

**Report of the Director of the  
National Archives  
for  
2007**

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# 1. LEGISLATION

## NATIONAL ARCHIVES ACT 1986

- 1.1 The principal legislative basis for the National Archives is the National Archives Act 1986 and the Regulations made under that Act. When the Act came into operation in 1988, the Public Record Office of Ireland (founded in 1867) and the State Paper Office (founded in 1702) 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.

## ARCHIVES OF PUBLIC BODIES – SUBMISSION TO OECD REVIEW

### **My submission to the OECD Review of the Irish Public Service**

- 1.6 The Organisation for Economic Co-operation and Development (OECD) carried out a review of the Irish Public Service in 2007. Advertisements were placed in newspapers inviting submissions for consideration by the Review team. The OECD's Report on the Review was published in 2008.
- 1.7 In response to the newspaper advertisements, I made a submission which included the following observations and recommendations concerning legislation relating to the archives of public bodies:

- **“Existing legislation**

The principal legislation relating to the archives of public bodies is the National Archives Act 1986. That Act is primarily concerned with Departmental records (the records of Government Departments, the Courts, and the other state bodies listed in the Schedule to the Act). The main provisions of the Act with regard to Departmental records may be summarised as follows:

- All Departmental records must be preserved, unless their destruction 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.
- Departmental records which are more than 30 years old must in general be transferred to the National Archives to be preserved as archives, and to be made available for inspection by the public. Particular records may be retained by Departments only if they are covered by certificates stating either that they are in regular use by a Department or that they should not be made available for public inspection on one of the grounds specified in the Act.

The National Archives Act also enables the National Archives to acquire records of public bodies, and provides that the Minister for Arts, Sport and Tourism may, at the request of a public body, declare its records to be Departmental records. However, the latter provision has not yet been used. It no longer applies to local authorities and harbour companies, as the Local Government Act 1994 and the Harbours Act 1996 made it a function of each local authority or harbour company to make arrangements for the custody, care, conservation, management and public inspection of its own records.

The greatest deficiency in the existing legislation is that none of its mandatory provisions apply to the steadily growing number of state sponsored bodies. In those few cases where records of state sponsored bodies have been transferred to the National Archives, this has been done on an entirely voluntary basis.

- **Barriers to implementation of existing legislation**

The implementation of all of the Acts just referred to is greatly hindered by the lack of the necessary accommodation and staff, both in the National Archives and in local authority archives services (and by the complete absence of archives services in some local authorities).

In the case of the National Archives, the single biggest barrier is the shortage of space for the storage of archives. The National Archives has never had and still does not have the archives storage accommodation needed to enable it to accept transfers of 30-year old records from all Departments and courts each year. Moreover, most of the bodies listed in the Schedule to the Act are still covered by a Ministerial direction made in 1992 under section 8(8) of the National Archives Act to the effect that the transfer of their records shall not be proceeded with until the Minister is satisfied that arrangements for such transfer are adequate. It will not be possible to review the latter direction, unless and until the proposed new building of the National Archives is under construction, and a reliable date for its occupation by the National Archives is known.

- **Negative consequences**

Because of the barriers to full implementation of the existing legislation, the public do not have access to the full range of records that should legally be available to them. This prevents research from records for historical, genealogical and other purposes, and may on occasion make it difficult or impossible for members of the public to assert rights or to claim entitlements that are documented in those records.

Equally, the efficient administration of public bodies is often hindered by their inability to transfer records to archival custody as provided for by law. The use of scarce storage space to store older non-current records makes it more difficult to manage current records efficiently. In many cases non-current records have to be stored in commercial off-site storage that is expensive and may be sub-standard. In other cases the older records are stored in disorder in attics and basements, and particular records cannot be found when the public body itself needs access to them.”

## **RECORDS MANAGEMENT AND THE MACENTEE COMMISSION**

- 1.8 The phrase commonly used in Ireland and other English-speaking countries to describe the management of records or documents by public bodies is “Records management”. The equivalent phrase in official usage by the European Union and some of its member states is “Document management”.

### **Power to make Regulations**

- 1.9 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.
- 1.10 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.

**Commission of Investigation into the Dublin and Monaghan Bombings of 1974  
(The MacEntee Commission)**

- 1.11 In May 2005 the Government established a Commission of Investigation into certain aspects of the Dublin and Monaghan Bombings of 1974, under Mr. Patrick MacEntee, Senior Counsel, Sole Member of the Commission. The main terms of reference of the Commission were to investigate and make a report on the following matters:
- “Why the Garda investigation into the Dublin and Monaghan bombings was wound down in 1974?”
  - “Why the Gardaí did not follow-up” on leads specified in the terms of reference?
  - “In relation to the missing documentation:
    - i. the exact documentation (Departmental, Garda intelligence and any other documentation of relevance) that is unaccounted for;
    - ii. the reasons explaining why the documentation went missing;
    - iii. whether the missing documentation can now be located; and
    - iv. whether the systems currently in place are adequate to prevent a re-occurrence of such documentation going missing.”
- 1.12 As stated in my Report for 2005, the Commission called me as a witness to give evidence on Thursday 15 September 2005. In accordance with the Act under which the Commission was established, my oral evidence was given in private.
- 1.13 In February 2007, the Commission sent me the portion of its draft final report that identified me, which was headed “Chapter thirteen THE NATIONAL ARCHIVES AND DOCUMENT MANAGEMENT”. The Commission invited me to consider making a submission in relation to that portion. In response, I made a written submission clarifying some points referred to in the draft report.
- Final Report of the Commission**
- 1.14 In Chapter 13 of its Final Report, which was published in 2007, the Commission reached the following conclusions with regard to the National Archives and document or records management:

**“Conclusions**

1. There is a generally applicable international standard in the area of records management.
2. There is, at least since the commencement of the provisions of the National Archives Act, 1986 a clear and mandatory statutory duty on all departments of state, including the Garda Síochána and the Defence Forces, to preserve and maintain their records.
3. It is clear that all persons and entities having duties to discharge under the National Archives Act, 1986 attempt to do so to the extent that they can. However, the evidence before the commission clearly establishes that in practice there is insufficient training, expertise, staffing and resources to enable those persons and entities who have duties under the National Archives Act, 1986 to comply with their clear statutory duties.



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4. The National Archives, in practice, does not receive from the Garda Síochána the archives and records envisaged by the National Archives Act, 1986.
5. The direction made by the Taoiseach in 1992 pursuant to Section 8(8) of the National Archives Act, 1986 may constitute a sufficient answer to the failure of the Garda Síochána to transfer their archives to the National Archives.
6. The premises, staff and other resources presently available to the National Archives are clearly insufficient to discharge its statutory function.
7. The necessity to have an established and effective system of records management is particularly applicable to collections of records where that material has a secret, confidential or other significant public interest attaching to it.
8. It would be unfair to suggest that the curator of the Garda Síochána Museum is responsible for the current records management systems in the Garda Síochána and the commission does not so suggest.”

- 1.15 For the conclusions of the Commission concerning records management in certain Departments and public bodies, see the extracts from its Final Report that are reproduced in Appendix F below.

### **My Submission to the OECD Review - records management**

- 1.16 In my submission to the OECD Review of the Irish Public Service, I made a number of observations and recommendations concerning records management, including the following:
- “One notable failing of the Irish public service is the poor quality of its records or document management. This has been highlighted in the proceedings and reports of several tribunals of enquiry, and has also been referred to in the reports of the Information Commissioner.”
  - “With a view to improving records management in the Irish public service, the Minister for Finance should now exercise his powers under the FOI Act and the National Archives Act to make Records Management Regulations, and the National Archives should issue detailed Records Management Guidelines under those Regulations. When the Regulations and Guidelines are being drafted, they should take as their starting point the international standard for Records Management, ISO 15489, but the Guidelines should go into more detail than is appropriate in an international standard, and should take account of international best practice.”
  - “Under the National Archives Act, 1986, section 4(e), one of the functions of the Director of the National Archives is the giving of advice to a member of the Government and to any public service organisation on the management, preservation and reproduction of records under their control. However, the capacity of the National Archives to give advice on records management has been severely limited by the lack of staff dedicated to this area of work. In tandem with the implementation of the recommendation above concerning Records Management Regulations and Guidelines, the National Archives should be provided with the small number of additional

staff required to enable it to establish a unit dedicated to work relating to records management.”

## **FREEDOM OF INFORMATION ACTS 1997 AND 2003**

- 1.17 The Freedom of Information Acts 1997 and 2003 (the FOI Acts) are of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997, and has since been extended to additional bodies by regulations made under that Act by the Minister for Finance. As of the end of 2007, 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.
- 1.18 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**

- 1.19 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.

- 1.20 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**

- 1.21 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.
- 1.22 One FOI request was received by the National Archives during 2007 and was dealt with outside of the provisions of the Act.

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- 1.23 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.
- 1.24 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**

- 1.25 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.
- 1.26 During 2007, the National Archives, together with archivists employed in the local authority sector and the Society of Archivists, Ireland, assisted the Office of the Data Protection Commissioner in the preparation of draft regulations to permit access to archival records subject to the provisions of the Data Protection (Amendment) Act 2003.

## 2. RESOURCES

### FINANCIAL ALLOCATIONS

- 2.1 The financial allocations made available to the National Archives from the Vote of the Department of Arts, Sport and Tourism in 2006 and 2007 are set out in the following Table, in which they are broken down by major subhead.

**TABLE: Financial allocations in respect of the National Archives in 2006 and 2007**

Subhead	2006	2007
	€	€
A.1 (Administrative expenses – pay of permanent staff)	1,698,000	1,742,000
A.2 – A.8 (Administrative expenses – current non-pay expenditure)	373,000	382,000*
A.2 – A.8 (Administrative expenses – capital non-pay expenditure)	30,000	30,000*
D.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	40,000	40,000
D.2 Current (General expenses – mostly current non-pay expenditure, but including the pay of four of our Archivists)	1,674,000	1,800,000
D.2 Capital (General expenses – capital expenditure)	1,100,000	350,000
D.4 (Census Digitisation Project)	1,170,000	1,170,000
<b>TOTAL</b>	<b>6,085,000</b>	<b>5,514,000</b>

**Notes:**

1. 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.
2. \* Although A2 – A8 allocations were made in 2007, they were in fact retained by the Department and were not used for the benefit of the National Archives.

## STAFF

- 2.2 The year 2007 saw a greater than usual turnover of staff. This was mainly due to the movement and replacement of staff who wished to decentralise, and the filling of the newly sanctioned posts of Assistant Principal (Head of Administration) and Executive Officer (Executive Assistant to the Director). Appendix A below contains a list of the staff of the National Archives as of 31 December 2007 (including vacancies).

### **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 signalled towards the end of 2006, the Department of Arts, Sport and Tourism (DAST) informed us in 2007 that the existing fixed-term contract posts of Archivists were permanent, as a result of a decision by the Rights Commissioner, which has since been confirmed by the European Court of Justice.

### **Additional administrative staff**

- 2.5 The vacancies in the newly created posts of Head of Administration at Assistant Principal level, and Executive Assistant to the Director at Executive Officer level were filled by the transfer of Fergus Walsh (from the Head Office of DAST) and Tom Gilsenan (who had been serving in the National Archives in our Archives Storage and Preservation Division). Tom Gilsenan's former post was filled by the transfer to the National Archives of Angela Mennella from the Head Office of DAST.

### **Staff changes**

- 2.6 Eileen Treacy, Executive Officer, transferred to the Head Office of DAST in order to decentralise, and was replaced by Pauline Dunne, who transferred to the National Archives from Head Office, while Sandra Daly, Clerical Officer, transferred to the Office of Public Works in order to decentralise, and was replaced by Dean Kelly. Later in 2007, Mary Chaney, Executive Officer, transferred from the Head Office of DAST to the National Archives.

### **Conservation Intern**

- 2.7 Celia Pacquit continued to serve as Conservation Intern in 2007 (see 3.14 below).

