.15 Group visits and lectures
- 4.17 Archive Awareness Campaign, Open Day and Culture Night
- 4.23 Finding aids and website
- 4.31 Digitisation of the 1901 and 1911 Census Returns

5. Departmental records

- 5.1 Main provisions of the National Archives Act and Regulations
- 5.6 Advice and training given to Government Departments and Courts Service
- 5.9 Department of Justice, Equality and Law Reform - Archives Advisory Group
- 5.10 Appraisal of Departmental records proposed for destruction
- 5.12 Transfer of records by Government Departments
- 5.17 Transfer of Court and Probate records
- 5.20 Transfer of records by Scheduled Bodies

6. Non-Departmental records

- 6.2 Records of state sponsored bodies
- 6.6 Local authority records and archives
- 6.8 Records accessioned from other public and private sources
- 6.13 Business Records Survey
- 6.14 Church of Ireland records

7. Electronic records

- 7.1 Our digital heritage
- 7.2 Electronic Records Unit
- 7.3 International projects
- 7.6 Irish Social Science Data Archive

8. Co-operation and training

- 8.1 European Union - co-operation on archives
- 8.4 Documents on Irish Foreign Policy
- 8.5 Council of National Cultural Institutions
- 8.10 Representation on other bodies
- 8.11 Attendance at conferences and seminars
- 8.12 Participation in training courses
- 8.14 Membership of other organisations
- 8.16 Exhibitions, publications and television programmes
- 8.17 Miscellaneous

Table in text

- 1 Financial allocations in respect of the National Archives in 2005 and 2006 (at paragraph 2.1)

Appendixes

- A. Staff of National Archives as of 31 December 2006
- B. Use of the Reading Room by the Public, 1971–2006
- C. Transfer of records pre-dating 1977 from Government Departments and Offices of State for release to public inspection under the 30-year rule – statement of position as of 31 December 2006
- D. Transfer of records from the higher courts and the Circuit Court – statement of position as of 31 December 2006
- E. Summary of records accessioned by the National Archives in 2006

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.

RECORDS MANAGEMENT REGULATIONS

Power to make Regulations

- 1.6 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.
- 1.7 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

- 1.8 The Freedom of Information Acts 1997 and 2003 (the FOI Acts) are also 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. As of the end of 2006 the FOI Acts applied to records held by Government Departments, other bodies within the Civil Service, non-commercial state sponsored bodies, 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, and other third-level colleges.
- 1.9 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

- 1.10 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 health board).

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.

Report of the Director of the National Archives for 2006

- 1.11 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

- 1.12 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.
- 1.13 No FOI requests were received by the National Archives during 2006.
- 1.14 Section 15 of the FOI Act 1997 requires the publication by each public body of a reference book describing its structure, functions and records. A revised version of our Section 15 reference book was completed in 2005.
- 1.15 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

- 1.16 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 personal 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

FINANCIAL ALLOCATIONS

2.1 The financial allocations made available to the National Archives from Subheads A, D.1 and D.2 of the Vote for the Department of Arts, Sport and Tourism were substantially increased in 2006, and we also received a special allocation for the Census Digitisation project from Subhead D.4. The financial allocations made in respect of the National Archives in 2005 and 2006 are compared in Table 1.

Table 1 **Financial allocations in respect of the National Archives in 2005 and 2006**

Subhead	2005	2006
	€	€
A.1 (Administrative expenses – pay of permanent staff)	1,356,000	1,698,000
A.2 – A.8 (Administrative expenses – current non-pay expenditure)	410,000	373,000
A.2 – A.8 (Administrative expenses – capital non-pay expenditure)	Nil	30,000
D.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	41,000	40,000
D.2 Current (General expenses – mostly current non-pay expenditure, but including pay of Archivists on fixed-term contract)	1,130,000	1,674,000
D.2 Capital (General expenses – capital expenditure)	600,000	1,100,000
D.4 (Census Digitisation Project)		1,170,000
TOTAL	3,537,000	6,085,000

Note: The allocations from Subheads A, D.1 and D.2 recorded above are the same as the Estimates recorded in the annual Revised Estimates for Public Services.

STAFF

General

- 2.2 In 2006 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 posts of Archivist (fixed-term contract) – remained unfilled throughout the year. When all vacancies are filled, including the two posts of Archivist (fixed-term contract) payable from the Crowley Bequest fund but excluding the Conservation Internship referred to in paragraph 2.8 below, 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 2006.

Substantial increase in staffing still required

- 2.3 As stated in previous reports, it is my firm view that we require a substantial increase in staff numbers 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 As stated in my report for 2005, 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. 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, we wrote to the Department of Arts, Sport and Tourism in March 2005 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. Towards the end of 2006 the Department informed us that most of the posts would be made permanent, but the matter had not yet been finalised at year-end.

Additional administrative staff

- 2.6 The Chairman of the National Archives Advisory Council, His Honour Judge Bryan McMahon, made representations to the Department of Arts, Sport and Tourism in 2006 concerning the immediate need for additional administrative staff in the National Archives. Following initial consideration of these representations within the Department, the Assistant Secretary with responsibility for Arts and Culture, Mr Niall Ó Donnchú, informed the Chairman that the Department would seek sanction for two additional posts, a Head of Administration at Assistant Principal level, and an Executive Assistant to the Director at Executive Officer level. At the end of the year, the matter remained under consideration.

Staff changes

- 2.7 Mr Kieran Crowley, Clerical Officer, transferred from the National Archives to the Revenue Commissioners in Limerick. He was replaced by Ms Mary Toolis, Clerical Officer, who transferred to the National Archives from the head office of the Department of Arts, Sport and Tourism.

Report of the Director of the National Archives for 2006

Conservation Intern

- 2.8 We received authorisation to offer a 45-week internship in our Conservation Workshop to recent graduates in conservation. Such arrangements are mutually beneficial, as the intern gains working experience as a conservator, while the institution gains a skilled conservator. Our internship through was filled through a competition. The successful applicant, Ms Célia Pacquit started work as our Conservation Intern on 16 October.

Short-term work placements

- 2.9 Twelve persons worked in the National Archives on voluntary unpaid short term work placements during 2006. They ranged from Transition Year students to third-level students wishing to obtain relevant work experience prior to assessment for admission to a postgraduate course in archival studies, and students already enrolled for courses in archival studies in Liverpool, Potsdam and the École nationale des chartes in Paris.
- 2.10 The tasks assigned to the students included the routine sorting, listing and boxing of archives (including files of the Public Record Office of Ireland and the National Archives), the reordering of specific collections, boxing journals in the staff library, and digital photography for the Documents on Irish Foreign Policy project. Where possible, they were given some experience of the production of records from and the return of archives to the storage areas, and were taken on visits to Government Departments. Some Transition Year students also undertook research on their own topics of special interest.

Divisions and Units

- 2.11 The Divisions and Units created in 2003 remained unchanged in 2006. 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)

- 2.12 In September staff of the National Archives participated in a survey of the situation in the Department of Arts, Sport and Tourism with regard to PMDS, and in December staff attended information sessions provided by the Training Unit of the Department concerning the integration of PMDS with Human Resources Policies and Processes.

Partnership, “Sustaining Progress” and “Towards 2016”

- 2.13 The Partnership Committee of the National Archives continued to meet frequently. Early in the year, material concerning the National Archives was prepared for inclusion in the Department of Arts, Sport and Tourism’s Sixth Progress Report under “Sustaining Progress”, the Social Partnership Agreement for the period 2003-2005. Later in the year, material was prepared for inclusion in the Department’s Action Plan under “Towards 2016”, the Ten-Year Framework Social Partnership Agreement for the period 2006 – 2015, which includes provision for Public Service pay increases in 2006, 2007 and 2008.

Report of the Director of the National Archives for 2006

Merit Awards

- 2.14 The National Archives continued to participate in the Merit Awards Scheme of the Department of Arts, Sport and Tourism in 2006. Three members of staff received individual awards of €750, and another four members of staff shared two team awards of €600.

DEATH OF BREANDÁN MAC GIOLLA CHOILLE, LATE DEPUTY KEEPER OF PUBLIC RECORDS AND KEEPER OF STATE PAPERS

- 2.15 It was with great sadness that we learnt of the death of Breandán Mac Giolla Choille on Saturday 14 October 2006 while he was visiting relatives in the United States. He had been the last Deputy Keeper of Public Records and Keeper of State Papers, and had retired from those posts in 1985. (The post of Director of the National Archives is the equivalent post now.)
- 2.16 Breandán Mac Giolla Choille was born in Holywood, Co. Down in 1920, and was educated at St Mary's Christian Brothers' Secondary School, Belfast, and at University College Galway. He obtained first class honours BA in Irish, English and History in 1942, followed a year later by first class honours MA in Old and Middle Irish, and a Higher Diploma in Education.
- 2.17 In 1945 he was appointed an Assistant (equivalent to Archivist) in the Public Record Office of Ireland and the State Paper Office, and in 1956 was promoted to the posts of Keeper of State Papers and Assistant Deputy Keeper of Public Records. In 1971 he became Deputy Keeper of Public Records, while continuing as Keeper of State Papers. He also served for more than a decade as a member of the Irish Manuscripts Commission, and was one of the two Joint Directors of the Commission's Business Records Survey. Following his retirement, he acted as consultant archivist to the Franciscan Order on the Éamon de Valera and Sean MacEoin papers.
- 2.18 Over the course of his working life in archives, he initiated and oversaw a series of profound changes which revolutionised access to and use of public archives. These included the acceptance in principle of the 30-year rule in the 1970s. He had a major hand in drafting the bill which, as the National Archives Act, 1986, passed into law just after his retirement. The degree of Doctor of Laws, *honoris causa*, was conferred on him by the National University of Ireland in 1993, in recognition of his dedication to the cause of archives and his many services to their users.
- 2.19 For a full obituary of Breandán Mac Giolla Choille, see *Analecta Hibernica*, No. 40 (Irish Manuscripts Commission, 2007), pp. xv-xvii.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

- 2.20 Since January 2006 the National Archives has benefited greatly from having the services of our first full-time ICT Manager, Mr Anthony Murphy, who is an Assistant Principal. Following his appointment, a revamped ICT Unit was established. The Unit has two full-time Clerical Officers, but it lacks any staff in the Executive grades.
- 2.21 The responsibilities of the ICT Unit include both the IT functions previously carried out on a part-time basis by members of our staff with the help of an IT consultancy, and a number of related roles previously undertaken by line divisions. They include computer network development and support, database and other application development, the management of the telephone network, in-house digital scanning

Report of the Director of the National Archives for 2006

and photography, the maintenance and management of all audio-visual and security recording equipment, and technical matters in relation to our website. The Unit also has primary responsibility for the procurement of computer hardware and software and other ICT-related equipment and consultancies.

- 2.22 A complete upgrading of the National Archives IT hardware, software and operating systems, which was begun in late 2005, was completed in the early months of 2006.

Link to Financial Shares Services Centre, Killarney

- 2.23 Direct linkage was set up, via Government data network connectivity, to the Financial Shared Services Centre run by the Department of Justice, Equality and Law Reform in Killarney, County Kerry. Such connectivity was required to allow for the devolution of certain financial functions to the National Archives in advance of the decentralisation of the Department of Arts, Sport and Tourism to Killarney.

Flexitime software

- 2.24 A major upgrade of our flexitime software was acquired, resulting in a more streamlined and user-friendly web-based system. The new system replaced what had been two independent systems for the management of flexitime records and the recording of staff leave. It has eliminated duplication and paperwork by allowing staff to apply for leave via the computer network, and has freed supervisors from most of the repetitive and time-consuming work previously involved in processing applications for leave.

Digitisation of the 1901 and 1911 Census Returns

- 2.25 The ICT Unit participated actively in work within the National Archives on the digitisation of the 1901 and 1911 Census Returns, and engaged in comprehensive discussions aimed at identifying suitable partners and systems for the National Archives with regard to application development and data storage for both presentational and archival image data. (For further information about the digitisation of the Census Returns, see paragraphs 4.31 – 4.33 below.)

Hosting and upgrading of our website

- 2.26 The National Archives website had been hosted free of charge by the Dublin Institute of Technology (DIT) since its initial launch in 1995. However, the constant growth of our website, and especially the exponential expansion that will be necessary to cater for the 1901 and 1911 Census Returns, meant that it was no longer feasible for DIT to provide this service.
- 2.27 Accordingly, our website was transferred to a dedicated server managed by the Local Government and Computer Services Board in 2006. At the same time the design of the site was enhanced and upgraded to meet accessibility compliance requirements.
- 2.28 I would like to record our sincere thanks to the School of Communications in DIT, and especially to Dr. Barry Redmond, for generously hosting our web pages for so long, thus allowing the National Archives to have a web presence long before many other Government agencies in Ireland and other national archives abroad.

NEW BUILDING

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

- 2.29 At the meeting of the National Archives Advisory Council on 6 February 2006, Mr Klaus Unger, Assistant Principal Architect, OPW, gave a presentation on the proposal that the National Archives be relocated to the premises at 22 – 28 Parnell Square

Report of the Director of the National Archives for 2006

formerly occupied by Coláiste Mhuire, taking account of the feasibility study prepared in late 2005. During the discussion following the presentation, Ms Clare McGrath, Commissioner, OPW, said the proposal would now proceed to more detailed planning.

- 2.30 At a meeting in the Department of Arts, Sport and Tourism on 26 June (which was attended by the Secretary General and senior staff of the Department, the Chairman and senior staff of the OPW, the Chairman of the National Archives Advisory Council and myself), a presentation on the OPW's "esquisse" of the proposed redevelopment of the premises at Parnell Square as the new headquarters of the National Archives was given by Mr Stephen Kane, Senior Architect, OPW.
- 2.31 However, in the course of subsequent exchanges of correspondence between the Department, the OPW, the Advisory Council and myself, it became clear:
- that a key element of the cost of the proposed development at Parnell Square would be the requirement to locate a significant proportion of the archival storage below ground level;
 - and that meeting the requirements of the National Archives at Parnell Square would be considerably more expensive than developing a new building at Bishop Street.
- 2.32 Accordingly, it was agreed that the Parnell Square proposal should not be pursued any further.

National Development Plan

- 2.33 In November 2006 I wrote to the Department of Arts, Sport and Tourism, to express my concern:
- that adequate provision be made for the National Archives in the forthcoming National Development Plan (NDP);
 - welcoming the proposed Digitisation Programme for the National Cultural Institutions;
 - but saying that the over-riding priority for the National Archives is the provision of new premises;
 - and concluding that the National Archives needs funding for new premises amounting to at least €100 million in 2006 prices.

SHARED OFF-SITE STORAGE

- 2.34 The proposal for Shared Off-site Storage for use by a number of the National Cultural Institutions first came to my attention at a meeting between members of the Council of National Cultural Institutions (CNCI) and the Secretary General of the Department of Arts, Sport and Tourism, Mr Phil Furlong, on 25 January 2005, The Commissioner in the OPW with responsibility for their Project Management Services, Ms Clare McGrath, attended the meeting, and gave a short presentation on a proposal for Shared Off-site Storage for Cultural Institutions.

Report of the Director of the National Archives for 2006

- 2.35 As I understand it, the proposal arose from the fact that several institutions had made submissions to the Department seeking the provision of off-site storage in addition to the storage available in their existing buildings. The Department and the OPW wished to respond to these demands, but believed that better value for money could be achieved by providing shared off-site storage.
- 2.36 In 2006 the Department of Arts, Sport and Tourism asked the Council of National Cultural Institutions (CNCI) to submit a joint brief to the Department concerning the off-site storage requirements of its six collecting institutions. The brief was to be based on separate briefs submitted by the six institutions, and was to be used by the OPW in formulating detailed proposals for Shared Off-site Storage.
- 2.37 The National Archives submitted a brief for Off-site Storage to the CNCI and Department on 17 July 2006. The following are some of the main points made in our brief:
- Our fundamental requirement is a new building;
 - Archives must be stored in a building which conforms to BS 5454:2000 Recommendations for Storage and Exhibition of Archival Documents.
 - Warehouse storage is unsuitable for archives.
 - Our overall storage requirement is 12,000m², which includes sufficient space for acquisitions by the National Archives until 2030.
 - The only archives held by the National Archives that do not need to be stored on-site are:
 - Archives that are closed to public inspection for a known period into the future.
 - Archives that have been microfilmed and/or digitised to the standard required to enable them to be made available only in microfilm or digital form.
 - If it is decided that the latter archives are to be stored off-site, our requirement for off-site storage by the year 2020 is 1,500m².

EXISTING PREMISES AT BISHOP STREET

- 2.38 A new lighting system was installed on all emergency staircases, with motion sensors on the staircases, to allow for more efficient use of lighting and to provide energy savings. The toilets on Floors 3, 4, 5 and 6 were refurbished, and the refurbishment of the lift at the eastern stairwell was completed. Re-installation of the warehouse intruder alarm system was carried out, and the shutter in the car park was replaced. Discussions were initiated with the OPW regarding ventilation problems in the Reading Room, and were still ongoing at the end of the year.