### **Short-term work placements**

- 2.8 Nine persons worked in the National Archives on voluntary unpaid short term work placements during 2007. They ranged from secondary-level 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 one student already enrolled for a course in archival studies at University College London. One volunteer worked one day per week throughout the year. Regrettably, some other requests for archival placements had to be turned down due, to the shortage of supervisory staff.
- 2.9 The tasks assigned to the students on placement included the routine sorting, listing and boxing of archives, the re-ordering of specific collections 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, our storage areas, and were taken on visits to Government Departments, as well as participating in

seminars and workshops arranged for visiting groups. Some Transition Year students also undertook research on their own topics of special interest.

**Divisions and Units**

- 2.10 The Divisions and Units created in 2003 were altered slightly in 2007, with the transfer of the finding aids creation function from Reader Services Division to Records Acquisition Division. At present, the following Divisions and Units exist:

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

**Performance Management and Development System (PMDS)**

- 2.11 As the National Archives, due to end-of-year pressures and the launch of the 1911 Dublin Census online, was unable to participate in the PMDS Days arranged by the Department in 2007, dates in 2008 were scheduled for this exercise.

**Partnership and “Towards 2016”**

- 2.12 As in previous years, the Partnership Committee of the National Archives continued to meet frequently to discuss matters of current concern to management, unions and staff. The matters discussed included action plans and progress reports under the National Partnership Agreement, “Towards 2016”.

**DAST Partnership Committee**

- 2.13 The Partnership Committee of the Department of Arts, Sport and Tourism (DAST) held its March meeting in the National Archives. The meeting was chaired by the new Secretary General of the Department, Mr Con Haugh, and it was preceded by a programme of presentations and tours relating to the work and holdings of the National Archives.

**Merit Awards**

- 2.14 The National Archives continued to participate in the Merit Awards Scheme of the Department of Arts, Sport and Tourism in 2007. Three members of staff received individual awards of €750, and another four members of staff shared two two-person team awards of €600 per team.

**Death of Seamus O'Brien, former Head Services Officer**

- 2.15 It was with great sadness that we learnt of the death of Seamus O'Brien on 1 August 2007. Seamus had served as Head Services Officer in the National Archives from January 1993 until his retirement in May 1997.

## **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

### **ICT Unit**

- 2.16 The responsibilities of the ICT Unit within the National Archives include computer network development and support, database and other application development and support, the management of the telephone network, mobile telephony and communications, in-house digital scanning and photography, the maintenance and management of all audio-visual and security-recording equipment, and of technical matters in relation to the National Archives websites. The ICT Unit has primary responsibility for the procurement of computer hardware and software and other ICT-related equipment and consultancies, and for managing all relevant maintenance and support contracts. The Unit is staffed by an ICT Manager at Assistant Principal level and two full-time Clerical Officers.

### **Computer network**

- 2.17 Work continued during 2007 to maintain and improve the ICT facilities available to staff. This included maintenance and development of database systems designed to aid archival management. New software applications were procured, installed and configured for staff as required. Remote system access and mobile mail facilities were rolled out to senior members of staff to help ensure that our ICT communications systems kept in line with other public sector agencies and best practice.

### **Digitisation**

- 2.18 Discussions with service providers continued during the year and culminated, following a public tendering competition, with the engagement of an application development consultancy to implement the required online search facility for the 1901 and 1911 Census of Ireland returns. Arrangements were also put in place for the hosting of the online site at a fully managed data centre facility in central Dublin, close to the National Archives office. The process also involved significant expenditure on hardware to service the site and to store the large amount of data (images and databases) which will comprise the overall project. The first phase of the project went live in December 2007 (see 4.30 below).
- 2.19 The National Archives also procured new backup hardware and software for use in-house to facilitate image duplication and preservation, as well as procuring and commissioning a number of new additional microfilm reader/printers for use by the public in the Reading Room. A pilot project involving microfilm to digital image conversion was undertaken to help inform future requirements in this area.

### **Website**

- 2.20 Development of the National Archives web facilities continued with the putting online of the Census of Ireland return for Dublin in 1911. Facilities were also enhanced by the putting in place of an enhanced back-end search application for our finding aids databases.

### **Security**

- 2.21 Work continued during 2007 to maintain the National Archives security systems to the highest levels. On the IT infrastructure side, a number of systems including anti-virus and web monitoring were upgraded to provide increased network security within the National Archives. System usage policies continue to be regularly reviewed. On the physical building side, the CCTV system and door access-control system were reviewed and upgraded as necessary to ensure optimum performance.

## URGENT NEED FOR NEW ACCOMMODATION

### **New building**

- 2.22 As indicated in previous Reports, our existing premises are both much too small and seriously sub-standard. Consequently, we have for many years been in urgent need of a new and much larger building which complies with recognised standards for the storage of archives.
- 2.23 In January 2007, the Minister for Arts, Sport and Tourism, Mr John O'Donoghue, T.D., announced details of €1.13 billion investment in arts and culture under the National Development Plan 2007-2013. The details given concerning the National Archives were:

“€20m for Redevelopment of National Archives premises  
A new headquarters for the National Archives of Ireland

It is envisaged that this will be provided by way of a PPP. Some initial expenditure will arise during the course of the NDP.”

- 2.24 In November 2007, in his oral answer to a Parliamentary Question, the new Minister for Arts, Sport and Tourism, Mr Seamus Brennan, T.D., said that:

“The redevelopment of the National Archives headquarters forms part of the national development plan and €20 million in seed capital has been earmarked for the project. The Office of Public Works, OPW, has carried out significant preliminary work on the accommodation brief and the likely cost of providing the National Archives with new storage and other accommodation at its redeveloped Bishop Street headquarters.

In recent years, significant work has been completed at the Bishop Street premises to enhance and expand the archives' footprint there. The Land Commission is co-located in the building with the archives and as the commission staff and files are being relocated in the context of decentralisation, more space is being made available to the archives. In addition, alternative propositions to Bishop Street have been evaluated, such as the former Coláiste Mhuire site. This was found to be unsuitable due to the storage requirements of the archives. The redevelopment of the Bishop Street premises is one of a number of large cultural and sports projects being advanced by the Department and the OPW under the national development plan and due priority is now being accorded to it.”

### **Shared off-site storage**

- 2.25 Since 2005, the possibility of meeting some of the storage needs of the National Cultural Institutions through shared off-site storage has been under consideration by the Department of Arts, Sport and Tourism and the Office of Public Works. In my Report for 2006, I explained at some length the requirements of the National Archives in this regard.
- 2.26 The details of €1.13 billion investment in arts and culture under the National Development Plan 2007-2013 announced in January 2007 (see 2.23 above) included provision for shared off-site storage. However, no firm proposal has yet been made by the OPW.



**Immediate crisis**

- 2.27 The National Archives is now suffering from an immediate and critical shortage of storage accommodation. There is no space on the shelves in our storage rooms for new transfers of archives. Transfers of documents released in January 2008 have had to be accommodated in a stationery store, where works to prevent leaks through the flat roof above the store have had to be carried out as a preventive measure.
- 2.28 Several Departments have been asked to retain records which we are unable to accept. In rescue situations, where we are obliged to take documents because they will otherwise be destroyed, the documents are stored in a loading bay that is unsuitable in every respect, and those documents cannot be made accessible to the public.
- 2.29 We are actively pursuing possible solutions to this crisis with the Office of Public Works and the Department of Arts, Sport and Tourism.

**EXISTING PREMISES AT BISHOP STREET**

**Flood in warehouse**

- 2.30 A flood occurred on Sunday 3 June (a Bank Holiday weekend), when the warehouse roof leaked during a period of very heavy rain. This was caused by a blocked drain on the warehouse roof, which was unblocked by the prompt, efficient and exceptionally conscientious response of staff who were called in under the National Archives Emergency Plan. The actions of staff in moving large quantities of archival documents threatened by the water meant that potentially very serious damage was avoided.
- 2.31 I must put on record that the very real danger of major damage to irreplaceable archives stored in the warehouse continues to increase as its roof ages.

**Major maintenance work**

- 2.32 Discussions on ventilation problems in the Reading Room continued, but without finding a solution that is acceptable to both the Office of Public Works and the National Archives. The fire alarm throughout the building was upgraded. Minor works included replacement of the front roller shutter. An overall examination of the sprinkler system was initiated.

**Mobile phone masts on roof**

- 2.33 Matters outstanding at the end of 2006 remained unresolved in 2007, including the provision of a separate electricity supply for the commercial operator. As at the end of 2007, the National Archives continues to be charged for these electricity costs.

**Assistance received from Office of Public Works**

- 2.34 We wish to record the assistance on all building-related matters at Bishop Street provided by the Dublin Castle Regional Architect's Office of the Office of Public Works, and especially by Mr Brian Coyle, Ms Gabriella Navas and Mr Paul Sherwin.

**EXISTING PREMISES AT FOUR COURTS**

**Electrical works**

- 2.35 The electrical works begun in 2006 were completed in March 2007, and have greatly improved arrangements for fire safety and fire detection. Unfortunately, the building was left in a partly unfit condition by the works, and very extensive cleaning is required. At the end of 2007 discussions were still going on with OPW about cleaning.

**FIRE SAFETY AND HEALTH AND SAFETY**

- 2.36 In 2007 we continued to build on the progress made in previous years with regard to fire safety and health and safety. Fire drills were carried out throughout the year and fire training by Dublin Fire Brigade was carried out in December for all staff.

**Emergency Plan**

- 2.37 The Emergency Plan was up-dated and circulated to all staff in December. (For our Disaster Plan, see 3.5 below.)

**Health and Safety training**

- 2.38 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.)

### 3. PRESERVATION AND REPROGRAPHICS

#### PRESERVATION OF ARCHIVES

##### **Accommodation complying with recognised standards for the storage 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 (see 2.22 – 2.26 above).

##### **Environmental monitoring**

- 3.2 Our environmental system continued to provide high quality data about the temperature, relative humidity and light in our existing premises. The results of this monitoring over the year 2007 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 showed an environment that falls short of recommended conditions.

##### **Preservation Assessment Survey**

- 3.3 The National Preservation Office's Preservation Assessment Survey of the holdings of libraries and archives, which collects standardised, comparable data, was carried out in the National Archives during the year, and was two-thirds complete in December.

##### **Preservation training**

- 3.4 Training of all new staff in the preservation handling of documents was carried out as staff took up their posts.

##### **Disaster Plan**

- 3.5 The National Archives Disaster Plan was up-dated, there were some changes in staff members who take part in the Disaster Teams, and a full day of disaster training was carried out by a specialist consultant in December. (For our Emergency Plan, see 2.37 above.)

##### **Productions from the Four Courts**

- 3.6 The high level of productions from the Four Courts continues to be a cause of concern because of the risks caused to the documents, and the amount of staff time required. In the last quarter of 2007 the Courts Service placed severe security restrictions on access to the Four Courts by vehicles, and this limited our productions.

#### IMPROVEMENTS IN STORAGE AND ACCESS

##### **Multi-disciplinary approach**

- 3.7 Work based on a multi-disciplinary approach to preservation continued and was expanded in 2007, involving archivists, conservators, reprographic staff and other staff working together. The core of this work is the conservation repair of documents, but full advantage is taken of pre-conservation examination to assess the other needs of the documents, including listing, re-packing and storage, the need for a surrogate copy and the best kind of surrogate copy. These projects will improve the condition of the documents through conservation work and better storage, as well as providing better access for readers through the preparation of new databases and by making the documents more usable in their post-conservation condition.

**Work on maps**

- 3.8 Work was initiated in 2007 on a programme of work of this kind in relation to maps in the Miscellaneous series of documents. This programme concerns approximately 1,200 maps and requires identification, location, extraction from current storage, conservation, re-packing and storage. A new list of these maps will be made in database form. This work is similar to work already being undertaken on the National Commissioners of Education applications (ED 1), as described in my 2006 Report, and on the Boundary Survey Tracings. All work of this kind is necessarily slow and painstaking.