Entrance hall

- 2.39 Following the completion of the refurbishment of the entrance hall on the Ground Floor in 2005, the entrance hall was further enhanced in 2006 with new furniture and artwork from the State art collection managed by the OPW. As a result of the refurbishment, the entrance hall has been transformed from the drab and forbidding

Report of the Director of the National Archives for 2006

lobby of a purely functional office building into a public facility more appropriate to a National Cultural Institution.

Mobile phone masts

- 2.40 Matters outstanding at the end of 2005 remained unresolved in 2006, including the provision of a separate electricity supply for the commercial operator.

Space problems

- 2.41 The small amount of additional storage space made available in 2005 (through the vacation of a room on Floor 1 by the Department of Agriculture and Food) was completely full by the end of 2006. Shelving was installed in the Accessions Room to facilitate work on OPW archives held in the National Archives (see paragraph 3.11 below).

Assistance received from the OPW

- 2.42 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 Gabriella Navas.

FIRE SAFETY AND HEALTH AND SAFETY

- 2.43 In 2006 we built further on the progress made in previous years with regard to fire safety and health and safety. Fire drills were carried out throughout the year. The Fire and Safety Committee continued to meet and to deal with ongoing matters. The Emergency Plan was up-dated and circulated to staff.

Fire Safety training

- 2.44 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 evacuation when the lifts cannot be used). Fire awareness training sessions were provided for all staff by two members of the Dublin Fire Brigade in June.

Four Courts electrical and fire-safety works

- 2.45 Major electrical works were carried out in our building at the Four Courts, consisting of total re-wiring and the installation of new lighting and a new fire protection system.

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 2006 see paragraphs 2.30 – 2.38 above.

Productions from the Four Courts

- 3.2 The high level of productions of archives from our Four Courts building to the Reading Room at Bishop Street continues to be a cause of concern because of the risks caused to the documents and the amount of staff time required. Changes in security arrangements at the Four Courts complex are also a cause of difficulty for our productions.

Book-cleaning machine

- 3.3 A new book-cleaning machine was purchased. This machine meets preservation standards and will greatly assist in the programme of work on cleaning books before they are boxed in made-to-measure phase boxes.

Preservation training

- 3.4 Training of all staff in the preservation handling of documents was carried out as required.

Disaster Plan

- 3.5 The National Archives Disaster Plan was up-dated.

PRESERVATION ASSESSMENT SURVEY

- 3.6 In conjunction with the National Library of Ireland, we invited the National Preservation Office (United Kingdom and Ireland) to carry out training on their Preservation Assessment Survey. This is a standardised survey tool, and is widely used in libraries and archives in Britain. The training was carried out in the National Archives in October 2006. The initial phase of our survey consisted of mapping the storage areas in Bishop Street, thereby identifying a sample of documents for survey.

ENVIRONMENTAL MONITORING SYSTEM

- 3.7 The monitoring system continued to provide high quality data about the temperature, relative humidity and light. The results of this monitoring over the year 2006 showed that the environment in almost every part of the storage areas in Bishop Street continues 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

- 3.8 We continue to pack all new transfers of records in archival quality boxes. In 2006 the programme of repacking in boxes was continued in Bishop Street, principally on

Report of the Director of the National Archives for 2006

Petty Sessions archives and also on bound volumes from the OPW (see paragraph 3.11 below).

Shelf-lists

- 3.9 Work on the backlog of shelf-listing in Bishop Street continued.

Reorganisation of Warehouse

- 3.10 A large-scale reorganisation of pallets and items stored in the Warehouse, together with associated cleaning, was carried out over eight weeks.

Work on archives of the Office of Public Works (OPW)

- 3.11 In order to facilitate research being carried out on behalf of the OPW, large-scale work on the 2,500 volumes to be found among the OPW archives was brought forward. These volumes are normally stored at the Four Courts, but have been transferred temporarily to Bishop Street for the duration of the work. The work consists of cleaning (using the book-cleaning machine), checking, re-labelling and boxing in specially made archival quality acid-free boxes. It was decided that phase boxing in made-to-measure boxes for such a large quantity of volumes was not feasible, so in conjunction with a box contractor, a range of different sizes of boxes was developed for supply as required.

CONSERVATION OF ARCHIVES

In-house conservation

- 3.12 Conservation repair was carried out as follows: Boundary Survey maps; Down Survey tracings; miscellaneous map collection; William Smith O'Brien Petition; Crime Branch Special files; Convict Reference files and photographs of prisoners from Mountjoy Prison. National Archives staff carried out the conservation assessment of OPW documents (see paragraph 3.16 below). The work of the Conservation Unit was assisted part-time by a volunteer, Ms Eileen Walshe, to whom we wish to express our gratitude.
- 3.13 The identification of maps and plans that are dispersed throughout the Miscellaneous series of documents was initiated. Many are large and not packed in accordance with modern practice. It is hoped to conserve and repack these items.

Conservation by private conservators

- 3.14 In 2006 there was a considerable expansion in conservation repair work, through the engagement of additional conservators on contract to conserve specified series of documents. The conservation repair work on the Rebellion Papers continued and six boxes were completed. The conservation of the Penal Files and of photographic albums was continued. The conservation repair of 287 Chancery Pleadings was completed.
- 3.15 A contract was signed for the conservation repair of ED1 (National School Applications), which is one of the most requested frequently series of archives in the National Archives. There are 104 volumes in this series, and it is expected that the work will take more than two years to complete. This contract also includes work on OS 75 and OS 150 (folded Ordnance Survey documents which are unusable in their present condition), but work on the latter series will not start until appropriate equipment is identified and purchased. Arrangements were also made for the continuation of conservation work on the printed Proclamations.

Report of the Director of the National Archives for 2006

Conservation repair on behalf of Office of Public Works (OPW)

- 3.16 The OPW needed digital copies of large plans in the custody of the National Archives. As these documents were in poor condition, it was agreed to have conservation repair carried out. This work was carried out in the National Archives in the second half of the year.

PRESERVATION MICROFILMING

National Archives Microfilming Unit

- 3.17 Microfilming of the Ordnance Survey Name books and some small items was continued. Duplicates of microfilms of the Rebellion Papers were made for Liverpool University Library.

Reference microfilm collections

- 3.18 Microfilms of the Ordnance Survey Name books for Counties Cork, Down and Dublin and part of the Petty Sessions series of volumes were made available to the public in the self-service Microfilm Room.

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

- 3.19 Microfilming of the Petty Sessions volumes by volunteers and staff from the Genealogical Society of Utah continued.

Storage of preservation microfilms

- 3.20 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 a.m. to 5.00 p.m., Monday to Friday (excluding public holidays, the week from Christmas Eve until the end of the year, and during 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 2006, the total number of visits to the Reading Room during opening hours was 16,445 and the number of readers' tickets issued was 5,310. The tables in Appendix B.1 and B.2 compare these figures with those for previous years.
- 4.3 The total number of visits in 2006 was considerably higher than in 2005 (15,360). The number of readers' tickets issued in 2006 was also considerably higher than in 2005 (4,599). There was also an increase in the number of items of correspondence received (5,455 in 2006 compared to 5,308 in 2005). The number of hits recorded on the National Archives website in 2006 was 2,605,314.
- 4.4 The table in Appendix B.3 shows the number of visits to the Reading Room per month in 2006. The average number of visits per day in 2006 was in the high sixties, but exceeded one hundred on 19 April.
- 4.5 The number of archives consulted by readers during 2006 was 47,474, which is a decrease from 2005 (49,064). The table in Appendix B.4 compares these figures with those for 1971, 1981, 1991 and 2001 and 2005. They include both original archives (24,638 in 2006) and microfilmed copies of archives (22,836 in 2006). The number of original archives produced increased by 1,505 over 2005 while the number of microfilms produced decreased by 3,095.
- 4.6 Given the increased attendance figures, the slight decrease in 2006 in the number of archives consulted is difficult to explain but it may have been due to the introduction in 2006 of a computer-based finding aid to the 1901 and 1911 Census Returns, the most frequently consulted series on microfilm. The computer-based index may have led to more accurate pinpointing of the correct films and therefore to fewer films being searched by individual readers to locate a particular return. The average number of archives consulted per visit was 2.8 compared to 3.2 in 2005.
- 4.7 The Reading Room was closed to the public for three days in December to facilitate the media-preview of departmental records to be released in January 2007.

Reading Room opening hours

- 4.8 As stated in previous reports, there is clearly a demand from the public for an extension of opening hours in the evenings and/or at the weekends. However, shortage of staff, particularly in the grades of Clerical Officer and Services Officer continues to make this impossible. The Saturday Open Day and the late opening for Dublin's Culture Night (see below) went a little way towards introducing the work

Report of the Director of the National Archives for 2006

and services of the National Archives to members of the public unable to visit during normal opening hours.

COPYING OF ARCHIVES

Copies provided by staff

- 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 59,179 pages of photocopies were made for readers by staff in 2006, of which 24,296 were made by the instant copy service. This is the third year of operation of the instant copy service, and the number of copies ordered through this service continues to grow.

Facilities for self-service printing from microfilm

- 4.11 With the increased use of microfilmed records in place of the originals, there has been a noticeable increase in public demand for access to microfilm readers linked to printers. In response to this, five new automated readers linked to three high-speed A3 / A4 laser printers were installed, and have met with an enthusiastic response from members of the public.

Photography by members of the public

- 4.12 Members of the public have for some years been permitted to take their own photographs of selected documents with prior permission of staff. In order to allow adequate supervision by staff, photography using traditional cameras must be undertaken after 5.00 pm and by prior arrangement.

GENEALOGY SERVICE

- 4.13 For the fourth successive year since its inception, there was an increase in the numbers availing of consultations with the Genealogical Advisory Service in 2006. In all 4,377 consultations were given during 2006. The service is provided by members of the Association of Professional Genealogists of Ireland (APGI).
- 4.14 Members of APGI who provide the Genealogy Service also participated in a pilot project to test the finding aids which are being developed to access the digital images of the 1901 and 1911 Census Returns online (see also paragraph 4.31 – 4.33 below).

GROUP VISITS AND LECTURES

Group visits

- 4.15 More than 20 organised groups visited the National Archives in 2006. Among those who visited for seminars or tours were students from the History Departments of St Patrick's College Drumcondra, Trinity College Dublin and University College Cork; local history students from NUI Maynooth and the University of Limerick; family history students from Dun Laoghaire College of Further Education and University College Dublin; students from the Women's Education Resource Centre at University College Dublin; and archaeology students from NUI Galway. Other visiting groups included members of local history societies from Counties Armagh and Louth, and members of American genealogical research societies. In a visit organised by the

Report of the Director of the National Archives for 2006

Library Association of Ireland in September, 26 local studies librarians were given tours of the Reading Room and Archives Storage areas.

Lectures

- 4.16 As in other years members of staff gave lectures and talks to a large number of outside bodies, including the Friends of the Library of Trinity College Dublin, the Micheál Ó Cleirigh Institute in UCD, the Mount Merrion Historical Society, the Irish Genealogical Research Society and other local history and genealogical societies.

ARCHIVE AWARENESS CAMPAIGN, OPEN DAY AND CULTURE NIGHT

Archive Awareness Campaign

- 4.17 In 2006 we again participated in the annual Archive Awareness Campaign, in which archives services throughout Britain and Ireland work together to make the wealth of archival material held by them more widely known by the public. In addition to the other activities referred to below, we hosted the website for the Archive Awareness Campaign organised within Ireland by the Society of Archivists, Ireland.

Open Day

- 4.18 Our 2006 Open Day took place on Saturday 16 September, when 130 members of the public attended the National Archives for a day of seminars, tours and practical demonstrations. Our travelling exhibition "A Nation and not a rabble", detailing the history of Ireland between July 1921 and June 1922 as reflected in the holdings of the National Archives, was put on display. Original documents comprising 1911 census returns relating to the families of Eamonn de Valera and Sean O'Casey and files of the Chief Secretary's Office for 1916 were also on display. Members of the Association of Professional Genealogists in Ireland (APGI) again provided their consultation services on a voluntary basis.
- 4.19 The responses by 65 participants to a questionnaire issued on the day again showed a high level of satisfaction with the event.

Jacob's Biscuit Factory, 1916

- 4.20 As part of our contribution to the Archive Awareness Campaign, an online exhibition documenting the occupation of Jacob's Biscuit Factory during Easter Week 1916 was compiled (our building at Bishop Street is located on the site of the factory). The items selected for display ranged in date from 1901 to 1948 and comprised images of 20 original documents from the National Archives with detailed commentaries and introductions. The exhibition also contained statements made to the Bureau of Military History by some who were part of the Jacob's garrison during the occupation. An account of the occupation of Jacob's from the perspective of its employees was provided by Séamas Ó Maitiú's W. & R. Jacob: Celebrating 150 Years of Irish Biscuit Making (Woodfield Press, 2001), which was reproduced on the website by kind permission of the author and publishers. Photographs and other graphic images used were reproduced with the kind permission of the National Photographic Archive and the Jacob's Archive.

Dublin Culture Night

- 4.21 On Friday 22 September, the National Archives joined 38 other Dublin-based cultural institutions in Dublin's Culture Night, organised by the Temple Bar Cultural Trust. Using a map provided by the Trust, participants followed one of a number of culture trails which brought them to a range of cultural institutions. As our contribution, the National Archives remained open to the public from 5.00 p.m. until 9.00 p.m., and provided introductory sessions and advice concerning our holdings and services to

Report of the Director of the National Archives for 2006

visitors. Demonstrations were given of our website and our CD-ROM, Counties in Time. Members of the Association of Professional Genealogists in Ireland (APGI) gave genealogy consultations, and a scaled-down version of our travelling exhibition “A Nation and not a rabble” was displayed in the entrance hall.

- 4.22 In all, 31 members of the public visited us on Culture Night, which was felt to be a good response and worth the effort of all involved. Those who visited received a brief but intensive introduction to the National Archives.

FINDING AIDS AND WEBSITE

- 4.23 Work continued in 2006 on transferring many of the loose format finding aids in the Reading Room to a more durable bound format. Work on rebinding lists of accessions from of private sources (1000 series) is ongoing, as is the rebinding of finding aids to Departmental accessions in colour-coded binders for ease of use.

Finding Aids Group

- 4.24 The Finding Aids Group, comprising staff representatives from 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) A style guide was prepared and brought into use by staff engaged in the work of preparing finding aids. It is envisaged that the use of this style guide will promote the composition of standardised descriptive content in the preparation of finding aids.

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, to facilitate their publication on the National Archives website in due course. Work also continued on digitising the finding aids to the archives of the Department of Agriculture and Food, its predecessor the Department of Agriculture and Technical Instruction, and a range of other smaller collections. Work commenced in 2005 on the listing of the archives of the Commission on Agriculture was completed during 2006, and the finding aid was made available in the Reading Room.

- 4.26 A Request for Tenders (RFT) for digitising the finding aids to the archives of the Department of Foreign Affairs was prepared and issued and the successful tender was chosen. When fully digitised and edited, the new finding aid will be made available on the National Archives website, thus enabling online access to brief descriptions and other details of 100,000 paper files created in the course of the Department’s work since the 1920s.

- 4.27 Searchable finding aids of the private collections of Thomas Bodkin and H.C. Gregory, as well as the Cliffe and Vigors families, were made available on the National Archives website during the year.

Information booklets and leaflets

- 4.28 The booklet Reading Room Information was completely re-written and expanded during 2006, and printed in English and Irish. The information leaflet on genealogical and historical research continues to be updated regularly both in paper and electronic format.

Website developments

- 4.29 Coinciding with its move to a new hosting agency, the National Archives website was enhanced and upgraded to meet accessibility compliance requirements (see paragraphs 2.27 – 2.29 above). The revamped website was launched in September 2006.
- 4.30 A regular feature of the website in recent years has been the "Document of the Month". A new image is chosen each month, and it is accompanied by a short commentary. At the end of the month the image is moved to a permanent databank of images on the website.

DIGITISATION OF THE 1901 AND 1911 CENSUS RETURNS

- 4.31 Following the signing of the "Ireland-Canada Documentary Heritage Research and Digitisation Agreement" by the Librarian and Archivist of Canada and myself in December 2005, our two institutions worked intensively on all aspects of the digitisation of the 1901 and 1911 Census Returns during 2006, in order that they may be published in instalments on the website of the National Archives, starting with the publication of those for Dublin City and County in 2007. (See also paragraphs 2.26 and 4.14 above).
- 4.32 The 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 Institutions, 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.

Presentations by staff of Library and Archives Canada

- 4.33 Some of the staff of Library and Archives Canada working on the digitisation of the Census Returns visited Ireland in September 2006. During their visit they gave presentations on the project to staff of the National Archives and the Department of Arts, Sport and Tourism, to representatives of some of our Associate Institutions, and to member of the National Archives Advisory Council and the Association of Professional Genealogists of Ireland.

The Shamrock and the Maple Leaf

- 4.34 As part of their ongoing collaboration with us, the Library and Archives of Canada published an online exhibition on their website in March 2006, under the title The Shamrock and the Maple Leaf. This is an exhibition of Irish-Canadian documentary heritage held by Library and Archives Canada, and includes images of photographs, letters, books, music and other evidence of Ireland's vital influence on Canadian history and culture. The exhibition also recounts the complex and compelling experience of the Irish in Canada through the words of leading contemporary scholars in Irish-Canadian studies.