**Preservation packing, shelf-listing and cleaning**

- 3.9 We continue to pack all new transfers of records in archival quality boxes. In 2007 the programme of backlog packing was continued in Bishop Street, principally on Petty Sessions and Office of Public Works archives. Work was also carried out on the re-folding of testamentary documents.
- 3.10 Work on shelf-listing in the Front Block at Bishop Street continued, with a view to achieving a comprehensive database showing the locations of all archives stored there, box by box and shelf by shelf.
- 3.11 Special preservation cleaning of all contents of the Front Block of Bishop Street was carried out over the summer months.

**Facilitation of research on behalf of the Office of Public Works (OPW)**

- 3.12 In addition to bringing forward work on OPW volumes, described in the 2006 Report, we continued in 2007 to facilitate research for the official history of the OPW.

**CONSERVATION WORK**

- 3.13 Conservation work was carried out on a wide variety of documents, including maps (Down Survey tracings, Ordnance Survey Town Plans, maps from the Miscellaneous series, Boundary Survey maps and Pembroke Estate maps) and files (Penal files and Coroners' Inquests). The phase-boxing programme was continued, with the completion of the cleaning, consolidation and boxing of the Grant Books, and the initiation of work on the Government Letter Books.

**Conservation Intern and placement student**

- 3.14 The Conservation Internship commenced in 2006 was continued in 2007. The internship is intended for a newly-qualified conservator and assists both the profession in the provision of paid experience in a large institution and the National Archives in providing an additional trained conservator. In addition, a short-term summer placement was made available to an undergraduate student of conservation.
- 3.15 Both of these initiatives have been highly successful for all parties, and it is hoped to continue them in future years.

**Conservation by contract conservators**

- 3.16 In 2007 there was a considerable expansion in conservation repair work, due to the engagement of further contract conservators and of a contract preservation assistant. Work on the Rebellion Papers, Penal Files and Photographs, Chancery Pleadings, National Commissioners of Education applications(ED 1) and OS 75 continued. Work on the printed Proclamations was completed. Work on the Statute Roll 28 Henry VIII, a document which survived the fire of 1922, was begun.

**Preservation Assistance**

- 3.17 A contract was placed for preservation-assistance work, including dry cleaning, re-housing and preparation for specialist treatment by the conservators.

**MICROFILMING**

**National Archives Microfilming Unit**

- 3.18 Duplicates of the 149 films of the Rebellion Papers were made for Indiana State Library. Microfilming of Ordnance Survey Name books was continued. Work was also put in hand to complement the conservation repair work carried out on National Commissioners of Education applications, and it was decided that these documents should be microfilmed following their repair. We also microfilmed some Calendars of Wills and Administrations that are unique and in poor condition.

**Reference microfilm collections**

- 3.19 Microfilms of the following series were added to the reference collection available to readers: Ordnance Survey Name books (Fermanagh and Galway); Petty Sessions order books; National Commissioners of Education applications (ED 1); and Calendars of Wills and Administrations 1951-52.

**Storage of preservation microfilms**

- 3.20 The master copies of National Archives preservation microfilms are stored in the United Kingdom national microfilm storage facility situated in the National Library of Wales in Aberystwyth.

**Microfilming by the Genealogical Society of Utah**

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

**PHOTOCOPYING AND SCANNING**

**New Office Equipment**

- 3.22 Existing unreliable photocopying equipment in the National Archives was replaced with new machines in 2007. In addition, two high-specification overhead-scanners were acquired in December 2007, which, when fully commissioned, will significantly enhance services to the public.

**Copying of archives**

- 3.23 A total of 45,643 pages of photocopies were provided to readers in 2007, approximately one quarter of which were made by the instant copy service.

**Certified Copies**

- 3.24 New arrangements were made about the preparation of certified copies of archives, which are required mainly for legal purposes. The backlog was cleared and copies are now up to date. A specification for automating some aspects of this work has been drawn up, and it is hoped that work on this will proceed in the coming year.

## 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 Christmas break and the three-day media preview of 30-year old Departmental records in December). Finding aids to the archives are available on open access in the Reading Room or online, 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 2007, the total number of visits to the Reading Room during opening hours was 16,839 and the number of readers' tickets issued was 5,155. The tables in Appendix B.1 and B.2 compare these figures with those for previous years, while the table in Appendix B.3 shows the number of visits to the Reading Room per month in 2007. The average number of visits per day in 2007 was in the high sixties, but reached over one hundred on several occasions.
- 4.3 The number of archives consulted by readers during 2007 was 49,714, which represented an increase of 2,240 over 2006. The table in Appendix B.4 compares these figures with those for 1971, 1981, 1991, 2001 and 2006. They include both original archives (26,575 in 2007) and microfilmed copies of archives (23,139 in 2007). The number of original archives produced increased by 1,937 over 2006, while the number of microfilms produced increased marginally. The average number of archives consulted per visit was 2.95, compared to 2.8 in 2006.

#### **Reading Room opening hours**

- 4.4 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 4.17 – 4.18 below) went a little way towards introducing the work and services of the National Archives to members of the public unable to visit during normal opening hours.

#### **Digital photography by members of the public**

- 4.5 Members of the public have for some years been permitted to take photographs of elected documents with prior permission of staff. Because traditional photography required lighting and stands, it was closely supervised by staff and permitted after 5.00 pm and by prior arrangement. As digital cameras are less intrusive and generally require fewer peripherals, digital photography is now generally permitted during normal Reading Room opening hours under staff supervision.

#### **Copying of archives by staff**

- 4.6 For information concerning copying of archives for members of the public by staff, see 3.18 and 3.22 – 3.24 above.

## USERS' GROUP

4.7 In April 2007 the 20 most frequent visitors to our Reading Room over the three years 2004 to 2006 and the 20 most frequent visitors to our Reading Room in 2006 were contacted and invited to join a new National Archives Users' Group. Of those contacted, 10 expressed a willingness to participate in the Users' Group.

4.8 I am glad to have this opportunity to record my thanks to those who agreed to participate, and have formed our first Users' Group. They are:

Linda Clayton  
Catherine Cox  
Caitríona Devane  
Thomas Ennis  
Diarmaid Ferriter  
Steven ffearry-Smyrl  
Seán Magee  
Justin Martin  
Eve Morrison  
William Murphy

4.9 Two meetings of the group were held in 2007. Amongst the issues raised were the need for extended opening hours, a relaxation of the rules relating to the use of digital cameras, more extensive publication of finding aids on the website, and an extension of advance ordering of documents online. Where possible, suggestions for improved procedures are being acted on.

## GENEALOGY SERVICE

4.10 As ever, the Genealogical Service proved extremely popular with readers in 2007, and in all 4,192 consultations were given during the year. This was a marginal decrease when compared with the figure for 2006 (4,377). The service is provided by members of the Association of Professional Genealogists of Ireland (APGI).

4.11 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.

## GROUP VISITS AND LECTURES

### Group visits

4.12 Among those who visited the National Archives for seminars or tours in 2007 were groups of third-level and fourth-level students from the following institutions (and subject areas):

- Mater Dei Institute of Education, Dublin;
- NUI Galway (history);
- Trinity College Dublin (history);
- University College Dublin (archives, history, history of medicine, legal history, and urban and building conservation);
- University of Limerick (history).

4.13 Other visiting groups included members and staff of:

- Celtic Quest, Michigan;
- Dales man group, Yorkshire;
- Library Association of Ireland;
- Society of Australian Genealogists;
- Central Bank;
- Department of Foreign Affairs;
- Department of Social and Family Affairs;
- Office of the Data Protection Commissioner;
- Probate Office;
- Trim Circuit Court.

#### **Lectures**

4.14 As in other years, members of staff gave lectures and talks to a large number of outside bodies, among them the Ballsbridge, Donnybrook and Sandymount Historical Society, PROBUS groups in Dun Laoghaire and Killiney, the British Isles Family History Society of Greater Ottawa, and the Family History Show "Who Do You Think You Are" at Olympia in London.

### **ARCHIVE AWARENESS CAMPAIGN, OPEN DAY AND CULTURE NIGHT**

#### **Archive Awareness Campaign**

4.15 In 2007 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. The launch of the campaign by Dr John McCafferty (Senior Lecturer in the School of History and Archives and Director of the Mícheál Ó Cléirigh Institute at University College Dublin) took place in our Reading Room on Thursday 23 August.

4.16 As part of our contribution to the Archive Awareness Campaign, an online exhibition documenting the centenary of the theft of the Irish Crown Jewels from Dublin Castle in 1907 was published on our website. The items selected for display included images of 67 original documents from the National Archives, and the exhibition was by far the largest online exhibition published by us to date. As with all previous online exhibitions and the "Document of the Month" pages, the images and commentaries will continue to be available as a permanent online asset for researchers.

#### **Open Day**

4.17 Our 2007 Open Day took place on Saturday 29 September, when 105 members of the public attended the National Archives for a day of seminars, tours and practical demonstrations. Our travelling exhibition "The Calamitous Fire", dealing with the destruction of the Public Record Office of Ireland, was put on display to commemorate the 140th anniversary of its establishment in 1867. Original documents relating to the year 1907 were put on display, including some concerning the theft of the Irish Crown Jewels in that year. Members of the Association of Professional Genealogists in Ireland (APGI) again provided their consultation services on a voluntary basis. Feedback from participants elicited by means of a questionnaire showed high levels of satisfaction with the event.



### **Dublin Culture Night**

- 4.18 On Friday 14 September the National Archives joined 82 other Dublin-based cultural Institutions to participate in Dublin's Culture Night, organised by the Temple Bar Cultural Trust. 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 our services to visitors. Demonstrations were given of our website, and members of the Association of Professional Genealogists in Ireland (APGI) provided their consultation services on a voluntary basis. This year, for the first time, Culture Night visitors were able to consult microfilmed copies of our more popular holdings, including the Census records for 1901 and 1911. In all, 66 members of the public visited us on Culture Night (more than double the figure for 2006).

## **FINDING AIDS AND WEBSITE**

- 4.19 Work continued in 2007 on refurbishing our finding aids, transferring many of the loose format finding aids in the Reading Room to a more durable bound format or providing new copies of them. 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. A list of accessions from private and institutional donors in the years 1962 to 1988 was made available on the National Archives website.

### **Information booklets and leaflets**

- 4.20 The information booklet on genealogical and historical research continues to be updated regularly both in paper and electronic format. Information leaflets on 36 of the most commonly used record series were produced and made available free of charge to readers, and have proved to be very popular. Other leaflets were produced offering practical guidance on applying for a reader's ticket, using census returns, and ordering copies of archives.

### **Finding Aids Group**

- 4.21 The Finding Aids Group, comprising staff representatives from 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). Work was undertaken in 2007 to set standards for the presentation of information on the various series of archives held by the National Archives.

### **Digitisation of finding aids**

- 4.22 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. 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, including photographs of convicts in Mountjoy Prison, 1904 to 1908.
- 4.23 In 2006, a Request for Tenders for digitising the finding aids to the archives of the Department of Foreign Affairs was prepared and issued, and a contract was awarded to the successful tenderer. The digitising work was completed and the work of editing the digitised lists commenced during 2007. When fully 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. Pending the completion of the editing work, it is

proposed to make the unedited lists available for consultation on the National Archives website during 2008.

**Customer Charter**

- 4.24 The Customer Charter was completely re-written and expanded during 2007, in conjunction with a review of customer charters undertaken by the Quality Customer Services Sub-group of the Partnership Committee of the Department of Arts, Sport and Tourism. The revised Charter will be printed in English and Irish and made available on our website.

**Other website developments**

- 4.25 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.
- 4.26 The decision to move the hosting of the National Archives website ([www.nationalarchives.ie](http://www.nationalarchives.ie)) to a different web host provider involved a necessary migration to a different web-traffic statistical package. The number of "hits" recorded on the main National Archives website in 2007 was 22,797,465, and the number of individual visits was 762,366. The launch of the 1911 Census Online project on 3 December led to a phenomenal increase in online access.
- 4.27 Although the Census pages are held on a separate server with its own URL ([www.census.nationalarchives.ie](http://www.census.nationalarchives.ie)) and separate statistics are compiled for traffic on these pages, it is clear that large numbers of visitors to this site also visited the main National Archives website, many probably to find a link to the Census website. The number of visits to the National Archives website, which amounted to 77,301 in November, almost doubled to 145,134 in December.