Irish Studies Symposium, Ottawa, Canada, September 2006

- 4.35 To further address growing interest in the field of Irish-Canadian studies, and to showcase national and international partnerships in this field, the Library and Archives Canada hosted an Irish Studies Symposium in the University of Ottawa in September 2006. The symposium brought together specialists in Irish-Canadian studies from across Canada and Ireland, as well as resource specialists from Library and Archives Canada, the National Archives of Ireland, and Parks Canada.

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

Report of the Director of the National Archives for 2006

records, and for their carriage to the National Archives, all in accordance with guidelines issued by the Director, unless alternative arrangements have been approved in advance by the Director.

Guidelines

- 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 2006.

Certifying Officers

- 5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2006 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 2006, and advice was also given to a range of Departments on issues relating to their compliance with the National Archives Act 1986.
- 5.7 A substantial 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 and 2005.
- 5.8 Training of relevant staff of the Probate Office, District Probate Registries and Circuit Court Offices on their obligations under the National Archives Act continued in 2006, with corresponding benefits in the efficiency with which court and testamentary records are transferred to the National Archives.

DEPARTMENT OF JUSTICE, EQUALITY AND LAW REFORM – ARCHIVES ADVISORY GROUP

- 5.9 On 30 December 2004 the Minister for Justice, Equality and Law Reform announced his intention to establish a committee to advise him on matters relating to the historic archives of his Department. The Archives Advisory Group was set up by him early in 2006. Thomas Quinlan, Senior Archivist (Acting), was appointed as the representative of the National Archives on the Group. The terms of reference of the Group are:
- “To advise the Department on the historical value of the archive records which it holds, or are under its control, which are over 30 years old.
 - To advise the Department on the arrangements it could put in place to make records available for the purpose of advancing academic research, including any guidelines and conditions that could be applied by the Department in granting access to the records for that purpose.”

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 5.10 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.
- 5.11 In 2006, one authorisation for the destruction of records was in relation to records of the Department of Justice, Equality and Law Reform.

TRANSFERS OF RECORDS BY GOVERNMENT DEPARTMENTS

- 5.12 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 2006 is summarised in Appendix C below, while the records accessioned during 2006 are summarised in Appendix E.1.

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 2007 was made available to representatives of the media at a preview from running from 13 to 15 December 2006. The publication of information in records available at the preview was subject to an embargo on publication or broadcasting prior to 1.00 am on 27 December 2006.
- 5.14 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 the Office of the Attorney General, all relating mainly to 1976. Archives of the Defence Forces relating mainly to 1976 were temporarily deposited in the National Archives by the Military Archives for the purposes of the media preview.

Records relating to Northern Ireland

- 5.15 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 of 1976 records due for release in January 2007.

Department of Education and Science

- 5.16 The Department of Education and Science continued to tackle the backlog of its non-current records. Records stored in a warehouse in Tullamore continued to be listed, with the creation of database catalogues to more complex records. A significant quantity of backlog records was transferred to the National Archives in 2006, including records relating to the physical maintenance of primary school buildings.

TRANSFER OF COURT AND PROBATE RECORDS

- 5.17 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

Report of the Director of the National Archives for 2006

were due for transfer when they were 20 years old. As many court offices and probate offices do not have the space required to store more than 20 years of records, and as probate records in particular have for many years been transferred when they are 20 years old, the policy of the National Archives has as far as possible been to accept court and probate records when they are 20 years old.

- 5.18 During 2006, advice continued to be given to the Courts Service on the storage of its records. Several Circuit Court Offices transferred backlogs of older records, and it is expected that more will do so in 2007.
- 5.19 The position at the end of 2006 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 2006 are summarised in Appendix E.3.

TRANSFER OF RECORDS BY SCHEDULED BODIES

- 5.20 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.
- 5.21 However, work continued during 2006 on the records of the Ordnance Survey and records were accessioned from the Office of Secretary to the President, the Office of the Attorney General, the Office of Public Works, the Revenue Commissioners and the Commissioners of Charitable Donations and Bequests. The records accessioned are summarised in Appendix E.2 below.

Ordnance Survey Ireland (OSI)

- 5.22 A new member of staff of OSI commenced work on Ordnance Survey documents in the National Archives in January.
- 5.23 National Archives staff carried out listing of OS 88 Names books for counties Fermanagh, Meath and Londonderry, OS 89 Antiquity books, OS 90/1 Hill Name books, OS 90/2 Hill Name field notes, OS 92 Name books of Baronies and Parishes, and OS 93 Indexes to townlands and small names, and continued work on OS 149 Landed Estates Court correspondence and OS 150 Landed Estates Court mapping investigations. Work on the OS Landed Estates Court documents will continue for some time, and OS 150 requires conservation work before it can be used.
- 5.24 National Archives staff also carried out a major survey of the Manuscript Store building at the OSI premises, Phoenix Park, Dublin, and reported on the present condition of the documents stored there, and the strategy required for their preservation in any re-location.
- 5.25 A leak in the Manuscript Store over the October Bank Holiday weekend caused a small amount of damage to maps. National Archives staff provided advice and assistance to OSI, and made arrangements on behalf of OSI for the conservation repair of the damaged documents.

Valuation Office

- 5.26 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.

Commissioners of Irish Lights

- 6.4 In 2006, a particularly important accession of records was that received from the Commissioners of Irish Lights, who provide and maintain the lighthouses and buoys around the whole of the Irish coast. I am extremely grateful to Mr Frank Pelly of that Irish Lights, who initiated contact with our staff and worked in close co-operation with them in transferring records to the National Archives.

Irish Sugar Plc

- 6.5 Following the closure of the last remaining factory of Irish Sugar Plc at Carlow in 2006, the transfer of the remaining records of Irish Sugar to the National Archives commenced. For most of its history Irish Sugar was a commercial state-sponsored body, but following its privatisation in 1991, it became part of the Greencore Plc Group. The Carlow factory was established in 1926, but was taken over by the new state-owned Comhlucht Siúicre Éireann (Sugar Company of Ireland) in 1933. The surviving records are large in quantity and high in quality, and we are very grateful to the company's management for their initiative in transferring them to us.

LOCAL AUTHORITY RECORDS AND ARCHIVES

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

Report of the Director of the National Archives for 2006

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.

- 6.7 During 2006 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.

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 2006 are summarised in Appendix E.4 below.

Accessions from private sources

- 6.10 The more important accessions from private sources received during 2006 (including those accessioned through the Business Records Survey) are summarised in Appendix E.5 below. Documents purchased in 2006 include:

- Instructions to Henry [Cary], Lord Viscount Falkland, concerning the administration of the army in Ireland, 17th century;
- A variety of documents relating mostly to the period 1912 – 1923, which were purchased at auctions held in Dublin at the time of the 90th anniversary of the Easter Rising of 1916.

Dublin hospital records

- 6.11 Some very important hospital records were transferred to the National Archives by Mercer's Library of the Royal College of Surgeons in Ireland. They relate largely to Dublin hospitals and date mainly from the 19th century. They include records of the Dublin House of Industry, Jervis Street Hospital, Mercer's Hospital, Monkstown Hospital, the Royal City of Dublin Hospital, Monaghan County Infirmary, and the Queen's Institute of District Nursing in Ireland.

Solicitors' records

- 6.12 Records continued to be accessioned from solicitors' firms, mostly of testamentary records. Deposits were received from the Incorporated Law Society of Ireland and from Patrick O.R. Markey and Son. Unfortunately, pressure of other professional work meant that it was not possible to produce detailed lists of these accessions.

BUSINESS RECORDS SURVEY

- 6.13 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

Report of the Director of the National Archives for 2006

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

- 6.14 During 2006 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 in place to enable the archives thus created to be preserved into the future.

ELECTRONIC RECORDS UNIT

- 7.2 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 has prevented us from building on the progress made in 2003 and 2004 towards the development of a digital preservation programme. It has also meant that we have been unable to proceed with the intended purchase of an Electronic Document and Records Management System (EDRMS).

INTERNATIONAL PROJECTS

- 7.3 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.
- 7.4 During 2006, 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.
- 7.5 Thomas Quinlan, Senior Archivist (Acting) again represented the National Archives at a meeting of InterPARES 2 in Singapore in June 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

- 7.6 Ken Hannigan, Keeper, 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 2006 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 between the Department of the Foreign Affairs and the National Archives.

European Archives Group

8.2 As explained in my report for 2005, the European Archives Group was established on foot of the European Council Recommendation of 14 November 2005 concerning priority actions to increase cooperation in the fields of archives. The Group met in Brussels on two occasions during 2006. It consists of one representative from each Member State and one representative from each of the five EU Institutions. Ireland's representative is Mr Ken Hannigan, Keeper. The Group is chaired by the European Commission, and its secretariat is provided by the Secretariat General of the Commission.

8.3 The five key areas referred to in the Council Recommendation are being examined by Working Groups (the existing DLM Forum, in the case of electronic documents and archives). Those areas are:

- preservation of, and prevention of damage to, archives;
- reinforcement of European interdisciplinary cooperation on electronic documents and archives;
- establishment and maintenance of an internet portal for documents and archives in Europe;
- promotion of best practice with regard to national and European law on the management of, and access to, documents and archives;
- adoption of measures to prevent the theft and facilitate recovery of archival documents.

DOCUMENTS ON IRISH FOREIGN POLICY

8.4 During 2006 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 the National Archives, and Ms Catriona Crowe, Senior Archivist, is a member of the Editorial Advisory Board. Volume 5 of the series, covering the years 1937-39, was published in November 2006.

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 2006, 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

The Case for Culture

8.8 In July the CNCI made a submission to the Minister for Arts, Sport and Tourism in the context of the preparation of the forthcoming National Development Plan. The submission was entitled ‘The Case for Culture’, and it was published at a CNCI media briefing on 14 November.

8.9 In the press release issued on 14 November, the Chairman of the CNCI, Aongus Ó hAonghusa, said:

“As never before, Ireland has both the means and opportunity to address some long-standing deficits in cultural provision. Further investment would build on and fully realise the potential of the increased investment made in the sector since the mid 1990s. The impetus of the past decade must be sustained. It is critical that our newfound self-confidence and self-reliance extends to the provision of cultural facilities that match our contemporary economic maturity.”

REPRESENTATION ON OTHER BODIES

8.10 In 2006 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: Anthony Murphy
- Department of Communications, Marine and Natural Resources, Working Group on Digital Broadcasting Archives: Director and Ken Hannigan
- Department of Justice, Equality and Law Reform, Archives Advisory Group: Thomas Quinlan
- Department of the Taoiseach, Working Group on Military Service Medal and Pension files: Director
- 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
- Inter PARES (international research project on the permanent preservation of authentic and reliable electronic records): Ken Hannigan and Thomas Quinlan
- Irish Architectural Archive, Board: Aideen Ireland
- Irish Genealogical Project, Advisory Group: Director and Catriona Crowe
- Irish Genealogy Limited: Director (as observer)
- Irish Manuscripts Commission: Director
- National Preservation Office (UK and Ireland): Director and Frances McGee
- Pilot study on the development of an Archaeological Excavation Archive for Dublin City, steering group: Aideen Ireland
- 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 MEETINGS

8.11 In the course of 2006 members of the staff of the National Archives attended the following conferences and seminars:

- Civil Service IT Group Seminar
- Federation of Genealogical Societies Conference (Boston)
- Hunt Museum Evaluation Group Report, Royal Irish Academy (Dublin)
- Institute of Conservation (ICON), international conservation conference (Edinburgh)
- International Council on Archives, VII European Conference on Archives (Warsaw)
- InterPARES Plenary Workshops
- Irish Labour History Society Conference

Report of the Director of the National Archives for 2006

- National Archives of the United Kingdom, Public Service Quality Group Forum (London)
- National Preservation Office conference, 'The Science of Preservation' (London)
- Society of Archivists, Annual Conference (Lancaster)
- Society of Archivists, Ireland, AGM (Dublin)

PARTICIPATION IN TRAINING COURSES

8.12 During the course of 2006 members of the staff of the National Archives took part in the following training courses:

- Digitisation Workshop (Society of Archivists, Ireland, in National Library)
- Flexitime training (in house)
- Induction training for new members of staff (In house)
- Microsoft Excel intermediate course
- Microsoft Publisher Course (Irish Times)
- Preservation Assessment Survey training (National Preservation Office)

8.13 For Fire Safety training during 2006, see paragraph 2.44 above, and for information sessions concerning the integration of PMDS with Human Resources Policies and Processes, see paragraph 2.12.

MEMBERSHIP OF OTHER ORGANISATIONS

8.14 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)

Report of the Director of the National Archives for 2006

- Records Management Society of Great Britain
- Scottish Society for Conservation and Restoration
- Society of American Archivists
- Society of Indexers

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

EXHIBITIONS, PUBLICATIONS AND TELEVISION PROGRAMMES

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

- **Irish Manuscripts Commission:** A new edition of The Convert Rolls. The first edition was edited by Eileen O'Byrne and published by the Commission in 1981. The Convert Rolls provides names, dates of certification, conformity and enrolment as well as addresses and other information regarding converts to Protestantism between 1703 and 1838. The original rolls were destroyed in 1922, but a manuscript calendar is held in the National Archives. For this new edition, Anne Chamney has supplemented Eileen O'Byrne's text of the calendar with information drawn from notes compiled by the Reverend Wallace Clare and from newspapers.
- **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.
- **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 2006 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. The exhibition opened to the public in October 2006.
- **Wildfire Film and T.V. Production Ltd and RTE:** During 2005 we facilitated filming of relevant documents in the National Archives relating to Bridget Cleary. The programme was broadcast as "Fairy Wife" in the "Hidden History" series on RTE in 2006.

MISCELLANEOUS

Heritage Council

8.17 The National Archives participated in a survey of users carried out by J.D. Consulting on behalf of the Heritage Council, concerning the need for an Irish archival portal. The survey was carried out in the National Archives by questionnaire in November, with Jane Donohoe in attendance to discuss the terms of the survey with interested readers. Of the 73 readers contacted on that day, 58 completed the questionnaire.

Appendix A: Staff of the National Archives as of 31 December 2006

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 and Human Resources)	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)	Anthony Murphy	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

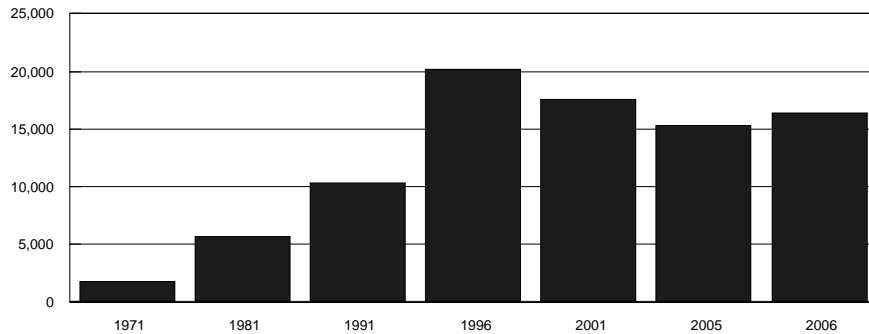
Report of the Director of the National Archives for 2006

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 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 Mary Toolis (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.

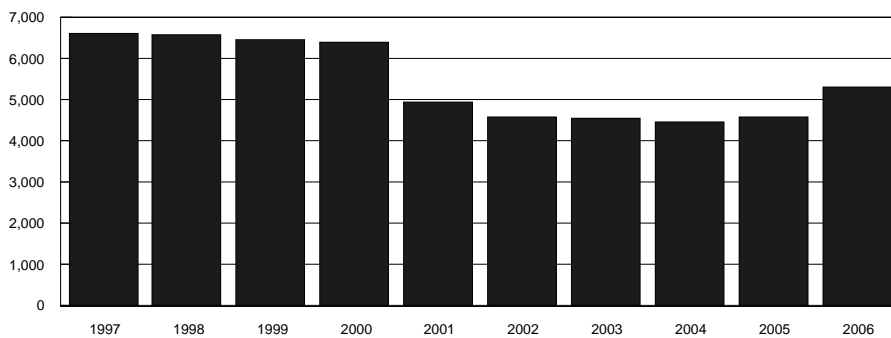
Appendix B: Use of the Reading Room by the Public, 1971–2006

Appendix B.1 Visits to Reading Room per year 1971 - 2006



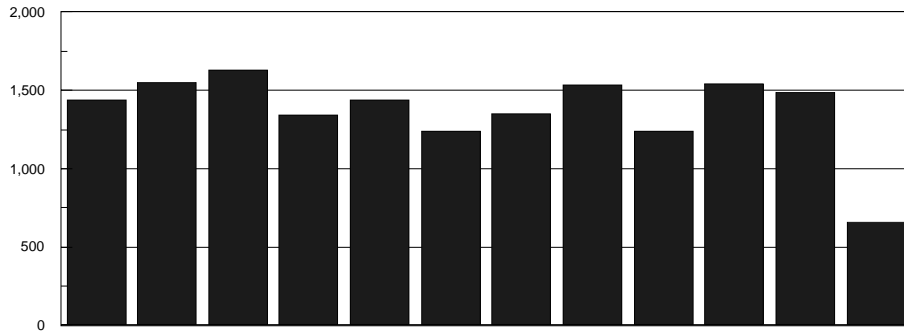
	1971	1981	1991	1996	2001	2005	2006
■	1,754	5,631	10,341	20,155	17,608	15,360	16,445