**DIGITISATION OF THE 1901 AND 1911 CENSUS RETURNS**

- 4.28 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 for the whole of Ireland during 2006 and 2007, in order that they may be published in instalments on the website of the National Archives.
- 4.29 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 Project Participants, 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.

**Launch of Dublin City and County Census Returns for 1911**

- 4.30 The launch online of the Dublin City and County Census Returns for 1911 by the Minister for Arts, Sport and Tourism, Mr Seamus Brennan, T.D., on 3 December 2007, resulted in phenomenal public interest. By the end of December, less than 30 days later, our census website had received more than 900,000 visits and more than 14 million hits. (See also 2.18 above).

**Future launches**

- 4.31 The next phase of the website, comprising the 1911 Census returns for Counties Antrim, Down and Kerry, will be launched towards the end of 2008. The 1911 returns for the remaining counties will follow between then and mid-2009, while the 1901 returns for all 32 counties will also be launched in 2009.

**Related activities**

- 4.32 Catriona Crowe, Head of Special Projects, and Aideen Ireland, Head of Reader Services, were guest speakers at the conference of the British Isles Family History Society of Greater Ottawa hosted by Library and Archives Canada in September. They later spent some days visiting the premises and meeting staff of Library and Archives Canada in Wellington Street, Ottawa and in Gatineau. I would like to thank the Librarian and Archivist and his staff for facilitating these visits, and also the visit to Ireland in March of Doug Rimmer, Deputy Librarian and Archivist, when he made a presentation to the staff of the National Archives about the work of his institution.

## 5. DEPARTMENTAL RECORDS

### MAIN PROVISIONS OF THE NATIONAL ARCHIVES ACT AND REGULATIONS

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

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

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

- **Section 7 – Retention and disposal of Departmental records**  
Departmental records must be preserved, unless their disposal is authorised in writing by the Director of the National Archives or another officer of the National Archives designated by the Director for the purpose. Before authorising disposal, the Director or designated officer must be satisfied that the records do not warrant preservation by the National Archives.
- **Section 8 – Transfer of Departmental records to the National Archives**  
Departmental records which are more than 30 years old must in general be transferred to the National Archives to be made available for inspection by the public. Particular records may be retained by a Department and/or be withheld from public inspection only if they are covered by certificates made either:
  - **under Section 8(2)**  
to the effect that they are in regular use in that Department or are required in connection with its administration and that their transfer to the National Archives would seriously interfere with the administration of that Department;
  - **or under Section 8(4)**  
to the effect that to make them available for inspection by the public:
    - (a) would be contrary to the public interest, or
    - (b) would or might constitute a breach of statutory duty, or a breach of good faith on the ground that they contain information supplied in confidence, or
    - (c) would or might cause distress or danger to living persons on the ground that they contain information about individuals, or would or might be likely to lead to an action for damages for defamation.

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

#### **Preparation of Departmental Records for Transfer**

5.3 Under Regulation 5 of the National Archives Act, 1986, Regulations, 1988, Departments are responsible for the preparation of schedules listing records due for transfer, for the arrangement, numbering, cleaning, packing and labelling of their records, and for their carriage to the National Archives, all in accordance with

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 2007.

**Certifying Officers**

- 5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2007 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 2007, and advice was also given to a range of Departments on issues relating to their compliance with the National Archives Act 1986.
- 5.7 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. 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.
- 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 2007 and was combined with visits to certain Circuit and District Court Offices, 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, Mr Michael McDowell, T.D., 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.”

During 2007, as a result of the work of the Archives Advisory Group, a small but significant body of intelligence and crime and security records of the Department were examined and made available for public inspection. A preview of these records was organised on Saturday, 9 June 2007 for media representatives in advance of public

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release on Monday, 11 June. Minister Michael McDowell visited the National Archives on Friday, 8 June in order to launch the newly-released records.

### **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 2007, three authorisations for the destruction of records were granted in relation to records of the Department of the Taoiseach, the Department of Foreign Affairs and the Probate Office.

### **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 2007 is summarised in Appendix C below, while the records accessioned during 2007 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 2008 was made available to representatives of the media at a preview from running from 12 to 14 December 2007. 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 28 December 2007.
- 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 1977.
- #### **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, and the Office of the Attorney General) took place prior to the media preview of 1977 records due for release in January 2008.

#### **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.

### **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 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 2007, 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 2008. Visits were made to Wicklow Circuit Court Office and Monaghan Circuit and District Court Offices by staff in order to inspect records and make arrangements for the transfer of backlog records. Due to efforts in recent years, backlogs of records due for transfer from Circuit Court Offices have been almost eliminated. Space constraints prevent similar large-scale work being undertaken in respect of the records of District Court Offices
- 5.19 The position at the end of 2007 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 2008 on the records of the Ordnance Survey and records were accessioned from the Office of Secretary to the President, and the Office of the Attorney General. The records accessioned are summarised in Appendix E.2 below.

##### **Ordnance Survey Ireland (OSI)**

- 5.22 The member of OSI staff who had been working on Ordnance Survey documents in Bishop Street retired.
- 5.23 National Archives staff carried out a survey of an OSI building in Phoenix Park, and reported on the present condition. A small quantity of miscellaneous documents was transferred to the National Archives.
- 5.24 A flood occurred in OSI's Manuscript Store in Phoenix Park on 19 June, causing 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. This was the second flood in this building within a period of 9 months.

##### **Valuation Office**

- 5.25 The situation with regard to outstanding work by the Valuation Office on schedules of documents placed in commercial storage and on the Field Maps and Perambulation Maps, stored in the National Archives, had not changed at the end of 2007.

#### **NEW RECALLS SYSTEM**

- 5.26 Final arrangements were made for a new system for recording recalls of documents by Government Departments under Section 4(1)(h) of the National Archives Act, and the system was put in place from 1 August 2007. The system provides more information about and control over the management of documents recalled, which for the period

## **Report of the Director of the National Archives for 2007**

August – December 2007 amounted to 525 documents. That figure is exceptionally high, due to the number of files being recalled by transferring agencies in order to facilitate the work of Tribunals and Commissions of Enquiry.



## 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 1986 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.

#### **Health Service Executive – National Hospitals Office (NHO)**

- 6.4 The NHO circulated drafts of their proposed Standards and Recommended Practices for Medical Records Management and their proposed Medical Records Retention Policy. The National Archives sent detailed comments to the NHO on the drafts, and at the invitation of the NHO, I met representatives of their Health Records Steering Committee on 26 March 2007. The NHO's Recommended Practices document was launched as the "Code of Practice for Healthcare Records Management" on 23 May.

#### **Hospital Archives – note prepared by the National Archives**

- 6.5 In the context of the Medical History Workshop held in University College Dublin on 21 September 2007, our Head of Archives Storage and Preservation, Frances McGee, prepared a note on "HOSPITAL ARCHIVES", which was intended as background information for the participants in the workshop. A copy of her note is reproduced in Appendix G below.

#### **Commissioners of Irish Lights**

- 6.6 In 2006, the Commissioners of Irish Lights commenced the deposit of its records with the National Archives. Work continued during 2007 on completing the transfer to the National Archives of this particularly important collection of records. I am extremely grateful to Mr Frank Pelly of Irish Lights, who initiated contact with our staff and worked in close co-operation with them in transferring records to our custody.

## LOCAL AUTHORITY RECORDS AND ARCHIVES

- 6.7 Under section 80 of the Local Government Act 2001 (which re-enacted the provisions of section 65 of the Local Government Act 1994), local authorities are responsible for the management, custody, care and conservation of their own records, and for making them available for public inspection when they are more than 30 years old. As provided for in subsection (3) of that section, Guidelines for local authority archives services were issued to local authorities by the Department of the Environment in 1996, after consultation with the National Archives. Also, under section 4(1)(e) of the National Archives Act, the National Archives may give advice to local authorities on the management, preservation and reproduction of records under their control.
- 6.8 During 2007 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

- 6.9 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**
- 6.10 Efforts continue to persuade National Schools to deposit their non-current records in the National Archives. The records deposited in 2007 are summarised in Appendix E.4 below.
- Accessions from private sources**
- 6.11 The more important accessions from private sources received during 2007 (including those accessioned through the Business Records Survey) are summarised in Appendix E.5 below.
- Dublin hospital records**
- 6.12 Some very important hospital records were transferred to the National Archives by the Meath Hospital Foundation. In addition, records were received from Kilkenny Orthopaedic Hospital.
- Solicitors' records**
- 6.13 Records continued to be accessioned from solicitors' firms, mostly of testamentary records.

## BUSINESS RECORDS SURVEY

- 6.14 The Business Records Survey was established by the Irish Manuscripts Commission in 1970, but was always based in the National Archives or its predecessor offices (the Public Record Office of Ireland and the State Paper Office). Overall responsibility for the Survey was transferred from the Commission to the National Archives in 1993. As its name suggests, the Survey is primarily concerned with the records of business firms, but it has also played an important role in the preservation of the records of other bodies not adequately catered for by other existing archives services. Most records accessioned through the Survey are held in the National Archives, although those originating in

Cork City and County are held in the Cork Archives Institute. The work of the Survey is carried out by one of the permanent Archivists. We are very grateful to all who deposited records or assisted the Survey in other ways.

#### **CHURCH OF IRELAND RECORDS**

- 6.15 During 2007 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 2007, 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.

### **IRISH SOCIAL SCIENCE DATA ARCHIVE**

- 7.5 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

### COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

8.1 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)
- Crawford Art Gallery (since 2007)

8.2 In 2006 the Minister for Arts, Sport and Tourism established a new company to manage the Crawford Art Gallery in Cork, and the gallery was designated as a National Cultural Institution. Consequently, the Director of the Crawford became a member of the Council of National Cultural Institutions in January 2007.

8.3 The Council is chaired by one of its members, who holds office as Chair for approximately 12 months. The Director of the National Library, Aongus Ó hAonghusa, was Chair from Summer 2006 to Summer 2007. I am the Chair for the period running from Summer 2007 to Summer 2008.

#### **“Culture Matters”**

8.4 The Council held its first-ever seminar entitled “Culture Matters” at the Royal Dublin Society, Ballsbridge, on 3 April 2007. The main focus of the seminar was an investigation of how Ireland’s culture sector has benefited from significantly increased investment over the past 10 years and, in return, how the growth in our cultural imagination, confidence and insight has contributed substantially to the country’s social and economic development. The Guest Chair was Olivia O’Leary, and the Guest Speakers were Bisi Adigun, Murna Crozier, Joe Dowling, Alice Maher, Mark O’Neill and Colm Tóibín, while the CNCI Respondents were Fiach MacConghail, Aongus Ó hAonghusa, Michael Ryan, Patrick F. Wallace and Judith Woodworth.

#### **Working groups**

8.5 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2007, the National Archives was represented on the following working groups by the following members of staff:

- Education and Outreach Working Group: Catriona Crowe
- Marketing Group: Catriona Crowe

- Information Technology Working Group (re-established in 2007): Anthony Murphy
- Conservation Group (established in 2007): Frances McGee and Zoë Reid

### **Heritage Fund**

- 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.

## **EUROPEAN UNION - CO-OPERATION ON ARCHIVES**

- 8.7 In 2007 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**

- 8.8 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 2007. 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, National Archives. The Group is chaired by the European Commission, and its secretariat is provided by the Secretariat General of the Commission.
- 8.9 The five key areas referred to in the Council Recommendation are being examined by Working Groups (or 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

- 8.10 During 2007 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.

### **9th international conference of editors of diplomatic documents, Dublin Castle, 25-27 April 2007**

- 8.11 The Documents on Irish Foreign Policy project hosted the 9th International Conference of Editors of Diplomatic Documents in Dublin from 25 to 27 April 2007. This prestigious conference convenes every two years and is the primary global point of contact for archivists and historians editing and publishing diplomatic documents. In 2007 the conference revolved around the theme of the application of new technologies to document editing and publication, and included a special presentation on new methods of digitising primary sources.