Appendix B.2 Readers' tickets issued per year 1996 - 2006



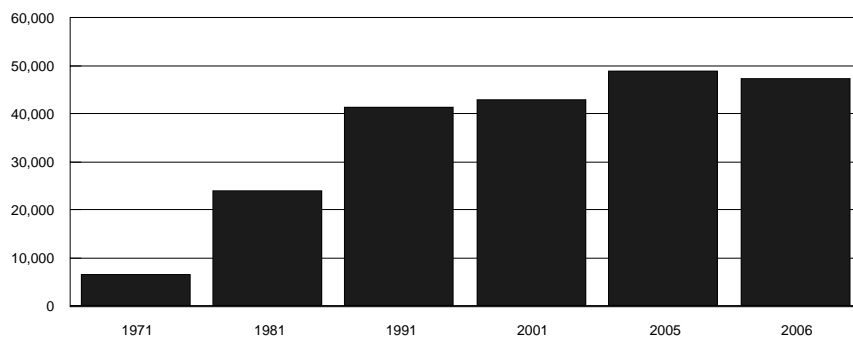
	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
■	6,631	6,585	6,482	6,406	4,941	4,577	4,562	4,462	4,599	5,310

Appendix B.3 Visits to Reading Room per month in 2006



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■	1,437	1,549	1,627	1,341	1,441	1,236	1,350	1,535	1,240	1,545	1,490	654

Appendix B.4 Archives consulted by readers, 1971 -2006



	1971	1981	1991	2001	2005	2006
■	6,597	24,070	41,376	43,042	49,064	47,474

Appendix C: Transfer of records pre-dating 1977 from Government Departments and Offices of State for release to public inspection under the 30-year rule

– statement of position as of 31 December 2006

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2006	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2006
the Taoiseach	Peter Ryan Martin Fraser 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.)	1919–77	None
Agriculture and Food	Brendan McInerney	1899–1980s	circa 1950–1976
Arts, Sport and Tourism	Susan McGrath	circa 1922–1962	1963–1976
Communications, Marine and Natural Resources	Pat Ryan	1845–1970s	1964–1976 (and some older records)
Community, Rural and Gaeltacht Affairs	Kevin O'Connor	1929–1989	1967–1976
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.)	1963–1976

Report of the Director of the National Archives for 2006

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2006	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2006
Education and Science	George Rowley	1831–1980s	circa 1922–1976
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	1922–76	circa 1960–76
the Environment, Heritage and Local Government	Martin Condon Ríona Ní Fhlanghaile Maria Graham Terry Allen Joe Allen Kevin Cullen Michael McCarthy	1838–1970s	circa 1960–1976

Report of the Director of the National Archives for 2006

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2006	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2006
Finance	Colm Gallagher	1922–1976	1975-1976
Foreign Affairs	Liam Mac Gabhann	1919–1976	None
Health and Children	Gerald Guidon	1920s–1963	1964–1976
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 1960–1976
Social and Family Affairs	Helen Faughnan	1919–1970s	1974-1976

Report of the Director of the National Archives for 2006

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2006	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2006
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 1922–1970s	circa 1960–1976
OFFICE OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2006	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2006
the Secretary to the President	Pat O'Sullivan	1937–1976	None
the Attorney General	Richard Rapple	1922–1979	None
the Comptroller and Auditor General	Brian McCarthy	1920s–1962	1963–1976

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

— statement of position as of
31 December 2006

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2006	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971-76
Court of Criminal Appeal	Files	1972	1973-76
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969-76
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971-76
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1984	None
Castlebar District	Testamentary papers	1985	None
Cavan District	Testamentary papers	1985	None
Clonmel District	Testamentary papers	1985	None
Cork District	Testamentary papers	1985	None
Dundalk District	Testamentary papers	1985	None
Galway District	Testamentary papers	1983	None
Kilkenny District	Testamentary papers	1985	None
Letterkenny (formerly Lifford) District	Testamentary papers	1985	None
Limerick District	Testamentary papers	1983	None
Mullingar District	Testamentary papers	1985	None
Sligo District	Testamentary papers	1985	None
Tralee District	Testamentary papers	1985	None
Waterford District	Testamentary papers	1984	None
Wexford District Probate Office	Testamentary papers	1985	None

Report of the Director of the National Archives for 2006

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2006	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
CIRCUIT COURT OFFICES (County Registrars):			
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
Cork	Civil and criminal files	1982	None
Donegal	Civil and criminal files	1968	1969–76
Dublin	Civil files Criminal files	1960 1972	1961–76 1973–76
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	1946–76
Leitrim	Civil and criminal files	1962	1963–76
Limerick	Civil and criminal files	1982	None
Longford	Civil and criminal files	1985	None
Louth	Civil and criminal files	1978	None
Mayo	Civil and criminal files	1978	None
Meath	Civil and criminal files	1984	None
Monaghan	Civil and criminal files	1969	1970–76
Offaly	Civil and criminal files	1983	None
Roscommon	Civil and criminal files	1985	None
Sligo	Civil and criminal files	1984	None
Tipperary	Civil and criminal files	1985	None
Waterford	Civil and criminal files	1961	1962–76
Westmeath	Civil and criminal files	1985	None
Wexford	Civil and criminal files	1984	None
Wicklow	Civil and criminal files	1975	1976

Appendix E: Summary of records accessioned by the National Archives in 2006

- **Appendix E.1 Records accessioned from Government Departments**

Accession number	Department of	Description
2006/136 and 2006/137	the Taoiseach	Government Minutes for 1976 – 77
2006/133	the Taoiseach	Central Registry S files relating mainly to 1976
2006/82	Education and Science	Intermediate Education Board Endowed Schools files, 19th century
2006/83	Education and Science	Records of the Commission on Higher Education, 1960 to 1967
2006/84	Education and Science	Secretary's Office correspondence files, 1920s to 1960s
2006/85	Education and Science	Records relating to the Irish Manuscripts Commission and Irish Folklore Commission, 1940s to 1970s
2006/90	Education and Science	Central Registry files of the Primary Administration Branch, 1940s to 1960s
2006/93	Education and Science	Files of the Primary Administration Branch relating to construction and maintenance of primary schools, 1930s to 1980s
2006/120	Education and Science	Miscellaneous records, 1920s to 1970s
2006/127	Enterprise, Trade and Employment	Company law files, relating mainly to 1976
2006/128	Enterprise, Trade and Employment	Personnel management files, relating mainly to the 1976
2006/129	Enterprise, Trade and Employment	Health and safety files, relating mainly to 1976
2006/88	Finance	Finance Division files, relating mainly to 1975 and 1976
2006/91	Finance	Supply Division files, relating mainly to 1975 and 1976
2006/92	Finance	Development Division files, relating mainly to 1974

Report of the Director of the National Archives for 2006

Accession number	Department of	Description
2006/130	Foreign Affairs	Secretary's Office files, relating mainly to 1976
2006/131	Foreign Affairs	Central Registry files, relating mainly to 1976
2006/39	Foreign Affairs	Copy confidential reports from the Office of the High Commissioner for Ireland and successor Irish Embassy to Great Britain, 1930s to 1950s
2006/43	Foreign Affairs	Files of the Irish Embassy to Great Britain relating mainly to 1976
2006/42	Foreign Affairs	Files of the Irish Embassy to the Holy See relating mainly to 1976
2006/44	Foreign Affairs	Files of the Irish Embassy to the United States of America relating mainly to 1976
2006/45	Foreign Affairs	Files of the Irish Embassy to France relating mainly to 1976
2006/46	Foreign Affairs	Files of the Irish Embassy to Spain relating mainly to 1976
2006/47	Foreign Affairs	Files of the Irish Embassy to Italy relating mainly to 1976
2006/48	Foreign Affairs	Files of the Irish Embassy to Canada relating mainly to 1976
2006/49	Foreign Affairs	Files of the Irish Embassy to Switzerland relating mainly to 1976
2006/50	Foreign Affairs	Files of the Irish Embassy to Portugal relating mainly to 1976
2006/51	Foreign Affairs	Files of the Irish Embassy to Australia relating mainly to 1976
2006/52	Foreign Affairs	Files of the Irish Embassy to Sweden relating mainly to 1976
2006/53	Foreign Affairs	Files of the Irish Embassy to Belgium relating mainly to 1976
2006/54	Foreign Affairs	Files of the Irish Embassy to Argentina relating mainly to 1976
2006/55	Foreign Affairs	Files of the Irish Embassy to The Netherlands relating mainly to 1976
2006/56-57	Foreign Affairs	Files of the Irish Embassy to Germany relating mainly to 1976