## REPRESENTATION ON OTHER BODIES

- 8.12 In 2007 members of the staff of the National Archives served in their official capacity on the following bodies:
- Archaeological Excavation Archive for Dublin City, steering group (Archaeological Archive Study): Aideen Ireland
  - Blue Shield (UK and Ireland): Frances McGee
  - Civil Service IT Group: Anthony Murphy
  - 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: Catriona Crowe
  - DLM Forum (Electronic Records in the EU): Thomas Quinlan
  - Documents on Irish Foreign Policy project, Editorial Advisory Board: Catriona Crowe
  - 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 Archives of the United Kingdom, Public Service Quality Group: Aideen Ireland
  - National Preservation Office (UK and Ireland): Director and Frances McGee
  - Preservation Microfilm Users Group Ireland: Frances McGee
  - Selection Committee under the Taxes Consolidation Act, 1997, section 1003 (Donations of heritage items to approved bodies): Director and Aideen Ireland
  - Society of Archivists' External Qualifications Sub-committee: Mary Mackey

## **ATTENDANCE AT CONFERENCES AND MEETINGS**

8.13 In the course of 2007 members of the staff of the National Archives attended the following conferences and seminars:

- Archival Appraisal, 3-day workshop run by Terry Cook, UCD (Dublin)
- British Isles Family History Society of Greater Ottawa, Fall Conference (Ottawa)
- Civil Service IT Group Seminar (Dublin)
- DLM Forum Meetings, Berlin (April) and Lisbon (November)
- Irish Labour History Society Conference (Dublin)
- J STOR (Journal Storage, the Scholarly Journal Archive) (Dublin)
- National Preservation Office conference, 'Second Life for collections' (London)
- Mould and Dust workshop, National Library of Scotland (Edinburgh)
- Resources in Medical History workshop, UCD (Dublin)
- Society of Archivists, Annual Conference (Belfast)
- Society of Archivists, Ireland, AGM (Dublin)
- Society of Archivists, Ireland, education and outreach (Belfast)
- Society of Archivists, Ireland, archival description and Irish Archives Portal workshop, Croke Park (Dublin)

## **PARTICIPATION IN TRAINING COURSES**

8.14 During the course of 2007 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)
- Environmental Monitoring Training Day ((National Preservation Office in British Library)
- Microfilming Training Day (National Preservation Office in National Archives, UK)
- Preservation Assessment Survey training (National Preservation Office)

## **MEMBERSHIP OF OTHER ORGANISATIONS**

8.15 The National Archives was an institutional or associate member of the following organisations in 2007:

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

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

## RADIO AND TELEVISION PROGRAMMES

### **RTE Radio 1, Derek Davis programme**

8.17 Two members of staff, Thomas Quinlan and Catriona Crowe, were interviewed live on the Derek Davis programme on 11 July 2007, concerning the importance and difficulty of preserving electronic records, and our project for the digitisation of the 1901 and 1911 census returns, respectively.

### **Filming for television programmes**

8.18 During 2007 the National Archives facilitated a number of organisations with regard to filming for television programmes, including:

- **Blinder Films:** Filming of documents in the National Archives relating to the history of prostitution in Ireland.
- **Leargas and Midas Productions:** Filming of relevant documents in the National Archives relating to murder trials for two television series on RTE and TG4.
- **Mint Productions:** Filming in the National Archives of a number of celebrity researchers for a forthcoming series of programmes devoted to explaining how to undertake genealogical research. Each researcher viewed original documents held in the National Archives relating to their own family history. The programmes will be broadcast during 2008.
- **RTÉ One:** During late 2007 we facilitated filming of documents in the National Archives to be released under the thirty-year-rule in January 2008 for

the “Behind Closed Doors” series. The programme was broadcast on RTÉ One on 30 December 2007.

- **TG4:** During 2007, we also facilitated filming work in the National Archives by TG4 in connection with an Irish language documentary on Nurse Anne Cadden in the Scanall series.

## LOANS FOR EXHIBITIONS

### **Crawford Art Gallery**

- 8.19 With the permission of the National Archives Advisory Council, documents were given on loan to the exhibition *[C]artography* in the Crawford Art Gallery in Cork between September and November 2007. The documents concerned were the Ordnance Survey town plan, line plot and content plot, with the relevant notebooks, relating to the city centre of Cork.

### **Kilmainham Gaol:**

- 8.20 Since 1996 one prison register from the National Archives has been on loan to Kilmainham 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 the Gaol.

## MISCELLANEOUS

### **Visit of a delegation from China**

- 8.21 On 12 June five senior officials from the Ministry of Culture of the People's Republic of China who were visiting Dublin visited the National Archives and were given tours of the Reading Room and Conservation Laboratory.

## Appendix A: Staff of the National Archives as of 31 December 2007

<b>GRADE</b> (and key responsibilities of senior staff)	<b>NAMES</b> (within each grade, names given in alphabetical order of surname)	<b>TOTAL</b>
<b>Director</b>	David Craig, PhD	1
<b>Keeper</b> (Business Coordination and Human Resources)	Ken Hannigan, BA, H Dip Ed	1
<b>Keeper (Acting)</b> (Archives Storage and Preservation, and New Building)	Frances McGee, M ès Lettres, H Dip Ed	1
<b>Assistant Principal</b> (Head of Administration)	Fergus Walsh	1
<b>Assistant Principal</b> (ICT Manager)	Anthony Murphy	1
<b>Senior Archivists</b> (Special Projects) (Reader Services)	Catriona Crowe, BA Aideen Ireland, MA, Dip Archival Studies	2
<b>Senior Archivist (Acting)</b> (Records Acquisition)	Thomas Quinlan, BA, Dip Archival Studies	1
<b>Archivists</b>	Brian Donnelly, BA, Dip Archival Studies Helen Hewson, BA, Dip Archival Studies Mary Mackey, MA, Dip Archival Studies Elizabeth McEvoy, M Phil, Dip Archival Studies Hazel Menton, BA, Dip Archival Studies Jennifer Moran, BA, Dip Archival Studies Gregory O'Connor, MA, Dip Legal Studies (2 vacancies)	9
<b>Archivist</b> (Electronic Records)	Vacancy	1
<b>* Archivists on fixed-term contract</b> (Crowley Bequest Project)	2 vacancies	2

# Report of the Director of the National Archives for 2007

<b>GRADE</b> (and key responsibilities of senior staff)	<b>NAMES</b> (within each grade, names given in alphabetical order of surname)	<b>TOTAL</b>
<b>Conservator</b>	Zoë Reid, BA, Dip Conservator- Restorer ( <i>work-sharing</i> – 2.5 days per week)	1
<b>Higher Executive Officer</b> (Corporate Services)	Noreen Lynch	1
<b>Executive Officers</b>	Mary Chaney ( <i>work-sharing</i> – 4 days per week) Pauline Dunne Tom Gilsenan Angela Mennella	4
<b>Staff Officers</b>	Christopher Allen Philip Doyle	2
<b>Clerical Officers</b>	Paul Carolan Robert Coffey Brendan Crawford John Delaney Breda Devereux Gemma Harkin ( <i>work-sharing</i> – 3 days per week) Bernadette Kelly Dean Kelly Enda Lowry Tom McBride Eamonn Mullally David O'Neill Ken Robinson Patrick Sarsfield Mary Toolis	15
<b>Head Services Officer</b>	Michael Whelan	1
<b>Services Officers (with allowance for Clerical Officer duties)</b>	Mary Carney Michael Flood Brendan Martin Ken Martin	4
<b>Services Officers</b>	Patrick Byrne Senan Lowe	2
<b>TOTAL</b>		<b>50</b>

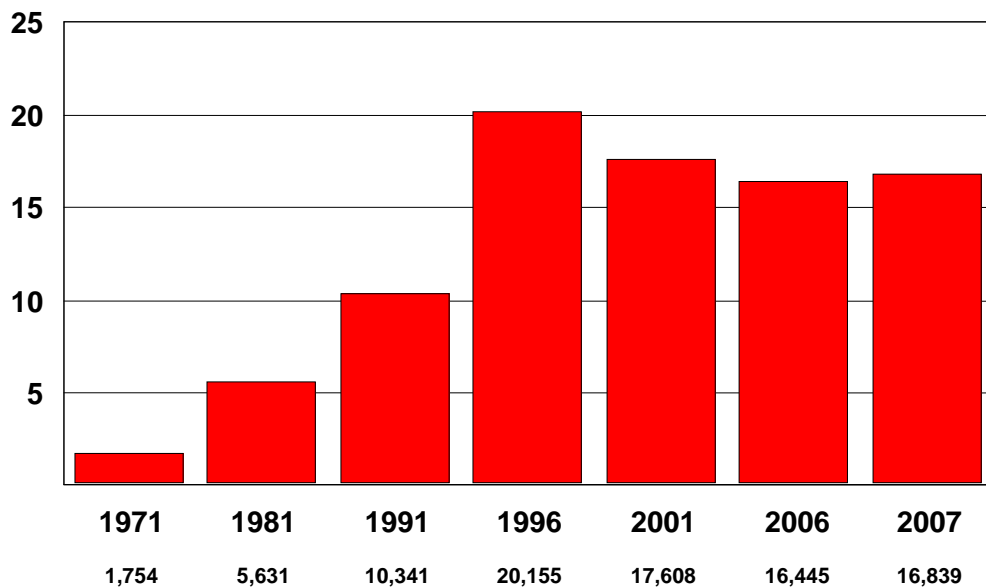
## Note:

- \* The 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, 1971–2007

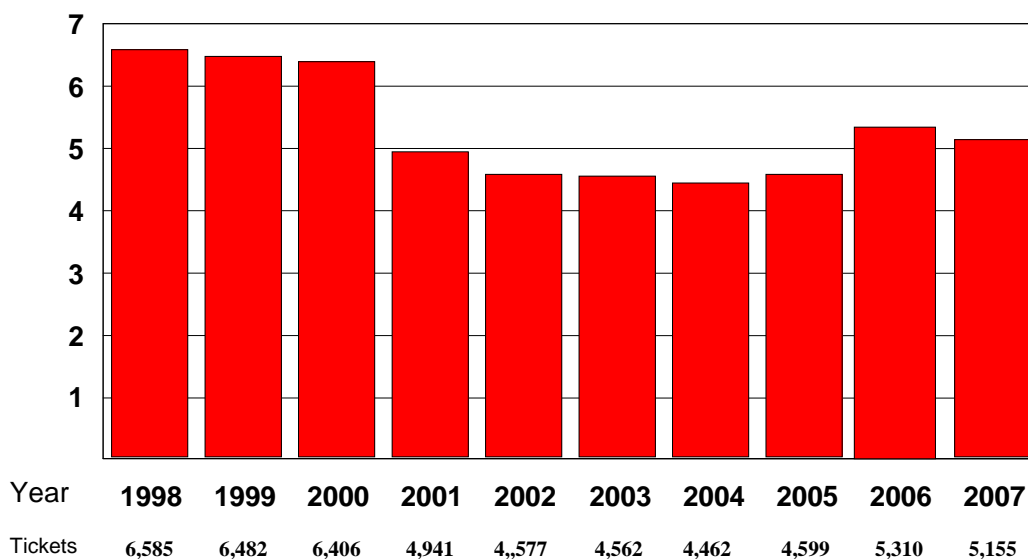
### Appendix B.1 Visits to Reading Room per year 1971 – 2007

Thousands



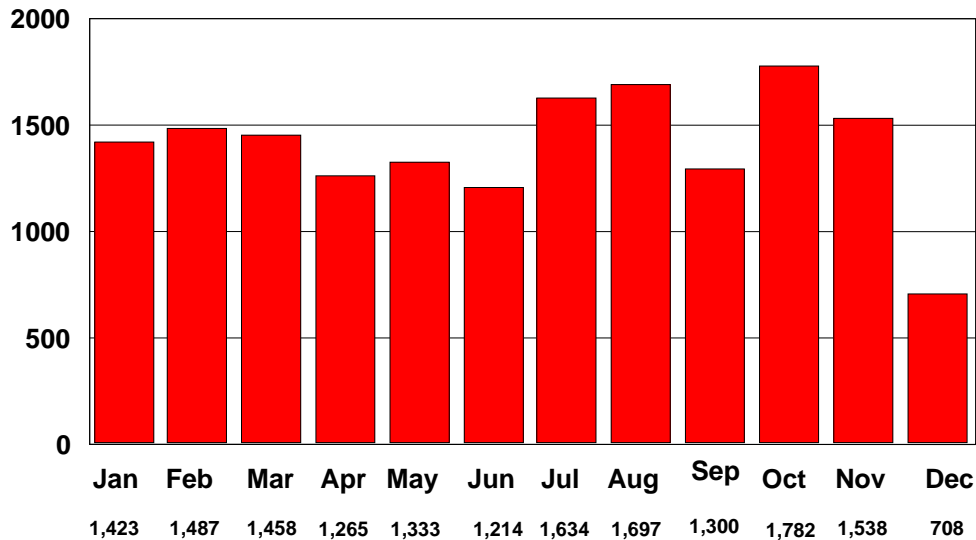
### Appendix B.2 Readers' tickets issued per year, 1998 - 2007

Thousands



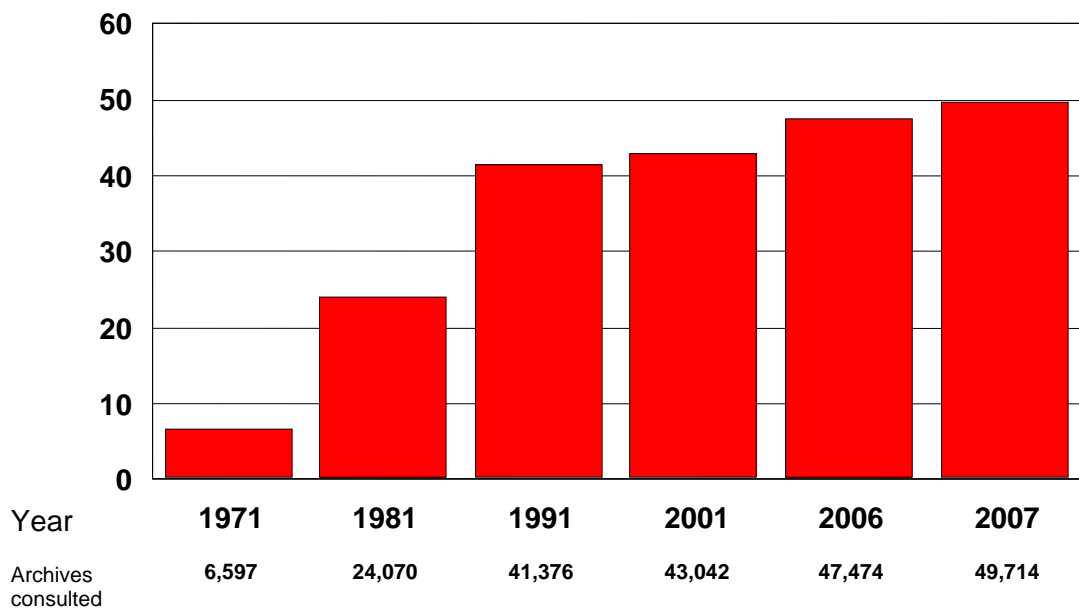
## Appendix B: Use of the Reading Room by the Public, 1971–2007 [continued]

### Appendix B.3 Visits to Reading Room per month in 2007



### Appendix B.4 Archives consulted by readers 1971 – 2007

Thousands



## Appendix C: Transfer of records pre-dating 1978 from Government Departments and Offices of State for release to public inspection under the 30-year rule

– statement of position as of 31 December 2007

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2007	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2007
<b>the Taoiseach</b>	Paul McGarry 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
<b>Agriculture, Fisheries and Food</b>	Brendan McInerney	1899–1980s	Circa 1950–1977
<b>Arts, Sport and Tourism</b>	Susan McGrath	circa 1922–1962	1963–77
<b>Communications, Energy and Natural Resources</b>	Pat Ryan John Browne Maurice Carey Liam Daly Peter O'Neill	1845–1970s	1964–77 (and some older records)
<b>Community, Rural and Gaeltacht Affairs</b>	Kevin O'Connor	1929–89	1967–77

**Report of the Director of the National Archives for 2007**

<b>DEPARTMENT OF</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2007</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2007</b>
<b>Defence</b>	Eilis O'Connell Col. J. Moloney	1922–76  (The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)	1963–77
<b>Education and Science</b>	Deirdre McDonnell	1831–1980s	Circa 1922–1977



**Report of the Director of the National Archives for 2007**

<b>DEPARTMENT OF</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2007</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2007</b>
<b>Enterprise, Trade and Employment</b>	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 1960–77
<b>the Environment, Heritage and Local Government</b>	Martin Condon Ríona Ní Fhlangaile Maria Graham Terry Allen Joe Allen Kevin Cullen Michael McCarthy	1838–1970s	Circa 1960–1977
<b>Finance</b>	Philip Hamell	1922–76	1975–77

**Report of the Director of the National Archives for 2007**

<b>DEPARTMENT OF</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2007</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2007</b>
<b>Foreign Affairs</b>	Ciarán Madden	1919–77	None
<b>Health and Children</b>	Gerald Guidon	1920s–1963	1964–77
<b>Justice, Equality and Law Reform</b>	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 1960–1977
<b>Social and Family Affairs</b>	Helen Faughnan	1919–1970s	1974–77

**Report of the Director of the National Archives for 2007**

<b>DEPARTMENT OF</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2007</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2007</b>
<b>Transport</b>	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 1960–1977
<b>OFFICE OF</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2007</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2007</b>
the Secretary to the President	Loughlin Quinn	1937–77	None
the Attorney General	Pat O'Sullivan	1922–79	None
the Comptroller and Auditor General	Maureen Mulligan	1920s–1962	1963–77

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

— statement of position as of  
31 December 2007

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2007	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
<b>Supreme Court</b>	Books of Appeal	1970	1971–77
<b>Court of Criminal Appeal</b>	Files	1972	1973–77
<b>Central Criminal Court</b>	Files	1968 (Wicklow, 1969)	1969–77
<b>High Court, Central Office</b>	Plenary, Summary, Special Summons and State Side files	1970	1971–77
<b>HIGH COURT, PROBATE:</b>			
<b>Probate Office, Dublin</b>	Testamentary papers	1986	None
<b>Castlebar District</b>	Testamentary papers	1986	None
<b>Cavan District</b>	Testamentary papers	1986	None
<b>Clonmel District</b>	Testamentary papers	1986	None
<b>Cork District</b>	Testamentary papers	1986	None
<b>Dundalk District</b>	Testamentary papers	1986	None
<b>Galway District</b>	Testamentary papers	1986	None
<b>Kilkenny District</b>	Testamentary papers	1986	None
<b>Letterkenny (formerly Lifford) District</b>	Testamentary papers	1986	None
<b>Limerick District</b>	Testamentary papers	1986	None
<b>Mullingar District</b>	Testamentary papers	1986	None
<b>Sligo District</b>	Testamentary papers	1986	None
<b>Tralee District</b>	Testamentary papers	1986	None
<b>Waterford District</b>	Testamentary papers	1986	None
<b>Wexford District</b>	Testamentary papers	1986	None

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<b>COURT</b>	<b>MAIN RECORD SERIES</b>	<b>LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2007</b>	<b>YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE</b>
<b>CIRCUIT COURT OFFICES (County Registrars):</b>			
<b>Circuit Court Offices (County Registrars):</b>			
<b>Carlow</b>	Civil and criminal files	1977	None
<b>Cavan</b>	Civil and criminal files	1987	None
<b>Clare</b>	Civil and criminal files	1975	1976–77
<b>Cork</b>	Civil and criminal files	1982	None
<b>Donegal</b>	Civil and criminal files	1987	None
<b>Dublin</b>	Civil files Criminal files	1960 1972	1961–77 1973–77
<b>Galway</b>	Civil and criminal files	1985	None
<b>Kerry</b>	Civil and criminal files	1980	None
<b>Kildare</b>	Civil and criminal files	1975	1976–77
<b>Kilkenny</b>	Civil and criminal files	1985	None
<b>Laois</b>	Civil and criminal files	1945	1946–77
<b>Leitrim</b>	Civil and criminal files	1962	1963–77
<b>Limerick</b>	Civil and criminal files	1982	None
<b>Longford</b>	Civil and criminal files	1987	None
<b>Louth</b>	Civil and criminal files	1978	None
<b>Mayo</b>	Civil and criminal files	1978	None
<b>Meath</b>	Civil and criminal files	1986	None
<b>Monaghan</b>	Civil and criminal files	1987	None
<b>Offaly</b>	Civil and criminal files	1983	None
<b>Roscommon</b>	Civil and criminal files	1986	None
<b>Sligo</b>	Civil and criminal files	1984	None
<b>Tipperary</b>	Civil and criminal files	1985	None
<b>Waterford</b>	Civil and criminal files	1961	1962–77
<b>Westmeath</b>	Civil and criminal files	1987	None
<b>Wexford</b>	Civil and criminal files	1986	None
<b>Wicklow</b>	Civil and criminal files	1983	None

## Appendix E: Summary of records accessioned by the National Archives in 2007

### • Appendix E.1 Records accessioned from Government Departments

Accession number	Department of	Description
2007/114 and 2007/115	the Taoiseach	Government Minutes for 1977–78
2007/116	the Taoiseach	Central Registry S files relating mainly to 1977
2007/20	Communications, Energy and Natural Resources	Files of the Exploration and Mining Division, relating to the 1960s and 1970s
2007/50	Education and Science	Central Registry files of the Primary Administration Branch, 1960s to 1980s
2007/110	Foreign Affairs	Secretary's Office files, relating mainly to 1977
2007/111	Foreign Affairs	Central Registry files, relating mainly to 1977
2007/57	Foreign Affairs	Files of the Irish Embassy to the Holy See relating mainly to 1977
2007/58	Foreign Affairs	Files of the Irish Embassy to the United Kingdom relating mainly to 1977
2007/59	Foreign Affairs	Files of the Irish Embassy to the United States of America relating mainly to 1977
2007/61	Foreign Affairs	Files of the Irish Embassy to Luxembourg relating mainly to 1977
2007/62	Foreign Affairs	Files of the Irish Embassy to Italy relating mainly to 1977
2007/63	Foreign Affairs	Files of the Irish Embassy to Canada relating mainly to 1977
2007/64	Foreign Affairs	Files of the Irish Embassy to Switzerland relating mainly to 1977
2007/65	Foreign Affairs	Files of the Irish Embassy to Portugal relating mainly to 1977
2007/67	Foreign Affairs	Files of the Irish Embassy to Sweden relating mainly to 1977
2007/68	Foreign Affairs	Files of the Irish Embassy to Belgium relating mainly to 1977