Report of the Director of the National Archives for 2006

Accession number	Department of	Description
2006/58	Foreign Affairs	Files of the Irish Embassy to Nigeria relating mainly to 1976
2006/59	Foreign Affairs	Files of the Irish Embassy to Denmark relating mainly to 1976
2006/60	Foreign Affairs	Files of the Irish Embassy to India relating mainly to 1976
2006/61	Foreign Affairs	Files of the Irish Embassy to Luxembourg relating mainly to 1976
2006/62	Foreign Affairs	Files of the Irish Embassy to Japan relating mainly to 1976
2006/63	Foreign Affairs	Files of the Irish Embassy to Austria relating mainly to 1976
2006/64	Foreign Affairs	Files of the Irish Embassy to Russia relating mainly to 1976
2006/65	Foreign Affairs	Files of the Irish Embassy to Iran relating mainly to 1976
2006/66	Foreign Affairs	Files of the Irish Embassy to Saudi Arabia relating mainly to 1976
2006/67	Foreign Affairs	Files of the Irish Embassy to Egypt relating mainly to 1976
2006/68	Foreign Affairs	Files of the Irish Consulate, New York, United States of America relating mainly to 1976
2006/69	Foreign Affairs	Files of the Irish Consulate, Chicago, United States of America relating mainly to 1976
2006/70	Foreign Affairs	Files of the Irish Consulate, Boston, United States of America relating mainly to 1976
2006/71	Foreign Affairs	Files of the Irish Consulate, San Francisco, United States of America relating mainly to 1976
2006/72	Foreign Affairs	Files of the Permanent Mission to the United Nations (New York, United States of America) relating mainly to 1976
2006/73	Foreign Affairs	Files of the Permanent Mission to the United Nations (Geneva, Switzerland) relating mainly to 1976
2006/74	Foreign Affairs	Files of the Permanent Representation to the European Union (Brussels, Belgium) relating mainly to 1976

Report of the Director of the National Archives for 2006

Accession number	Department of	Description
2006/75	Foreign Affairs	Files of the Permanent Representation to the European Council (Strasbourg, France) relating mainly to 1976
2006/116	Justice, Equality and Law Reform	Files relating to criminal law matters, 1970s
2006/132	Justice, Equality and Law Reform	Files relating to Garda Síochána administration, 1970s
2006/138	Justice, Equality and Law Reform	Files relating to Garda Síochána planning, 1970s
2006/140	Justice, Equality and Law Reform	Files relating to civil law reform matters, 1970s
2006/142	Justice, Equality and Law Reform	Files relating to functions under firearms and explosives legislation, 1970s
2006/145	Justice, Equality and Law Reform	Files relating to security and Northern Ireland matters, 1970s
2006/146-147	Justice, Equality and Law Reform	Files relating to equality matters, including gender equality, 1970s
2006/148	Justice, Equality and Law Reform	Files relating to corporate administration and organizational matters, 1970s
2006/77-78	Social and Family Affairs	Registered files and PQ files, 1970s
2006/124-126	Social and Family Affairs	Planning and policy formulation files, 1970s
2006/143	Transport	Files relating to civil aviation matters, 1970s

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

Accession number	Scheduled body	Description
2006/149	Office of Secretary to the President	Registered P files relating mainly to 1976
2006/40	Office of the Attorney General	SR files, relating mainly to 1976
2006/41	Office of the Attorney General	PC files, relating mainly to 1976
2006/76	Commissioners of Charitable Donations and Bequests	Charity case files, 19th century to 1970s
2006/34	Office of Public Works	Central Registry files, 1960s to 1975
2006/121; 2006/135	Revenue Commissioners	Central Registry files of the Customs and Excise Division, 1940s 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
2005/21	Probate Office, Dublin	Wills and administration papers, 1984
2006/2	Castlebar District	Wills and administration papers, 1985
2005/39	Cavan District	Wills and administration papers, 1981 - 1982
2005/40	Cavan District	Wills and administration papers, 1983
2005/41	Cavan District	Wills and administration papers, 1984
2006/3	Cavan District	Wills and administration papers, 1985
2006/4	Clonmel District	Wills and administration papers, 1985
2006/5	Cork District	Wills and administration papers, 1985
2006/7	Dundalk District	Wills and administration papers, 1985
2006/9	Kilkenny District	Wills and administration papers, 1985
2006/6	Letterkenny (formerly Lifford) District	Wills and administration papers, 1985
2006/11	Mullingar District	Wills and administration papers, 1985
2006/12	Sligo District	Wills and administration papers, 1985
2006/13	Tralee District	Wills and administration papers, 1985
2006/15	Wexford District	Wills and administration papers, 1985

Report of the Director of the National Archives for 2006

• **Circuit Court**

Accession number	Circuit Court Office	Description of records
2005/94	Cork	Civil bill files, 1979 - 1982
2005/103	Kerry	Civil bill papers, 1940 – 1974
2005/134	Limerick	Civil bill papers, 1926 – 1982
2005/79, 80, and 81, and 2006/16	Longford	Civil bill papers, 1978 – 1985
2005/113, 114 and 115	Meath	Civil bill papers, 1969 - 1984
2006/17	Roscommon	Civil bill papers, 1985
2005/100, 101 and 102	Sligo	Civil bill papers, 1927 – 1984
2005/122, 123 and 124, and 2006/23	Tipperary	Civil bill papers, 1953 – 1985
2005/128 and 129, and 2006/25	Westmeath	Civil bill papers, 1983- 1985
2005/127	Wexford	Civil bill papers, 1929 - 1984

• **District Court**

Accession number	District Court Office	Description of records
2005/64	Naas	Justice's minute books, 1922 – 1984
2006/152	Kilkenny	Justice's minute books and registers, 1907 - 1985

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

Accession number	National School	Description of records
2006/36	Drom an Easpaig NS	Roll books, school attendance records and corporal punishment book, 1930s to 1960s

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

— including records accessioned through the
Business Records Survey

Accession number	Source	Description of records
2006/79	Roy Davids (purchase)	Instructions to Henry [Cary], Lord Viscount Falkland, concerning the administration of the army in Ireland, 17th century
2006/86; 2006/96 – 2006/101	Mercer's Library, Royal College of Surgeons in Ireland	Minute books of the Dublin House of Industry, 18th - 19th century; records of Monkstown Hospital, 19th century; records of Mercer's Hospital, 19th century; records of the Royal City of Dublin Hospital, Baggot Street, 19th century; records of the Monaghan County Infirmary, 19th century; records of Jervis Street Hospital, 19th century; and records of the Queen's Institute of District Nursing in Ireland, 19th century
2006/114	Ross Hopkins	Copy transcript of the will of William Hopkins, Clonegal, Co. Carlow, 1809
2006/89	Incorporated Law Society of Ireland	19th century testamentary records
2006/94	Frank McEvoy	Marriage settlement of Thomas St. George with Hannah Langrishe, 19th century
2006/95	Patrick O.R. Markey and Son	Pre-1922 Principal Registry grants of probate with annexed wills
2006/139	Family of Sir John Purser Griffiith	Miscellaneous documents including 3 photograph albums, 1 volume of newspaper cuttings, and maps, 19th to 20th centuries
2006/102	P Byrne	Records of P Byrne, baker, grocer and flour merchant, Enniscorthy, Co. Wexford, late 19th century to 20th century
006/87	Commissioners of Irish Lights	Records of the Commissioners of Irish Lights, late 19th to 20th century
2006/81	Adam and Son, auctioneers (purchase)	A selection of documents relating primarily to 1916 Easter Rising and subsequent War of Independence, late 19th century to 1920s
2006/105	William Laird and Co.	Records of The Nelson Pharmacy, Upper Sackville Street, Dublin, 1898 – 1954
2006/104	Mary Donnelly (purchase)	Records relating to the Bank of Ireland, Cork, 1914 – 1921

Report of the Director of the National Archives for 2006

Accession number	Source	Description of records
2006/38	Irish Sugar Plc	Records of the Irish Sugar Company factory in Carlow, 20th century
2006/106	Dublin Docklands Authority	Records of the Dublin Docklands Authority, including minutes
2006/107	Pembroke Schools	Roll books and publications of the Pembroke Schools
2006/108	Day's Hotel, Innisboffin, Co. Galway	Records of Day's Hotel
2006/113	Dave Downes (purchase)	Manuscript minute book of the Catholic Social Vocational Conference
2006/111	Discovery Programme	Records of the Discovery Programme
2006/122	Dr John Fleetwood	Copies of personal papers, including scripts of broadcast papers
2006/103	Anthony O'Halloran	Personal papers