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<b>Accession number</b>	<b>Department of</b>	<b>Description</b>
2007/73	Foreign Affairs	Files of the Irish Embassy to Nigeria relating mainly to 1977
2007/74	Foreign Affairs	Files of the Irish Embassy to Denmark relating mainly to 1977
2007/75	Foreign Affairs	Files of the Irish Embassy to India relating mainly to 1977
2007/76	Foreign Affairs	Files of the Irish Embassy to Spain relating mainly to 1977
2007/78	Foreign Affairs	Files of the Irish Embassy to Austria relating mainly to 1977
2007/79	Foreign Affairs	Files of the Irish Embassy to Russia relating mainly to 1977
2007/82	Foreign Affairs	Files of the Irish Embassy to Egypt relating mainly to 1977
2007/83	Foreign Affairs	Files of the Irish Embassy to Greece relating mainly to 1977
2007/84	Foreign Affairs	Files of the Irish Consulate, New York, United States of America relating mainly to 1977
2007/86	Foreign Affairs	Files of the Irish Consulate, Boston, United States of America relating mainly to 1977
2007/88	Foreign Affairs	Files of the Permanent Mission to the United Nations (New York, United States of America) relating mainly to 1977
2007/90	Foreign Affairs	Files of the Permanent Representation to the European Union (Brussels, Belgium) relating mainly to 1977
2007/56	Justice, Equality and Law Reform	Crime and security registered files, 1920s to 1930s
2007/124	Justice, Equality and Law Reform	Registered files of the Security and Northern Ireland Division, 1970s
2007/126	Justice, Equality and Law Reform	Registered files of the Crime 1 Division, 1970s
2007/122	Justice, Equality and Law Reform	Registered files of the Crime 4 Division, 1970s
2007/123	Justice, Equality and Law Reform	Registered files of the Garda Síochána Administration Division, 1970s

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<b>Accession number</b>	<b>Department of</b>	<b>Description</b>
2007/127	Justice, Equality and Law Reform	Registered files of the Civil Law Reform Division, 1970s
2007/121	Justice, Equality and Law Reform	Registered files of the Criminal Law Reform Division, 1970s
2007/109	Justice, Equality and Law Reform	Registered files of the Diversity and Equality Law Division, 1970s
2007/38	Social and Family Affairs	Registered files of the EU/International Section: International Social Security Association, 1970s
2007/40	Social and Family Affairs	Registered files of the EU/International Section: United Nations, 1970s
2007/41	Social and Family Affairs	Registered files of the EU/International Section: Organisation for Economic Co-operation and Development, 1970s
2007/42	Social and Family Affairs	Registered files of the EU/International Section: Council of Europe, 1970s
2007/43	Social and Family Affairs	Registered files of the EU/International Section: International Labour Organisation, 1970s
2007/44	Social and Family Affairs	Registered files of the EU/International Section: European Economic Union, 1970s
2007/52	Social and Family Affairs	Registered files relating to the formulation of legislation, 1970s (IA files)
2007/53	Social and Family Affairs	Registered files relating to policy formulation, 1970s (PLAN files)
2007/54	Social and Family Affairs	Registered files of the Information Section relating to policy formulation, 1970s
2007/55	Transport	Registered files relating to formulation of policy and legislation, 1970s



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

<b>Accession number</b>	<b>Scheduled body</b>	<b>Description</b>
2007/125	Office of Secretary to the President	Registered P files relating mainly to 1977
2007/28	Office of the Attorney General	SR files, relating mainly to 1977
2007/29	Office of the Attorney General	PC files, relating mainly to 1977
2007/31	Office of Public Works	Central Registry files relating mainly to 1977

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

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

<b>Accession number</b>	<b>Probate Office or District Probate Registry</b>	<b>Description of records</b>
2007/1	Probate Office, Dublin	Wills and administration papers, 1986
2007/2	Castlebar District	Wills and administration papers, 1986
2007/3	Cavan District	Wills and administration papers, 1986
2007/4	Clonmel District	Wills and administration papers, 1986
2007/5	Cork District	Wills and administration papers, 1986
2007/7	Dundalk District	Wills and administration papers, 1986
2007/8	Galway District	Wills and administration papers, 1986
2007/9	Kilkenny District	Wills and administration papers, 1986
2007/6	Letterkenny (formerly Lifford) District	Wills and administration papers, 1986
2007/10	Limerick District	Wills and administration papers, 1986
2007/11	Mullingar District	Wills and administration papers, 1986
2007/12	Sligo District	Wills and administration papers, 1986
2007/13	Tralee District	Wills and administration papers, 1986
2007/14	Waterford District	Wills and administration papers, 1986
2007/15	Wexford District	Wills and administration papers, 1986

- **Circuit Court**

<b>Accession number</b>	<b>Circuit Court Office</b>	<b>Description of records</b>
2007/106; 2007/113	Cavan	Civil bill files, 1986–87
2007/101 – 102	Donegal	Civil bill files, 1986–87
2007/134	Kerry	Civil bill files, 1975–80
2007/16; 2007/47	Longford	Civil bill papers, 1986–87
2007/108	Meath	Civil bill papers, 1986
2007/119 – 120	Monaghan	Civil bill papers, 1986–87
2007/100	Roscommon	Civil bill papers, 1986
2007/17; 2007/118	Westmeath	Civil bill papers, 1986–87
2007/39	Wexford	Civil bill papers, 1986
2007/103 – 104	Wicklow	Civil bill papers, 1976–83

- **District Court**

<b>Accession number</b>	<b>District Court Office</b>	<b>Description of records</b>
2007/36	Dublin Metropolitan	Justice's minute books, 1950s to 1970s

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

<b>Accession number</b>	<b>National School</b>	<b>Description of records</b>
2007/107	Kilcoole, Co. Wicklow	Registers and roll books, 19th to early 20th centuries

## Appendix E.5

## Records accessioned from other sources

— including records accessioned through the  
Business Records Survey

Accession number	Source	Description of records
2007/37	Avril Bannister	Deed of gift, 1770; certificate of commission to Lieutenant Louis von Lastrow; and testimonial of Miss Young, 1883
2007/135	Adams Auctioneers	Irish Court of Exchequer deed of grant of lands to Bartholomew Cliffe, 1782; manuscript memorial, calling for the renewal of the Insurrection Act, Co. Tipperary, 1821
2007/27	Noel Kiernan	Documents relating to property at Barrack Street, Kilkenny; 1828; High Court Chancery Division document, 1890
2007/133	Declan O'Connor	Copy certified copy extract from 1851 Census relating to the Bell family
2007/26	Law Society of Ireland	Grant of probate of the will of Mary Hanlon, 1892
2007/25	Roger Greene and Sons, solicitors	Letters of Administration, Mary Anne Monks, 1899
007/117	Kelly, Colfer and Poyntz, solicitors, New Ross, Co. Wexford	Letter books, 1880s to 1920s
2007/129	Medlums' Hardware and Fancy Goods Store, Sligo	Account books and other records, 19th to 20th centuries
2007/35	Bob Hayes	Account books of Hayes Public House and Grocery, Knocklong, County Limerick, late 19th to early 20th centuries
2007/33	John Hayden	Account books of the Bradley/Headen public house, Timahoe, Co. Laois, late 19th to early 20th centuries
2007/46	Estate of Dr Seaghan Ua Conchubhair, Galway	Papers from medical practice and coroner's inquest files, West Galway [Iarthar na Gaillimhe], 20th century
2007/21	Irish Girl Guides	Administrative, operational and membership records, 20th century
2007/30; 2007/34	Irish Sugar Company	Operational and staff records, 20th century
2007/32	Ms Catherine Kearney	Records of the Bray Printing Company, Bray, Co. Wicklow, 1930s to 1960s

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<b>Accession number</b>	<b>Source</b>	<b>Description of records</b>
2007/45	Noreen Kearney	Minute books, accounts and other administrative records of the Institute of Almoners and successor Irish Association of Social Workers, 1937–1980
2007/105	Women’s Aid	Operational and administrative records, including promotional material, 1974–2007
2007/112	Irish Learning Support Association	Minute books and other administrative records, and printed pamphlets, 1970s to 2000s
2007/22	National Safety Council	Administrative records, 1980s to early 2000s
2007/51	Rory O’Connor	Personal correspondence relating to official inquiries into the care of children in residential institutions, 1994–2005

**Appendix F: Extracts from the Final Report of the Commission of Investigation into the Dublin and Monaghan bombings of 1974**

[Commission of Investigation into the Dublin and Monaghan bombings of 1974:

- Terms of Reference and Conclusions of the Commission in respect of records or document management and missing documentation
  - extracted by the National Archives from the Commission's Final Report]
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**EXTRACTS FROM:**

**“COMMISSION OF INVESTIGATION**

**into**

**The Dublin and Monaghan bombings of 1974**

**Final Report**

**March 2007”**

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**FIRST EXTRACT FROM:“**

**Chapter two:**

**THE COMMISSION  
OF INVESTIGATION”**

**“Terms of reference**

- 2.1 The terms of reference of this statutory investigation were published by the Government in *Iris Oifigiúil* on 13 May 2005. Those terms of reference are:

## Report of the Director of the National Archives for 2007

*To undertake a thorough investigation and make a report on the following specific matters considered by the Government to be of significant public concern:*

- 1) *Why the Garda investigation into the Dublin and Monaghan bombings was wound down in 1974?*
- 2) *Why the Gardaí did not follow-up on the following leads*
  - i. *information that a white van, with an English registration plate, was parked outside the Department of Posts and Telegraphs in Portland Row and was later seen parked in the deep sea area of the B & I ferry port in Dublin, and the subsequent contact made with a British Army officer on a ferry boat leaving that port;*
  - ii. *information relating to a man who stayed in the Four Courts Hotel between 15 and 17 May, 1974 and his contacts with the UVF;*
  - iii. *information concerning a British Army corporal allegedly sighted in Dublin at the time of the bombings;*

*and*
- 3) *In relation to the missing documentation*
  - v. *the exact documentation (Departmental, Garda intelligence and any other documentation of relevance) that is unaccounted for;*
  - vi. *the reasons explaining why the documentation went missing;*
  - vii. *whether the missing documentation can now be located; and*
  - viii. *whether the systems currently in place are adequate to prevent a re-occurrence of such documentation going missing.*

*To take account of investigative work already undertaken into the Dublin and Monaghan bombings of 1974, including the Report of the Independent Commission of Inquiry, the Final Report of the Joint Committee on Justice, Equality, Defence and Women's Rights, Inquest Statements and the Internal Garda Investigation. To provide a final report to An Taoiseach not later than six months from the date of establishment of the Commission."*

### **SECOND EXTRACT FROM:      "Chapter two:      THE COMMISSION OF INVESTIGATION"**

#### **"Sources of information**

- 2.26    The commission set out to identify, contact and seek evidence from all likely sources of information relevant to its task. Sources of information within this jurisdiction included: the Garda Síochána, the Defence Forces and a number of Government departments



- 2.27 In each instance, the bodies concerned nominated a liaison officer to deal with the commission. The commission provided its terms of reference to those liaison officers and then requested documentation which was likely to contain material relevant to its terms of reference. The commission also inspected the locations and records management systems in which that documentation was held. The bodies in question disclosed to the commission copies of the documentation considered to be relevant to the investigation.
- 2.28 The commission sought also the assistance of various agencies and entities of the British Government. This matter is dealt with in the chapter which follows.
- 2.29 The evidence, documentation, and other material disclosed to the commission is now part of the archives of the commission and, under the terms of section 43(2) of the Commission of Investigation Act, 2004 was delivered into the secure custody of the Taoiseach before this final report was delivered to him.

### **Recommendations**

- 2.30 The commission has no statutory power under the Commissions of Investigation Act 2004 to make recommendations.”

### **EXTRACT FROM:**

### **“Chapter thirteen:**

### **THE NATIONAL ARCHIVES AND DOCUMENT MANAGEMENT”**

### **“Conclusions**

1. There is a generally applicable international standard in the area of records management.
2. There is, at least since the commencement of the provisions of the National Archives Act, 1986 a clear and mandatory statutory duty on all departments of state, including the Garda Síochána and the Defence Forces, to preserve and maintain their records.
3. It is clear that all persons and entities having duties to discharge under the National Archives Act, 1986 attempt to do so to the extent that they can. However, the evidence before the commission clearly establishes that in practice there is insufficient training, expertise, staffing and resources to enable those persons and entities who have duties under the National Archives Act, 1986 to comply with their clear statutory duties.
4. The National Archives, in practice, does not receive from the Garda Síochána the archives and records envisaged by the National Archives Act, 1986.
5. The direction made by the Taoiseach in 1992 pursuant to Section 8(8) of the National Archives Act, 1986 may constitute a sufficient answer to the failure of the Garda Síochána to transfer their archives to the National Archives.
6. The premises, staff and other resources presently available to the National Archives are clearly insufficient to discharge its statutory function.

7. The necessity to have an established and effective system of records management is particularly applicable to collections of records where that material has a secret, confidential or other significant public interest attaching to it.
8. It would be unfair to suggest that the curator of the Garda Síochána Museum is responsible for the current records management systems in the Garda Síochána and the commission does not so suggest.

**Reasons for conclusions**

1. The above conclusions are based primarily on the evidence given to the commission by the Director of the National Archives, as well as on the relevant material disclosed to the commission by the various departments of state (including the Garda Síochána and the Defence Forces)."

**EXTRACT FROM:**

**"Chapter 14:**

**MISSING  
DOCUMENTATION:  
THE GARDA SÍOCHÁNA"**

**"Conclusions**

1. Since the original investigations into the Dublin and Monaghan bombings were wound down, the integrity of the Garda files resulting from those investigations has not been maintained.
2. There has been no adequate review by the Garda Síochána of the integrity of the Dublin and Monaghan investigation files, from the time the original investigations were wound down until the establishment of this commission.
3. It is not possible to give a full account of the exact Garda documentation which is missing, relevant to the Dublin and Monaghan bombings.
4. The commission has identified a number of Garda documents which did exist but which have not been produced to the commission, and must be presumed to have been lost or destroyed. Most of these documents were identified as missing documents as a result of work undertaken by the commission, rather than by the Garda Síochána.
5. The failure on the part of the Garda Síochána to detect the absence of certain documentation is no less disturbing than the fact that documentation is missing.
6. The reasons why the documentation went missing cannot be confirmed, but are likely to include the following:
  - i) Inadequate record-management systems;
  - ii) Loss of documentation caused by misfiling or other human error;
  - iii) Unauthorised and / or accidental destruction and / or removal of documents.

7. The possibility of further relevant documentation being found cannot be ruled out; but since it is impossible to say exactly what documentation is missing, it will never be possible to say that the files have been fully restored or reconstituted.
8. The failure to account for security and intelligence material is a serious failure, which could have very grave consequences for individuals mentioned or implicated in such material.
9. In the particular context of files which contain security and intelligence material, no system is adequate which does not allow the Gardaí to account for each individual document at any given time.
10. The increased computerisation of document management across the various branches of the Garda Síochána makes it much more unlikely that a loss of documentation similar to that regarding the Dublin / Monaghan bombings investigation could occur again.
11. The improvements in current systems have not affected the likelihood that documentation from other unsolved cases from the 1970s and 1980s has gone or will go missing.

#### **Reasons for conclusions**

1. The gaps in the documentation disclosed to the commission by the Garda Síochána.
2. The failings in the systems of information and records management used by the Garda Síochána in 1974 and thereafter, as identified by the commission in this report.
3. The practice of not listing or recording individual documents within a given file, which makes an effective audit of the contents of a given file impossible. This practice of indexing files but not their contents appears to be universally practiced throughout the public service. The only exceptions known to the commission is the Army, which has a practice of keeping a list of the contents of individual documents on the inside of each file cover, and the Department of Foreign Affairs, which numbers certain categories of reports obtained from the State's embassies abroad. Whilst the practice of not indexing individual documents may be adequate for some State bodies it is a manifestly inappropriate and dangerous practice in any department or organisation which stores or handles security and intelligence material."

#### **EXTRACT FROM:**

#### **"Chapter 15:**

#### **MISSING DOCUMENTATION: THE DEFENCE FORCES"**

#### **"Conclusions**

1. The commission has seen no evidence that any document created by the Army and relevant to the Dublin and Monaghan bombings of May 1974 is missing.
2. Since the early 1940s, Army Intelligence has kept indexes which record every individual document in each file registered by the Intelligence section. These

indexes show that every file disclosed to the commission by Army Intelligence is intact.

3. The commission has seen one Army Intelligence report containing two pieces of information relevant to the Dublin and Monaghan bombings, neither of which appear to have been followed up by Army Intelligence. The commission is satisfied nonetheless that the Army Intelligence file which contains the report is intact.
4. The system of records management employed by Army Intelligence in 1974 is the only system examined by the commission which makes it possible to check whether all of the documents which ought to be in a given file are in fact there.
5. The systems currently in place in Army Intelligence are adequate to prevent documentation going missing. It is perhaps a truism to say that no system is absolutely fool-proof but the standard achieved by Army Intelligence is, in the view of the commission, very high.

#### **Reasons for conclusions**

The commission has based its conclusions on the written and oral evidence given to it by the Army Chief of Staff, on information obtained by the commission during visits to inspect the Army Intelligence section and the Army archives (with the assistance of the Army archivist), and on the relevant documentary material disclosed to it by the Army, in particular intelligence material.”

#### **EXTRACT FROM:**

#### **“Chapter 16:**

#### **MISSING DOCUMENTATION: THE DEPARTMENT OF JUSTICE”**

#### **“Conclusions**

1. The commission is satisfied that no individual files were opened in 1974 by the Security Division of the Department of Justice in connection with the Dublin or Monaghan bombings of 17 May 1974.
2. Three registered files, which were opened in 1973 by its Security Division, are now missing from the archives of the Department. The commission cannot establish whether any of these files contained information relevant to the Dublin and Monaghan bombings. The commission has not established the reason or reasons why these registered files are now missing.
3. There is no evidence that any other file recorded in the registry of the Department of Justice and containing information relevant to the Dublin and Monaghan bombings is missing.
4. The fact that documents in Department of Justice files containing security and intelligence material were not numbered or indexed as to their content means that the commission and indeed, the Department cannot establish whether or not security and intelligence material is missing from the relevant files.
5. During the 1970s, the Department of Justice received an unknown number of documents from the Garda Síochána which were not registered in the filing system

kept by the Department of Justice. The commission is satisfied, on the basis of the unregistered material which has been disclosed to it by the Department, that much of the unregistered documentation kept by the Security and Northern Ireland division of the Department would probably have contained confidential, security and intelligence material.

6. There may be unregistered documentation which was received by the Department of Justice from the Garda Síochána and is now missing, but by reason of the unsatisfactory practice of not registering all documentation, this cannot be established.
7. The Department of Justice had and has a duty to preserve, maintain and account for all documentation received by it from the Garda Síochána. This duty is independent of any duty on the Garda Síochána to maintain records of such documentation.
8. The practice, which existed for an unknown period in the Department of Justice, of having Garda documents which were not contained in registered files, constituted an unjustifiable risk that, if the security of the material contained in such documents were to be breached, such a breach would be undetectable. This could have potentially serious consequences for persons identified or identifiable from the contents of such documents.
9. In the particular context of departmental files which contain security and intelligence material, no system is adequate which does not allow the Department to account for each individual document at any given time
10. The process of registering all unregistered document holders, which has now been completed by the Security and Northern Ireland division of the Department, is an important step towards eliminating the risk that documents could go missing without detection.
11. However, as long as the Department's system records only the existence of files and not the security and intelligence documents within a file, it remains possible that security and intelligence documents could be lost and that such loss would be undetectable.

#### **Reasons for conclusions**

1. The commission has based its conclusions on the documentary evidence disclosed to it by the Department of Justice, Equality and Law Reform; on the evidence given to the Joint Oireachtas Committee by the Minister for Justice and the Secretary General of the Department; and on the evidence given to the commission by the current and former holders of the office of Secretary General of the Department."

**EXTRACT FROM:**

**"Chapter 17:**

**MISSING  
DOCUMENTATION:  
OTHER  
GOVERNMENT  
DEPARTMENTS"**

**"Conclusions**

## **Report of the Director of the National Archives for 2007**

1. The commission has found no evidence that any file recorded in the registries of the Department of Foreign Affairs, the Department of Defence or the Department of the Taoiseach, is missing.
2. In 1974, these Departments did not have a practice of numbering or indexing individual documents within a given file (with the exception of certain categories of reports from Irish embassies to the Department of Foreign Affairs, referred to at paragraph 17.11 above). It is not possible for the commission to establish with certainty whether files which do not contain numbered or listed documents are now intact or complete.
3. The Department of Foreign Affairs disclosed the existence of a certain amount of unregistered material which was retained by the Anglo-Irish Division. The failure to register such material makes it impossible to establish with certainty the true extent of the documentation which ought to be in the possession of the Department of Foreign Affairs, and which is relevant to this commission's terms of reference. The unregistered material which has been located by the Department has now been properly registered and filed by the Department.
4. As long as the filing systems employed by the Department of Foreign Affairs, the Department of Defence and the Department of the Taoiseach only record the existence of files and not the documents within a file, it remains possible that documents could be lost and that such loss could go undetected.

### **Reasons for conclusions**

The commission has based its conclusions in this regard on the documentary evidence disclosed to it by the Department of Foreign Affairs, the Department of Defence and the Department of the Taoiseach, on the oral evidence given to the commission by the Secretary General of each department, and on information obtained by the commission during visits to each of the said departments."

## **Appendix G: HOSPITAL ARCHIVES**

### **Note by the National Archives intended as background information for participants in the Medical History Workshop in UCD on Friday 21 September 2007**

This note was prepared by Frances McGee, Head of Archives Storage and Preservation in the National Archives, and Manager of the Local Authority Archives Survey in the mid-1990s. Due to a prior commitment, she was unable to attend the workshop.

#### **1. OBSERVATIONS ON THE CURRENT SITUATION**

- There is no statutory provision covering the preservation of and access to the archives of hospitals. Until such provision is made, no progress can be made on the other key matters of access policy, collection policy and infrastructural provision.
- Hospital archives are of the highest importance and are an archival resource of first quality.
- The appropriate home for hospital archives is a public, professional, archival institution, as this is the only body which can provide the sustainable conditions needed for the permanent preservation, security, and intellectual control that are the pre-requisite of research access.
- The National Archives, and some other archives, have experience over decades of dealing with hospital archives.
- Hospital archives (up to 1965) were included in the Local Authority Archives Survey in 1995 and the facts about their location, content, extent and condition are known.
- At present many archives not in institutions are in danger and access to them is non-existent or *ad hoc*.
- Many institutions are reluctant to accept hospital archives because of lack of clarity about status and access, their large volume and the consequences of FOI enquiries.
- Because of their nature and content, hospital records require special caution. The consequences of even drawing attention to their existence in the current circumstances can be serious and can lead to hurt to individuals, or can endanger the survival of the records.
- Great care needs to be taken in creating indexes and other sources from these archives, as inferences can be drawn from the presence of a name (e.g. case in the National Archives concerning indexes of school records).
- Consideration needs to be given to the social context and to the local nature of many of the archives.
- Mandatory records management procedures (including electronic records) which would avoid future problems are under consideration by NHO.

## **2. ACTIONS NEEDED AND ISSUES TO BE CONSIDERED**

### **2.1 Statutory protection**

- Legal changes are required in order to ensure the uniform and standardized preservation of and access to hospital archives at national level. This may be a by Ministerial Order under the National Archives Act, 1986, or may require new legislation.
- Which hospitals are to be covered (public, public voluntary, private, nursing homes etc)?

### **2.2 Definition of access policy**

- Following legal protection, a policy on access is needed in order to provide clarity for the public, for researchers and for the institutions.
- This should be provided through Regulations, or another measure with the force of law.
- Hospital documents contain sensitive and confidential data, and need a period of closure before public access (currently 100 years in National Archives).
- Access for official purposes must be available within the closure period.
- The requirements of data protection and FOI must be met.

### **2.3 Definition of collection policy:**

- Where are the records to be kept? Should this be one central body, an existing body or a new one, or should they be in local institutions?
- Other collecting activities of the institution need to be decided.

### **2.4 Infrastructural provision**

- Resources of staff and accommodation are needed to carry out this work.
- No existing institution could make the permanent commitment required without extra resources.
- This is a permanent provision and holdings will continue to grow, even when allowance is made for use of new technology.
- Provision should be made for work on the backlog of documents collected in the past which institutions have never had the resources to process to the standards of best practice.

**Frances McGee**  
**19 September 2007**

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